Grant Application Workshop

FY2026 / 2027 Homeland Security Criminal Justice

Introductions



Homeland Security Planner – Andy Davis

Criminal Justice Planner – Lana Gudgel

Homeland Security / Criminal Justice Program Manager- Wayne Stovall

House Keeping

Getting Started

Criminal Justice Division (CJD)

Justice Programs

Final Date to Submit and Certify an Application _____ at 5:00pm CST

Criminal Justice Reasonable Budget Expectations

- Criminal Justice Programs (DJ) \$151,649.19 (7 applications)
- Juvenile Justice Programs (SF) \$28,447.48 (1 application)
- Truancy Prevention Program (TP) \$51,339.43 (2 applications)
- General Victim Assistance Direct Services Program (VA)
 \$1,364,600.13 (7 applications)
- Violence Against Women Justice and Training Program (WF)
 \$109,239.82 (2 application)

Homeland Security Division

H.S. Reasonable Budget Expectations

- State Homeland Security Program (SHSP) \$431,744.01
- State Homeland Security Program: Law Enforcement Terrorism Prevention Areas (SHSP-L) = 35% of SHSP
- State Homeland Security Program National Priority
 Areas (SHSP-NPA) = TBD from State

Purpose of State Homeland Security Program (SHSP)

• The purpose of this announcement is to solicit applications for projects that support state and local efforts to prevent terrorism and targeted violence and prepare for the threats and hazards that pose the greatest risk to the security of Texas citizens. The Office of the Governor (OOG), and Public Safety Office (PSO) provide funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving a secure and resilient state.

2024 Regional Funding Minimums

- 35% of the total regional allocation must be spent toward LETPA
- Regions must provide projects totaling 30% of the regional allocation to the NPAs listed below:
 - Combating Domestic Violent Extremism
 - Enhancing Election Security (3% Minimum)
 - Cybersecurity
 - Protection of Soft Targets/Crowded Places
 - Intelligence and Information Sharing
 - Community Preparedness and Resilience

2025 Regional Funding Minimum

Priority Areas	Description	Minimum Allocation Requirement
Enhancing the Protection of Soft Targets/Crowded Places	Improving security at locations accessible to the public and vulnerable to attacks.	No minimum allocation
Supporting Homeland Security Task Forces and Fusion Centers	Promoting coordination of activities and critical information sharing and analysis to prevent and respond to threats.	No minimum allocation
Enhancing Cybersecurity	Strengthening the protection of computer systems and networks against cyber threats.	No minimum allocation
Enhancing Election Security	Ensuring the integrity and security of voting systems.	At least 3% of the total SHSP and UASI allocation must be dedicated to this area
Supporting Border Crisis Response and Enforcement	Supporting collaboration between state and local law enforcement and U.S. Immigration and Customs Enforcement (ICE) through the 287(g) program to identify and remove individuals who pose a threat to public safety and national security.	At least 10% of the total SHSP and UASI allocation must be dedicated to this area

Reference page12-23 of 2025 FEMA NOFO for additional guidance.

What is LETPA?

LETPA identified in Section 2006 of the Homeland Security Act of 2002, as amended, remain allowable and are listed below:

- Information sharing and analysis;
- Target hardening;
- Threat recognition;
- Terrorist interdiction;
- Paying salaries and benefits for personnel, including individuals employed by the grant recipient on the date of the relevant grant application, to serve as qualified intelligence analysts.
- All FEMA LETPA activities listed in Information Bulletin #485

Scoring Bonus

- Applications are scored and ranked by HOTCOG's EPAC
- Applications that satisfy a regional priority receive 10 bonus points
 - Regional Emergency Notification System (ENS)
 - COG Regional Planning
 - Citizen Corps Program
 - Regional Special Response Teams and Equipment
 - Land-Mobile Radio (LMR) Communication System Infrastructure
- Applications that satisfy a NPA and/or LETPA project category will get <u>5 bonus points each</u>.

Before Applying

Have your resolution signed by governing body before submission!

• Deadline to submit and certify is.....

- Grant prioritization meetings:
 - Homeland Security: TBD
 - Criminal Justice: TBD

Application Timeline



Dec. 2025 – Feb. 2026

PSO released RFA open December 2025- Early February 2026



March

Applications batched to HOTCOG mid-March and scoring results are submitted



Aug. 2026

Award Announcements

HS EPAC Grant Scoring Meeting Late February 2026 and Executive Approval

Feb. 2026

CJAC Grant Scoring Meeting April 2026



Apr. 2026

Pre-application Checklist

- 1. Review Funding Announcement. The funding announcement is an important resource document that provides all eligibility and allowability requirements for each program
- 2. <u>Create eGrants Account.</u> Register for an account if you don't already have one. All grant officials should register!
- 3. <u>Activate/Update SAM.</u> Applicants must have an active registration in the federal System for Award Management (SAM) at SAM.GOV
- 4. <u>Gather Financial Documents</u>. Have your agency's nine-digit Tax ID number assigned by the IRS available and other financial information.
- 5. Remember Grant #. If applying for continuation funding, make note of your existing seven-digit grant number.
- 6. <u>Identify Grant Officials</u>. Identify the three individuals that will serve as the Authorized Official, Financial Officer, and Project Director.

