



**SUBMITTING AN APPLICATION
IN THE CJC EGRANTS SYSTEM**

APPLYING FOR A GRANT

- An application is created in response to an open funding announcement and is how a sub-grantee agency applies for a grant.
- The sub-grantee can use the Menu along the top or the prompts to be able to respond to funding announcements.

System will time out at: 11:19:40
Remaining time: 19:38

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Welcome to DCJC Egrants!
Please select a menu tab or prompt link to continue.

[CLICK HERE](#) To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report ([Project Management](#) tab).

[CLICK HERE](#) To create a new Application (or Concept Paper) in response to a Funding Announcement ([Funding Announcement](#) tab).

[CLICK HERE](#) To view any Alerts and/or Tasks assigned to you ([Work Manager](#) tab).

[CLICK HERE](#) To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county ([User Management](#) tab).

[CLICK HERE](#) To Subscribe to receive an email when new granting opportunities become available.

[CLICK HERE](#) To Unsubscribe from Email notifications when granting opportunities become available.

Announcements
Welcome to the Delaware Criminal Justice Council Egrants portal.

As a reminder, all addresses input during individual registration and during agency registration must be provided in a Zip + 4 (#####-####) format. If you are unsure about the last four digits of the address zip code for which you need to enter, please visit <https://tools.usps.com/go/ZipLookupAction!input.action> and provide the address. The United States Postal Service website can provide the last four digits of the zip code.

For External/Subgrantee Users: Zip codes already entered into the system during Individual Registration, if incorrect, may be corrected by visiting the User Management menu and then the Profile tab, by selecting the address requiring the update.

For Internal/CJC Users: Zip codes already entered into the system during Agency Registration, if incorrect, may be corrected by visiting the Contacts menu and then the Agency tab, by selecting the agency requiring the update and then the address requiring update.

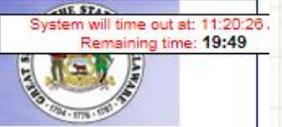
Egrants

Please send technical comments and problems to [DCJC EGRANTS Support \(DCJC STAGING\)](#).
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Finding the Funding Announcement



Delaware
Criminal Justice Council



Back Button will not take you back pages, instead use the application menus and controls.

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FUNDING ANNOUNCEMENT SEARCH

Search Criteria:

Funding Announcement Title:

Program Area: ▼

Funding Stream: ▼

Plan Year: ▼

Status: ▼

Fund. Annc. Title	Program Area	Funding Stream	Amount Announced	Open Date	Due Date	Status
2014 Competitive FA	VOCA	Victims Services	\$10,000.00	4/10/2014	12/31/2014	Open
DCJC UAT Funding Announcement	VOCA	Victims Services	\$18,850.00	5/5/2014	12/31/2014	Open
Victims of Crime Sandbox FA	VOCA	Victims Services	\$10,000.00	4/16/2014	12/31/2014	Open

- The sub-grantee can search for a specific funding announcement. % is used as a wildcard operator.
- Clicking on the Funding Announcement title, will allow you to create an application.

Creating the Application



**Delaware
Criminal Justice Council**



System will time out at: 11:21:05 A
Remaining time: 17:54

Back Button will not take you back pages, instead use the application menus and controls.

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FUNDING ANNOUNCEMENT SUMMARY

Funding Annc. Title: 2014 Competitive FA
Year: 2014
Program Area: VOCA
Funding Stream: VOCA
Funding Area: VOCA
Release Date: 4/10/2014
Due Date: 12/31/2014
Concept Papers Required? No
Competitive/Non-Competitive: Competitive
Amount Announced: 10,000.00
Status: Open
Summary:

Program Contact Person: [Ms. Sara Wagner](#)
Fiscal Contact Person: [Miss Fiscal Contact](#)

Agency/Project responses for this Funding Announcement

Applicant Agency	Project ID	Project Title
Test Agency	1034	Afterschool and summer program for juveniles
Test Agency	1041	Brenda's Advocacy Center

[Create New Application](#)

[Cancel](#)

- Click “Create New Application” button



Back Button will not take you back pages, instead use the application menus and controls.

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[Project](#) [Application](#) [Monitoring](#) [Audit](#) [Fiscal Details](#) [Reporting Requirements](#)

Grant ID: 1052
Status: Open - Draft

Project Title:
Fund Announcement: [2014 Competitive FA](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Activity Areas	In Process	0	9/16/2014 11:05:10 AM
Application Assurances			9/16/2014 11:05:10 AM
Certification Regarding Debarment			9/16/2014 11:05:10 AM
Approval Checklists			9/16/2014 11:05:10 AM
Budget Detail			9/16/2014 11:05:10 AM
Main Summary Information			9/16/2014 11:05:10 AM
Performance Indicators			9/16/2014 11:05:10 AM
Recipient Agency Budget			9/16/2014 11:05:10 AM

Message from webpage



Your Grant ID is 1052. Please write this number down.
You will use this Grant ID to access your project from now on.

