

*Comm. corrections*

# **Community Correction Act FY 2018/2019 Program Manual**

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## **BUREAU OF COMMUNITY SANCTIONS**



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# INTRODUCTION

Ohio's Community Correction Act (CCA) was established in 1979 to provide state funding to assist local criminal justice systems in creating community punishments for felony offenders who would otherwise be sent to prison.

In 1990, CCA was further modified to allow communities to apply these funds to programs that would reduce reliance on local jails for detaining persons prior to trial or, as a sanction for those adjudicated of lesser offenses.

Currently, seventy-seven counties use CCA funds to sanction over 35,000 offenders annually.

Since its inception, CCA has been the vehicle for successful state, county, and municipal partnerships that allow local criminal justice officials to implement cost effective options for managing offender populations.

This manual assists local officials in the following areas:

1. It provides instructions for completing a grant application.
2. It provides procedures for program, financial, and statistical reports.



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## **SECTION I**

# **GENERAL REQUIREMENTS**

## **A. CCA FUNDING REQUEST**

To be eligible for Community Correction Act (CCA) grant funding, the following documents must be submitted to the Ohio Department of Rehabilitation and Correction (ODRC) via the Grants Management System (IntelliGrants).

### **1. COMPLETED GRANT APPLICATION**

The completed grant application must include the following:

#### **A. CURRENT LOCAL CORRECTIONS PLANNING BOARD MEMBERSHIP LIST**

A current roster of the Local Corrections Planning Board (LCPB) membership must accompany the application. Please include the names of all LCPB members beginning with the Chairperson. The roster must also include the street addresses, telephone numbers and correct email addresses of all LCPB members.

#### **B. ENDORSEMENT LETTER FROM THE LOCAL CORRECTIONS PLANNING BOARD**

**In accordance with ORC 5149.34 all applicants must have a local or joint corrections planning board to be eligible for CCA grant funds.** The grant application must be presented to the Local Corrections Planning Board. A letter of support for the grant with the signature of the LCPB Chairperson must accompany the grant.

#### **C. A LIST OF CURRENT INVENTORY ITEMS**

An accurate inventory list must be maintained for all equipment items purchased with CCA grant funds. Inventories must include the following information: name of equipment, date purchased, purchase amount, vendor, inventory number, location, condition, and transfer date, if applicable. **A current inventory list must be submitted with the grant application.**

## **2. APPLICATION PROCESS**

Bureau of Community Sanctions (BCS) staff will review all required materials upon receipt. Applicants will be notified via an IntelliGrants email regarding the final status of their application. During the review of the application, the grantee may be asked for modifications for clarification. The BCS review will not resume until the modifications have been submitted.

Upon approval of the application, a grant agreement will be sent to the grantee's Project Director via the IntelliGrants system. If the program is multi-jurisdictional, one participating jurisdiction must be designated as the agency responsible for overseeing the program and managing the funds. The grant agreement will state the amount of the award and the terms and conditions of the grant. The grant agreement constitutes the operative document obligating and reserving state funds for use by the grantee in execution of the program as disclosed in the grant application. If the grantee fails to affirm the award by having the applicable governing authority sign and return the grant agreement to BCS by the specified deadline, this obligation may be terminated without further cause. If circumstances prevent timely return of the signed grant agreement, the grantee must submit a written request for an extension prior to the deadline. BCS must approve the request for an extension. The grant agreement is not effective until the Grant Award letter is available in the IntelliGrants system.

New programs must be operational within 90 days of the award date. If this is not possible the grantee must report by letter to BCS the reason(s) for the delay, the expected start date and the steps that will be taken to initiate the program.

BCS will review any request for extension and respond in writing if the implementation date is extended past the 90-day period. The appropriate files and records must reflect the extension. BCS may also, where circumstances warrant, cancel the program.

## **3. PROGRAM ADJUSTMENTS OR CHANGES**

Once the grant agreement is executed, all requests for programmatic and/or fiscal changes must be submitted via the CCA Grant Revision process in IntelliGrants. All requests for changes to the approved program will be carefully reviewed for consistency with DRC and BCS guidelines. Changes must be consistent with the program's stated goals and objectives. In requesting an adjustment, the grantee must set forth the reasons and basis for the proposed change(s) and any other data deemed helpful for the Bureau's review.

Examples of changes are:

- Change in the scope of the programmatic activities or purpose of the program.
- Change(s) in the program location.
- Change(s) which decrease the total cost of the program.
- Changes, which increase or decrease the total number of projected offenders participating in the program.
- Change in or temporary absence of the Program Director and implementing agency.

## **B. PROGRAM REPORTS**

**1. FINANCIAL REPORTS:** Fiscal reports are required by the grantee in order to show actual expenditures incurred by the program. The required reports shall be submitted as explained in Section III.

**2. ADMISSION CRITERIA:** Grantees that operate an Intensive Supervision Probation (ISP) program for felony offenders are required to submit quarterly admission criteria reports to BCS to ensure compliance with Ohio Administrative Code Section 5120: 1-5-06 (B), (C) and (D). BCS program review staff will verify the information contained within the reports at least annually during program review or site visit. This will involve BCS program review staff randomly selecting names on the report and comparing the data with conviction information. The level of compliance will be noted on the program review or site visit report.

**Note:** Any communication between BCS grant/program staff and the grantee regarding the need to submit a report or Plan of Action (POA) will be documented via notes in Intelligrants.

## **C. RECORD RETENTION AND ACCESS**

1. **RETENTION OF RECORDS.** All financial records, supporting documents, statistical records, and other records pertinent to the program shall be retained by the grantee for at least three years. Retention is required for purposes of examination, future audits and research purposes. Records may be retained in an automated format.

- a. The retention requirements extend to books of original entry, offender files **and supporting documentation such as offender CCIS-Web information**, source documents supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, canceled checks, and related documents, and records. Source documents include copies of all award letters, CCA grant applications, and required financial and narrative reports.

- b. The fiscal year retention period starts from the date of the submission of the closure of the single audit report, which covers the grant period. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records must be retained until completion of the action and resolution of all issues which arise from it or, until the end of the regular three-year period, whichever is longer.

2. **MAINTENANCE OF RECORDS.** Grantees are expected to ensure that records from different fiscal periods are separately identified and maintained so that information needed may be readily located. Grantees are also obligated to protect records adequately against fire or other damages. When records are stored away from the principle office, the location of records must be readily accessible.

## **D. SANCTIONS AND TERMINATION**

1. **SANCTIONS:** If a grantee fails to comply with the terms and conditions of an award, whether stated in a statute, regulation, agreement, addendum, or application, the Department of Rehabilitation and Correction, as the awarding agency may take one or more actions, as appropriate. The following actions will not be taken without reasonable written notice to the grantee and the opportunity for the grantee to timely present its position to the Bureau of Community Sanctions:

- \* Temporarily withhold payments pending correction of the deficiency by the grantee.
- \* Disallow (that is deny use of funds) all or part of the cost of the activity or action not in compliance with requirements.
- \* In whole or in part, suspend or terminate the current award.
- \* Withhold future awards for the program.
- \* Take other remedies that may be legally available.

2. **TERMINATION:** In the event a program is terminated, BCS will:

- \* Notify the recipient in writing of the decision,
- \* Specify the reason; and
- \* Set an effective date that affords the grantee a reasonable time to terminate operations.

A program that is terminated will be subject to the same requirements, regarding audit, record keeping, and submission of reports, as a program, which runs for the duration of the grant period. Equipment purchased with CCA funding must be returned to the Department of Rehabilitation and Correction's Bureau of Community Sanctions.

## **E. EXPANSION FUNDING**

Any and all requests for new or expansion funding will require a detailed justification describing the following:

- \* Program to be funded,
- \* Target population to be diverted,
- \* Estimated annual cost,
- \* Justification of need for the program within the local criminal justice system

All requests for expansion funding must be completed through the IntelliGrants Grant Addendum process as explained in Section III.

## **F. TECHNICAL ASSISTANCE**

Bureau of Community Sanctions staff are available to provide technical assistance to program directors, fiscal managers, and/or Local Corrections Planning Boards for the purpose of implementing program requirements. Technical assistance can be obtained by contacting your Grants and Contracts Specialist within the Bureau of Community Sanctions.

## **G. OTHER PROVISIONS**

**DRUG FREE WORKPLACE:** The grantee agrees to comply with all applicable state and federal laws regarding a drug-free workplace. The grantee shall make a good faith effort to ensure all contract employees, while working in the program, will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs.

**EEO COMPLIANCE:** The grantee agrees to comply with all applicable state and federal laws regarding Civil Rights and Affirmative Action.

**OHIO ETHICS:** All Contractors who are actively doing business with the state of Ohio or who are seeking to do business with the State of Ohio are responsible to review and comply with all relative Division of O.R.C. Sections 102.01 to 102.09, and **Executive Order 2011-03K for Ethics**.

In accordance with **Executive Order 2011-03K**, Contractors, by signature on this document, certifies: (1) it has reviewed and understands **Executive order 2013-03K**, (2) has reviewed and understands Ohio ethics and conflict of interest laws, and (3) will take no action inconsistent with those **Executive Order 2011-03K**. The Contractor understands that failure to comply with **Executive Order 2011-03K** is, in itself, grounds for termination of this contract and may result in the loss of other contracts with the state of Ohio up to and including debarment.

Contractor certifies it is currently in compliance and will continue to adhere to the requirements of Ohio ethics laws. **Executive Order 2011-03K** is available for review at <http://governor.ohio.gov/executiveorders.aspx>.



## **SECTION II**

# **GRANT APPLICATION INSTRUCTIONS**

## **INTRODUCTION**

- Carefully read the Grant Management System (GMS) Department of Rehabilitation and Correction (DRC) User Guide and the Bureau of Community Sanction (BCS) CCA Program Manual prior to beginning the grant application.
- Technical assistance is available. Contact your BCS Grants and Contracts Specialist for further assistance.
- All programs are required to submit the completed grant application and budget pages via the IntelliGrants system at: <http://www.ocjsgroups.com/>. Please do not forward any paper copies.
- Grant applications may be submitted upon receipt of the IntelliGrants email notification that the grant application is ready to be completed.
- The IntelliGrants email notification signifies the grant submission period has opened. Programs will have no less than 30 days to complete the grant application.
- The CCA grant application process consists of four components: the Pre-Application, the Application, the Grant Agreement, and the Approval Letter.
  - \* Pre-Application: BCS staff will initiate the pre-application, which will list each program type and the pre-approved eligibility funding amount for each program. Once the pre-application has been initiated, the Project Director(s) will receive an email notification that the grant application can be completed.
  - \* Application: The application consists of Program Description Pages, Budget, Local Corrections Planning Board (LCPB) Membership List, LCPB Endorsement Letter, and Inventory List.
  - \* Grant Agreement: The grant agreement is the document that outlines the terms and conditions of the grant.
  - \* Approval Letter: The approval letter is the final step in the grant application process. The approval letter confirms the program type(s) and the approved funding for each CCA program.

## A. ORGANIZATION SUMMARY

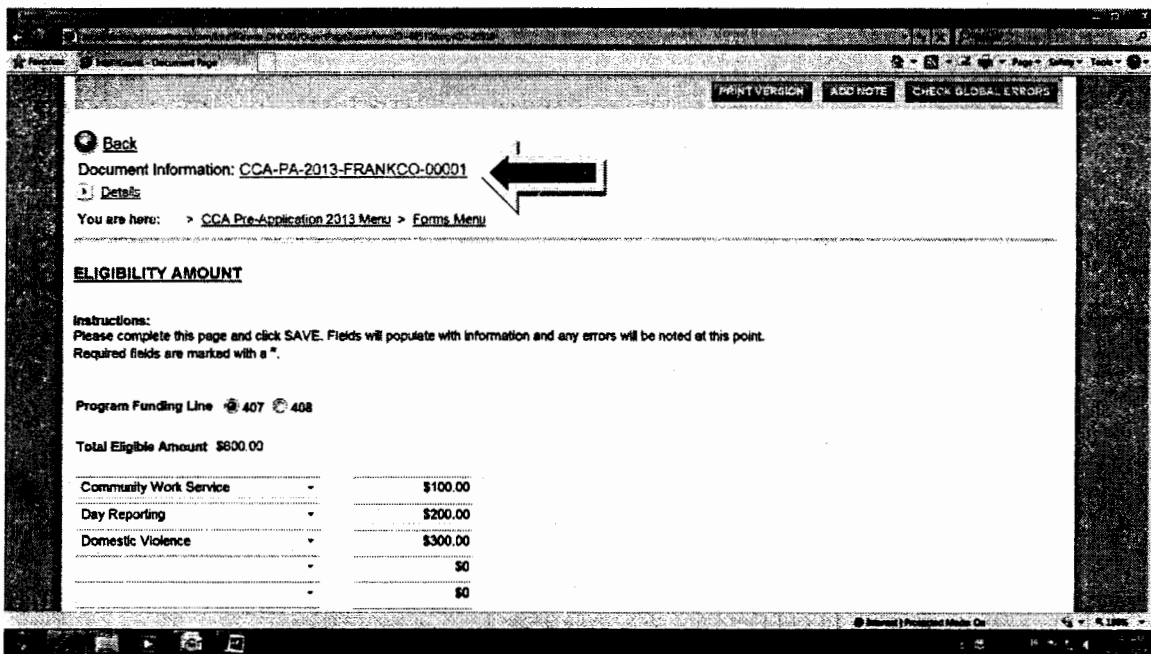
It is important to keep contact information up-to-date for timely messaging. When system messages are sent from IntelliGrants, they are sent to the email address listed in the user profile. When an incorrect email address is noted in the contact information, automatic notifications will not be received. Also, in the event of a forgotten password, the email address is required and must match the email address listed in the contact information. Please refer to Section 5-User Contact Information of the Grant Management System (GMS) Department of Rehabilitation and Correction (DRC) User Guide for further instructions.