System for Award Management (SAM)

- Federal funds. All awards that come from federal sources must maintain a SAM registration throughout the life of the grant.
- No payments can be made to grantees under federal sources without a valid registration.
- State funds. Most awards that come from state sources must have a SAM registration at the time of application, which must be valid at the time of award.
- Guidance. The requirement for SAM is included in the Request for Applications for each program or funding source.
- Updates. If the grantee updates the SAM registration and receives a new expiration date on the federal SAM website, they must also submit a grant adjustment through eGrants to update the SAM expiration date on the grant record.

Matching Contributions

- Required match (Cost-Share).
- If the fund source requires matching funds on a grant, the grantee must ensure that it possesses or can acquire the required matching funds.
- A third-party (i.e., contractor or participating entity/partner) may contribute toward the matching funds requirement but the applicant bears the responsibility for satisfying the matching funds requirement.

Cash match expenditures

 Actual non-OOG cash spent by the grantee on eligible items included within the approved eGrants budget.

In-kind contributions

- If a program allows for in-kind contributions, the fair market value of goods and services must be documented and supported by the same methods otherwise used to support reimbursed costs.
- In-kind contributions must be donated to the grantee by a third party (employees and board members of the grantee are not considered third parties).
- Volunteer time on grant-related activities may be used as in-kind match, but rates must be consistent with those paid by the grantee for similar work and may not be provided by paid employees or board members of the grantee.

Non-profit bonds

- Each nonprofit corporation receiving funds must obtain and have on-file a blanket fidelity bond that indemnifies the PSO against the loss and theft of the entire amount of grant funds, including match.
- The cost of the bond is an eligible grant expense.

Rules and Guidance

- Applicable to all grants:
- Texas Administrative Code (TAC). Includes regulations issued by the State of Texas. Title I, Part I, Chapter 3 of the TAC specifically applies to the PSO.
- Texas Grant Management Standards (TxGMS).
- Includes regulations issued by the Texas State Comptroller's Office.
- Applies to all grants and contracts, funded with state funds.



References

Texas Administrative Code

TxGMS

2 CFR 200

eGrants Financial Management Guide

PSO General FAQs

DOJ Grants Financial Guide

FEMA Information Bulletins

FEMA Policies

FEMA Preparedness Grants Manual

Grant Officials: Roles

- Each grant must have a project director, financial officer, and authorized official.
- No person can serve in more than one of these roles.
- Grant officials must not be related to each other by blood or marriage or have any relationship that creates an actual, potential, or apparent conflict of interest.

Grant Writer (GW)

The Grant Writer (GW) is responsible for:

- Creating an application.
- This is the only Role that may hold two positions
- The GW is often the Project Director

Project Director (PD)

 Must be an employee of the grantee agency. They are responsible for:

- The day-to-day operations of the project; and
- Required programmatic reporting.

Financial Official (FO)

- Must be either an employee or board member and should be the Chief Financial Officer, Auditor, or Treasurer of the Board for the grantee agency.
- The employee or board member designated as the FO should have an in-depth understanding of the grantee's financial tracking system as well as their obligations related to grant and match expenditures.

FO are responsible for:

- Maintaining financial records to account for all grant expenditures and funds;
- Requesting payments; and
- Completing all required financial reporting at least quarterly.

Authorized Official (AO)

 Usually a county judge, mayor, city manager, chairman of a nonprofit board, head of a state agency, executive director, etc.

- They are authorized by the governing body of the organization to:
 - apply for, accept, reject, alter, or terminate the grant; and
 - certify changes made to applications or grants.

Authority in eGrants	AO	FO	PD	GW
Create, modify, and submit an initial application		✓	✓	✓
Certify an official application	✓			
Create and submit responses to application Preliminary Review Reports (PRR).	~	✓	✓	
Create and submit General Assessment, federal and general Progress Reports	~	✓	✓	✓
Create and submit budget and programmatic adjustments	~	✓	✓	
Certify budget adjustments that increase the overall award or result in a grant extension	~			
Certify budget adjustments to modify an existing budget with no overall award increase	~	✓		
Certify programmatic adjustments	✓	✓	✓	
Create and submit financial reports/payment requests	~	~		
Assign a new Authorized Official (AO) contact	✓	✓		
Assign a new Financial Officer (FO) contact				
Assign a new Project Director (PD) contact	✓	✓		
Assign a new Grant Writer (GW) contact	✓	✓	✓	

Post-Award

Post-Award Actions

- Announcement: All three grant officials—the authorized official, the financial officer, and the project director—will receive an email announcing the award.
- Acceptance: The authorized official must accept the award. Only
 after acceptance can you begin activities and draw funds or take
 other actions in eGrants. This action must take place within 45 days
 of award. We recommend reading all award documents prior to
 accepting the grant; acceptance of the award indicates the grantee's
 acceptance of all award conditions.

