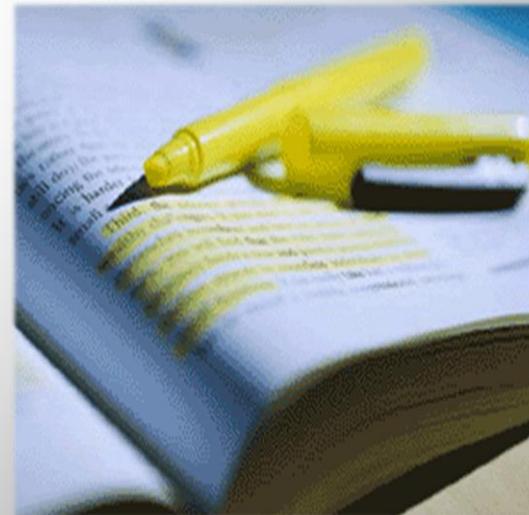


Delaware Criminal Justice Council

Training Institute

Section I: Applying for Funding through Egrants



Criminal Justice Council

Functions

- Strategic Planning
- Grant Funding
- Research and Evaluation
- Legislation
- Staffing Criminal Justice Committees
- Public Hearings
- Training and Technical Assistance
- Convening Stake Holders

Criminal Justice Council

Background

Mission Statement

The Delaware Criminal Justice Council is an independent body committed to leading the criminal justice system through a collaborative approach that calls upon the experience and creativity of the Council, all components of the system, and the community. The Council shall continually strive for an effective system that is fair, efficient, and accountable.

Criminal Justice Council

Board Members

Board Members Represent:

- Delaware State Supreme Court
- Superior Court
- Family Court
- Justice of the Peace Courts
- U.S. District Court
- Court of Common Pleas
- U.S. Attorney, District of Delaware
- Office of the Public Defender
- Office of the Attorney General
- Delaware Police Chiefs' Council
- Department of Corrections

Criminal Justice Council

Board Members (cont.)

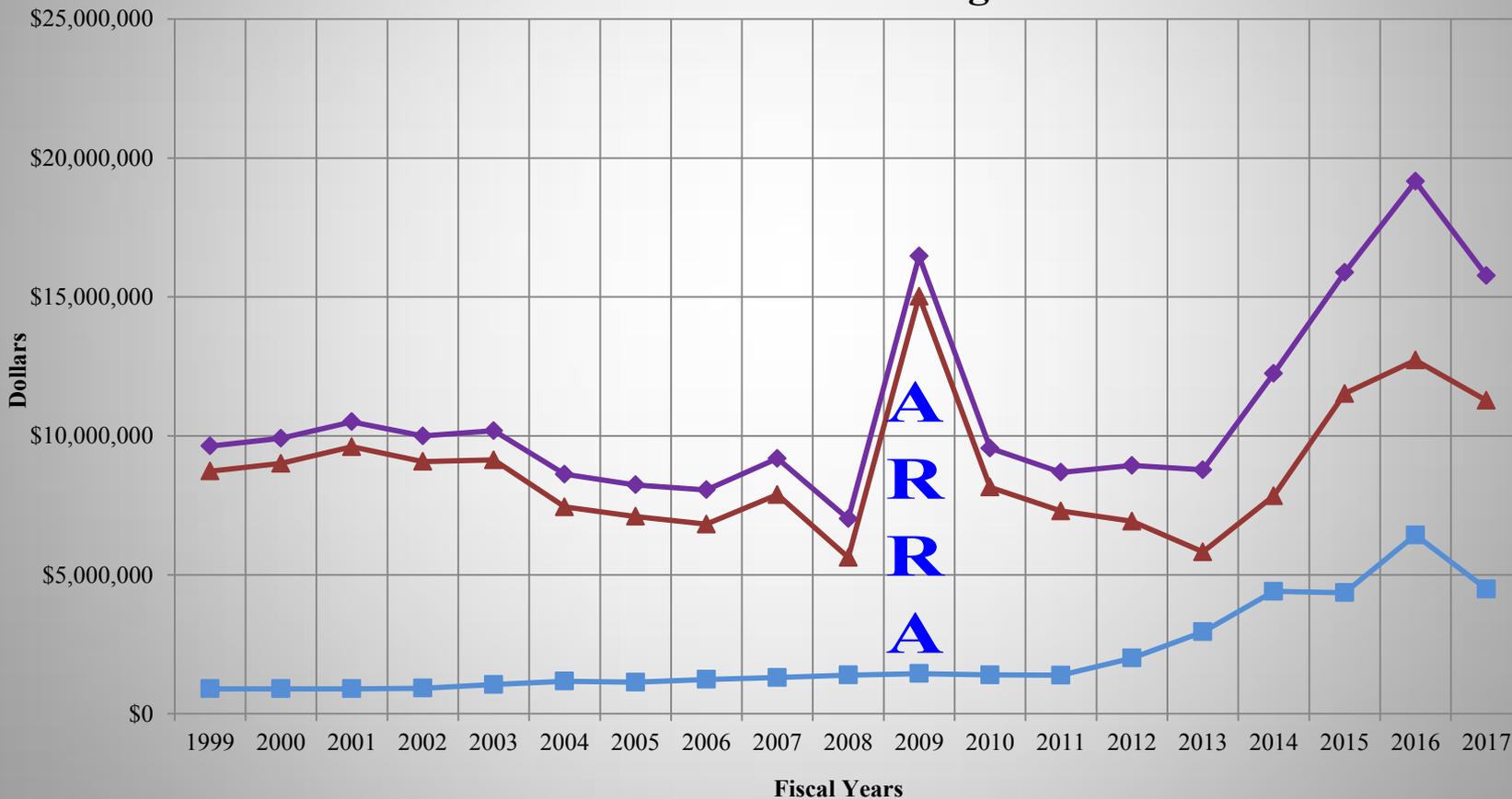
- Board of Parole
- Delaware State Police
- Wilmington Police Dept.
- New Castle County Police Dept.
- Dept. of Services for Children, Youth, & Families
- Dept. of Health and Social Services
- Department of Education
- Department of Labor
- Dept. of Public Safety & Homeland Security
- Department of Technology
- Members-at-Large

Delaware Criminal Justice Council



Federal Funding State Funding Combined Federal/State

Criminal Justice Council Funding Trend



Discretionary Grants

- Discretionary grants are awarded directly by OJP to eligible recipients, most often on a competitive basis.
- Applications undergo a preliminary review process to ensure that they are complete and meet the eligibility requirements.
- Eligible applications are then reviewed and scored by a panel of subject matter experts. Strengths and weaknesses are noted based on the selection criteria outlined in the grant solicitation.

Formula Grants

- Formula grants are funding programs that you do not compete for, even though you must submit an application and meet other specified requirements. They ensure that designated recipients will receive funds, and are usually administered and managed by State Administering Agencies.
- Each grant award amount is calculated by a formula, and actual funding amounts vary. Award calculations may consider factors such as population, census data, violent crimes reported to the Federal Bureau of Investigation, and the annual appropriation provided by Congress.

Federal Grant Process

- All Federal Grants fit within a specific plan that is approved by the Criminal Justice Council and the United States DOJ. Each individual subgrant relates to an overall plan to provide a service in criminal justice and is submitted in response to a particular federal solicitation.
- Process and Timeline of Applying for and Receiving a Federal Grant:
 - Data collection
 - Writing & Submitting the Federal application
 - Receiving the Federal Award, CJC Board and Clearinghouse approvals
 - Request For Proposals (RFP)
 - Concept Papers are submitted by Prospective Subgrantees
 - Subgrants are Awarded
 - CJC completes Federal Reporting requirements

Recent Federal Grants Administered by the CJC

- Juvenile Justice
 - Title II, CJA, JJ Smart Reform Planning, JJ Smart AC, PREA Juvenile, DSCYF After School Programs*
- Victims of Crime Grants
 - FVPSA, SASP, DV Fund*, STOP-VAWA, VOCA
- Coverdell NSFIA
- Byrne Justice Assistance Grant
- RSAT
- John R. Justice
- Adult Drug Court
- PREA Adult Reallocation
- State Reentry Projects*

* Indicates State Funding

Subgrant Submission Timeline: “What is taking so long?”

Federal Grant is awarded to the Delaware CJC

- CJC applies for grants throughout the year

Delaware State Clearinghouse Approval

- CJC Coordinator presents CJC Council’s spending plan, answers questions
- Subgrantees are notified and invited to apply in Egrants

CJC Releases Solicitation for Subgrant Applications

- Pay attention to funding source limitations; read directions!
- Typically 3-4 weeks between the release and the deadline

Review of Applications

- Review Team includes CJC staff and outside agency staff
- Not all applications are approved; plan is prepared for the Subcommittee

Subcommittee Approval

- The applicable Committee (e.g. Victim Services, VAWA Implementation, Justice Reinvestment) discusses and approves a spending plan for the funding source

CJC Board Approval

- CJC Coordinator presents the Committee’s spending plan
- CJC Board discusses and votes on the spending plan



Registering Agencies and Individuals in Egrants

CJC Egrants System

**Separate
Program &
Fiscal
Workflow**

**Improved
Budgeting**

24/7 Access

**Improved
Customer
Service**

**Improved
Accountability**



Criminal Justice Council Egrants

<http://cjc.delaware.gov>

The screenshot shows a web browser window with the URL <https://cjc.delaware.gov>. The browser's address bar shows "Secure" and "https://cjc.delaware.gov". The browser's toolbar includes "Apps", "Getting Started", "Work", "Imported From Firefox", and "Other bookmarks". The website's header features the "Delaware.gov" logo and navigation links for "Agencies", "News", "Topics", and "Contact". A search icon is located in the top right corner. Below the header is a navigation menu with the following items: "ABOUT", "REPORTS", "FUNDING", "SERVICES", "INFO", and "SUBGRANTEES". The "SUBGRANTEES" menu is expanded, showing a teal box with three options: "E-Grants" (circled in red), "Forms For Use By Subgrantees", and "Grant Training". The main content area features the "GREAT SEAL OF THE STATE OF DELAWARE" on the left, which includes the text "1704 • 1776 • 1787". To the right of the seal, the text "State of Delaware" is partially visible, followed by "Criminal Justice Council" in large teal letters. Below this, the tagline reads "Dedicated to Make Positive Changes Throughout Delaware's Criminal Justice System". At the bottom of the page, there is a teal banner with a white scales of justice icon and the text "About the Delaware Criminal Justice Council".