## B. PRE-APPLICATION REVIEW

The Pre-Application must be reviewed prior to completing the grant application(s). Review the Pre-Application for accuracy of program type(s) and eligibility amount(s). If corrections need to be made to the Pre-Application, contact BCS for further assistance.

## C. COMPLETING THE GRANT APPLICATION

After reviewing the Pre-Application, select the Pre-Application Document Information.



[Back](#)  
Document Information: [CCA-PA-2013-FRANKCO-00001](#)   
[Details](#)  
You are here: > [CCA Pre-Application 2013 Menu](#) > [Forms Menu](#)

**ELIGIBILITY AMOUNT**

Instructions:  
Please complete this page and click SAVE. Fields will populate with information and any errors will be noted at this point.  
Required fields are marked with a \*.

Program Funding Line: 407 408

Total Eligible Amount: \$800.00

Community Work Service	\$100.00
Day Reporting	\$200.00
Domestic Violence	\$300.00
	\$0
	\$0

Scroll to the Examine Related Items section. Select View Related Items.

http://www.ocjsgnats.com/

IntelliGrants - Document M...

ADD NOTE SHOW HELP

CCA Pre-Application 2013 Toledo Municipal Court Adult Probation Department BCS Grant Admin Staff Pre-App BCS Chief Review 6/7/01/2012 - 06/30/2013 N/A

### 1 View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

**VIEW FORMS**

### 2 Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

**VIEW STATUS OPTIONS**

### 3 Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

**VIEW MANAGEMENT TOOLS**

### 4 Examine Related Items

Select the **View Related Items** button below to view related items such as claims, messages, etc.

**VIEW RELATED ITEMS**

[Top of the Page](#)

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Each program type associated with the Pre-Application will be listed.

My Home | My Pre-Applications | My Applications

Back

### CCA Pre-Application 2013 Menu - Related Items

The various sections below can link to items that are associated with this document.

Document Information: [CCA-408-PA-2013-ToledMuniAPD-00089](#)

[Details](#)

Related Documents

Sort search results by:

Document Type		Current Status	Period Date / Data Due	Created By	Last Modified By
CCA Intensive Supervision Application 2013	<a href="#">ISP-App-2013-ToledMuniAPD-00223</a>	Application Approval Pending	07/01/2012 - 06/30/2013 05/09/2012 5:00PM	Cynthia Ali 4/25/2012 5:55:41 PM	Chris Galli 5/22/2012 9:59:17 PM
CCA Standard Probation Application 2013	<a href="#">SP-App-2013-ToledMuniAPD-00224</a>	Application Approval Pending	07/01/2012 - 06/30/2013 05/09/2012 5:00PM	Cynthia Ali 4/25/2012 5:56:06 PM	Chris Galli 5/22/2012 9:59:31 PM

Related Messages

Sort search results by:

Priority	Sender	Subject	Date/Time	Status
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Select a program application. Go to the View, Edit and Complete Forms section and select View Forms.

Online Grants System

My Home | My Pre-Applications | My Applications

Document Information: ISP-App-2013-ToledMuniAPD-00223  
 Parent Information: CCA-408-PA-2013-ToledMuniAPD-00069

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CCA Intensive Supervision Application 2013	Toledo Municipal Court Adult Probation Department	BCS Grant Admin Staff	Application Approval Pending	07/01/2012 - 06/30/2013 05/09/2012 5:00PM EST

**View, Edit and Complete Forms**  
 Select the View Form button below to view, edit, and complete forms.

**Change the Status**  
 Select the View Status Options button below to perform actions such as submitting applications or request modifications.

Select Program Type Selection and indicate the Primary Program Type to be funded.

Program Type Selection

Program Type Selection	Cynthia Ali	Loretta Ryland
Primary Program Type: Intensive Supervision	4/25/2012 5:02:50 PM	5/4/2012 1:13:11 PM
General Program Description 1	Loretta Ryland 4/27/2012 9:54:20 AM	Loretta Ryland 5/4/2012 12:03:27 PM
General Program Description 2	Loretta Ryland 4/27/2012 9:54:59 AM	Loretta Ryland 5/4/2012 3:38:15 PM
General Program Description 3a	Loretta Ryland 5/1/2012 10:00:39 AM	Loretta Ryland 5/1/2012 10:06:05 AM
General Program Description 3b (5)		
General Program Description 4	Loretta Ryland 5/1/2012 10:30:52 AM	
General Program Description 5	Loretta Ryland 5/1/2012 10:50:30 AM	Loretta Ryland 5/4/2012 12:13:09 PM
General Program Description 6	Loretta Ryland 4/27/2012 10:08:09 AM	Loretta Ryland 5/4/2012 3:45:25 PM
General Program Description 7	Loretta Ryland 5/1/2012 1:09:28 PM	Loretta Ryland 5/4/2012 11:55:58 AM
Intensive Supervision Probation	Loretta Ryland 4/27/2012 10:08:58 AM	Loretta Ryland 5/2/2012 2:41:56 PM
Secondary Program Type: Residential		
Residential	Loretta Ryland 5/4/2012 1:10:15 PM	Loretta Ryland 5/4/2012 3:46:56 PM
Secondary Program Type: Electronic Monitoring		
Electronic Monitoring	Loretta Ryland 5/4/2012 12:19:45 PM	Loretta Ryland 5/4/2012 12:21:47 PM
Secondary Program Type: Other		
Other	Loretta Ryland 5/4/2012 12:54:53 PM	Loretta Ryland 5/4/2012 2:40:38 PM

**\*NOTE: Effective FY16: All CCA applications are copy forwarded to create a new CCA FY application.** Each application page contains a question that reads as follows:  
 "Was any new information added to this page that was not included in the FY(X) application or was there information removed from the page that was included in the FY(X) application?" It is required that either "Yes" or "No" is selected as a response to this question and there is a text box to summarize any added or removed information if applicable.

**GENERAL PROGRAM DESCRIPTION 1**

Instructions:  
 Please complete this page and click SAVE. Fields not applicable with information and any errors will be noted at this point.  
 Required fields are marked with \*.

1. Describe in detail how offenders are referred to the program.

2. Provide eligibility requirements (admission and exclusionary criteria).

3. What offender does not meet the eligibility criteria?

Was any new information added to this page that was not included in the FY15 application or was there information removed from this page that was included in the FY15 application?

☐ Yes ☐ No \*

If yes, please summarize below any information that was added or removed from the page.

Page 1 of 1

Navigation: Home

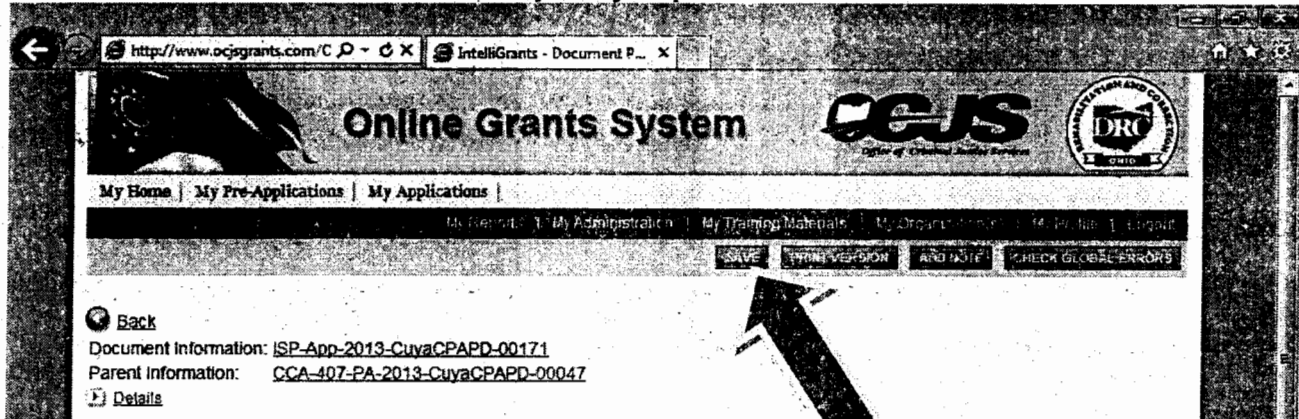
Name	Page Name	Role	Created By	Last Modified By
General Program Description 1				
General Program Description 2				
General Program Description 3				
General Program Description 4				
General Program Description 5				



Select Secondary Funded Program Type(s), if applicable. Secondary Funded Programs Types apply to any sanctions or services that are funded in part or entirely through the CCA grant.

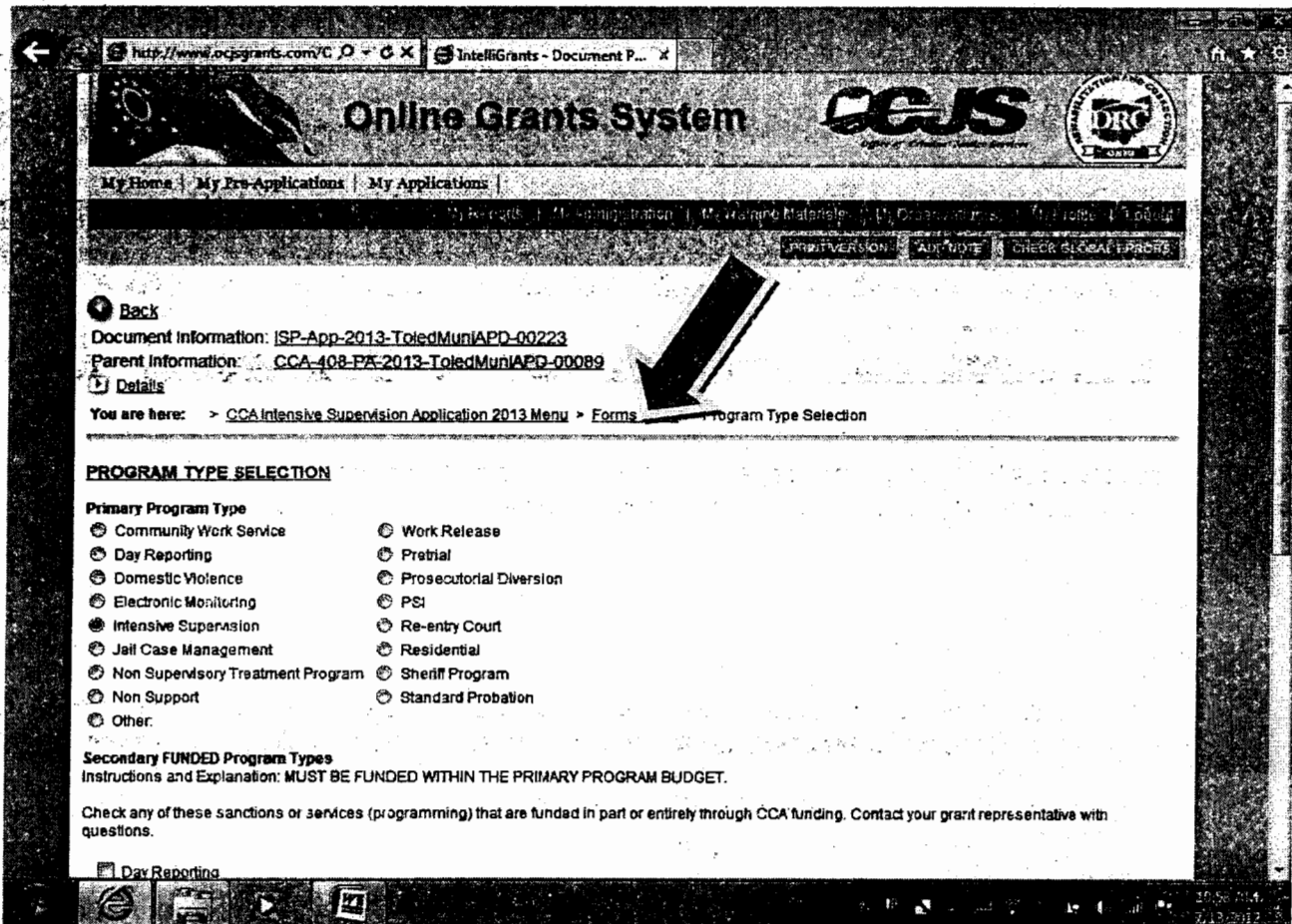
**NOTE:** Do not select the Primary Program Type as a Secondary Program Type. **Select Save**

**NOTE:** Selecting "Save" is a very important function throughout the grant application process. The "Save" function must be used frequently to prevent loss of information/work.



The screenshot shows the OGS web application. The browser address bar displays 'http://www.ocjgrants.com/C...'. The page header includes the 'Online Grants System' title, the 'CCJS' logo, and the 'DRC' logo. A navigation menu at the top contains links: 'My Home', 'My Pre-Applications', 'My Applications', 'My Reports', 'My Administration', 'My Training Materials', 'My Document', 'My Profile', and 'Logout'. Below the menu, there are four buttons: 'SAVE', 'PRINT VERSION', 'ADD NOTE', and 'CHECK GLOBAL ERRORS'. A large black arrow points to the 'SAVE' button. On the left side, there is a 'Back' link and document information: 'Document Information: JSP-App-2013-CuyaCPAPD-00171' and 'Parent Information: CCA-407-PA-2013-CuyaCPAPD-00047'. A 'Details' link is also present.