Commencing activities

• Grant projects should be fully operational within 60 days from the start date of the grant award. If you cannot start grant activities before then, notify your grant manager. If the project is still not operational within 90 days without sufficient reason, the PSO can terminate the grant award.

 Obligating funds: Once you receive an award and accept it, you may begin obligating funds on your project start date, but not before. The OOG cannot reimburse expenses obligated before the start date.

Project Schedule

 $\begin{array}{c} 1 \\ \hline 1 \\ \hline \end{array} \longrightarrow \begin{array}{c} 2 \\ \hline \end{array} \longrightarrow \begin{array}{c} 3 \\ \hline \end{array} \longrightarrow \begin{array}{c} 4 \\ \hline \end{array}$

Grant Awards

Released by August 2026

Project Start

Date: 09/01/2026 HS

AVOID APPLYING FOR THIS DATE!!!

10/01/2026 CJ

All activity must be completed during the project performance period which is either 12 or 24 months.

Grant Closeout

Grant Extension can be allowed on a case-by-case basis

Conditions of Funding

- Standard conditions.
- General grant conditions applicable to any award are included within the Standard Conditions and Responsibilities Memo attached to the award
- Found on the eGrants Summary/Award Statement tab.
- Can be Federal or State

Special conditions

- The PSO may also place special conditions on your grant award prior to or during the project period beyond those in the Standard Conditions. They are listed in the statement of grant award and on the eGrants Conditions of Funding tab.
- These conditions may come with payment hold.

Fund Holds



Budget Line-Item Hold

Most common, and will indicate an individual budget item needs to changed to access that particular line-item fund



Fund Hold

Common, especially when certain documents or additional requirements are placed on the grant award.



Vendor Hold

Most Severe Hold. Funds that originate from the PSO of any grant will be suspended to your organization until requirements are met. Generally, are a result of non-compliance or missed reporting.

Risk-based conditions

 When the PSO finds that a risk exists because a grantee has not submitted required information or has not complied with any applicable statute, rule, regulation, guideline, or requirement, the OOG may place a condition of funding on the grant, which may include a hold on funds.

Financial Reports and Payments

- Every quarter you must submit a required Financial Status Report (FSR) by the due date shown in the Due Dates table.
- This action meets both your quarterly financial reporting requirement AND triggers a payment to you.
- If your organization prefers more frequent payments, you may submit a FSR as often as once each month; this action will also meet your quarterly financial reporting requirement.

Due Dates

Quarter

FSR Due

Jan 1-Mar 31

April 22

Apr 1-Jun 30

July 22

Jul 1-Sep 30

October 22

Oct 1-Dec 31

January 22

 These due dates apply even if your grant started in the middle of the quarter or reporting period.

Report Type	Report Due Dates
Quarterly	Jan. 15 Apr. 15 Jul. 15 Oct. 15
Semiannual	Jan. 15 Jul. 15
Biannual	Mar. 15 Sep. 15
Annual	Jan. 31*

Programmatic Reporting

 Grantees must report their progress in meeting the goals, objectives, and measures of their grant. (1TAC §3.2527)

Starting your Application



Guides ▼ Funding Opportunities ▼ Resources





About eGrants

Online Grant Management

eGrants

is the online grant management system used by Public Safety Office programs. Register for an account, submit and certify an application, and then manage any grant awarded to your agency.

Login

Register

Welcome to eGrants!

View Welcome to eGrants!

View Navigation Tabs

View Icons

View Notes and Email

<u>View Help</u>

Links to Grant Resources

OOG has compiled the following links to assist your organization in locating federal, state, regional, and local resources. Prior to beginning your application, you may find it useful to review one or more of these sites. Click on a link to go to the home page or a file for more information regarding the topic.

Note: Although you will be directed to a site outside of eGrants, you will not be logged out of the system.

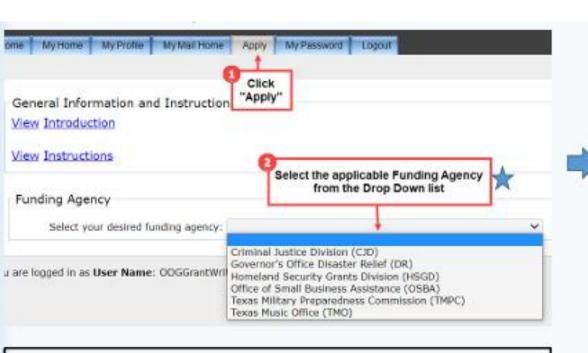
BJA: Prohibited and Controlled Equipment
DIR: Cybersecurity Training Certification