Criminal Justice Council Egrants

<http://cjc.delaware.gov/Egrants.shtml>



Agencies News Topics Contact



ABOUT REPORTS FUNDING SERVICES INFO SUBGRANTEES



State of Delaware Criminal Justice Council

E-Grants



Register Now to Access the CJC Egrants System

Step 1: Make sure your agency is a registered agency in Egrants. The [Agency Registration Request Form](#) needs to be submitted once per agency. Once the agency is registered;

Step 2: Register as a **New User**. Create your personal username and password to request access to the Egrants System. Passwords must be 10 characters containing at least one capital letter, one number and one special character (\$, !, &, *, =, etc).

Step 3: Complete the [New User Security Role Request Form](#). The signed form may be faxed to: 302-577-3440, or scanned and emailed to: [EGrants Support](#).

Step 4: Once the Egrants Staff processes the security request and confirms the User Role, you will be contacted to confirm access. Login, and connect to your agency.

Step 1: Register Your Agency

- Each agency must register with the Criminal Justice Council by submitting the Egrants Agency Registration Form.
- This form *must* be signed by the agency director.
- Include DUNs and Federal ID numbers.



Delaware Criminal Justice Council
Egrants Agency Registration Request Form

This form must be completed and faxed to CJC if your agency has never applied for a grant via CJC's Egrants system.

Please type or print. All fields and questions MUST be completed unless otherwise noted.

Complete Legal Agency Name	
Address Line 1	
Address Line 2	
City, State, Zip+4 (plus 4 required)	
Federal ID Number	
Agency Fiscal Year End Date	
Agency Phone Number	
Agency Fax Number	
DUNS Number (if available)	
Name of person completing this form	
Contact Phone Number	
Email Address	

When fully completed, submit this form to CJC Egrants Support by FAX to (302) 577-3440.

If you have any questions regarding this form, please contact the CJC Egrants Help Desk by e-mail, CJCEgrantsSupport@state.de.us.

I hereby request the above agency be registered in Egrants in order to submit a concept paper and/or application to CJC via CJC's Egrants system:

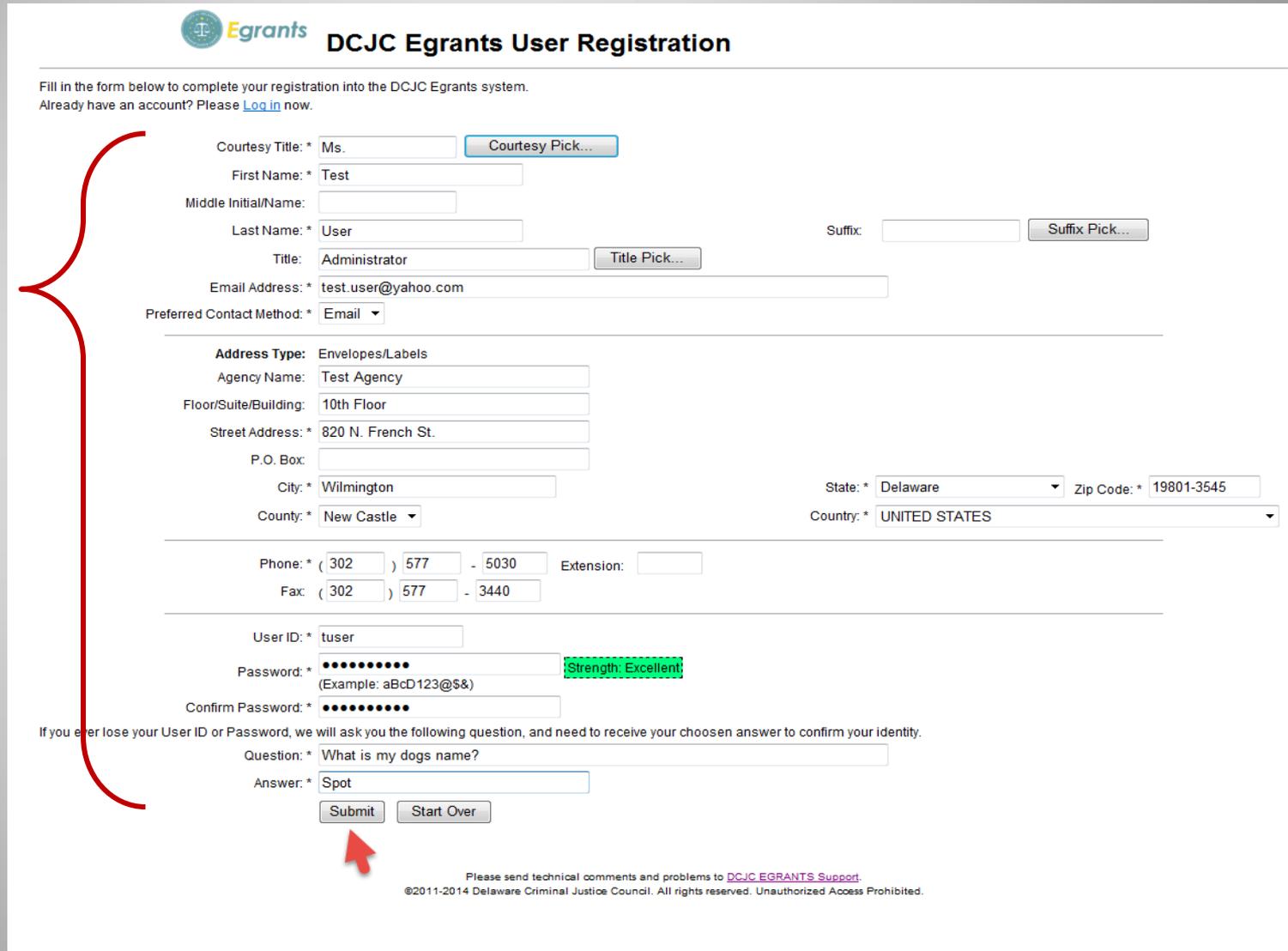
_____	_____
Printed Name of Authorized Official	Signature
_____	_____
Title of Authorized Official	Date

For CJC use only:

Date Received	Verification (if necessary)	Date Agency Registered	Agency Registered By

Step 2: Online User Registration

Complete all
information
and then
click
“Submit”



 **Egrants** **DCJC Egrants User Registration**

Fill in the form below to complete your registration into the DCJC Egrants system.
Already have an account? Please [Log in](#) now.

Courtesy Title: *

First Name: *

Middle Initial/Name:

Last Name: * Suffix:

Title:

Email Address: *

Preferred Contact Method: *

Address Type:

Agency Name:

Floor/Suite/Building:

Street Address: *

P.O. Box:

City: * State: * Zip Code: *

County: * Country: *

Phone: * () - Extension:

Fax: () -

User ID: *

Password: * Strength: Excellent
(Example: aBcD123@\$&)

Confirm Password: *

If you ever lose your User ID or Password, we will ask you the following question, and need to receive your chosen answer to confirm your identity.

Question: *

Answer: *

Please send technical comments and problems to [DCJC EGRANTS Support](#).
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Terms of Use

DELAWARE CRIMINAL JUSTICE COUNCIL DCJC EGRANTS TERMS OF USE

"Through your User Id and password you will be given access to certain grant information. The user credentials are strictly for your use only. You must not divulge, intentionally or unintentionally, your User Id and/or password to anyone. The Delaware Criminal Justice Council (DCJC) or any other State of Delaware agency will never ask you for your password in an unsolicited phone or email. Sharing or disclosure of User Ids and/or passwords is prohibited. Each individual who wishes to use this site must properly register and obtain a unique User Id and password.

The DCJC requires individual User Ids in order to provide appropriate communications to users and for

- Agree
 Disagree

Continue

Cancel

You must "Agree" to the Terms of Use and
click CONTINUE

Please send technical comments and problems to [DCJC EGRANTS Support](#).
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Successful Registration

TIP: When you get to this screen you have completed the Online User Registration



  System will time out at: 04:27:27 PM. Remaining time: 19:31

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

 [Logoff](#)

[Main Menu](#) | [User Management](#) | [Work Manager](#)

[Profiles](#) [Access Requests](#)

User ID: 54
User Name: Ms. Test User

USER ACCESS REQUEST

Current Agency/Project Roles Access

Click "Join New Agency" button to request a role(s) for a new agency or select an "Agency" table link to request role modification at an existing agency.

[Join New Agency](#)

No records found!