After saving the information, select Forms Menu to navigate to the Program Description Pages.



The screenshot shows the OGS web application after saving. The browser address bar displays 'http://www.ocjgrants.com/C...'. The page header is the same as the previous screenshot. The navigation menu is the same. Below the menu, there are four buttons: 'PRINT VERSION', 'ADD NOTE', and 'CHECK GLOBAL ERRORS'. A large black arrow points to the 'Forms' link in the navigation menu. On the left side, there is a 'Back' link and document information: 'Document Information: JSP-App-2013-ToledMuniAPD-00223' and 'Parent Information: CCA-408-PA-2013-ToledMuniAPD-00089'. A 'Details' link is also present. Below the document information, there is a breadcrumb trail: 'You are here: > CCA Intensive Supervision Application 2013 Menu > Forms > Program Type Selection'. The main content area is titled 'PROGRAM TYPE SELECTION'. It contains two sections: 'Primary Program Type' and 'Secondary FUNDED Program Types'. The 'Primary Program Type' section lists various options with radio buttons: Community Work Service, Day Reporting, Domestic Violence, Electronic Monitoring, Intensive Supervision, Jail Case Management, Non Supervisory Treatment Program, Non Support, Other, Work Release, Pretrial, Prosecutorial Diversion, PSI, Re-entry Court, Residential, Sheriff Program, and Standard Probation. The 'Secondary FUNDED Program Types' section includes instructions and a note: 'Instructions and Explanation: MUST BE FUNDED WITHIN THE PRIMARY PROGRAM BUDGET. Check any of these sanctions or services (programming) that are funded in part or entirely through CCA funding. Contact your grant representative with questions.' At the bottom, there is a 'Day Reporting' checkbox and a 'Print' button.



Proceed to completing all sections of the grant application. Answer all questions in detail. If the question is not applicable, please indicate "N/A".

### **PRIMARY PROGRAM TYPE SECTION**

This section consists of General Program Description 1-7 and any program specific pages. **Specific instructions have been provided for questions that require multiple responses based upon the items selected, or if the question requests information in more than one area.**

- **General Program Description 3A:** When completing question #13, check one service, and complete question #14. Save the page. If multiple in-house services are provided, add an additional page using the "Add" button and complete questions 13-14 for each internal service selected.

Document Page

Question 14 has required fields.

Back

Document Information: DV-App-2013-FRANKCO-0001

Parent Information: CCA-PA-2013-FRANKCO-0001

Details

Program Component: Domestic Violence

You are here: > CCA Domestic Violence Application 2013 Menu > Forms Menu > Primary Program Type - Domestic Violence

**GENERAL PROGRAM DESCRIPTION 3A**

Instructions:

Please complete this page, then click the Save button.  
Required fields are marked with an \*.  
Please click the ADD button at the top of the page to create additional pages if necessary.  
After you have SAVED the second page, a drop down box will appear at the top of your screen, on the right side with a list of the pages you have entered using the Name of Service field as the page name.  
If you need to Delete this page, simply click the DELETE button at the top of the page. You do NOT need to save after deleting.  
Choose the correct page from the drop down list, click the GO button to the right to access the selected page

13. What services are provided in-house by program staff? \*

- **General Program Description 3B:** When completing question #15, check one service, and complete question #16. Save the page. If multiple external services are provided, add an additional page using the "Add" button and complete questions 15-16 for each external service selected.
- **General Program Description 7:** All programs submitting a CCA grant application must include objectives that will achieve the stated goals of CCA funding. Objectives are the program activities that achieve the major goals. Objectives usually begin with "To" followed by specific action (e.g. to identify, to increase, to screen). Objectives must be measurable and specify the period of time in which they will be accomplished (e.g. monthly, fiscal year). Provide information on how each objective will be measured to determine its success. For each established program goal, an objective and a method of measurement must be identified.

## SECONDARY PROGRAM TYPE (If applicable)

Answer all questions in detail for each secondary program type page(s).

## D. BUDGET

General:

- The budget pages will calculate the totals in the appropriate field and transfer the category totals to the Budget Summary page.
- Provide justifications in each category.

## E. PERSONNEL

### SALARIES:

- Name of Employee: Enter the name of each employee whose salary will be funded through the grant.
- Title: Enter the title of each employee whose salary/ wages will be funded through the grant.
- Employment Status: Enter the status (part time/ full-time ) of each employee whose salary/wages will be funded through the grant.
- Start date for this fiscal year: Enter the first day of the state fiscal year.
- End date for this fiscal year: Enter the last day of the state fiscal year.
- Number of Hours Worked: Enter the total number of hours that each employee will work on grant activities during the fiscal year.
- Hourly Wage: Enter the actual hourly rate for the employee. **NOTE:** If the rate is expected to change during the grant period, list the employee twice with the applicable number of hours and hourly rate. Also enter the date of the expected rate change.
- Total: This column will be automatically calculated and transferred to the Budget Summary page.
- Justification: Provide justification for any expenditure that requires a more detailed explanation.

### SAVE THE DOCUMENT.

**Instructions:**

Please complete this page, then click the Save button.  
Required fields are marked with an \*.  
Please click the ADD button at the top of the page to create additional pages if necessary.  
After you have SAVED the second page, a drop down box will appear at the top of your screen, on the right side with a list of the pages you have entered, ordering them numerically as the page name.  
If you need to Delete this page, simply click the DELETE button at the top of the page. You do NOT need to save after deleting.  
Choose the correct page from the drop down list, click the GO button to the right to access the selected page.  
If you have no Salaries, please leave the categories blank and click the Save button.

Name of Employee	Title	Employment Status	Start Date For This Fiscal Year	End Date For This Fiscal Year	Number of Hours Worked	Hourly Wage	Total
Wendy Burger	Program Director	Full Time	7/1/2012	12/31/2012	1040	\$22.00	\$22,880.00
Wendy Burger	Program Director	Full Time	1/1/2013	6/30/2013	1040	\$22.75	\$23,660.00
Ronald McDonald	Probation Officer	Part Time	7/1/2012	6/30/2013	520	\$14.27	\$7,420.40
							\$0
							\$0

**FRINGE BENEFITS:** Fringe benefits are based on the employer's share only. Do not include the employee's share. Basic fringe benefits include the following:

- PERS/Other Retirement - includes Public Employee Retirement System (PERS), FICA (Social Security), or other established pension plan.
- Worker's Comp - rate for the program can be obtained from the Bureau of Worker's Compensation of Ohio if the program does not already have an established rate.
- Unemployment - rate for the program can be obtained from the Bureau of Unemployment Compensation of the Ohio Department of Job and Family Services.
- Medicare: refers only to the employer's share of an established group policy
- Health Insurance - refers only to the employer's share of an established group policy.
- Vision/Dental - refers only to the employer's share of an established group policy.
- Life Insurance - refers only to the employer's share of an established group policy.
- Other - List specific benefit costs and rates.
- Justification: Provide justification for any expenditure that requires a more detailed explanation.

**Instructions:**

- Rate Column: Enter the applicable rate for Retirement, Workers Comp, Unemployment and Medicare and percentage rates. Health, Vision/Dental and Life Insurance are entered as the monthly dollar amount charged.
- Wages Column: This amount must be entered. The Total Wages is auto populated based upon the salary amount from the Salary Page(s). The data is provided as information only and does not affect any of the calculations on the Fringe Benefits page. For the Insurance line items, enter the applicable number of months.
- Total FY Expenditures: This amount will automatically fill the appropriate cell. If fringe benefits are not to be paid through the grant, enter a zero in the applicable cells in this column.

**SAVE THE DOCUMENT.**

**FRINGE BENEFITS**

If you have no Fringe Benefits, please leave the categories blank and click the Save button.

Total Wages - autopopulated total salary amount from the Salary page(s) - This data is provided as information only and does NOT affect any calculations on the Fringe Benefits page. Total Wages \$53,960

	Rate	Wages	Total FY Expenditures
PERS/Other Retirement	1	\$7,029.1800	\$7,029.18
Workers Comp	0.3	\$7,029.1800	\$2,108.75
Unemployment	0.34	\$7,029.1800	\$2,389.92
Medicare	0.12	\$7,029.1800	\$843.50

**Health Insurance**

Category	Number of Employees	Rate	Number of Months	
Family plan	0	14	12.00	\$0
Single plan	0	10	12.00	\$0
single plan +1	0	7.5	6.50	\$0
asdfs	0	4.6	3.00	\$0
asd	0	5	8.00	\$0
<b>Health Insurance Total</b>				<b>\$0</b>

**Vision/Dental**

Category	Number of Employees	Rate	Number of Months	
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## **F. GENERAL OPERATING EXPENSES**

**GENERAL SUPPLIES:** are defined as items that will be expended within one year or cost less than \$300/unit. Items that do not fit this definition will be listed on the Equipment budget page.

**COMMUNICATIONS:** Projections for monthly communication expenses (telephone, cellular, internet, and pager) should include anticipated usage increases and rate increases. Pager and mobile phone costs should include the projected airtime expense and the quantity of units. Note: Costs for the purchases of telephones and other communication items are itemized on the Equipment page.

**ADVERTISING/ PRINTING:** Printing costs include the cost of advertising to fill position vacancies, outside printing for forms, special reports, and brochures. See Section III, Financial Guidelines, for important information regarding OPI printing services.

**INSURANCE/BONDING:** Examples of allowable insurance costs are professional liability insurance for staff not covered under the county/municipal general liability coverage, and bonding which includes the cost of insuring the program against losses suffered. Also, grant purchased vehicle insurance is included in this category.

**TRANSPORTATION:** Include travel costs and vehicle maintenance expenses necessary for the operation of the program. Estimate mileage and normal maintenance for agency-owned vehicles purchased by the program. Transportation and per diem costs for appropriate meetings are also listed in this category. Enter the number of travelers, the purpose of the trip, number of miles to destination, the rate or fare, and the total cost for each travel item.

- **Mileage Reimbursement:** Calculate mileage using the per mile reimbursement rate allowed per your agency's guidelines.
- **Actual Gasoline:** Use estimated gasoline expenditures in place of mileage for agency-owned vehicle (AOV) estimates. State the miles per year and total gasoline expenditures anticipated.
- **Vehicle Maintenance:** Vehicle maintenance should include projections for oil changes, tires, batteries, and other routine maintenance expenses.
- **Lodging and Meals for Non-Training Events:** The rate for lodging and meals should not exceed the rate normally allowed by the county/municipality and shall not include gratuities. Per Diem rates or other methods of payment established by the county/municipality must be stated in the proposal narrative. If meals are reimbursed using a daily allowance (per diem rate) rather than actual expenses, meals provided free must be deducted from the per diem allowance. The purpose of any major travel expenses should be further described in the justification section.
- **Other:** Parking, telephone, or any other allowable incidental travel costs should be included as "other".
- Out of State Travel is an allowable expense.

**STAFF TRAINING AND DEVELOPMENT:** Specify the name of the conference /seminar, the rate of registration, and the number of staff members attending. Include the costs incurred for lodging and meals and membership fees. Training courses must be specified and directly related to enhancing community corrections skills.

- Membership fees are an allowable expense, provided that:
  1. The benefit from the membership is related to the agency program;
  2. The expenditure is for agency membership;
  3. The cost of the membership is reasonably related to the value of the service or benefits received, and;
  4. The expenditure is not for membership in an organization, which devotes a substantial part (more than 50%) of its activities to influencing legislation.
- Reference Materials: the cost of books, subscriptions to civic, business, and professional and technical periodicals is allowable when related to the program.
- Meetings and Conferences: Costs are allowable when the primary purpose of the meeting is the dissemination of technical information relating to the agency program.
- College tuition reimbursement for individuals is an allowable expense and will not exceed county/agency guidelines.

**RENTALS:** Include the cost of renting office space, copier, and other equipment used by the program.

**UTILITIES:** Include the projected costs for water, sewer service, electric, gas and waste disposal if applicable.

**MAINTENANCE AND REPAIRS:** Include costs required to maintain and repair equipment used by the program. Examples are office and computer equipment repairs and computer/copier maintenance contracts. List the type of service agreement, then multiply the annual agreement cost per machine by the number of machines under the agreement to compute the total cost.

**TOTAL GENERAL OPERATING EXPENSES:** The total will be automatically calculated and transferred to the Budget Summary page.

**JUSTIFICATION:** Provide justification for any expenditure that requires a more detailed explanation.

**SAVE THE DOCUMENT.**

## **G. PROGRAM EXPENSES**

### **DRUG TESTS**

- List the vendors' name for each type of test.
- Unit Cost: Provide the cost per drug panel
- Quantity: Provide the number of tests to be purchased

### **ALCOHOL TESTING**

- List the vendors' name for each type of test.
- Unit Cost: Provide the cost per drug panel
- Quantity: Provide the number of tests to be purchased

### **CONFIRMATION TESTING**

- List the vendors' name for each type of test.
- Unit Cost: Provide the cost per drug panel
- Quantity: Provide the number of tests to be purchased

### **TESTING SUPPLIES (Gloves, Cups, etc.)**

**TOTAL DRUG TESTING:** The total will be automatically calculated.

**ELECTRONIC MONITORING:** Provide the vendor name, the unit cost (daily rate), and the quantity (estimated number of days).