DOJ: Department of Justice - Grants Financial Guide

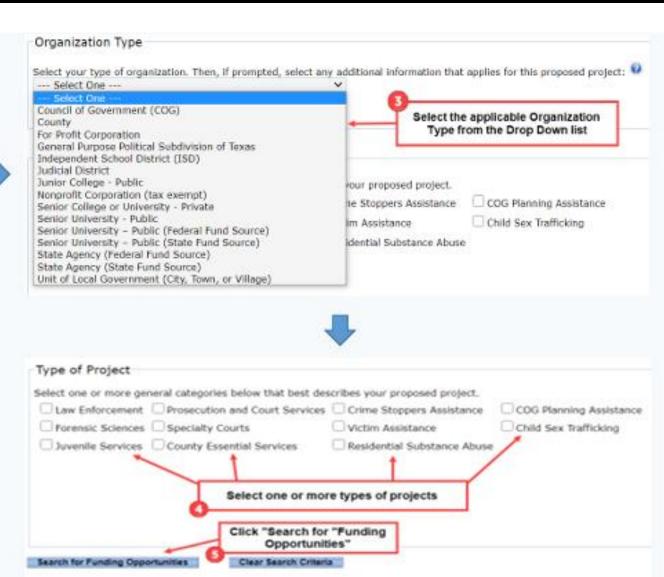
FEDS: Apply for Federal Funding Opportunities

EEDC: Electronic Code of Endard Devolutions 10 CED 200

CREATE AN APPLICATION



★ 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.

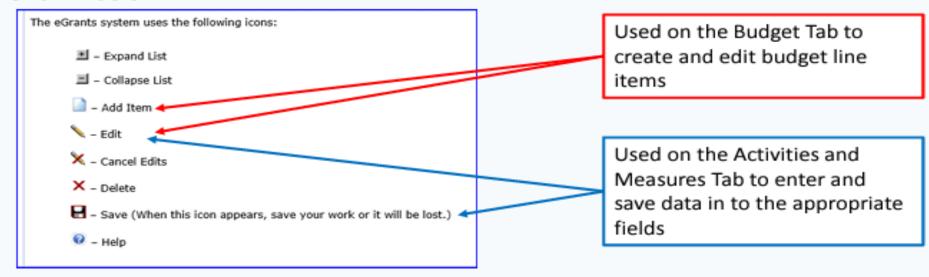
Available Funding Opportunities OOG is now accepting applications for the following opportunities. Funding Opportunity RFA (if Opportunity Opportunity Fund Source Apply applicable) Open Date Close Date SF21 PY21 State Criminal Justice Planning Fund -SF-State Criminal Justice Planning (421) Fund 11/26/2019 Apply 11/25/2019 Criminal Justice 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 NOTE: State Agencies and State Universities should enter Federal Tax ID Number 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

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.



NAVIGATING THROUGH EGRANTS

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



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:

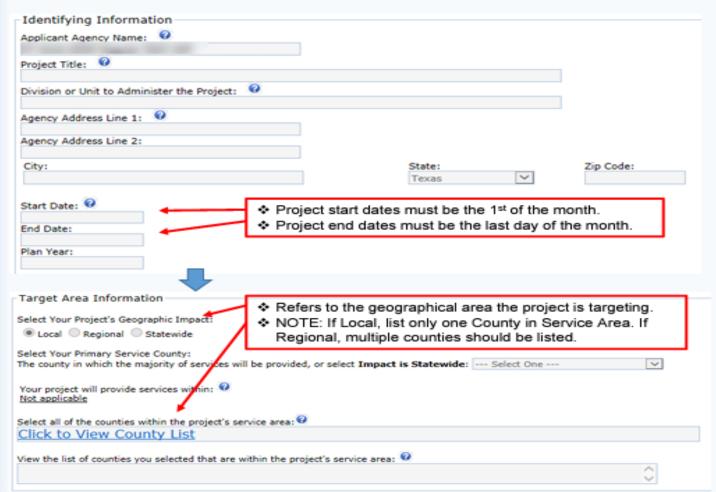
- 1. During application review, the Grant Manager (GM) may use this box to type a question or describe an item needing correction;
- Provide decisions regarding eligibility/allowability of activities or costs;
- Document changes made to entries on the tab; or
- 4. An area for applicant's to respond to 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

PROFILE/DETAILS TAB





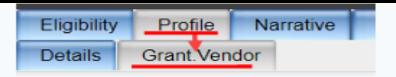
Grant Officials Information Insert the email address linked to the designated official's Authorized Official Email Address: eGrants account and click "Assign". If the designated Financial Officer Email Address: official does not have an account, one will need to be established for them prior to Project Director Email Address: assignment. Ensure the contact information in the official's profile is correct. Grant Writer Email Address: 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:

- Insert the email address linked to the designated official's eGrants account. If the designated official does not have an account, one will need to be established for them.
- Ensure the contact information in the official's profile is correct. This is the information the OOG will use to contact them.