Agency	GrantID	User Role
--------	---------	-----------

Filter Criteria :

Request History Status:

Request History

Agency	GrantID	User Role	Requested Date/Time	User Manager	Status
Delaware Criminal Justice Council	[All]	Agency Financial Creator, Agency Program Reader, Agency Submission	9/8/2014 4:07:50 PM	None	In-Process

Please send technical comments and problems to [DCJC EGRANTS Support](#).
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Step 4: Join Your Agency

1. Enter your search criteria. The “%” is used as a wildcard operator
2. Click the “Search” button
3. Click on your “Agency” to select it

Egrants Delaware Criminal Justice Council

System will time out at: 04:17
Remaining time: 19:5

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

Logoff

Main Menu | User Management | Work Manager

Profiles Access Requests

User ID: 54

JOIN AGENCIES SEARCH

Search Criteria:

Agency Name: %criminal
Tax ID:
City:
County: [All]
State: [All]

Search

Click the Search Button

Agency Name	Tax ID	Address	County	City	State
Delaware Criminal Justice Council	12-3455676	820 French Street	New Castle	Wilmington	Delaware

Cancel

Click on your agency hyperlink

Please send technical comments and problems to [DCJC EGRANTS Support](#).
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Step 3: User Role Access Request

After joining your agency you must choose your security roles.

1. Choose your role from the drop down box.
2. Click ADD ROLE REQUEST.
3. Repeat for additional roles.
4. Click SUBMIT REQUEST.

System will time out at: 04:15:42 PM. Remaining time: 19:05

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

Logoff

Main Menu | **User Management** | Work Manager

Profiles | Access Requests

User ID: 54

JOIN AGENCY

Agency Name: Delaware Criminal Justice Council
Street Address 1: 820 French Street
Street Address 2: State Office Building, Tenth Floor
County: New Castle
City: Wilmington
State: Delaware
Zip Code: 19801-3545
User Manager(s): None

Reason For Request*

Requests

GrantID-Project: [All] Choose your role from the drop down box

Roles Requested: Agency Program Reader Click Add Role Request

Add Role Request

Requested Action	Requested GrantID-Project	Requested Role	
Add	[All]	Agency Financial Creator	Remove
Add	[All]	Agency Submission	Remove
Add	[All]	Agency Program Reader	Remove

Submit Request Click Submit Request Cancel

Current Roles

Current GrantID-Project	Current Role
-------------------------	--------------

Please send technical comments and problems to [DCJC EGRANTS Support](#).
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Security Roles Guide

The screenshot shows a web browser window with the URL <https://cjc.delaware.gov/e-grants/>. The page features a navigation menu with links for ABOUT, REPORTS, FUNDING, SERVICES, INFO, and SUBGRANTEES. The main content area is titled "Apply For and Manage Your Grant on the Web" and includes a "Login to Egrants" link. Below this, there is a "Quick Start Guides" section with a list of links. A red arrow points to the "Security Roles Quick Start Guide" link. Other links in the list include "Egrants Online Registration Quick Start Guide", "How to Review Funding Announcement and Apply Quick Start Guide", "Subgrant Process when Application is Returned Quick Start Guide", and "Task and Alerts Quick Start Guide".

Apply For and Manage Your Grant on the Web
[Login to Egrants](#)
The main menu allows to subscribe to receive announcements, respond to open funding announcements, access current projects, view any alerts/tasks that are assigned to you under specific projects, and modify user profiles.

Quick Start Guides

- [Egrants Online Registration Quick Start Guide](#)
- [Security Roles Quick Start Guide](#)
- [How to Review Funding Announcement and Apply Quick Start Guide](#)
- [Subgrant Process when Application is Returned Quick Start Guide](#)
- [Task and Alerts Quick Start Guide](#)

Subscription Notification Option

- [Sign Up to Receive Grant Opportunity Emails](#)
- [Remove my Email Address from the Email Notification Service](#)

Egrants Training Documents
Three trainings were offered September and October 2014. Please continue to check back for future training opportunities.

- [Online User Registration Powerpoint Training](#)
- [Submitting an Application in the CJC Egrants System](#)

Related Topics: [Delaware Criminal Justice Council, E-Grants](#)

https://cjc.delaware.gov/wp-content/uploads/sites/61/2017/07/Online_User_Registrationpdf-min.pdf

New User Security Role Request

After you have completed New User On-line Registration and user role access request you must complete the New User Security Role Request Form



The screenshot shows the Delaware.gov website with the following elements:

- Header: Delaware.gov logo, navigation links for Agencies, News, Topics, and Contact, and a search icon.
- Sub-navigation: ABOUT, REPORTS, FUNDING, SERVICES, INFO, and SUBGRANTEES.
- Hero Section: State of Delaware seal on the left and the text "State of Delaware Criminal Justice Council" on the right.
- Section: "E-Grants" with a "Listen" button.
- Section: "Register Now to Access the CJC Egrants System" with four steps:
 - Step 1:** Make sure your agency is a registered agency in Egrants. The [Agency Registration Request Form](#) needs to be submitted once per agency. Once the agency is registered;
 - Step 2:** Register as a **New User**. Create your personal username and password to request access to the Egrants System. Passwords must be 10 characters containing at least one capital letter, one number and one special character (\$, !, &, *, =, etc).
 - Step 3:** Complete the [New User Security Role Request Form](#). The signed form may be faxed to: 302-577-3440, or scanned and emailed to: [EGrants Support](#).
 - Step 4:** Once the Egrants Staff processes the security request and confirms the User Role, you will be contacted to confirm access. Login, and connect to your agency.

User Registration Request

- After you complete the Online Registration, fax the signed Egrants User Security Role Request Form to 302-577-3440
- This form *must* be signed by the agency director and confirms that the user is allowed to have the requested security roles



Delaware Criminal Justice Council
Egrants User Security Role Request Form

IMPORTANT

DO NOT SUBMIT THIS FORM TO DCJC UNTIL YOU HAVE COMPLETED THE ON-LINE REGISTRATION IN STEP 2 OF THE REGISTRATION PROCESS.

This form must be completed and sent to DCJC before appropriate permissions to the Egrants system can be assigned. There are a minimum of three roles that need to be assigned within your agency before you will be capable of applying online. Those roles include: Program Creator, Financial Creator and Submission. These roles of Program Creator and Financial Creator must be performed by two different persons. **A separate form must be completed and submitted for EACH PERSON in your agency who will be working in the Egrants system.**

Please type or print:

Individual Name:	
Applicant Agency Name <i>(appearing on the Grant):</i>	
User ID: (The one you chose in Step 2 of <i>DCJC Egrants Online</i>)	
Telephone: (with area code)	
Email address:	
County	

Please refer to the *DCJC Egrants Security Roles Quick Start Guide* for roles and descriptions when completing the table below.

Grant Number	Program Reader	Program Creator	Financial Reader	Financial Creator	Submission
	<input type="checkbox"/>				
	<input type="checkbox"/>				

Select the roles desired and identify the grant number(s) or specify 'All' to request the security role(s) for all grants for the Applicant Agency identified.

When fully completed, submit this form to **DCJC Egrants Support** by FAX to (302) 577-3440 or e-mail to CJCEgrantsSupport@state.de.us.

I hereby authorize the above named individual to be granted access permissions as identified on this request for the agency/organization listed hereon.

Printed Name of Authorized Official

Title of Authorized Official

Signature

Date

For DCJC use only:

Date Received	Verification (if necessary)	Date Roles Enabled	Roles Enabled By

egranets_user_registration_request_form 6/2/14

Work Manager

- When your Security Roles have been approved by the CJC you will receive an Egrants Alert in your email
- You may log into the Egrants System and view the Alert in your Work Manager

Egrants Delaware Criminal Justice Council

System will time out at: 04:33:45 PM. Remaining time: 19:30

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**

Tasks/Alerts For: Ms. Test User Date: 09/08/2014

TASKS AND ALERTS

Search Criteria:

Title:

Category: [All]

Action: [All]

Type: [All]

Status: [All]

Click on the in the "Action" column to view the details for the corresponding Task or Alert, including the "Cause" for the notification and help with "Next Steps".

Select All	Type: Title	Category	Action	Status	Date/Time Posted
<input type="checkbox"/>	Alert: Delaware Criminal Justice Council	User Management	Agency Permission Granted/Denied	New	9/8/2014 4:12:57 PM

Please send technical comments and problems to [DCJC EGRANTS Support](#).
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Work Manager Message

[Project](#) | [Monitoring](#) | [Fiscal Details](#) | [Audits](#) | [Contact Log](#) | [Search](#) | [Council Updates](#)

[Summary](#) | [Fiscal Reports](#) | [Program Reports](#) | [Inventory Reports](#) | [Monitoring Reports](#) | [Corrective Actions](#) | [Close](#)

Grant ID: 1053
Project Start: 10/1/2014

Project Title: fvpsa test
Project End: 9/30/2015

CORRECTIVE ACTION DETAILS

Who created the comment

Created By: Ms. Kathleen Kelley
Last Update By: Ms. Kathleen Kelley

Source: Program Report
Status: Open
Affected Section: Performance Indicators
Due Date: * 10/30/2015

The document and specific section of the document that the corrective action pertains to

If the task is incomplete by the due date, Egrants sends daily email reminders.

Problem Description: * Please modify performance indicators 1.2 and 1.3 to reflect the number of new and continuing victims served in the quarter.