**RESIDENTIAL BEDS:** Provide the vendor name, the unit cost (daily rate), and the quantity (number of days to be contracted for residential services).

**ASSESSMENTS:** Provide the vendor name or assessment tool, the unit costs, and the quantity.

**GED CLASSES/TESTING:** Provide the vendor name, the unit cost, and the quantity.

**COUNSELING:** Provide the vendor name, the unit cost, and the quantity. This category includes the costs for counseling services provided by outside independent contractors or service providers.

**EDUCATIONAL SUPPLIES:** Provide the type of supplies (workbooks, magazines, newspapers and/or other program materials for offenders), the unit cost, and the quantity.

**BUS /TRANSPORTATION PASSES FOR OFFENDERS:** Provide the unit cost and the number of passes to be purchased for offender travel.

**OTHER:** Provide other costs that are related directly to offender program services. These costs must be explained in the justification section.

**JUSTIFICATION:** Provide justification for any expenditure that requires a more detailed explanation.

**TOTAL NON-DRUG TESTING PROGRAM EXPENSES:** The total will be automatically calculated.

**TOTAL PROGRAM EXPENSES:** The total will be automatically calculated.

**SAVE THE DOCUMENT.**

## **H. EQUIPMENT**

Equipment is defined as items with a useful life of more than one year and costs over \$300.00. Request for equipment purchases must identify the equipment to be purchased and specify the cost of the equipment. Lease purchases of equipment are to be listed under this category. For types of equipment that may be purchased with grant funds refer to Section IV Financial Guidelines.

Enter the item name/description, unit cost, and quantity. The total will be automatically calculated and transferred to the Budget Summary page.

**SAVE THE DOCUMENT.**

## **I. BUDGET SUMMARY**

The Budget Summary provides an overview of the funding allocation for each of the four categories: Personnel, General Operating, Program, and Equipment Expenses. Review the Budget Summary for accuracy.

**JUSTIFICATION:** Provide justification for any expenditure that requires a more detailed explanation.

**SAVE THE DOCUMENT.**



## J. MISCELLANEOUS

**LOCAL CORRECTIONS PLANNING BOARD (LCPB):** In accordance with Ohio Revised Code 5149.34, all applications must have a local or joint corrections planning board to be eligible for CCA grant funds. An LCPB Membership List template has been provided. Please note that the

- Select the LCPB Membership Template:

Back

Document Information: [ISP-App-2013-DelaCPAPD-00095](#)

Parent Information: [CCA-407-PA-2013-DelaCPAPD-00050](#)

[Details](#)

You are here: > [CCA Intensive Supervision Application 2013 Menu](#) > [Forms Menu](#) > [Miscellaneous](#)

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### LOCAL CORRECTIONS PLANNING BOARD MEMBERSHIP

Please click the link below to find the Local Corrections Planning Board Membership document. Complete the form and save a copy to your computer. Then click the Browse button to upload the completed document onto this page.

**\*\*Please note that the composition of membership of the Local Corrections Planning Board is dictated by Ohio Revised Code 5149.34 and shall include a representative from each organization listed on the template form.**

[LCPB Membership List Template Excel](#)

☐ DELETE

14531-CORRECTIONSPLANNINGBOARD.rev5-12.doc

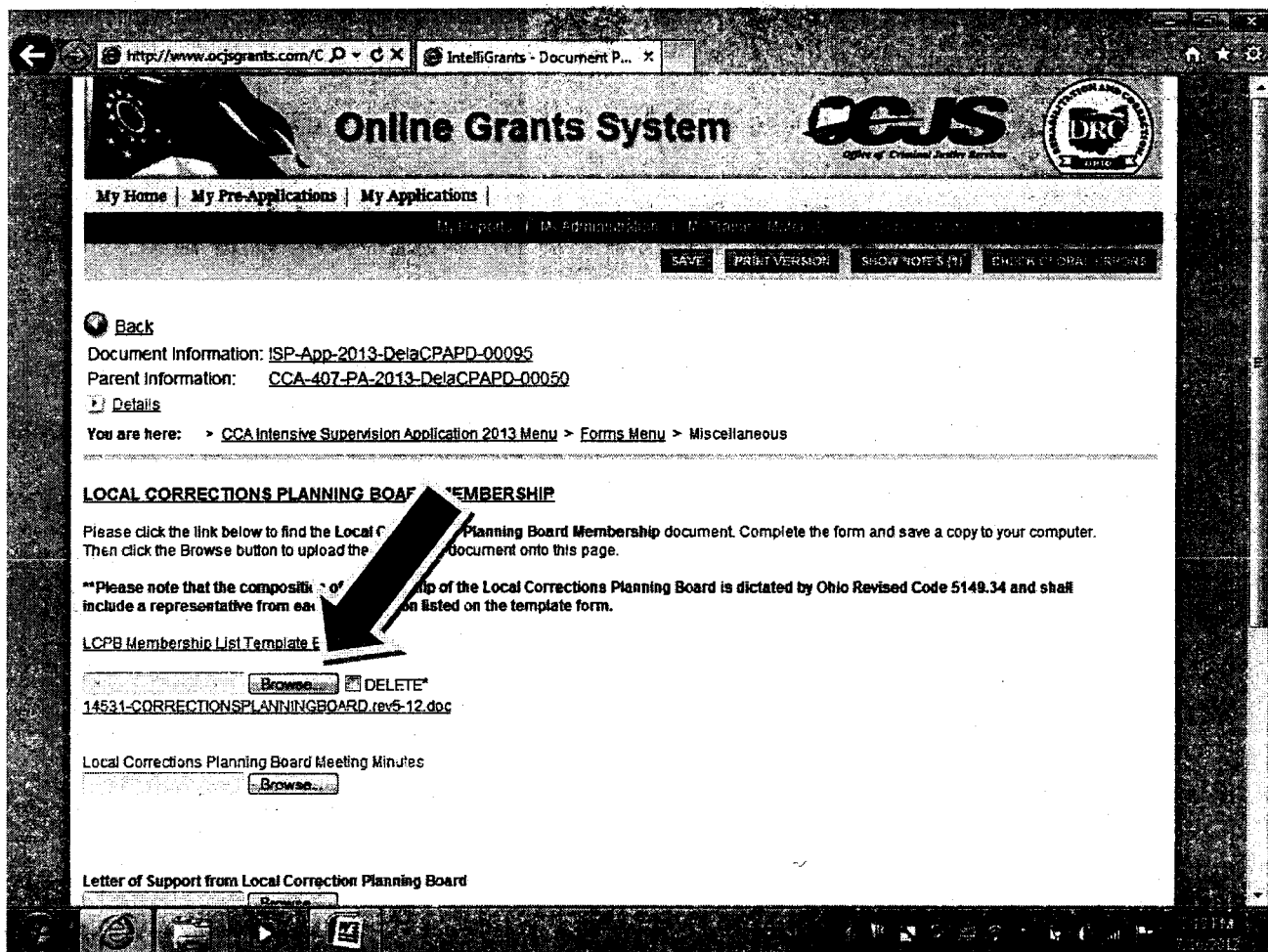
Local Corrections Planning Board Meeting Minutes

Letter of Support from Local Correction Planning Board

- Enter all requested information in the Excel document.
- Save the completed document.



- To upload the saved document, select the Browse button:



- Locate and select the saved document from your computer files.
- Select Open, then **SAVE THE DOCUMENT** in the IntelliGrants system.
- Check the saved document to ensure the correct document has been uploaded:

#### LCPB Meeting Minutes

- To upload the saved LCPB Meeting Minutes, select the Browse button.
- Locate and select the saved document from your computer files.
- Select Open, then **SAVE THE DOCUMENT** in the IntelliGrants system.
- Check the saved document to ensure the correct document has been uploaded.

#### Letter of Support from LCPB

- To upload the saved Letter of Support from LCPB, select the Browse button.
- Locate and select the saved document from your computer files.
- Select Open, then **SAVE THE DOCUMENT** in the IntelliGrants system.
- Check the saved document to ensure the correct document has been uploaded.

### **GRANT PURCHASED INVENTORY**

Submit an updated inventory list of equipment purchased with CCA grant funds. The inventory list must include equipment purchased from the inception of the program unless a request to transfer the equipment has been approved by BCS for equipment purchases over 5 years. The following information must be included for each inventory item:

- name of equipment,
- date purchased,
- amount,
- vendor,
- inventory number,
- location,
- condition, and
- transfer date.

Please refer to Section III Financial Guidelines in the CCA Grant Application Manual for additional information.

## **Section III**

# **Financial Guidelines**

## INTRODUCTION

The Ohio Department of Rehabilitation and Correction (DRC) Bureau of Community Sanctions (BCS) reviews all grant applications upon receipt. After the application is approved, a grant agreement is created which states the amount and conditions of the grant agreement. The grant agreement will be pre-signed by the Deputy Director of the Division of Parole and Community Services and the Chief of the Bureau of Community Sanctions. The grant agreement must be signed by the county's or municipality's governing authority and returned to the DRC, Bureau of Community Sanctions by uploading the documentation into IntelliGrants before the grant can be awarded. The grant agreement is not effective until the Approval Letter is received by the program.

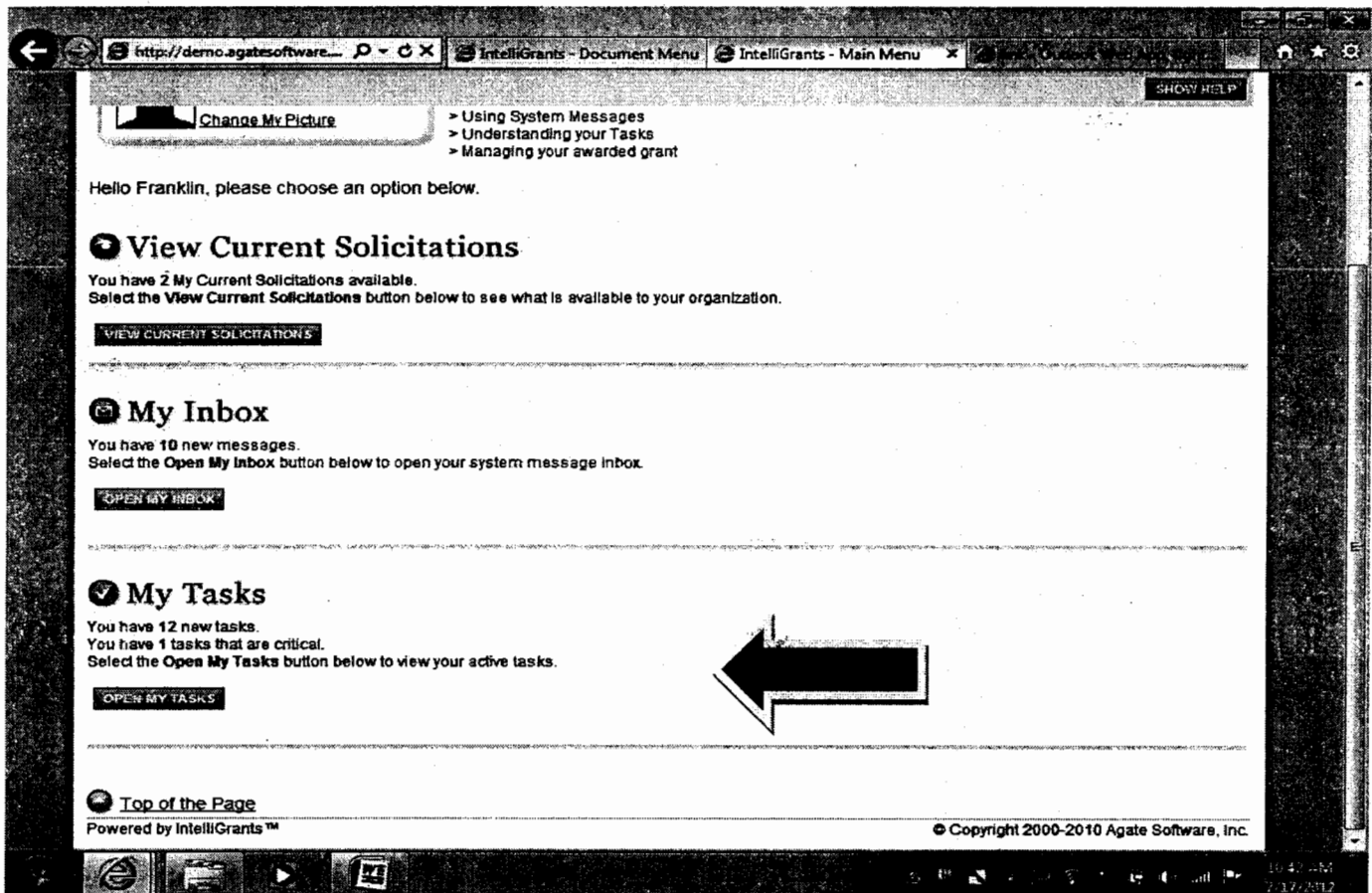
Programs receiving CCA grant funds from DRC must follow the guidelines outlined in the following pages. No local policies shall exceed grant guidelines. Expenditures of grant funds must be clearly documented and solely dedicated to CCA program activities. For each grant agreement, separate financial records must be maintained. CCA Program Quarterly Financial Reports must be filed with DRC through the IntelliGrants system to account for grant expenditures. Every program is subject to financial review by the DRC. These reviews are intended to ensure adherence to the laws of the State of Ohio, the administrative regulations and policies of DRC, and the grant guidelines. During the grant period, the BCS may issue interpretations or revisions to these guidelines.