Grant Officials Information	
Authorized Official Email Address:	
Financial Officer Email Address:	
Project Director Email Address:	
Grant Writer Email Address: harrington@gov.texas.gov	
Title:	
Last Name: Arrington	First Name: Heather
Business Phone: 512-463-1789	Fax Number: 512-475-2440
Position: Systems Support Specialist	Salutation: Ms.
Address Line 1: 1200 San Jacinto	Address Line 2: Room 2.236
City: Austin	State: Texas
Zip Code: 78701	

PROFILE/GRANT VENDOR TAB

PROFILE/GRANT. VENDOR TAB



Select your type of organization. Then, if prompted, select any additional organization information:	Auto-filled from information used to search for Funding
County	Opportunities. Verify pre-
applying to provide homeland security services	populated data is correct.
Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Nu Select matching payment information:	mber or Vendor ID):
Payment mormation:	
O No Match	
Data Universal Numbering System (DUNS):	
applicant assures that it is currently registered or will register in the federal System for Award Manag	ment (SAM) database. Information about
System for Award Management (SAM) Applicant assures that it is currently registered or will register in the federal System for Award Manage registration procedures can be accessed at https://www.sam.gov/ . Enter the SAM Expiration Date:	ement (SAM) database. Information about

Collapse Forms

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

- o Texas Application for Payee Identification Number Form 08/17/1
- 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: Object Deposit Otexas Payee ID Owg When the Name of the File displays in the box below, click on the Upload button: Choose File No file chosen Operation of the File displays in the box below, click on the Upload button: Upload

NARRATIVE TAB

NARRATIVE TAB



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.

Certifications

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

NOTE

X Applicants must click the "I certify to all the application content & requirements" check box prior to submitting the application.

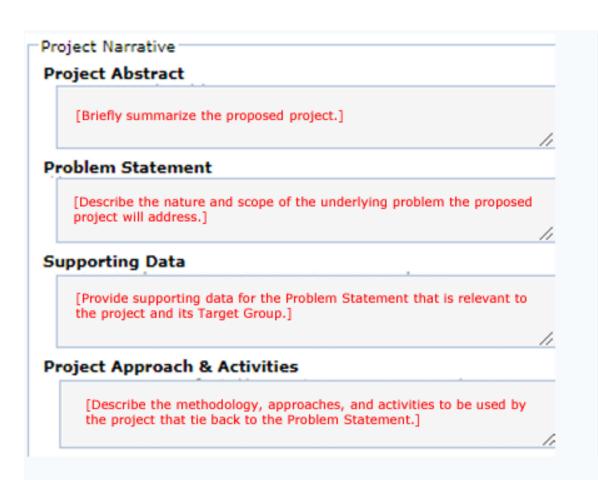
Overall Certification

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.

 \Box I certify to <u>all</u> of the application content and requirements. \bigstar



NARRATIVE TAB (CRIMINAL JUSTICE DIVISION)



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

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.

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
- Mentel Hear Services
- School Jograms
- ruancy Prevention

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 all 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		×

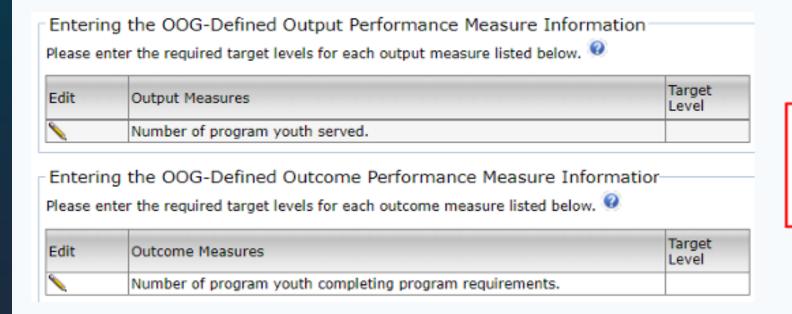
Click the \(^\) to enter the "Dedicated Percentage" and "Description of Activity"

Click the \blacksquare to save the data in those fields.

MEASURES TAB

Activities Measures Budget

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

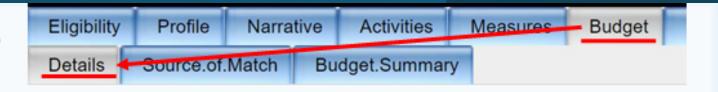


Click the \(\) to enter the "Target Level" for each OOG-Defined Performance Measure

Click the H to save the data in those fields.