Required Action:

Allow Responses:

Attachments:

Responses:

User Management



**Delaware
Criminal Justice Council**



System will time out at: 04:20:20 PM.
Remaining time: 19:38

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

[Logoff](#)

[Main Menu](#) | [User Management](#) | [Work Manager](#)

[Profiles](#) [Access Requests](#)

PROFILE DETAILS

Courtesy Title: *

First Name: *

Middle Initial/Name:

Last Name: * Suffix:

Title:

Email Address: * Funding Announcement Email Subscriber: [No](#)

Preferred Contact Method: *

User Login ID	Terms Of Use Policy Signoff Date
tuser	9/8/2014

Address Listing *

Address Listing

Select	Delete	Address
<input type="button"/>	<input type="button"/>	Envelopes/Labels , , 10th Floor, 820 N. French St. , Wilmington, New Castle, Delaware, 19801-3545, UNITED STATES

Agency Address Listing

Telephone Number Listing

Select	Delete	Location	Phone Number	Extension	Agency Name	Remarks
<input type="button"/>	<input type="button"/>	Fax	302-577-3440	577		
<input type="button"/>	<input type="button"/>	Work	302-577-5030			

Please send technical comments and problems to [DCJC EGRANTS Support](#).
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Sign Up for Funding Notifications

The screenshot shows a web browser window with the URL <https://cjc.delaware.gov/e-grants/>. The page features a navigation menu with links for ABOUT, REPORTS, FUNDING, SERVICES, INFO, and SUBGRANTEES. The main content area is titled "Apply For and Manage Your Grant on the Web" and includes a "Login to Egrants" link. Below this, there is a "Quick Start Guides" section with five links: "Egrants Online Registration Quick Start Guide", "Security Roles Quick Start Guide", "How to Review Funding Announcement and Apply Quick Start Guide", "Subgrant Process when Application is Returned Quick Start Guide", and "Task and Alerts Quick Start Guide". The "Subscription Notification Option" section contains two links: "Sign Up to Receive Grant Opportunity Emails" (highlighted with a red arrow) and "Remove my Email Address from the Email Notification Service". The "Egrants Training Documents" section includes two links: "Online User Registration Powerpoint Training" and "Submitting an Application in the CJC Egrants System". At the bottom, there is a "Related Topics" section with the text "Delaware Criminal Justice Council, E-Grants" and a URL: https://cjc.delaware.gov/wp-content/uploads/sites/61/2017/07/Online_User_Registrationpdf-min.pdf.

Apply For and Manage Your Grant on the Web
Login to Egrants
The main menu allows to subscribe to receive announcements, respond to open funding announcements, access current projects, view any alerts/tasks that are assigned to you under specific projects, and modify user profiles.

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- [Subgrant Process when Application is Returned Quick Start Guide](#)
- [Task and Alerts Quick Start Guide](#)

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- [Remove my Email Address from the Email Notification Service](#)

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Related Topics: [Delaware Criminal Justice Council, E-Grants](#)

https://cjc.delaware.gov/wp-content/uploads/sites/61/2017/07/Online_User_Registrationpdf-min.pdf



Submitting your Subgrant Concept/Application in Egrants

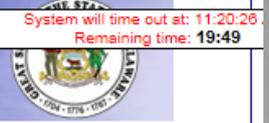
Applying for a Subgrant

- An application or concept paper 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.

Finding the Funding Announcement



Delaware
Criminal Justice Council



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](#)

FUNDING ANNOUNCEMENT SEARCH

Search Criteria:

Funding Announcement Title:

Program Area: ▼

Funding Stream: ▼

Plan Year: ▼

Status: ▼

<u>Fund. Annc. Title</u>	<u>Program Area</u>	<u>Funding Stream</u>	<u>Amount Announced</u>	<u>Open Date</u>	<u>Due Date</u>	<u>Status</u>
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 subgrantee 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 or concept paper.

Please send technical comments and problems to [DCJC EGRANTS Support \(DCJC STAGING\)](#).
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Creating the Concept Paper

If the available funding is competitive, there will be an option to create a concept paper.

Egrants Delaware Criminal Justice Council

System will time out at: 12:30:34 PM.
Remaining time: 19:55

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 | Internal Menu

FUNDING ANNOUNCEMENT SUMMARY

Funding Annc. Title: FFY2017 STOP VAWA Culturally Specific NPO V.S.
Year: 2017
Program Area: STOP
Funding Stream: STOP
Funding Area: STOP
Release Date: 1/10/2018
Due Date: 2/9/2018
Concept Papers Required? Yes
Competitive/Non-Competitive: Competitive
Amount Announced: 55,000.00
Status: Open
Program Contact Person: [Ms. Terica Jones](#)
Fiscal Contact Person: [Ms. Terica Jones](#)

Summary: his competitive solicitation is specifically for programs seeking funding under the 30% STOP allocation to NPO/NGO Victim Services to support direct services to victims and survivors of domestic violence, sexual assault, dating violence and stalking. More specifically, this solicitation is for culturally specific community-based organization programs to support direct services to victims and survivors of domestic violence, sexual assault, dating violence and stalking. Existing STOP subgrantees are eligible to apply.

You may view the Funding Announcement document [here](#).

Agency/Project responses for this Funding Announcement

Applicant Agency	Project ID	Project Title
	Create New Concept Paper	Cancel

Creating the Concept Paper

System will time out at: .
Remaining time:

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 | Internal Menu

[Project](#) **Concept Paper** [Monitoring](#) [Audit](#) [Fiscal Details](#) [Reporting](#) [Requirements](#)

Grant ID: 1841
Status: Open - Draft

Project Title:
Fund Announcement: [FFY2017 STOP VAWA Culturally Specific NPO V.S.](#)

Message from webpage

⚠ Your Grant ID is 1841. Please write this number down.
You will use this Grant ID to access your project from now on.

OK

Section Name		
Project Summary		
Attach Signature Page		
Budget Narrative		
Project Narrative		
Budget Detail		
Main Summary Information	In Process	1/11/2018 12:27:41 PM
Performance Indicators	In Process	1/11/2018 12:27:40 PM

View Concept Paper | Submit Concept Paper
Create Application | View Issues/Comments

- After clicking the “Create Concept Paper” 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.

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.

[Logoff](#)

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

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

Please send technical comments and problems to [DCJC EGRANTS Support \(DCJC STAGING\)](#).
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Back Button will not take you back pages, instead use the application menus and controls.

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[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[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.

- After clicking the “Create New Application” button, a “Grant ID” number is created and assigned to the application. If a Concept Paper was previously submitted, the number will stay the same.
- The Main Summary Information Section must be completed first before any other sections are available for completion.
- Note: There are additional sections to complete in an application.



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](#)

[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](#)

TIP: 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 your 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/Concept Paper 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 Section

Applicant Agency: Delaware Criminal Justice Council

Original Award Amount: \$0.00

Adjusted Award Amount: \$0.00

MAIN SUMMARY

Section Point Value: 0

Completion Status: In Process

Created By: Ms. Maureen Monagle

Last Update By: Ms. Maureen Monagle

Fund Announcement: [FFY2014 STOP Annual Law Enforcement Conference \(2014\)](#)

SubGrant ID: --

Applicant Agency: [Delaware Criminal Justice Council](#)

FID #: 516000279

Recipient Agency: [Delaware Criminal Justice Council](#)

Project Director: [Ms. Maureen Monagle](#)

Financial Officer:

Primary Contact:

[Additional Contacts \(0-Grantee; 0-DCJC\)](#)

Project Program Area: STOP

Program Staff Contact: * Ms. Maureen Monagle

Fiscal Contact: * Ms. Nicole Sund

Listing of Signatories

[Add New Signatory](#)

Name	Title
------	-------

Application Invitation Date:

Application Received Date:

Advisory Committee Meeting Date:

Council Meeting Date:

Start Date: 6/1/2015

Signature Paper Received Date:

Returned Date:

Continuation Invitation

Application A

Application Award

Notification of Award

End Date: 5/31/2016

Resubmission

Short Project Title: * test application
Brief Project Description: * test application
(maximum 320 characters)

Recipient Agency. Please click, "Add Recipient." This will trigger the system to copy your agencies information.

Assign a Project Director, Financial Officer and Primary Contact.

***The Project Director and Financial Officer cannot be the same person.**

Enter start and end dates associated with the proposed project. Check with the Program Staff for allowable dates.

Short Project Title and Brief Project Description

Activity Areas Section (application only)

TIP: This Screen has a checklist of the options under the grant funding area.

Check off the box(es) that directly apply to the services that your grant provides.

Reminder: the boxes you check *now* will affect the questions your Project Director fills out/answers in the Activity Performance Indicators Section of the quarterly Program Reports.

ACTIVITY SELECTION

Section Point Value: 15
Completion Status: Complete

Created By: Ms. Maureen Monagle
Last Update By: Ms. Maureen Monagle

Select all activities that you will be providing with funds from this grant if awarded.
The information icon next to each activity will show the questions that will be asked on the periodic program reports, if this grant is awarded.