**The absence of guidance from BCS regarding appropriate expenditures in no way relieves the grantee from compliance with statutory and ethical obligations as a government entity spending public monies. Any inappropriate handling of BCS grant funding that results in a finding for recovery is the responsibility of the grantee.**

## A. GRANT AGREEMENT

After the CCA grant application has been approved by BCS, the Project Director will receive email notification that the grant agreement is available to be downloaded and signed by the applicable governing authority.

- Go to "My Tasks" in the IntelliGrants system. Select "Open My Tasks".



- Select the appropriate Pre-Application, which will be in the "Requires Signatures" status.

http://demo.agatesoftware... IntelGrants - Document Page IntelGrants - Main Menu

File Edit View Favorites Tools Help

**Welcome Franklin**  
Project Director  
[Change My Profile](#)

**Instructions:**  
Select the **SHOW HELP** button above for detailed instructions on the following:  
 > Applying for an Opportunity  
 > Using System Messages  
 > Understanding your Tasks  
 > Managing your awarded grant

Hello Franklin, please choose an option below.

**View Current Solicitations**  
You have 2 My Current Solicitations available.  
Select the **View Current Solicitations** button below to see what is available to your organization.

**VIEW CURRENT SOLICITATIONS**

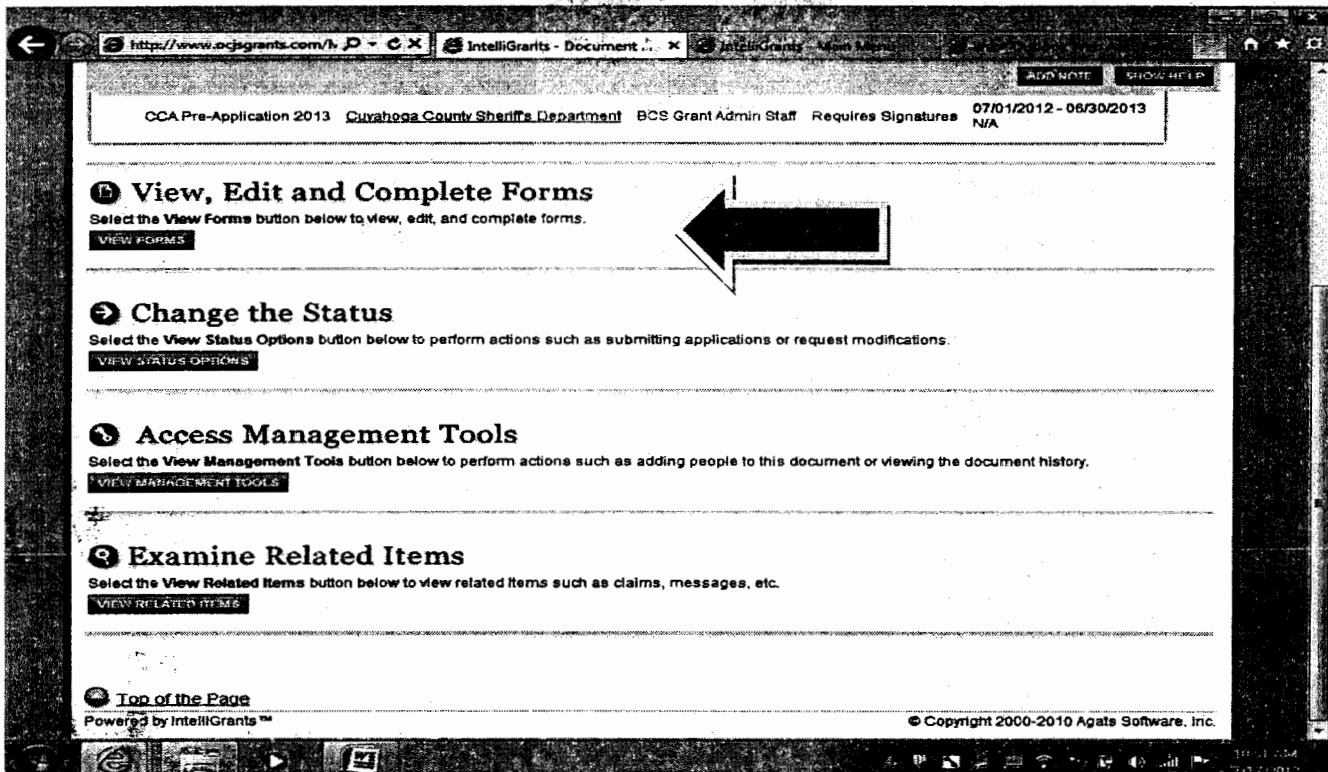
**My Inbox**  
You have 11 new messages.  
Select the **Open My Inbox** button below to open your system message inbox.

**OPEN MY INBOX**

**My Tasks**  
Export Results to: Screen Sort by: Date Received Descending

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	CCA Pre-Application 2013	Franklin County	CCA-PA-2013-FRANKCO-00014	Requires Signatures		8/7/2012

- Go to the View, Edit and Complete Forms Section. Select View Forms.



- Select 407 or 408 Grant Agreement.

Back

## CCA Pre-Application 2013 Menu - Forms

Please complete all required forms below.

Document Information: [CCA-407-PA-2013-CuvaSherDpt-00048](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">Eligibility Amount</a>		Steve Russell 4/23/2012 11:54:45 AM	Chris Galli 7/9/2012 11:30:46 AM
	<b>Grant Agreement</b>			
	<a href="#">407 Grant Agreement</a>		Ms. Sonya Duntap 5/14/2012 10:03:58 AM	

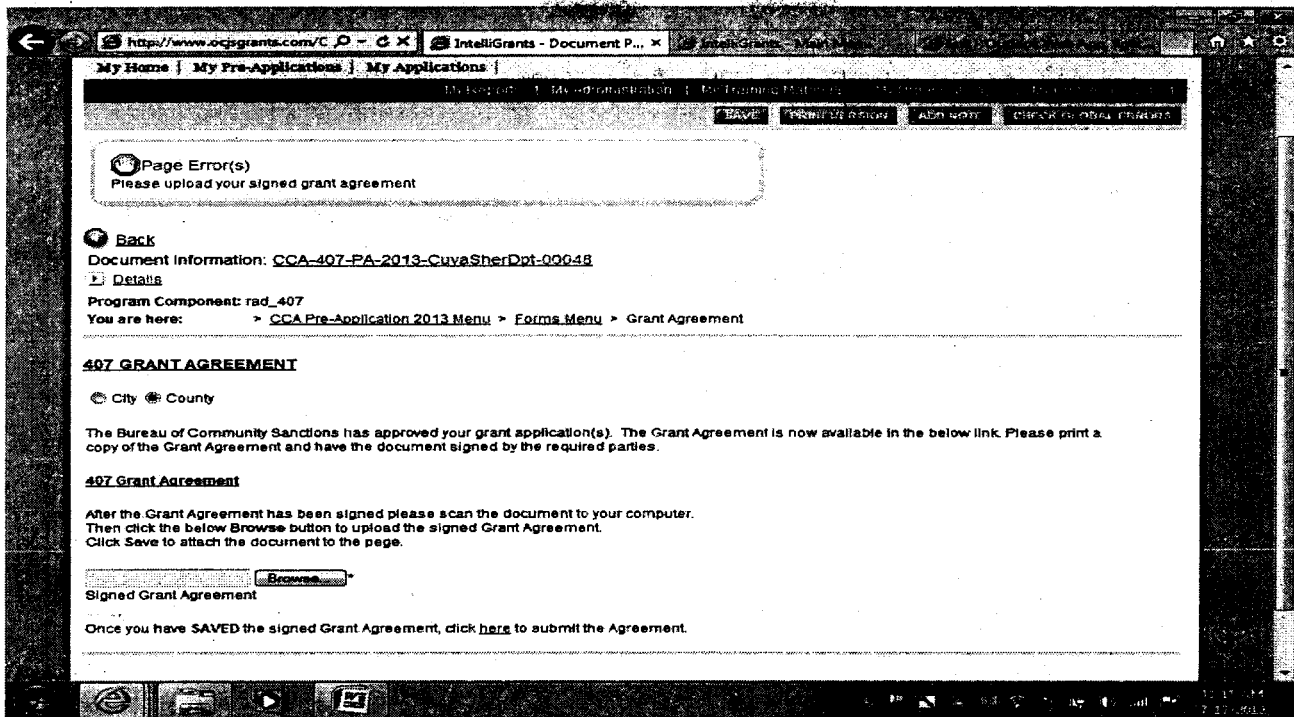
[Top of the Page](#)

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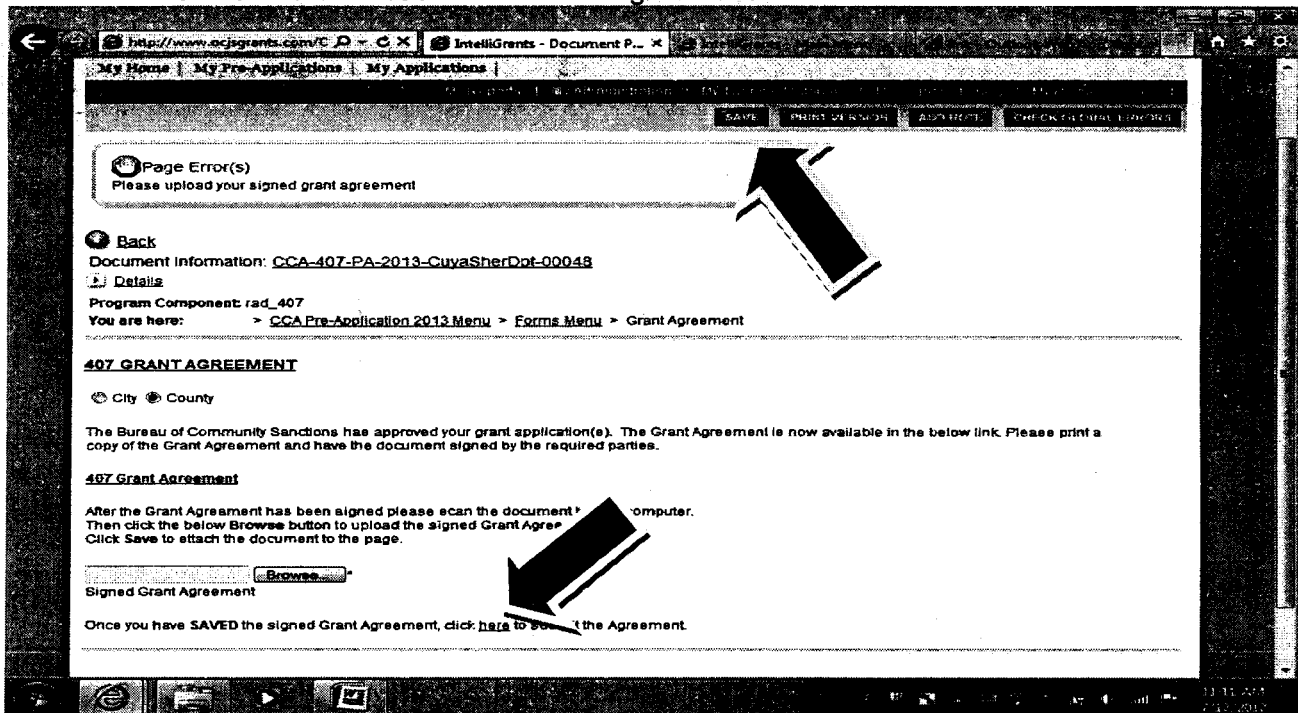
© Copyright 2000-2010 Agata Software, Inc.



- Follow the instructions on the grant agreement page.



- Upload the signed Grant Agreement and **SAVE THE DOCUMENT.**
- Select "here" to submit the Grant Agreement...



- Select Apply Status.
- Select "Agree" when prompted; this will submit the grant agreement.

## **B. APPROVAL LETTER**

The Project Director will receive email notification once the Approval Letter is available in IntelliGrants.

**NOTE:** The Grant Agreement is not effective until the program receives the Approval Letter.

## **C. METHOD OF GRANT PAYMENT**

All grant payments will be made via Electronic Fund Transfer (EFT). Electronic Fund Transfers will be received between two to four weeks after the start of each quarter.

### **Quarter Periods:**

July 1 – September 30

October 1 – December 31

January 1 – March 31

April 1 – June 30

## **D. REVENUES AND FUNDS FROM OTHER SOURCES**

- Revenue received from other sources must not be co-mingled with CCA grant funds. Grant funds from DRC should be readily identifiable and audited independently.
- Revenues generated from any and all supervision fees must adhere to O.R.C. 2951.021 and utilized in accordance with O.R.C. 321.44 and O.R.C. 737.41.
- Offender fees collected for reimbursement of specific grant related activities must be credited to the same cost category as the expenditure (i.e. drug testing, electronic monitoring). Revenue cannot be generated from offender fees collected.
- Interest earned on grant funds must be reported separately and returned to the State of Ohio after BCS reviews the final fiscal report.