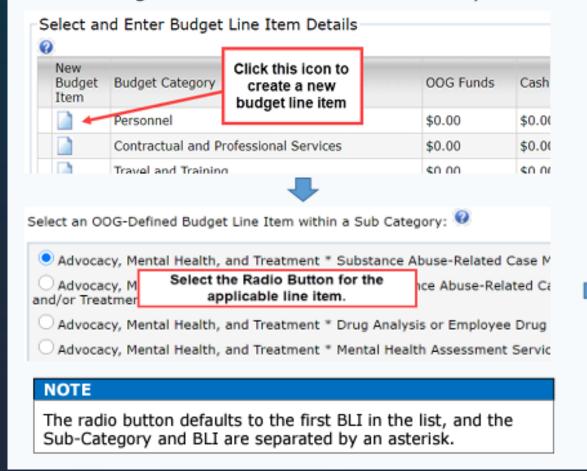
- If this tab is blank, first check that an Activity was selected on the Activities tab.
- If an Activity is selected and Measures are still blank, it is possible this funding opportunity does not require measures.
- If a particular measure does not apply, enter zero (0) for the target number.
- When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

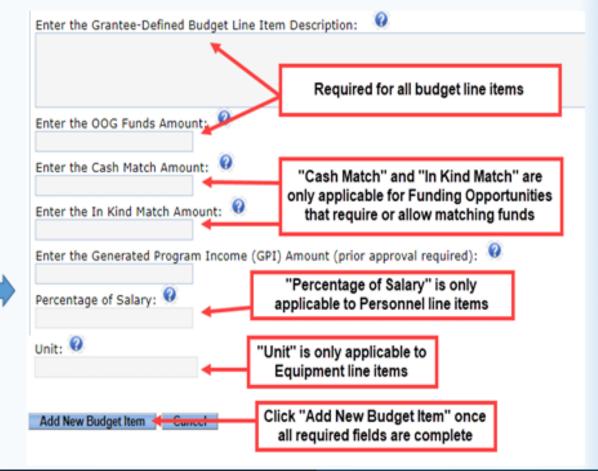
BUDGET/DETAILS TAB



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.





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: 0
(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.

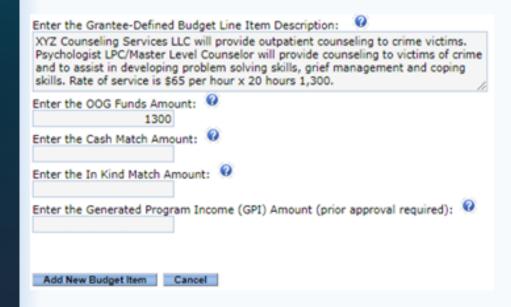
Line Item Descriptions must include:

- 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



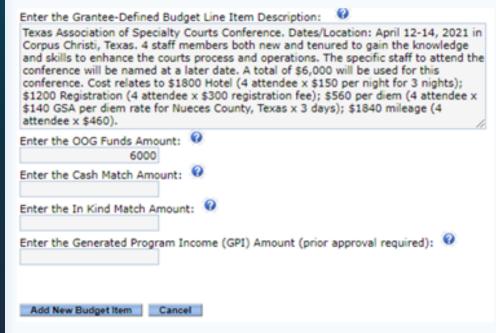
Contractual and Professional Services include services and assistance obtained from other organizations to support the project scope of work.

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

- 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

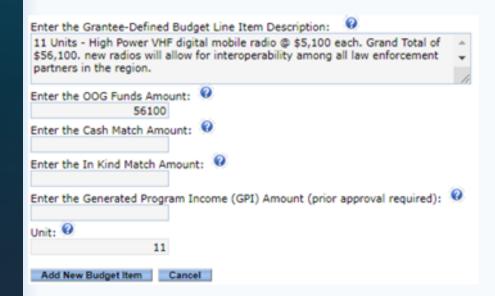
HSGP (HS) and NSGP (NP) Applications ONLY:

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 — BUDGET/DETAILS TAB



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:

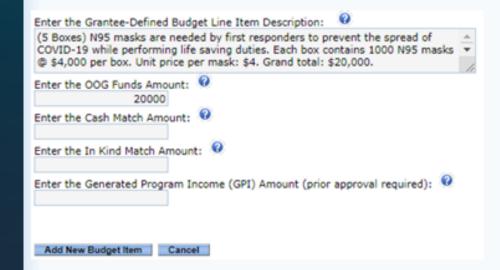
- Detailed equipment description to easily understand what the item is and how it benefits the overall project
- Per Unit Cost

Unit:

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

- 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.

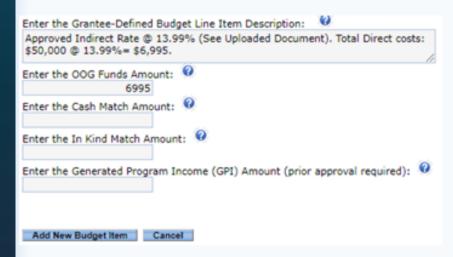
Direct Operating Expenses include other direct costs such as leases for space, rental costs, project supplies, advertising costs for staff vacancies, etc.

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

- 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.

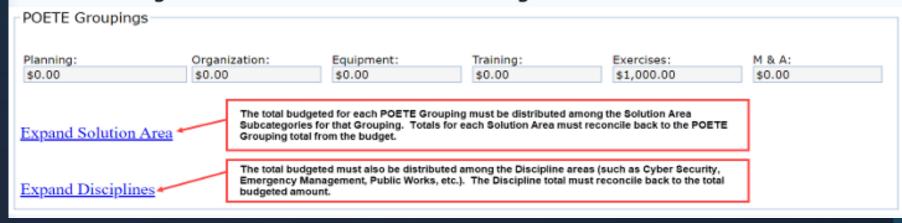
- The approved Indirect Cost Rate letter is not uploaded to eGrants.
- The approved indirect rate is not listed in the line item description.
- The De Mimimis rate is not calculated from the correct MTDC.