[OK](#)

[View Contract](#) | [Preview Signature Page](#) | [Submit Application](#) | [Withdraw Application](#)
[View Issues/Comments](#)

- After clicking the “Create New Application” button, a “Grant ID” number is created and assigned to the application.
- The Main Summary Information Section must be completed first before any other sections are available for completion.



Back Button will not take you back pages, instead use the application menus and controls.

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[Project Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1052

Project Title: Short Project Title

Status: Open - Draft

Fund: [2014](#)
Announcement: [Competitive FA](#)

PROJECT SUMMARY

[CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant ([Monitoring](#) menu item).

[CLICK HERE](#) To view any Audit information for this grant ([Audit](#) menu item).

[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).

[CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due ([Reporting Requirements](#) menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Phase	Documents	Start - End Dates	Status
1052 :	Create Subgrant Adjustment		
	Application	10/1/2014 - 9/30/2015	Open - Draft  

[View Issues/Comments](#)

If you leave the Egrants application, when you return you will use the menu or tabs to enter the Project Management area and continue working on their application.

Grant ID: 1052
Status: Open - Draft

Project Title:
Fund Announcement: [2014 Competitive FA](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Activity Areas	In Process	0	9/16/2014 11:05:10 AM
Application Assurances	In Process	10	9/16/2014 11:05:10 AM
Certification Regarding Debarment	In Process	10	9/16/2014 11:05:10 AM
Approval Checklists	In Process	0	9/16/2014 11:05:10 AM
Budget Detail	In Process	35	9/16/2014 11:05:10 AM
Main Summary Information	In Process	0	9/16/2014 11:05:10 AM
Performance Indicators	In Process	35	9/16/2014 11:05:10 AM
Recipient Agency Budget	In Process	10	9/16/2014 11:05:10 AM

1

- The Application Summary shows the various sections which were defined in the funding announcement sections.

2

- The sub-grantee must complete the Main Summary Information before the other various sections will be accessible.

3

- Each of these sections needs to be reviewed, questions answered and marked with a status of “Completed”.

4

- Status of the application is “Open – Draft” until it is submitted to DCJC

MAIN SUMMARY - THIS SCREEN WILL REFLECT SUMMARY INFORMATION REGARDING THE PROJECT.

- The first items required are the Short Project Title and the Brief Project Description
- Next fill out the Recipient Agency or the Agency receiving the money
- Assign a Project Director, Financial Officer and Primary Contact for the agency they represent. The Project Director and Financial Officer cannot be the same person.
- Additional Contacts can be used to allow notifications to be sent to people as if they were assigned a sub-grantee or internal roles; however this may not be populated by the sub-grantee. The CJC staff member will populate this while performing the Grant Application review.
- The “Signatory” is the person expected to sign the submitted application.
- Fill out the start and end dates associated with the proposed project.

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[Project](#) | [Application](#) | [Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting](#) | [Requirements](#)

Grant ID: 1052 Project Title: Short Project Title
 Status: Open - Draft Fund Announcement: 2014 Competitive FA

MAIN SUMMARY

Section Point Value: 0 Created By: Ms. External Tester2 Created Date: 9/16/2014 11:05:10 AM
 Completion Status: In Process Last Update By: Ms. External Tester2 Last Update Date: 9/16/2014 11:17:59 AM

SubGrant ID: --
 Applicant Agency: [Test Agency](#) [Change Applicant](#)

FID #: 24-5986545
 Recipient Agency: [Test Agency](#) [Add Recipient](#)

Project Director: Ms. External Tester1 [Details](#) Project Director not listed in dropdown?

Financial Officer: Ms. External Tester2 [Details](#) Financial Officer not listed in dropdown?

Primary Contact: Ms. External Tester1 [Details](#) Primary Contact not listed in dropdown?