## **E. EXPENDITURES OF CCA FUNDS**

### **EXPENDITURE PERIODS**

- **The utilization of state grant funds for purchase of food and meal related expenses are prohibited for anyone other than for offenders.** This includes, but is not limited to recognition events, staff retreats and retirement parties, committee meetings, training sessions and working lunches, ACA audit meetings, graduation and other recognition ceremonies, and offender group events. This does not include reimbursement for food purchases made in compliance with travel expense guidelines. This restriction is not intended to prohibit the ability of agencies to provide means on-site for staff if staff purchases said meals.
- The grant-funding period is one biennium, two fiscal years beginning July 1 and ending June 30.
- Expenditures must be clearly identified and posted to separate accounts for funds established for each grant agreement.
- Expenditures encumbered prior to the end of the grant period must be paid within 90 days after the close of the grant period. Obligated expenditures remaining after 90 days must be paid for out of the next grant year. To facilitate fiscal year end closing, no extensions will be granted.
- Expenditures not encumbered with a purchase order prior to close of the grant period will not be allowed as an expenditure from that grant award period.
- Any funds remaining unspent or unobligated at the end of the grant period must be returned to the State. BCS will notify the program of the amount due after the final fiscal report is reviewed. Under no circumstances, shall unspent funds be used as payment for bonuses, awards, or any other distribution. Programs shall remit unspent funds within 30 days of notification of amount due.

- Payment for unspent balances should be made payable to the **Treasurer, State of Ohio** and mailed to: Department of Rehabilitation and Correction, Bureau of Community Sanctions, Attention: Grants and Contracts Administration, 3rd Floor, 770 West Broad Street, Columbus, Ohio 43222. The payment, cover letter and any other documentation should clearly identify the grant type and the unspent balance for each fiscal year.

## **GENERAL PURCHASING PROCEDURES**

In order for any expenditure to be allowable, it must be approved in the original budget or the most recently approved budget revision. The grantee must adhere to established statutory bidding requirements in addition to the following guidelines regarding MBE, OPI and OIH purchasing. When these requirements do not apply, the grantee will follow established county/municipal or LCPB guidelines regarding the purchase and acquisition of supplies, service, and equipment. All purchasing guidelines established by the LCPB shall be completed annually by the completion of each application period and submitted to BCS upon request.

### **(1) Minority Business Enterprise Purchasing (MBE)**

In compliance with ORC 125.081 the grantee must set aside at least 15% of the estimated aggregate dollar value of all its direct purchases of equipment, materials, supplies, and services for certified minority vendors as specified in the MBE reporting section.

- MBE vendor purchases shall take precedent over other vendors until the 15% set aside is met. Once the 15% is met, all other grant conditions concerning purchases shall prevail (example: OPI).
- If the Grantee cannot meet the 15% set aside requirement for non-exempt categories, documentation must be submitted to the Bureau of Community Sanctions explaining when the MBE requirement cannot be met and a written waiver must be obtained from the Bureau of Community Sanctions.
- MBE vendors may be found through the Department of Development, Office of Contract Procurement Services. This office maintains an ongoing list of contracting opportunities with minority vendors. MBE vendors may also be found on state term contracts under the Department of Administrative Services, State Purchasing, or at <http://eodreporting.oit.ohio.gov/searchMBE.aspx> and/or <http://www.procure.Ohio.gov>.
- If purchasing from an MBE vendor is not possible, documentation must be submitted to explain why the purchase cannot be made and a written waiver may be obtained in advance from the Bureau of Community Sanctions.

**(2) Encouraging Diversity, Growth and Equity (EDGE)**

In compliance with ORC 123.152 the grantee must set aside at least 5% of eligible direct expenditures to be awarded to certified EDGE participants.

- EDGE purchases shall take precedent over other vendors until the 5% set aside is met. Once the 5% is met, all other grant conditions concerning purchases shall prevail.
- If the Grantee cannot meet the 5% set aside requirement for non-exempt Categories, documentation must be submitted to the Bureau of Community Sanctions explaining why the EDGE requirement cannot be met and a written waiver must be obtained from the Bureau of Community Sanctions.

**(3) Ohio Penal Industries (OPI)**

In compliance with ORC 5147.07 grantees are required to purchase goods and/or services provided by the Ohio Penal Industries. If purchasing from OPI is not possible, documentation must be submitted to explain why the purchase cannot be made and a written waiver may be obtained from the Bureau of Community Sanctions prior to the purchase of goods and/or services. OPI products may be found at: <http://www.opi.ohio.gov/opi/oos/welcomemenu.aspx>

**(4) Ohio Industries for the Handicapped (OIH)**

In compliance with ORC 4115.31-.35, grantees are required to purchase goods and/or services provided by the Ohio Industries for the Handicapped.

## **F. COST CATEGORY DEFINITIONS**

In order to ensure uniformity and comparability of all programs, the following cost categories and explanations shall apply:

### **PERSONNEL**

- Personnel includes payroll and benefits for employees who provide direct service to the CCA program, (e.g. Program Director, Probation Officer(s), Clerical, etc.).
- Only employees or positions specified in the program proposal will be compensated with grant funds. Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under the grant, whether they were employed full-time or part-time.
- Salaries may not exceed those normally paid for comparable positions in the community or the unit of government associated with the project.
- Paid vacation and sick leave are allowable expenditures, but must not exceed the time that is normally allowed by the agency or unit of government associated with the project. Leave payouts are allowable upon separation from the agency. Leave payouts can be charged to the grant only to the extent the person was employed by the grant. Programs should use the same accrual and leave payout procedures utilized by the county/municipality.

- Personnel receiving overtime must work full-time on the grant during the pay period in which overtime was earned. Anticipated overtime must be specified in the grant application.
- Fringe benefit expenditures should not exceed thirty percent (30%) of the employee's pro-rated or base salary.
- Fringe benefits exceeding 30% must be explained in the grant proposal to be considered for approval. In recording fringe benefits, include the employer's share only. Do not include the employee's share.
- Retirement includes Public Employee Retirement System (PERS), FICA (Social Security), or other established plan. The CCA program is responsible for retirement payments only for the years of service the employee is paid from the CCA grant. Payments for retirement for years of service prior to the grant must be charged to the county/municipality. If a retirement invoice is received after the 90 day close out period, payments should be paid from current fiscal year.
- Worker's Compensation, in most cases, will be pro-rated by county/city auditors and charged to the grant program. Workers compensation bills from the previous fiscal year are to be paid from current fiscal year funds cash basis.
- Unemployment Insurance is an allowable cost to the program if the program contributes (or has applied) to the Bureau of Unemployment Compensation for a contribution rate. Programs that pay actual costs for unemployment expenses cannot also claim unemployment insurance expense.
- Quarterly reporting and payment of fringe benefits to the appropriate agencies, as disclosed on the Fringe Benefits budget page are the sole responsibility of the program.

## **GENERAL OPERATING EXPENSES**

- (1) **General Supplies:** Office supplies are defined as items that will be expended within one year and cost less than \$300.00.
- (2) **Communications:** This category includes telephone installation fees, monthly service rates for local and long distance calls, Internet provider fees, pager and mobile phone usage costs. This category should also include postage, courier services and other communication expenditures.
  - Purchases of phones, cellular phones and pagers, are to be charged to the equipment cost category.
  - Internet usage must follow the policy and procedures of the agency administering the program. If no policy is established, the current Ohio Department of Rehabilitation and Correction (DRC) policy is to be used. Contact the Grants and Contracts Specialist for your area for a copy of the policy if needed.
- (3) **Advertising:** This category includes the cost of advertising to fill position vacancies.
- (4) **Printing:** This category includes costs for outside printing for forms, special reports, and brochures.
- (5) **Insurance/Bonding:** This category includes professional liability insurance for staff not covered under the county's/municipality's general liability coverage and bonding which insures the program against losses suffered by participants and other program vendors as a result of activities within the scope of the program's responsibilities. This category also includes vehicle insurance for grant purchased vehicles.
- (6) **Transportation:** This category includes travel costs necessary for the operation of the program such as mileage (reimbursement at the established local rate), gas reimbursement for actual fuel expenses, airfare, per diem reimbursements (meals and lodging), etc. for program activities, (approved conferences and seminars).
  - Documentation for travel reimbursement for program employees should include the name of the person traveling, the purpose of the trip, the method of reimbursement (per diem rate, mileage rate, or actual receipts) and the total to be reimbursed. Travel vouchers and receipts should be available for audit purposes.
  - Mileage, meals, and overnight lodging are to be paid at the rate established by the county/municipality or LCPB administering the program. All per diem guidelines established by the LCPB shall be submitted to the BCS on an annual basis with the grant application. If no rate is established, the current Ohio Office of Budget and Management (OBM) rates are to be used. This rate can be obtained from your regional Grants and Contracts Specialist.
  - Expenditures for agency-owned vehicles (AOV) used solely by the program may include gasoline, oil changes, tires, batteries and maintenance.
  - Parking, telephone, or any other incidental travel costs are allowable expenses.
  - Out of State Travel is an allowable expense.

(7) **Staff Training and Development:** Staff includes paid employees, volunteers and interns, etc. whose positions are approved in the program application. Training must directly relate to the CCA program.

- Include costs incurred for staff training, such as, in-service training as required per CCA standards, conference or seminar registration fees, renting the space necessary for training staff, and other costs which are incidental to staff training.
- College tuition reimbursement for individuals is an allowable expense and will not exceed county or LCPB guidelines. All tuition reimbursement guidelines established by the LCPB shall be submitted to the BCS on an annual basis with the grant application.
- Professional and organizational memberships are an allowable expense.
- Reference Materials: The cost of books, subscriptions to civic, business, and professional and technical periodicals is allowable when related to the program.
- In-state Meetings and Conferences: Costs are allowable when the primary purpose of the meeting is the dissemination of technical information relating to the agency program.

(8) **Rentals:** This category includes the cost of renting office space, copier equipment, and other appropriate items used by the program. Items obtained through a lease to purchase agreement are charged to the equipment category. If rental office space is shared with other programs funded from other sources, the cost of the space shall be pro-rated between the programs according to their utilization. Rental agreements must be maintained and available for review.

(9) **Utilities:** This category includes the cost for water, sewer service, electric, gas, and waste disposal if applicable.

(10) **Maintenance and Repairs:** This category includes costs required to maintain and repair any equipment used by the program. Examples are maintenance contracts for office and computer equipment. Copies of service agreements must be maintained and available for review.

### **PROGRAM EXPENSES**

This category includes all program costs that are specific to the operation of the program. This category includes any costs for consultants or professional services that are provided to the CCA program (i.e. electronic monitoring, drug and alcohol treatment, counseling services, etc.).

- An individual may not be designated as an independent contractor or service provider in one program funded by DRC, while being paid as personnel in another DRC funded program.
- Travel, meals, and other expenditures incurred for professional, technical, and contractual service providers should be recorded in this category as part of the fee.
- The program must have a written, performance based contract with the service provider which includes the following:
  - Type of service or product provided,
  - Fee rate (which includes travel, meals, etc.),
  - Total cost of the service, product, or treatment provided
  - Name of the individual or organization providing the service



- Number of clients to be served during a specified period of time.

### **EQUIPMENT**

Equipment is defined as items with a useful life of more than one year and cost over \$300. Equipment items that may be purchased with grant funds include, but are not limited to, the following:

- Laboratory equipment
- Furniture
- Audio and visual equipment
- Communication equipment
- Office equipment such as typewriters, fax machines and paper shredders
- Computers and peripherals
- Safety and security equipment (Weapons or Ammunition not included)

- (1) Only the equipment specified in the approved program application can be purchased.
- (2) Purchases of equipment not specified in the program application must have prior written approval from the Bureau of Community Sanctions in the form of a budget revision.
- (3) Equipment purchased will remain the property of DRC for a period of five (5) years from the date of acquisition. After the five-year period, request for transfer of equipment from the state to the program must be submitted in writing to the Bureau of Community Sanctions. Transferred equipment must continue to be used in the program for its useable life.
- (4) When equipment is traded in for new equipment during that five-year period, the five-year time frame begins again with the purchase of the new equipment. Unless submitted with the budget proposal, written approval for trading equipment must be obtained from the Bureau of Community Sanctions.
- (5) Proper inventory lists must be maintained for all equipment items purchased with grant funds. The following information must be included for each inventory item: name of equipment, date purchased, amount, vendor, inventory number, location, condition, and transfer date. Inventory lists must be submitted with the grant application.
- (6) Pending written approval from the Bureau of Community Sanctions, locally established guidelines will be used for the salvage of unusable, damaged, and/or unrepairable equipment taken out of the program's service. Salvaged equipment must be reported as such on the inventory submitted with the grant application. Documentation must be maintained on the disposition of all equipment removed from program services.

**SECTION IV**  
**GRANT REVISIONS**

## **G. GRANT REVISIONS**

### **BUDGET REVISIONS**

- (1) All budget revisions must be submitted through the Grant Revision process in the IntelliGrants system. Any changes in the approved budget must be submitted in advance via IntelliGrants to the Bureau of Community Sanctions for approval.
- (2) Grant revision requests are required if changes are made to the budgets of any of the four (4) cost categories, to include changes made within these categories. The four (4) cost categories include Personnel, General Operating Expenses, Program Expenses and Equipment. The justification section of the revised budget revision request form and applicable budget pages must be completed. Increases as well as reductions will require detailed explanation as to how the change(s) will affect program operations. Changes to the equipment category will require an updated inventory list for approval.
- (3) **June 15<sup>th</sup>** is the deadline for all budget revision requests. Exceptions to this rule must be requested and approved by the Bureau of Community Sanctions.