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":		New Budget Item	Budget Category	0
❖ Planning costs		New Budget Item	budget Category	
 Organization costs 	-		Personnel	\$
 Equipment costs 				
 Training costs 		OOG-Defined Line Item	Lacif 000-Defined Line item includes the	
* Exercise costs	+1	Analyst (Exercises)	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.



Contact the assigned GM for assistance with the POETE Groupings.

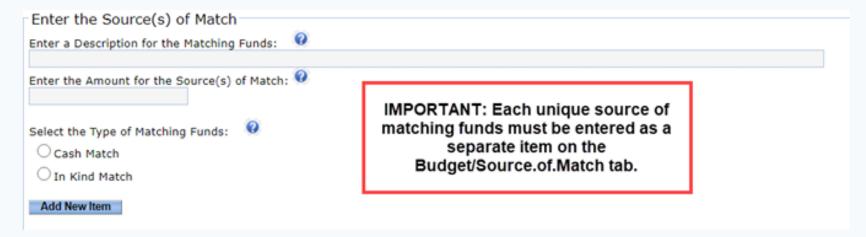
BUDGET/SOURCE.OF. MATCH TAB

Eligibility	Profile	Narrative	Activities	Measures	Budget
Details	Source.of.	Match Bu	у		

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



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 <u>resolution</u> that contains the following:

- 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:
- A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, after, or terminate a grant (Note: If a name is provided, you must update the PSO should the official change during the grant period.); and
- 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 <u>approved</u> resolution to eGrants by clicking on the **Upload Files** sub-tablocated in the **Summary** tab.

		45
Contract	Com	phance

Will PSO grant funds be used to support any contracts for professional services? If the budget inclu

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:

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 examining of any federal contract, the making of any federal contract, the making of any federal contract, the entering into of any congressive agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant four, or cooperative agreement?

Select the appropriate response:

O No

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:

O Yes

O:No

O N/A

ctivities

Measures

Budget

Documents

Fiscal Year

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

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

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

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:



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

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:

Oyes

O 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:



Equal Employment Opportunity Plan

Compliano

EEOP certification information must be submitted to the Office of Civil Rights, Office of Justice Programs through their on-line <u>EEOP</u> <u>Reporting Tod</u> within 130 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://doi.org/labout/secr/page.htm.

IMPORTANT: The EEOP requirements are

only applicable to US Department of

Justice (USDOJ) federal funds.

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.

Baquiramam

- The applicant agency is exempt from the requirement to prepare an EEOP because it is a Type I Entity as defined above, purposet to 28 CFR 42, subpart 6;
- 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 EEOR.

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 42.30s, subpart 6;
- the EBOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EECP is available for review by the public and employees or for review or audit by officials of COS, COS'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 Chill 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 EECP has been submitted to the Office of CIVR 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 Chill Rights (OCR).

Certification

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

	φü		

O 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,

DOCUMENTS TAB

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, fabrification 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:	
O I Certify	
O Unable to Certify	
If you selected Unable to Certify above, please provide an ex	planation as to why the applicant agency cannot certify the statements.
FFATA Certification	IMPORTANT: The FFATA Certification is ONLY applicable to projects supported with federal funds.
compensation of each of the five most highly compensated offi-	(A) requires Prime Recipients (CID) to report the names and total cers (a.k.a. positions) of each sub-recipient organization for the most grant is awarded if the subrecipient answers YES to the FIRST statement
rom Federal contracts (and subcontracts), loans, grants (and s	sub-recipient receive: (1) 80 percent or more of its annual gross revenue subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in s), loans, grants (and subgrants) and cooperative agreements?
Select the appropriate response:	
○ Yes	
○ No	
	ation of the senior executives through periodic reports filed under Section C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986
Select the appropriate response:	
○Yes	
○ No	
f you answered YES to the ETRST statement and NO to the S	ECOND 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

in-kind payments (see SEC Regulations: 17 CCR 229.402).

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

CONDITIONS.OF.FUNDING TAB

Budget

Documents

Conditions.of.Funding

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



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 Budget: \$1.00

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.

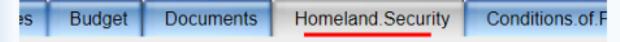
Purpose Specific Tabs

Purpose Specific tabs will appear as required by the grant program and/or organization type.