- FVPSA: Crime Victim Programs: Children's Individual Supportive Svcs & Advocacy 
- FVPSA: Crime Victim Programs: Children's' Group Supportive Services 
- FVPSA: Crime Victim Programs: Crisis Intervention - In person or Telephone 
- FVPSA: Crime Victim Programs: Domestic Violence - Shelter Services 
- FVPSA: Crime Victim Programs: Domestic Violence Crisis Hotline Calls 
- FVPSA: Crime Victim Programs: Emergency Short-term Hotel/Motel 
- FVPSA: Crime Victim Programs: Group Batterer Intervention Services 
- FVPSA: Crime Victim Programs: Group Children's Activities 
- FVPSA: Crime Victim Programs: Group Supportive Services and Counseling 
- FVPSA: Crime Victim Programs: Individual Batterer Intervention Services 
- FVPSA: Crime Victim Programs: Individual Children's Activities 
- FVPSA: Crime Victim Programs: Individual Counseling & Advocacy 
- FVPSA: Crime Victim Programs: Language Services 
- FVPSA: Crime Victim Programs: Legal advocacy - not by an attorney/paralegal 
- FVPSA: Crime Victim Programs: Legal Assistance - by attorney/paralegal 
- FVPSA: Crime Victim Programs: Public Awareness and Outreach 
- FVPSA: Crime Victim Programs: Safety Planning 
- FVPSA: Crime Victim Programs: Training for professionals 
- FVPSA: Crime Victim Programs: Transportation 

Application Assurances Section

TIP: This Section is the formal legal agreements to the rules and guidelines set by the state and the Federal Government for Grant Awards.

“The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally assisted project.”

Grant ID: 1251	Project Title: test application	Status: Open - Draft
Applicant Agency: Delaware Criminal Justice Council	Original Award Amount: \$0.00	Adjusted Award Amount: \$0.00

APPLICATION ASSURANCES

Section Point Value: 0
Completion Status: In Process

Created By: Ms. Maureen Monagle
Last Update By: Ms. Maureen Monagle

Created Date: 10/17/2016 10:31:53 AM
Last Update Date: 10/17/2016 10:31:53 AM

I, Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally assisted project. Also, the Applicant assures and certifies that:

- It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
- It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-446) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
- It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
- It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
- It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.
- It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
- It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
- It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
- It will comply with the Flood Insurance, purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
- It will assist the Federal grantor agency in its compliance with Section 105 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 568a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
- It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M700.1, and all other applicable Federal law, orders, circulars, or regulations.
- It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 10, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for implementing the National Environmental Policy Act; Part 61, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
- It will comply, and all its contractors will comply with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G, and Department of Justice regulations on disability discrimination, 28 CFR Part 55 and Part 38; Exec. Order No. 13279 (equal protection of the laws for faith-based and community organizations); Exec. Order No. 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and neighborhood organizations); and 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations - Equal Treatment for Faith-Based Organizations).
- In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
- It will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR) and the Criminal Justice Council if it has received a single award of \$50,000 or more. If it receives \$25,000 or more and has 50 or more employees, it will maintain a current EEOP on file and submit an EEOP Certification Form to the OCR, certifying that EEOP is on file. If receiving less than \$25,000 or a public grantee agency with fewer than 50 employees, regardless of the amount of the award, it will provide an EEOP Certification Form to the OCR certifying it is not required to submit or maintain an EEOP. Non-profit organizations, Indian Tribes, and medical and educational institutions are exempt from the EEOP requirement, but are required to submit the EEOP Certification Form to the OCR to claim the exemption (a copy should also be submitted to the Criminal Justice Council). EEOP Certification Forms are available at: <http://www.ajp.usdoj.gov/about/office/eeop/eeop.pdf>.
- It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
- As clarified by Executive Order 12166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, applicant must take reasonable steps to ensure that LEP persons have meaningful access to its programs. The applicant is encouraged to consider the need for language services for LEP persons served or encountered both in developing its budgets and in conducting its programs and activities. Additional assistance and information regarding LEP obligations can be found at www.leg.gov.

Certification Regarding Debarment Section

TIP: This Section is the formal legal agreements to certify the recipient is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from this transaction.

The page must be signed and attached to the application.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities.

The screenshot displays the Egrants system interface for the Delaware Criminal Justice Council. The header includes the Egrants logo and the council's name. A navigation menu contains various options such as User Management, Funding Announcement, Project Management, Portfolio Management, Work Manager, Audits, Maintenance, Contacts, Reporting, and External Menu. The main content area shows details for a specific application, including Grant ID: 1251, Project Title: test application, and Status: Open - Draft. A yellow box highlights the 'CERTIFICATION REGARDING DEBARMENT' section. Below this, there is a question: '1. Have you reviewed, completed, signed and attached the Certification Regarding Debarment documentation?'. A table with columns for Attachment Name, Description, Date, and History is shown, with an orange arrow pointing to the 'Certification Regarding Debarment' entry. At the bottom, there are buttons for 'Submit Issue/Comment', 'View History', 'Add Attachment', 'Save', and 'Cancel'. A footer note states: 'Please send technical comments and problems to DCJCEGRANTS.Support. ©2011-2015 Delaware Criminal Justice Council. All rights reserved. Unauthorized Access Prohibited.'

Approval Checklist Section

TIP: This Section will vary based on funding announcement.

All questions must be completed in this section.

The Project Director and the Fiscal Officer must be separate people. For smaller non-profits, we may ask someone from the Board of Directors take fiscal responsibility.

Non-Profits are required to upload meeting minutes from Board of Directors. There is an option to attach these documents.

The screenshot displays the 'Egrants' interface for the Delaware Criminal Justice Council. The top navigation bar includes links for User Management, Funding Announcement, Project Management (highlighted), Portfolio Management, Work Manager, Audits, Maintenance, Contacts, Reporting, and External Menu. Below this, there are links for Project, Application (highlighted), Monitoring, Fiscal Details, Audits, Contact Log, Search, and Council Updates. A secondary navigation bar includes Summary, Staff Analysis, Budget, Sections, Review/Scoring, Performance Indicators, Issues/Comments, Recipient Agency Budget, and Approval Checklists.

The main content area shows details for Grant ID: 1208, Project Title: Reading Is Fundamental at Georgetown B&G Club, and Status: Open - Awarded. It also lists the Applicant Agency as Boys & Girls Clubs of Delaware, Original Award Amount as \$21,000.00, and Adjusted Award Amount as \$21,000.00.

The 'APPROVAL CHECKLIST' section is highlighted with a yellow box. It includes the following information:

- Section Point Value: 5
- Completion Status: In Process
- Created By: Ms. Amy Herb
- Last Update By: Ms. Amy Herb
- Created Date: 8/11/2015 2:21:54 PM
- Last Update Date: 10/9/2015 9:47:22 AM

The checklist contains several questions with dropdown menus for 'Yes' or 'No' and text input fields for dates:

- Is the equipment inventory included with this subgrant application? (No)
- Does the applicant agency have any type of audit done regularly? * (Yes)
- If yes, when was the last one completed? * (July 2015)
- Is the applicant agency required to have an audit performed in accordance with the Single Audit Act? * (Yes)
- If yes, when was the last one completed? * (July 2015)
- Does the applicant agency's Board of Directors regularly review the applicant agency's financial reports? * (Yes)
- If yes, please provide the date of the last review. * (July 2015)
- Does the Financial Officer listed in the Main Summary section have more than three years of experience? * (Yes)
- Does the Project Director listed in the Main Summary section have more than three years of experience? * (Yes)
- Does the applicant agency have a segregation of duties policy? * (Yes)

At the bottom of the checklist, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button.

Performance Indicators Section

TIP: This Section will vary based on funding announcement.

You will be required to report progress quarterly on these indicators.

Performance Indicators are set by the Federal Grant Coordinator /Project Manager. You can also establish your own if applicable.

In some instances, Performance Indicators will not be required. (Verify with your Grant Monitor)

Project | **Application** | Monitoring | Fiscal Details | Audits | Contact Log | Search | Council Updates

[Summary](#) | [Staff Analysis](#) | [Budget](#) | [Sections](#) | [Review/Scoring](#) | **Performance Indicators** | [Issues/Comments](#) | [Recipient Agency Budget](#) | [Approval Checklists](#)

Grant ID: 1254 Project Title: Sexual Assault Response Center Services Status: 0
Applicant Agency: YWCA Delaware, Inc. Original Award Amount: \$0.00 Adjusted Award Amount: \$

PERFORMANCE INDICATORS

Section Point Value: 0 Created By: Created Date: 10/9/20
Completion Status: In Process Last Update By: Last Update Date: 10/9/20

Established by DCJC

- 1.1. Report the total number of NEW unduplicated victims served this quarter. [i](#)
- 1.2. Report the number of unduplicated CONTINUING victims served this quarter. "Continuing" victims are those previously reported as new but have continued receiving services by program. [i](#)
- 1.3. Report the number of victims of CHILD SEXUAL ABUSE served. [i](#)
- 1.4. Report the number of victims of ADULT SEXUAL ASSAULT. [i](#)
- 1.5. Report the number of HOTLINE/Telephone CRISIS Counseling provided to victims. [i](#)
- 1.6. Report the number of NEW victims that received medical accompaniment (accompanying victim to hospital, health clinic, or other medical office). [i](#)
- 1.7. Number of criminal justice advocacy and accompaniments (accompaniments to law enforcement agencies, Department of Justice, etc.). [i](#)
- 1.8. The number of court accompaniments provided to victims. [i](#)
- 1.9. Report the number of CRISIS INTERVENTION services provided. [i](#)
- 1.10. Report the number of INDIVIDUAL mental health THERAPEUTIC services provided to victims. [i](#)
- 1.11. Report the number of GROUP TREATMENT/SUPPORT GROUP services that were provided to victims. [i](#)
- 1.12. Report the number of victims that received assistance with LANGUAGE SERVICES (interpretation and/or translation). [i](#)
- 1.13. Safety Planning. [i](#)

Established by Subgrantee

[Add New Performance Indicator](#)

[Submit Issue/Comment](#) | [View History](#) | [Save](#) | [Cancel](#)

Please send technical comments and problems to [DCJC EGRANTS Support](#).