### **PROGRAM REVISIONS**

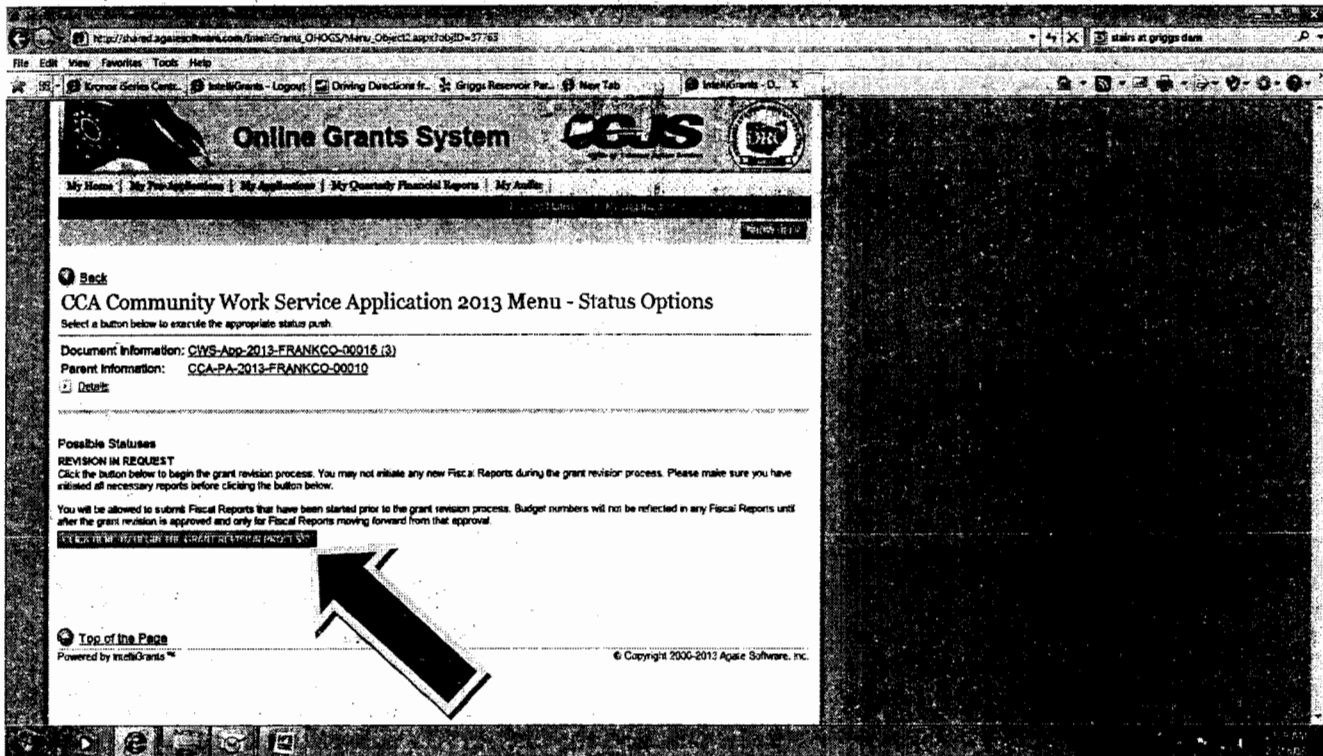
- (1) All proposed changes to the program must be submitted through the Grant Revision process in the IntelliGrants system. Any changes to the approved program must be submitted in advance to BCS for approval.
- (2) Grant revision requests are required for program changes that alter the program description or impact the goals and objectives of the overall program. A detailed explanation for the requested changes must be provided. Justification for the proposed change(s) and the effect the change(s) will have on the project must be included in the explanation.

To initiate a Grant Revision:

- Go to the Application Menu
- Select View Status Options



- Select "Click Here to Begin the Grant Revision Process"



- Select "View Forms"

**Online Grants System**

My Home | My Applications | My Reports | My Applications | My Quarterly Financial Reports | My Audit

**CCA Community Work Service Application 2013 Menu**

Document Information: CWS-App-2013-FRANKCO-00015 (4)  
 Parent Information: CCA-PA-2013-FRANKCO-00010

**Details**

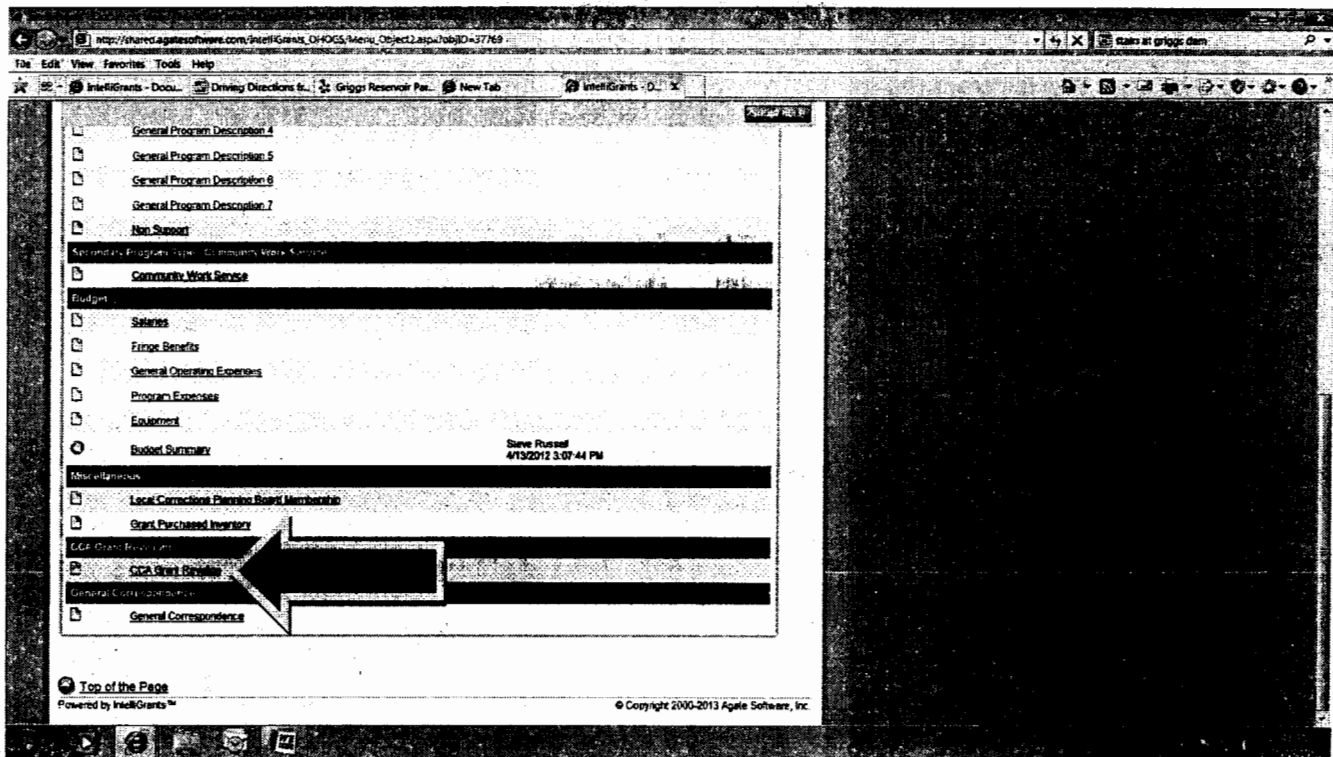
Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
CCA Community Work Service Application 2013	Franklin County	Project Director	Revision In Request	N/A - N/A	06/21/2012 11:58PM EST

**1 View, Edit and Complete Forms**  
 Select the View Forms button to view, edit, and complete forms.  
[View Forms](#)

**2 Change the Status**  
 Select the View Status Options button below to perform actions such as submitting applications or request modifications.  
[View Status Options](#)

**Access Management Tools**

- Select "CCA Grant Revision" to access the Grant Revision Request page.



## Section 1 - Changes to the Budget

- Identify Grant Agreement Budget Revision Request purpose by checking one or more of the following options:
  - Budget Revision – Line Item Revision (Moving money between categories)
  - Budget Revision – Moving Money within the Same Category
  - Budget Revision - Non-Monetary Changes (Substituting an Item Without Changing the Expense)
  - Budget Revision – Moving Money between two or more Applications (Programs) within the same funding line (407 Program to 407 Program OR 408 Program to 408 Program)
- Contact your Grants and Contracts Specialist for clarification on selecting the appropriate budget revision type.
- Select which cost categories are affected.

Please complete this page by clicking the Save button.  
Required fields are marked with a \*.  
If you have already initiated one grant revision, in order to start another, you must click the ADD button.  
Once you have SAVED your Grant Revision Request, click [HERE](#) to submit it.

Please note: If you are making a revision request to your budget, the numbers you complete on this form must be accurate. Once you submit a revision request and it is approved by BCS, the budget pages in the application will need to be changed to equal the budget categories in the REVISED BUDGET column below. If you find that you have submitted a request that is not accurate, your only option will be to cancel the request and start over.

### Section 1 - changes to the budget pages

Identify Grant Agreement Budget Revision Request purpose by checking one or more boxes.

☒ Budget Revision - Line Item Revision (Moving money between categories)

☐ Personnel Expenses  
☐ General Operating Expenses  
☐ Program Expenses  
☐ Equipment Expenses

☒ Budget Revision - Moving money within the same category

☐ Personnel Expenses  
☐ General Operating Expenses  
☐ Program Expenses  
☐ Equipment Expenses

☒ Budget Revision - Non-Monetary Changes (Substituting an item without changing the expense)

☐ Personnel Expenses  
☐ General Operating Expenses  
☐ Program Expenses  
☐ Equipment Expenses

☒ Budget Revision - Moving money between two or more applications (programs) within the same funding line (407 program to 407 program OR 408 program to 408 program)

Indicate if THIS application is Increasing or Decreasing its Budget: ☒ Increasing ☐ Decreasing

Amount THIS application is Increasing or Decreasing: \$0

If the program is increasing its budget, please indicate each program type and amount that is moving money INTO this application (Where is the money coming from to support this increase):

Select applicable budget revision type(s) and cost categories affected by the revision



- After selecting the budget revision purpose, scroll to the Cost Category section.
- Enter the revision differences for the applicable cost categories in the center column.
- Use parenthesis to denote decreases in a category.

http://shared.ageroftware.com/IntelliGrants/Objects/ObjPage2.aspx?ctrlID=76076&pgID=221209&pgID=400458:Save.1

FILE EDIT View Favorites Tools Help

IntelliGrants - Docu... Driving Directions fr... Griggs Reservoir Par... New Tab IntelliGrants - D...

PRINT REVISIONS PRINT SUMMARY PRINT A GROSS PRICING


☐ Equipment Expenses  
☒ Budget Revision - Moving money within the same category  
☐ Personnel Expenses  
☐ General Operating Expenses  
☐ Program Expenses  
☐ Equipment Expenses  
☒ Budget Revision - Non-Monetary Changes (Substituting an item without changing the expense)  
☐ Personnel Expenses  
☐ General Operating Expenses  
☐ Program Expenses  
☐ Equipment Expenses  
☒ Budget Revision - Moving money between two or more applications (programs) within the same funding line (407 program to 407 program OR 408 program to 408 program)  
 Indicate if THIS application is Increasing or Decreasing Budget:  
 Amount THIS application is Increasing or Decreasing:   
 If the program is increasing its budget, please indicate item type and amount that is moving money INTO this application (Where is the money coming from to support this increase):

increasing decreasing

\$0  
\$0  
\$0  
\$0  
\$0  
\$0

Cost Category	Approved Budget	Revision Difference	Revised Budget
Personnel Costs	0	\$0	\$0
General Operating Expenses	0	\$0	\$0
Program Expenses	0	\$0	\$0
Equipment	0	\$0	\$0
<b>Total Budget</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>

All numbers must be whole numbers

- 
- Eastman  
 Personnel Co.  
 General Over

54.

- Click on the Save button; then click on "HERE" to submit

Online Grants System

My Home | My Applications | My Applications | My Quarterly Financial Reports | My Audit

Document Information: CWS-App-2014-FRANKCO-00001 (1)  
Parent Information: CCA-407-PA-2014-FRANKCO-00001 (1)  
[Details](#)

You are here: > CCA Community Work Service Application 2014 Menu > Forms Menu > CCA Grant Revision

### CCA GRANT REVISION

Please complete this page by clicking the Save button.  
Required fields are marked with a \*

If you have already initiated one grant revision, in order to start another, you must click the ADD button.  
Once you have SAVED your Grant Revision Request, click [HERE](#) to submit it.