[Additional Contacts \(BOCJC\)](#)
 Program Staff Contact: [Ms. Sara Wagner](#)
 Fiscal Contact: [Miss Fiscal Contact](#)

Listing of Signatories
[Add New Signatory](#)

Name	Title
Ms. External Tester15	

Application Invitation Date: Continuation Invitation Date:
 Application Received Date: Application Award Date:
 Advisory Committee Meeting Date: Application Award Amount:
 Council Meeting Date: Notification of Award Date:
 Start Date: 10/1/14 End Date: 9/30/15
 Signature Paper Received Date: Resubmitted Date:
 Returned Date:

Short Project Title: * Short Project Title
 Brief Project Description: * This is a brief description of the project (maximum 320 characters)

School District
Appoquinimink School District [Add School District](#)

School District	Action
Appoquinimink School District	Delete

Keywords
Accountability [Add Keyword](#)

Keyword	Action
Aftercare	Delete
Delinquency Prevention	Delete

State Senate District
Senate District 06 [Add State Senate District](#)

State Senate District	Action
Senate District 06	Delete

State House District
RD 18 [Add State House District](#)

State House District	Action
RD 18	Delete

[Save](#) [Save And Continue Editing](#) [Delete](#) [Cancel](#)

BUDGET SUMMARY

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Grant ID: 1052
 Status: Open - Draft

Project Title: Short Project Title
 Fund Announcement: [2014 Competitive FA](#)

BUDGET SUMMARY

Section Point Value: 35

Completion Status:

Created By: Ms. External Tester2

Last Update By: Ms. External Tester2

Created Date: 9/16/2014 11:05:10 AM

Last Update Date: 9/16/2014 11:31:40 AM

The budget categories are selected by the CJC in the Funding Announcement.

Those selected are noted by the underlines which are links to screens requesting additional detailed information which is required.

BY RECIPIENT AGENCY	YEAR1	TOTAL
Test Agency	1,800.00	1,800.00
Total: Σ	1,800.00	1,800.00
BY CATEGORY	YEAR1	TOTAL
Personnel	0.00	0.00
Employee Benefits	0.00	0.00
Travel (Including Training)	0.00	0.00
Equipment	0.00	0.00
Supplies & Operating Expenses	0.00	0.00
Consultants	1,800.00	1,800.00
Construction	0.00	0.00
Other	0.00	0.00
Total:	1,800.00	1,800.00
BY SOURCE	YEAR1	TOTAL
Federal	0.00	0.00
State	0.00	0.00
Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (New Approp.)	0.00	0.00
In-Kind Match	0.00	0.00
Project Income Match	0.00	0.00
Total: Σ	0.00	0.00

Grant ID: 1032
Status: Open - Received

Project Title: Police
Fund Announcement: [Byrne Justice Assistance Grant Law Enforcement](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Application Assurances	Complete	1	5/6/2014 2:17:15 PM
Certification Regarding Debarment	Complete	2	5/6/2014 2:17:44 PM
Approval Checklists	Complete	12	5/6/2014 2:18:29 PM
Budget Detail	Complete	10	5/6/2014 2:21:51 PM
Main Summary Information	Complete	20	5/6/2014 2:27:54 PM
Performance Indicators	Complete	25	5/6/2014 2:23:31 PM
Recipient Agency Budget	Complete	30	5/6/2014 2:24:47 PM

[View Contract](#)

[Preview Signature Page](#)

[Submit Application](#)

[Withdraw Application](#)

[View Issues/Comments](#)

- As each section is completed, you must change the section status from “In-Process” to “Complete”.
- Once all section statuses are marked as Completed, the “Preview Signature Page” button will be available.

SUBGRANT: 1032 Short Title: Police

DELAWARE CRIMINAL JUSTICE COUNCIL

Applicant Hereby Applies to the DCJC for Financial Support for the Within-Described Project:

DCJC USE ONLY

Receipt Date	Award Date	Subgrant Number(s)
5/6/2014		-- 1032

1. Type of Funds for which you are applying
Edward J. Byrne Justice Assistance Grant Program (Federal 10,738 BJAG)

2. Applicant

Name Of Applicant: _____

Federal I.D: 24-5986545 County: Kent

Street Address Line 1: 123 Test

Address Line 2: Test State Address Line 3: _____

City: Testing State: DE Zip: 19801-5555

3. Recipient Agency: Test Agency

4. Project Director

Name: Mr. External Tester7 **Title:** _____
Agency: _____

Street Address Line 1: 123 Test

Address Line 2: _____ Address Line 3: _____

City: Testing State: DE Zip: 19801-5555

Phone: 302-555-5555 Fax: _____ Email: ET7@1.com

5. Financial Officer

Name: Ms. External Tester5 **Title:** _____
Agency: _____

Street Address Line 1: 123 Test

Address Line 2: _____ Address Line 3: _____

City: Testing State: DE Zip: 19801-4555

Phone: 555-555-5555 Fax: _____ Email: ET5@1.com

6. Contact

Name: Mr. External Tester7 **Title:** _____
Agency: _____

Street Address Line 1: 123 Test

Address Line 2: _____ Address Line 3: _____

City: Testing State: DE Zip: 19801-5555

Phone: 302-555-5555 Fax: _____ Email: ET7@1.com

7. Brief Summary of Project
(Do Not Exceed Space Provided)

Short Title (May not exceed 50 characters):
Police

Overtime

1. Subgrant Budget TOTAL BUDGET BY CATEGORY

BUDGET CATEGORY	AMOUNT
PERSONNEL	500.00
EMPLOYEE BENEFITS	0.00
TRAVEL (INCLUDING TRAINING)	0.00
EQUIPMENT	0.00
SUPPLIES & OPERATING EXPENSES	0.00
CONSULTANTS	0.00
PROJECT INCOME	0.00

2. TOTAL BUDGET BY FUND SOURCE

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	500.00	100%
STATE	0.00	
PROJECT INCOME	0.00	
INTEREST	0.00	
STATE MATCH	0.00	
CASH MATCH (NEW APPROP)	0.00	
IN-KIND MATCH	0.00	
PROJECT INCOME MATCH	0.00	

SUBGRANT: 1032 Short Title: Police

OTHER	0.00	
TOTAL	500.00	100%

8. Project Start Date: 7/2/2014 **Project End Date:** 6/30/2015

11. IN WITNESS WHEREOF, the Applicant has caused this subgrant application to be executed, attested, and entered by its proper officials, pursuant to legal action authorizing the same to be done.

DATE _____

SIGNATURE OF AUTHORIZED SIGNING OFFICIAL _____

TITLE OF AUTHORIZED SIGNING OFFICIAL _____

Test Agency
NAME OF APPLICANT AGENCY _____

NOTE: The original copy must be signed in ink.
Titles of all signatories must be inserted.

FOR DCJC USE ONLY

We certify that this application is approved and that a grant award has been received to pay the herein stated _____ funds.

EXECUTIVE DIRECTOR, DCJC _____ DATE _____



The signature page will display in adobe pdf format so it can be printed, signed and attached to the application. It must be signed by the agency Director.

UPLOAD SIGNATURE PAGE

- Once the signature page is signed it must be attached to the section “Attach Signature Page” before the application is submitted. These pages with the original signature must also be mailed to the Criminal Justice Council.

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Grant ID: 1059
Status: Open - Draft

Project Title: Test
Fund Announcement: [Victims of Crime Sandbox FA](#)

ATTACH SIGNATURE PAGE

Section Point Value: 0

Completion Status:

Created By: Ms. Julie Bolline
Last Update By: Ms. Julie Bolline

Created Date: 9/22/2014 2:21:36 PM
Last Update Date: 9/22/2014 2:23:17 PM

1. Have you reviewed, completed, signed and attached the Signature Page documentation?

Attachment Name	Description	Date	History
DB12-23 001.pdf	Upload Signature Page	9/22/2014	Hide Attachment History Show Attachment History

File Attachment Documents

Grant ID: 1032

Status: Open - Received

Project Title: Police

Fund Announcement: [Byrne Justice Assistance Grant Law Enforcement](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Application Assurances	Complete	1	5/6/2014 2:17:15 PM
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Main Summary Information	Complete	20	5/6/2014 2:27:54 PM
Performance Indicators	Complete	25	5/6/2014 2:23:31 PM
Recipient Agency Budget	Complete	30	5/6/2014 2:24:47 PM

Once the sections have been completed, the application is completed and ready to be submitted.

The Status of the application is changed when it is submitted to CJC to “Open – Received” and the application will no longer be able to be changed by the sub-grantee.

The following email is generated to the sub-grantee when an application has been submitted for a funding announcement.

“Thank you for submitting your response to Fund Announcement: “2014 Competitive FA”. DCJC has received your submission and will begin processing. You can check the status of your submission at any time by returning to <https://egrants.cjc.delaware.gov> and opening your project through the Project Management Search screen.”

STATUS FLOW FOR CREATING EGRANTS APPLICATIONS:

- A. The sub-grantee clicks on the “Create New Application” button for the Funding Announcement which they would like to apply to, for funds.
- B. The Main Summary Information, Budget Detail, Performance Indicators, Recipient Agency Budget sections along with any customized sections will all have a status of **“In Process”**.
- C. The Status of the Application is **“Open – Draft”** until it is submitted to DCJC.
- D. All Section statuses must be changed to **“Complete”** before the “Submit Application” button will allow the sub-grantee to submit the application.
- E. Once the Application is submitted, the Application Status becomes **“Open – Received”**.