Recipient Agency Budget Section

This Section includes the agencies ENTIRE operating budget. Please refer to your prior year's audit.

You will be required to report additional funding that supports the project.

You will be required to report the source of funding for Match funding.

Please indicate if you will be looking for a continuation funding source.

RECIPIENT AGENCY BUDGET FOR CURRENT FISCAL YEAR

Section Point Value: 0
Completion Status: In Process

Created By: |
Last Update By: |

Agency: YWCA Delaware, Inc.
Agency Year: 2015

Revenue	Total Amount
Federal Funds	0.00
State Funds	0.00
Local Funds	0.00

List Other Funds

Total: Σ 0.00

Expenditures	Total Amount
General Fund	0.00
Capital Budget	0.00
Community Development	0.00
Other	0.00

Total: Σ 0.00

- 1) Are any of these fund sources to be used in the implementation of this project? *
- 2) If so, name the source and the intended use. If not, identify the source of the matching contributions.
- 3) Are you presently receiving or have you applied or do you intend to apply for funds from any other source with which to finance this project? *
- 4) If so, describe the source and state the amount.
- 5) Do you intend to apply for continuation funding for this project? *

Project Narrative Section

4 Sub-Sections

1. The Problem
2. Goal Statement and Measurable Objectives
3. Methods and Procedures
4. Evaluation Design



Project Narrative: Problem Statement

1. The Problem: In this response, the problem which this project is intended to address should be described and defined.

- Accurate problem definition is essential because the application can only be reviewed and evaluated according to the problem it proposes to resolve.
- Example:
 - Adult Victims of crime in Gotham City do not have any available services to adequately recover (Gotham Times, September 4, 2015; Gotham Gazette, October 12, 2015). As a result, 50% experienced a decrease in their job/school performance, family life quality, and mental health (Crane, 2012). Further, 50% of individuals with prior victimizations are prone to be re-victimized (Dent, 2013). As a result, Gotham City Police seeks to start a Victim Service Unit to aid victims of crime in locating relevant services and assist them through the prosecution process. This Unit will be started and led by the new Victim Service Coordinator (VSC) in the Gotham City Central Precinct. VSC will contact victims of crime within 48 hours of the initial report. By offering these in-house services, the goal is that victims will feel less vulnerable, less fear, and an increased trust in the system after working with the VSC.

Project Narrative: Goals & Objectives

2. Goal Statement and Measurable Objectives: This response should clearly and concisely describe what the project will achieve and/or demonstrate. (See Part I for detailed definitions and examples.)

A. Goal Statement.

○ Example:

- The VSC will provide direct services to 100 of unduplicated victims per year. GCPD anticipates increasing 3% to 5% each year due to the increased community presence. A baseline of the number of unduplicated victims per year will be established at the end of the year one.

B. Implementation Objectives

○ Example:

- VSC position will be filled and office space set aside within 60 days. VSC will network with local agencies and transport victims when necessary.
- A laptop computer station will be purchased within 90 days.

C. Performance Objectives

○ Example:

- VSC will a) Assist 90 victims with VCAP applications, b) Provide 75 referrals to service providers, and c) Provide advocacy and support to 100 victims.

D. Impact Objectives

○ Example:

- 75% of victims will report a greater knowledge of a) community resources, b) safety planning, c) their rights & options, and d) the criminal justice process.

Project Narrative: Methods & Procedures

3. Methods and Procedures: This response should address the impact of the program by quantifying the results.

- Example:
 - Funding source may require the following information be tracked
 - Demographic (e.g. race, gender, age, special classifications)
 - Primary Victimization (e.g. sexual assault, domestic violence, burglary)
 - Secondary Victimization
 - Procedures should include the process that the program gains referrals, where and when outreach will be conducted, how confidentiality policies will be adhered to, etc.

Project Narrative: Evaluation

4. Evaluation Design: This response should describe the specific plans and activities which will be pursued to measure progress toward and achievement of the goal statement(s) and objectives identified in question

- Example:

- To ensure compliance with federal reporting, a survey will be created and distributed to each victim benefiting from the services of the VSA. **At a minimum**, the survey questions will include the following questions:

1. As result of working with the GCPD VSA, I know more about community resources. (Yes, No, Not Applicable)
2. As result of working with the GCPD VSA, I know more ways to plan for my personal safety. (Yes, No, Not Applicable)
3. As result of working with the GCPD VSA, I know more about the options and choices available to me in the community. (Yes, No, Not Applicable)
4. As result of working with the GCPD VSA, I know more about the justice/legal process and the options available to me. (Yes, No, Not Applicable)

Budget Detail

- 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 that is required.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | **[Project Management](#)** | [Work Manager](#)

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

Grant ID: 1052 Project Title: Short Project Title
 Status: Open - Draft Fund Announcement: [2014 Competitive FA](#)

BUDGET SUMMARY

Section Point Value: 35 Created By: Ms. External Tester2
 Completion Status: 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

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

Budget Planning - Personnel

12. BUDGET DETAILS

A. MASTER

Line Item Details for: Delaware Criminal Justice Council

YEAR 1

PERSONNEL

		<u>COST</u>
Position:	Case Manager - Federal 100%	
Name:	Jane Doe	
Computation:	Annual Salary \$50,000	50,000.00
Position:	Counselor - 75% Federal	
Name:	Tom Smith	
Computation:	Annual Salary \$75,000	56,250.00
Position:	Counselor - 25% Match	
Name:	Tom Smith	
Computation:	Annual Salary \$75,000	18,750.00
Personnel - Year 1 Total:		125,000.00

Budget Planning - Fringes

EMPLOYEE BENEFITS

		<u>COST</u>
Position:	Case Manager - Federal 100%	
Name:	Jane Doe	
Computation:	FICA 7.65% X \$50,000=\$3,825; PENSION 20.66% X \$50,000=\$10,330; WKCOMP 1.6% X \$50,000=\$800; UNEMPL .17% X \$50,000=\$85; Lif Ins. \$50,000/\$100 x \$15=\$7,500; Health Ins. \$450/month x 12=\$5,400	27,940.00
Position:	Counselor - Federal 75%	
Name:	Tom Smith	
Computation:	FICA 7.65% X \$75,000 x 75%=\$4303 ; PENSION 20.66% X \$75,000 x 75%=\$11,621; WKCOMP 1.6% X \$75,000 x 75%=\$900; UNEMPL .17% X \$75,000 x 75%=\$96; Lif Ins. \$75,000/\$100 x \$15 x 75%=\$8,437; Health Ins. \$450/month x 12 x 75%=4,050	29,407.00
Position:	Counselor - Match 25%	
Name:	Tom Smith	
Computation:	FICA 7.65% X \$75,000 x 25%=\$1434 ; PENSION 20.66% X \$75,000 x 25%=\$3,874; WKCOMP 1.6% X \$75,000 x 25%=\$300; UNEMPL .17% X \$75,000 x 25%=\$32; Lif Ins. \$75,000/\$100 x \$15 x 25%=\$2,125; Health Ins. \$450/month x 12 x 25%=1,350	9,115.00
Employee Benefits - Year 1 Total:		66,462.00

Budget Planning - Travel

[User Management](#) | [Funding Announcement](#) | **[Project Management](#)** | [Portfolio Management](#) | [Work Manager](#) | [Audits](#) | [Maintenance](#) | [Contacts](#) | [Reporting](#) | [External Menu](#)

[Project](#) | **[Application](#)** | [Monitoring](#) | [Fiscal Details](#) | [Audits](#) | [Contact Log](#) | [Search](#) | [Council Updates](#)

[Summary](#) | [Staff Analysis](#) | **[Budget](#)** | [Sections](#) | [Review/Scoring](#) | [Performance Indicators](#) | [Issues/Comments](#) | [Recipient Agency Budget](#) | [Approval Checklists](#)

Grant ID: 1213 Project Title: Youth Empowerment Program Status: Open - Awarded
Applicant Agency: Providence Service Corp. DE Original Award Amount: \$240,000.00 Adjusted Award Amount: \$240,000.00

TRAVEL (INCLUDING TRAINING) BUDGET LINE ITEMS

Created By: [REDACTED] Created Date: 8/13/2015 11:14:10 AM
Last Update By: [REDACTED] Last Update Date: 8/26/2015 1:44:22 PM

Purpose of Travel : * (maximum 70 characters)
Location : * (maximum 70 characters)
Item : * (maximum 70 characters)

Computation

\$600 x 1

Total Cost Σ

Cost

600.00

600.00

Budget Planning – Equipment

[User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Portfolio Management](#) | [Work Manager](#) | [Audits](#) | [Maintenance](#) | [Contacts](#) | [Reporting](#) | [External Menu](#)
[Project](#) | [Application](#) | [Monitoring](#) | [Fiscal Details](#) | [Audits](#) | [Contact Log](#) | [Search](#) | [Council Updates](#)
[Summary](#) | [Staff Analysis](#) | **Budget** | [Sections](#) | [Review/Scoring](#) | [Performance Indicators](#) | [Issues/Comments](#) | [Recipient Agency Budget](#) | [Approval Checklists](#)