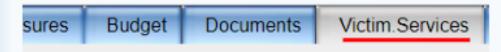
Fiscal.Capability Tab - Required for Non-Profit Organizations ONLY



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



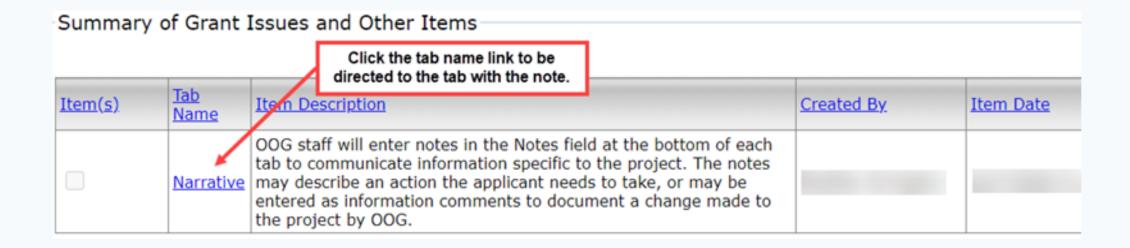
Victim.Services Tab – Required for VOCA (VA), VAWA (WF), SASP (KF) and other Victim Service programs ONLY



SUMMARY/GRANT.ISSUES TAB

Narrative	Activities	Measures	Budget	Documents	Conditions of Funding	Submit Application	Summary
.Preview	Grant.Issue	15					

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



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.

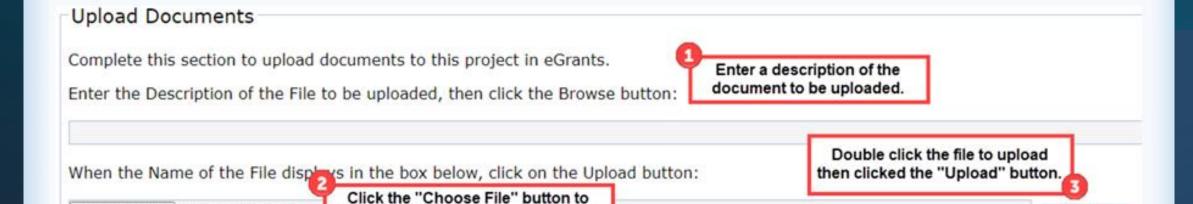
UPLOAD. FILES TAB

No file chosen

Choose File

ins.of.Funding Submit.Application Summary Upload.Files

Upload

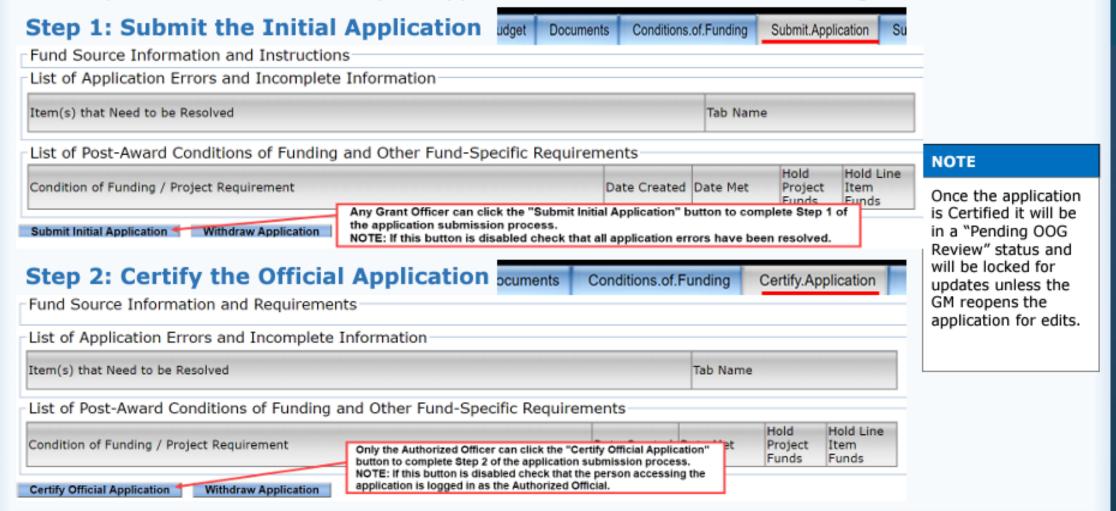


Do NOT upload banking documents on this tab.

locate the document to be uploaded.

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.



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 <u>eGrants@gov.texas.gov</u> 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: <u>eGrants@gov.texas.gov</u>

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.





Contacting the Office of the Governor

- The Office of the Governor (OOG)
- PSO Main telephone line: (512) 463-1919
- Mailing address: Post Office Box 12428, Austin, TX 78711
- Physical address: 1100 San Jacinto Blvd., Austin, TX 78701
- eGrants Help Desk: eGrants@gov.texas.gov
- Contact Us form: https://egrants.gov.texas.gov

Thank you!









Wayne Stovall

Email: wayne.stovall@hotcogtx.gov

Phone: 254-292-1893

Andy Davis

Email: andy.davis@hotcogtx.gov

Phone: 254-292-1892

Lana Gudgel

Email: lana.Gudgel@hotcogtx.gov

Phone: 254-292-1891