Grant ID: 1097 **Project Title:** One Time Vehicle Emergency Equipment Enhancement **Status:** Open - Awarded
Applicant Agency: Town of Greenwood Police Dept. **Original Award Amount:** \$3,200.00 **Adjusted Award Amount:** \$3,200.00

EQUIPMENT BUDGET LINE ITEMS

Created By: [REDACTED] **Created Date:** 4/28/2015 10:00:59 AM
Last Update By: [REDACTED] **Last Update Date:** 4/28/2015 10:00:59 AM

Item : * (maximum 70 characters)

	Unit Cost	Quantity	Cost Σ
Year 1:	62.00	1	62.00
		Total Cost Σ	62.00

Budget Planning – Supplies

[User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Portfolio Management](#) | [Work Manager](#) | [Audits](#) | [Maintenance](#) | [Contacts](#) | [Reporting](#) | [External Menu](#)

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[Summary](#) | [Staff Analysis](#) | **Budget** | [Sections](#) | [Review/Scoring](#) | [Performance Indicators](#) | [Issues/Comments](#) | [Recipient Agency Budget](#) | [Approval Checklists](#)

Grant ID: 1232

Univ. of DE
Project Title: Afterschool/Summer
Program 4-H Sussex

Status: Open - Awarded

Applicant Agency: University of Delaware

Original Award Amount: \$50,000.00

Adjusted Award Amount: \$50,000.00

SUPPLIES & OPERATING EXPENSES BUDGET LINE ITEMS

Created By: [REDACTED] Created Date: 8/31/2015 7:37:15 AM

Last Update By: [REDACTED] Last Update Date: 8/31/2015 7:37:15 AM

Supply Item : * Consumables and nutrition (maximum 70 characters)

Computation
\$0.80/day x 19 youth x 39 days + \$182.81

Cost

Total Cost Σ

774.00

Budget Planning – Consultants

[User Management](#) |
 [Funding Announcement](#) |
 [Project Management](#) |
 [Portfolio Management](#) |
 [Work Manager](#) |
 [Audits](#) |
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[Summary](#) |
 [Staff Analysis](#) |
 Budget |
 [Sections](#) |
 [Review/Scoring](#) |
 [Performance Indicators](#) |
 [Issues/Comments](#) |
 [Recipient Agency Budget](#) |
 [Approval Checklists](#)

Grant ID: 1234
Applicant Agency: DE Multicultural and Civic Organization DEMCO

Project Title: After School Prevention and Reading Program
Original Award Amount: \$75,000.00

Status: Open - Awarded
Adjusted Award Amount: \$75,000.00

CONSULTANTS

[Add New Consultant](#)

Name / Position	Service Provided	Cost	
		Year1	Total
Team Finesse	Basketball and Life Skills	750.00	750.00
Delaware All Stars	Basketball and Life Skills	750.00	750.00
Total:		1,500.00	1,500.00

CONSULTANT TRAVEL

[Add New Travel Item](#)

Consultant: *

Location:

Consultant	Location	Item	Cost	
			Year1	Total
Total:			0.00	0.00

PRODUCTS OR SERVICE

[Add New Product Item](#)

Consultant: *

Consultant	Item	Cost	
		Year1	Total
Total:		0.00	0.00

OVERALL TOTALS

Budget Planning – Other

[Summary](#) [Staff Analysis](#) **Budget** [Sections](#) [Review/Scoring](#) [Performance Indicators](#) [Issues/Comments](#) [Recipient Agency Budget](#) [Approval Checklists](#)

Grant ID: 1205

Project Title: TITAN program at Greater
Milford Boys & Girls Club

Status: Open - Awarded

Applicant Agency: Boys & Girls Clubs of
Delaware

Original Award Amount: \$41,913.00

Adjusted Award Amount: \$41,913.00

OTHER BUDGET LINE ITEMS

Created By: ██████████
Windsor

Created Date: 8/18/2015 4:33:43 PM

Last Update By: ██████████
Windsor

Last Update Date: 9/29/2015 3:19:48 PM

Description : * Indirects (maximum 70 characters)

Computation

Admin Costs (5 percent of personnel costs of \$36,100)

Total Cost Σ

Budget Planning

- Once all fields are entered, change this section from “In Process” to “Complete”
- Only the Fiscal Creator can complete this section

Section Point Value: 20
Completion Status:

BY RECIPIENT	
Kingswood Community Center	
BY CATEGORY	
Personnel	
Employee Benefits	
Travel (Including Training)	
Equipment	
Supplies & Operating Expenses	
Consultants	
Construction	
Other	
BY SOURCE	
Federal	
State	
Project Income	
Interest	
State Match	
Cash Match (New Approp.)	
In-Kind Match	
Project Income Match	

Budget Categories v. Budget Narrative

- Personnel
 - Employee Benefits/Fringe
 - Travel
 - Equipment
 - Supplies & Operating Expenses
 - Consultants / Contracts
 - Other
- The Budget Narrative is the explanation of the costs in words
 - Answers the question of: “Why is this item in the budget?”
 - Justifies and contextualizes the need for subgrant expenses
 - Should be brief, only a few sentences per item

Budget Narrative



Delaware
Criminal Justice Council



System will time out at: 01:34:28 PM.
Remaining time: 19:50

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](#) | [Internal Menu](#)

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

Grant ID: 1841

Status: Open - Draft

Project Title: test

Fund Announcement: [FFY2017 STOP VAWA Culturally Specific NPO](#)
[V.S.](#)

BUDGET NARRATIVE

Section Point Value: 5

Completion Status:

Created By: Ms. Terica Jones

Last Update By: Ms. Terica Jones

Created Date: 1/11/2018 12:27:40 PM

Last Update Date: 1/11/2018 12:27:40 PM

1. For each Budget category for which funds are requested, describe why the proposed cost element is needed to achieve project objectives.

2. For each Budget category for which funds are requested, describe how the proposed resource will be obtained.

File Attachment Documents

[Detailed Budget Example](#)

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, the person filling it out 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

DCJC USE ONLY

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

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	

DCJC-200 (08/08)

SUBGRANT: 1032

Short Title: Police

OTHER	0.00
TOTAL	500.00

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

DCJC-200 (08/08)



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. (Note: In the Concept Stage, the signature page may not generate. Do not allow this to delay your submission. If approved for funding, a signature page can be provided during the application phase.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) | [Internal Menu](#)
[Project Application](#) [Monitoring](#) [Audit](#) [Fiscal Details](#) [Reporting](#) [Requirements](#)

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
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](#)

- 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.”

Review: Status flow for Creating Egrants Applications/Concept Papers:

1. The sub-grantee clicks on the “Create New Application” or “Create New Concept Paper” button for the applicable Funding Announcement.
2. 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”**.
3. The Status of the Application is **“Open – Draft”** until it is submitted to DCJC.
4. All Section statuses must be changed to **“Complete”** before the “Submit Application” button will allow the sub-grantee to submit the application.
5. Once the Application is submitted, the Application Status becomes **“Open – Received”**.

**Concept Paper Feedback &
Decisions through Egrants**

CJC Concept Paper Funding Decisions

- Once submitted, a concept paper the funding coordinator will mark your concept as “Open-Under Review” and a review team is convened.
- Once Review Team Meeting concludes, the coordinator ranks the Concepts and prepares a funding recommendation
- Recommendation is made to the appropriate Committee
- Recommendation is made to the CJC Board
- Notification Letter of funding approval or rejection is emailed and/or sent through the mail
 - Reasons for rejection are included if Concept is not approved for funding
- Coordinator changes Status of Concept in Egrants

CJC Feedback through Egrants

- Concept Status stays as “**Open – Under Review**” until Coordinator changes it to:
 - “**Open – Invited to Apply**” if approved for funding
 - Egrants sends an Alert notifying the main contact to apply
 - “**Open – Hold Future Consideration**” if not approved but to be considered if a balance of reverted funds is accrued
 - Egrants does NOT deliver an Alert of notification
 - Project would need approval for funding by Committee & CJC Board and would have to be within the same FA
 - “**Closed – Not Recommended**” if not recommended for funding
 - Egrants does NOT deliver an Alert of notification

Open – Invited to Apply

Once CJC Staff makes the Concept Status “Open – Invited to Apply,” the Agency Primary Contact receives a Work Manager Notification

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | **Work Manager**

Tasks/Alerts For: Dr Jackie B Cousin

Date: 06/14/2017

TASKS AND ALERTS

Search Criteria:

Title:

Category:

Action:

Type:

Status:

Click on the  in the "Action" column to view the details for the corresponding Task or Alert, including the "Cause" for the notification and help with "Next Steps".

Select All	Type: Title	Category	Action	Status	Date/Time Posted
<input type="checkbox"/>	Alert : 1640 - Concept #1. ContactLifeline (ContactLifeline, Inc.)	Concept Papers	Invited to Apply 	New	6/14/2017 4:28:54 PM

Turning a Concept Paper into an Application

Go to the “Project” tab

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

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

Grant ID: 1640

Status: Open - Invited To Apply

Project Title: Concept #1, ContactLifeline

Fund Announcement: [TEST Funding Announcement, VOCA-Assistance](#)

MAIN SUMMARY

Section Point Value: 10

Completion Status: Complete

Created By: Ms. Kathleen Kelley

Last Update By: Ms. Kathleen Kelley

Created Date: 6/7/2017 2:08:46 PM

Last Update Date: 6/14/2017 4:28:54 PM

Applicant Agency: [ContactLifeline, Inc.](#)

Change Applicant

Recipient Agency: [ContactLifeline, Inc.](#)

Change Recipient

Primary Contact: Dr Jackie B Cousin [Details](#)

Concept Paper Received Date: 6/8/2017

Signature Page Received Date: 6/8/2017

Start Date: 7/1/2017

Application Invitation Sent Date: 6/14/2017

End Date: 6/30/2018

Short Project Title: * Concept #1, ContactLifeline

Brief Project Description: * Short description of proposed program to deliver rape crisis services in Sussex and Kent Counties. (maximum 320 characters)

Save

Save And Continue Editing

Delete

Cancel

Turning a Concept Paper into an Application

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | **[Project Management](#)** | [Work Manager](#)

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

Grant ID: 1640

Project Title: Concept #1,
ContactLifeline

Status: Open - Invited To Apply

Fund Announcement: [TEST Funding
Announcement, VOCA-
Assistance](#)

Click on “Concept Paper”

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
1640 :	Create Subgrant Adjustment		
	Concept Paper	7/1/2017 - 6/30/2018	Open - Invited To Apply  

[View Issues/Comments](#)

Turning a Concept Paper into an Application

Subgrantees can view but no longer make changes to their Concept; they must click “Create Application”

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

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

Grant ID: 1640

Status: Open - Invited To Apply

Project Title: Concept #1, ContactLifeline

Fund Announcement: [TEST Funding Announcement, V](#)

CONCEPT PAPER SUMMARY

Section Name	Status	Last Update
Project Summary	Complete	6/8/2017 2:47:31 PM
Attach Signature Page	Complete	6/8/2017 2:46:03 PM
Budget Narrative	Complete	6/8/2017 2:45:49 PM
Project Narrative	Complete	6/8/2017 2:44:21 PM
Budget Detail	Complete	6/8/2017 2:49:53 PM
Main Summary Information	Complete	6/14/2017 4:28:54 PM
Performance Indicators	Complete	6/8/2017 2:50:58 PM

View Concept Paper

Preview Signature Page

Submit Concept Paper

Withdraw Concept Paper

Create Application

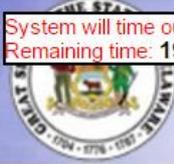
View Issues/Comments

Turning a Concept Paper into an Application

Egrants automatically copies information from the Concept into a new application (under the same project #)



**Delaware
Criminal Justice Council**



System will time out
Remaining time: 19

Log

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

Saving the Application to the database...



Cancel

Turning a Concept Paper into an Application

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

Grant ID: 1641

Project Title: Conce
Place

Status: Open - Draft

Fund Announcement: [TEST P](#)
[Announ](#)
[Assista](#)

- Application status automatically changes to “Open – Draft”
- All sections of the Concept paper are transferred over and ready for editing

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.

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

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

Phase	Documents	Start - End Dates	Status
1641 :	Create Subgrant Adjustment		
	Application	7/1/2017 - 6/30/2018	Open - Draft  
	Concept Paper	7/1/2017 - 6/30/2018	Open - Invited To Apply

[View Issues/Comments](#)

Turning a Concept Paper into an Application

Follow the normal application process—make all sections “Complete” and submit signature page before submitting application for CJC Staff Review

Grant ID: 1640

Status: Open - Draft

Project Title: Concept #1, ContactLifeline

Fund Announcement: [TEST Funding Announcement, VOCA-Assistance](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Application Assurances	In Process	0	6/15/2017 9:57:59 AM
Project Summary	In Process	15	6/15/2017 9:57:59 AM
VOCA-Assistance Application Assurances for NPOs	In Process	0	6/15/2017 9:57:59 AM
Attach Signature Page	In Process	0	6/15/2017 9:57:59 AM
Budget Narrative	In Process	5	6/15/2017 9:57:59 AM
Certification Regarding Debarment	In Process	0	6/15/2017 9:57:59 AM
Project Narrative	In Process	65	6/15/2017 9:57:59 AM
Approval Checklists	In Process	0	6/15/2017 9:57:59 AM
Budget Detail	In Process	5	6/15/2017 9:58:04 AM
Main Summary Information	In Process	10	6/15/2017 9:58:04 AM
Performance Indicators	In Process	0	6/15/2017 9:57:59 AM
Recipient Agency Budget	In Process	0	6/15/2017 9:57:59 AM

[View Contract](#)

[Preview Signature Page](#)

[Submit Application](#)

[Withdraw Application](#)

[View Issues/Comments](#)

Summary of Award Process

1

- Recipient Agency (sub-grantee) submits application in response to funding announcement.

2

- Application is received by DCJC and scheduled for internal Staff Review (Deputy Director, Coordinator, Grant Monitor and Fiscal Officer)

3

- Grant Monitor will release comments in Egrants and “Return” the application sections for changes. Once changes are made (if any), an award is generated by the Monitor.

4

- Award document is sent to Agency Official for signature. Once original signed award is returned, a funds commitment is generated and subgrantee may request quarterly reimbursements.

Returned Applications

- If your application is returned you will receive an ALERT from Egrants in the Work Manager.
- Application will be in “Returned” status.
- Your monitor will provide comments requesting changes.
- After making the requested modifications, change section status to “Resubmit”
- Only when the entire application is resubmitted will your monitor be alerted that you have made the changes.

Egrants Shortcut Buttons



Magnifying Glass: View the Document



Pencil: Edit the Field or Document



Question Mark: Field Help: this will give you additional information about the field



Hammer: Provides details of what is required in field

FAQ

Q: “I received the gray screen of death, is my application lost?”

A. Save Frequently; Egrants times out after 20 minutes. Keeping a hard copy of your application in a word format is highly recommended.

Q: “What if I mess up the application, will I lose my funding?”

A. The system will not allow you to fail, you will get a “RED ERROR MESSAGE” if you have forgotten anything. Your CJC contact will also be helpful in troubleshooting.

Q: “The box I need to enter in is shaded out, I cannot do what I need to. What do I do?”

A. Keep your security role in mind; only the Program Creator can change the Program Sections of the Application, and only the Fiscal Creator can change the Fiscal Sections of the Application. If Egrants is not allowing you to access information you need for a report or an adjustment, contact your Monitor.

Q: “I cannot find my agency in the system. Where is it?”

A. Have you completed all the steps in the registration process? There are 4. Most likely you registered yourself, but not your agency. Refer to step 1.

Q: “My Application was returned? What do I need to fix?”

A. Your monitor will list what needs to be fixed in the Comments/Issues section. Please “Respond” when each is addressed; Egrants does *not* alert your monitor when changes are made.

Q: “I am not computer literate; can I do a paper application?”

A. No, all grant funding will be managed in Egrants, your monitor will be happy to help.

Further Questions?



Grant Writing Webinar

The screenshot shows a web browser window with the URL <https://cjc.delaware.gov/cjc-grant-training/>. The browser's address bar shows "Secure" and the page title is "Grant Training". The website header includes the Delaware logo and a navigation menu with items: ABOUT, REPORTS, FUNDING, SERVICES, INFO, and SUBGRANTEES. A search icon is located on the right side of the header. Below the header, the main content area features the text "Grant Training" and a "Listen" button with a play icon. To the right of this text is a teal sidebar menu with three items: "E-Grants", "Forms For Use By Subgrantees", and "Grant Training". Two red arrows point to the "E-Grants" and "Grant Training" items in the sidebar. Below the sidebar is a video player. The video player shows a video titled "Re-entry Grant Program" which ended on August 6th, 2016. The video is from the State of Delaware. A "WATCH AGAIN" button is visible at the bottom left of the video player. An overlay image for the "Delaware Criminal Justice Council Reentry Program Bidder's Conference & Grant Writing" is displayed on the right side of the video player. The overlay includes the council's logo and a picture of a yellow highlighter.

Grant Tips

Pre-Proposal

- Hold regular brain storming sessions focusing on needs and visions
- Routinely check literature, newsletters and websites for announcements and useful information
- When an opportunity surfaces, determine the feasibility of obtaining the grant. Can the agency manage another program? Does the agency have the experience and expertise?
- Contact the project officer associated with the funding source

Grant Tips

Grant Writing Process

- Follow application guidelines in detail
- Create a timetable and gather appropriate personnel for grant writing as soon as the funding availability is announced
- Customize proposals for the target funder
- Describe the program with rich detail and measurable objectives, not empty adjectives and excessive language

Grant Tips

Grant Writing Process

- Use subheadings and utilize citations
- Avoid passive voice; utilize active verbs
- Describe a problem that is about the same size as the solution
 - Use LOCAL data!
- Do not assume the reader of the proposal knows much about the subject matter
- Keep in mind the capability of measuring impact objectives

Grant Tips

Grant Writing Process

- Keep the format and time limits in mind
 - For example, Egrants limits users to a 20 minute time window. Copy/paste from a Word document. Save frequently.
- *Pay attention to the review criteria* and emphasis given to each section of the proposal
- **ALWAYS** proofread!

Sources for Data and Information

- <http://grants.gov/>
- <https://www.bja.gov/>
- <http://www.ojp.usdoj.gov/nij/>
- <http://ncjrs.gov/>
- <http://www.ncja.org/>
- <http://www.ojp.usdoj.gov/bjs/>
- <http://www.crimesolutions.gov/>
- <http://cjc.delaware.gov/pubs.shtml>



Stay tuned for Section II:
Post-Award Expectations