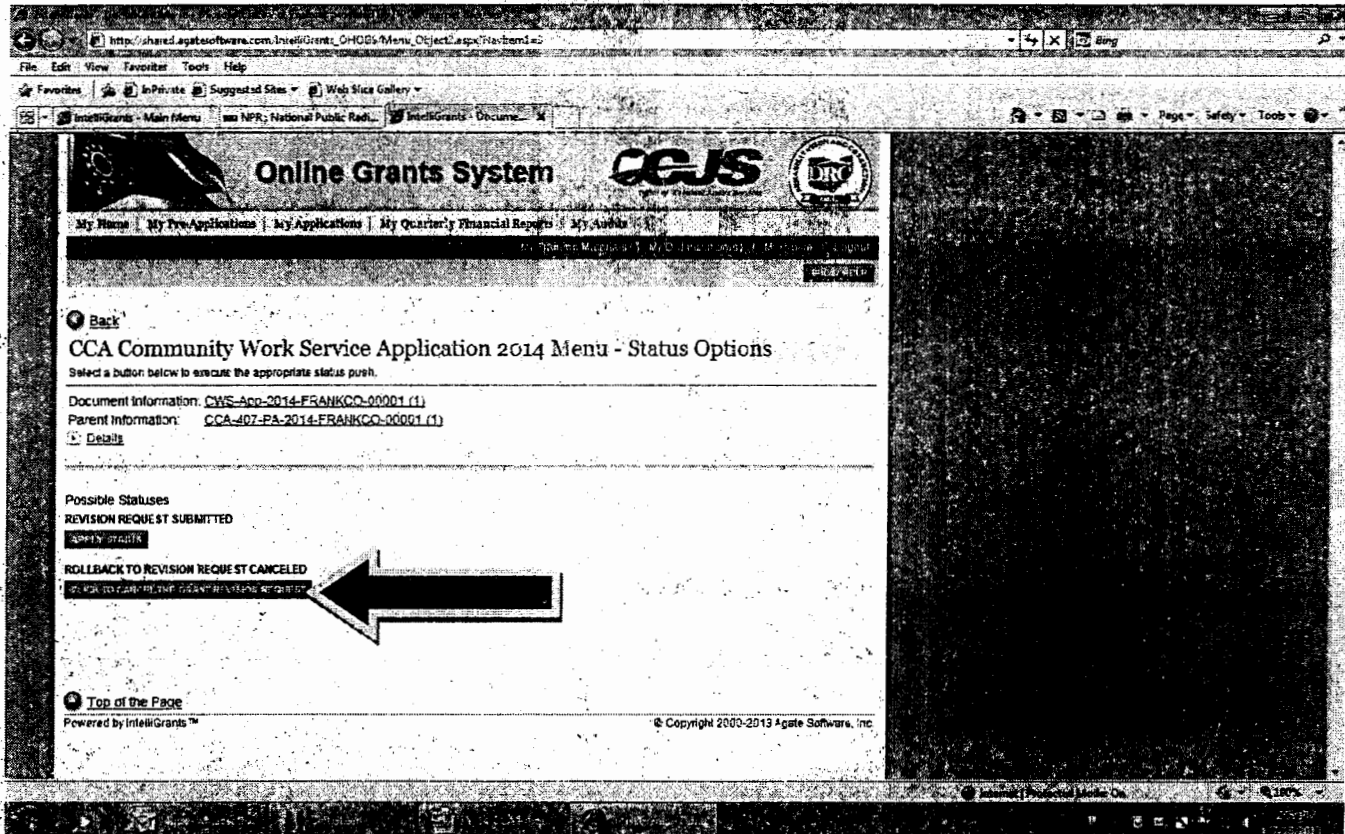
Please note: If you are making a revision request to your budget, request and it is approved by BCS, the budget pages in the application must be accurate. Once you submit a revision request, the budget categories in the REVISED BUDGET column below. If you find that you have submitted a request that is not accurate, you will be to cancel the request and start over.

#### Section 1 - changes to the budget pages

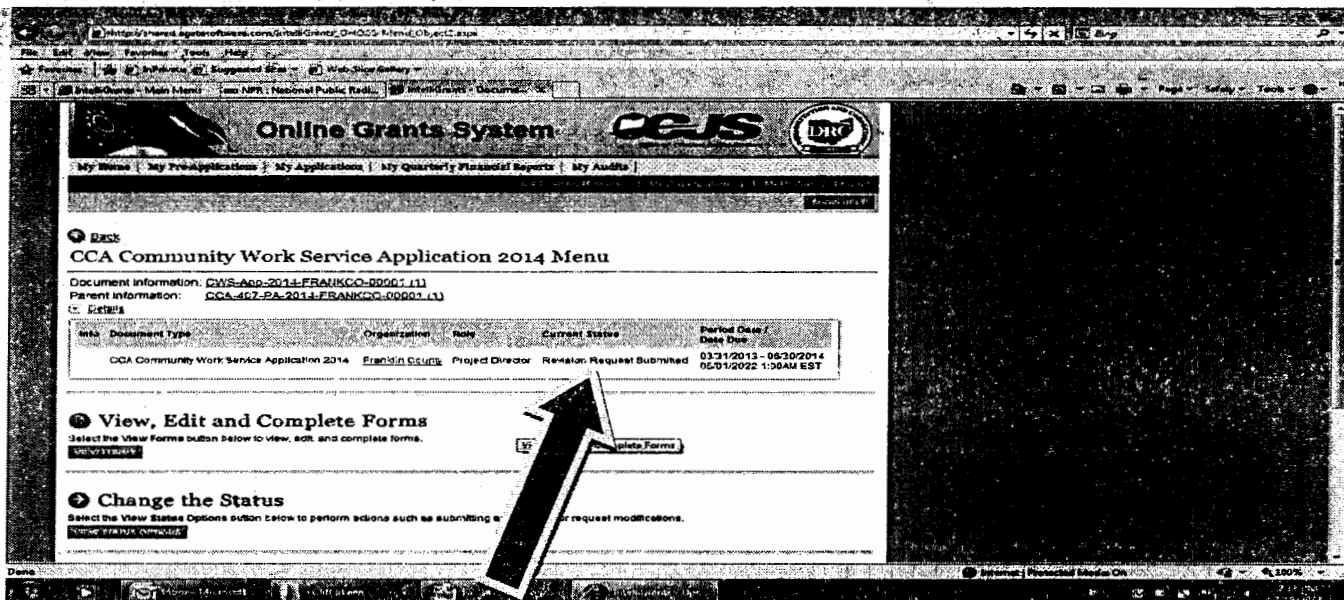
Identify Grant Agreement Budget Revision Request purpose by checking one or more boxes:

- ☒ Budget Revision - Line Item Revision (moving money between categories)
  - ☐ Personnel Expenses
  - ☐ General Operating Expenses
  - ☐ Program Expenses

- Click on Apply Status button to complete the submission of the grant revision request



- The grant's Current Status will be in a "Revision Request Submitted" status



An e-mail will be sent to you indicating "BCS Approval" or "Modifications Required" (if more information or corrections to the request are necessary).

Upon BCS approval of the grant revision request, an e-mail will be sent to the program with instructions to edit the applicable budget pages to reflect the proposed changes outlined in the CCA Grant Revision Request.

- Click the Save button after completing each budget page. Then go to the Budget Summary page and click the Save Button.

**Online Grants System** **OGS** **DR**

My Home | My Pre-Applications | My Applications | My Quarterly Financial Reports | My Audit

SAVE | PREP VERSION | ADD NOTIF | CHECK FOR GRANT FINISH

**Page Information**  
The information has been saved.

**Back**

Document Information: [CYS-App-2014-FRANKCO-00001](#)  
Parent Information: [CCA-107-PA-2014-FRANKCO-00001](#)  
[Details](#)

You are here: > CCA Community Work Service Application 2014 Menu > Forms Menu > Budget

**BUDGET SUMMARY**

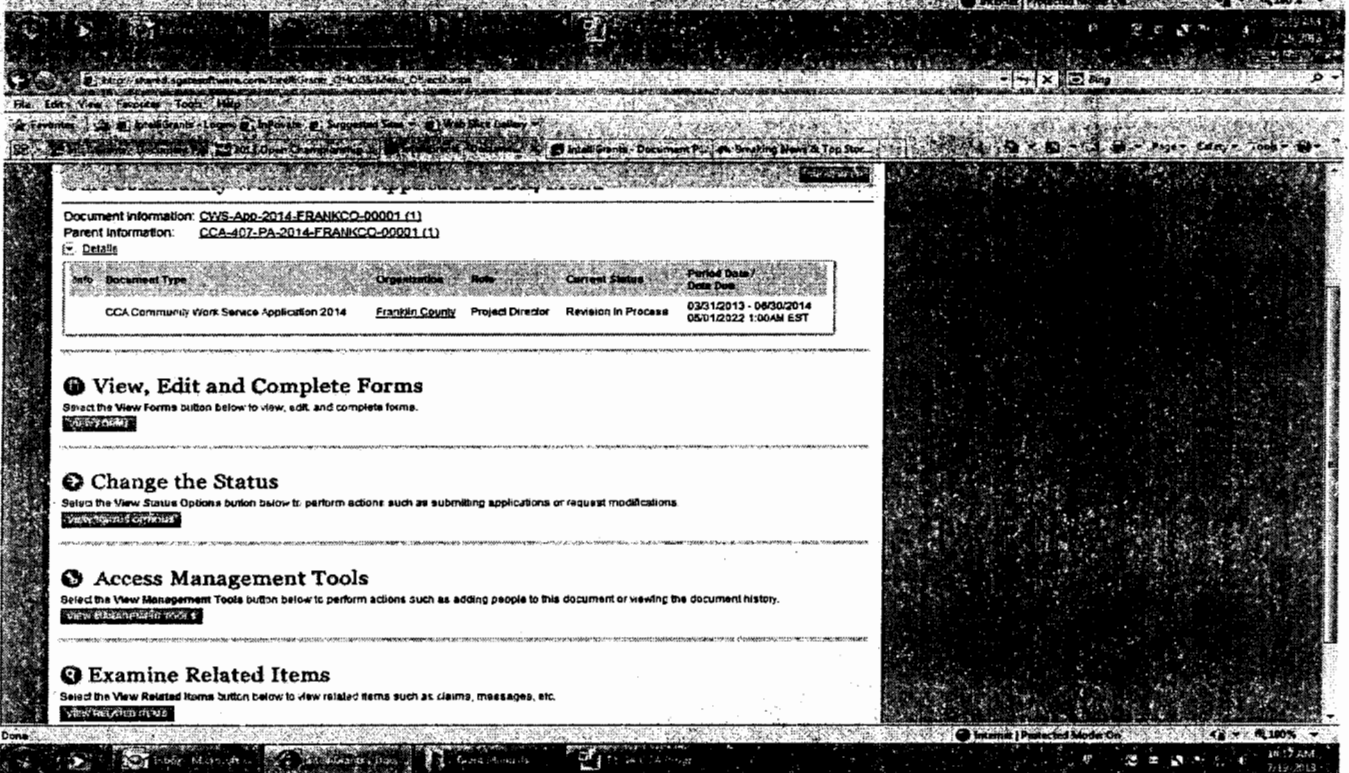
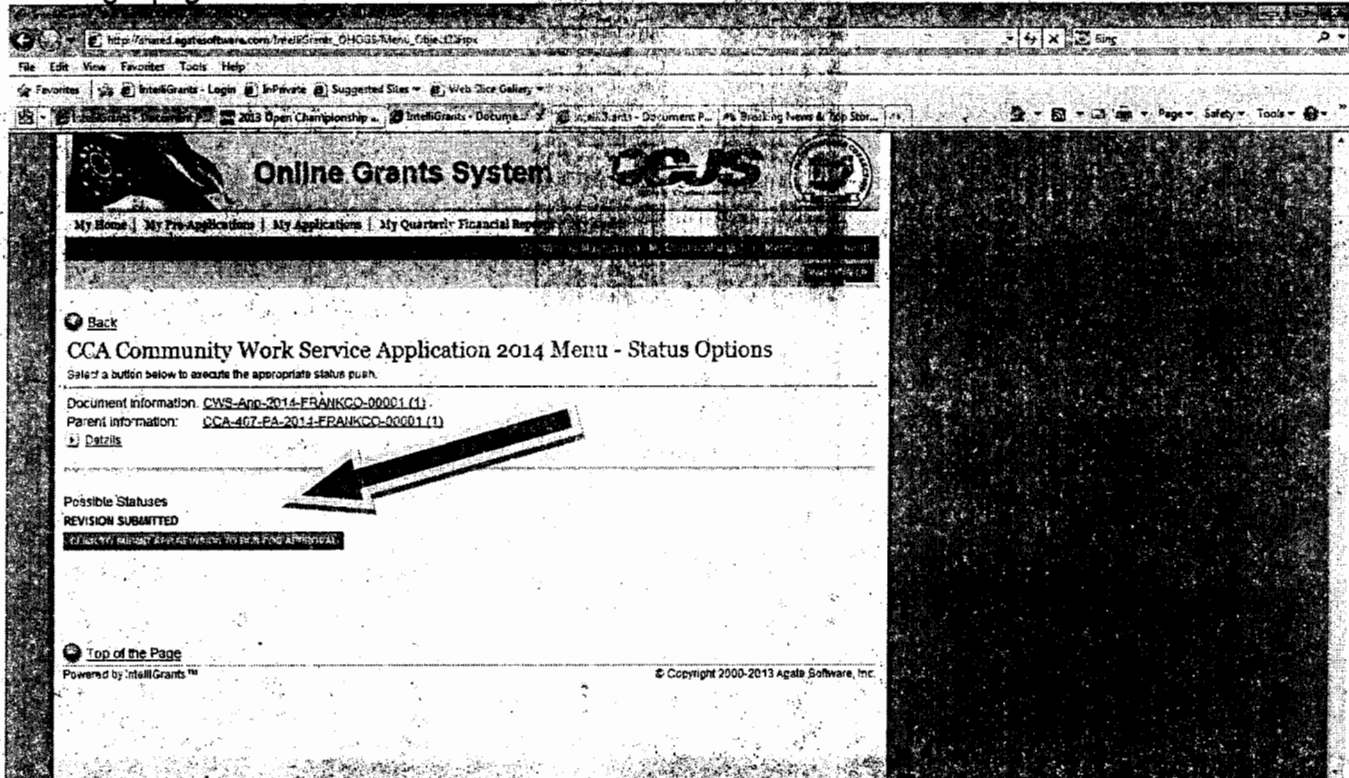
The Budget Summary Page pulls data from all of the other Forms in the Budget section. This action occurs when you hit the SAVE button at the top of the page. If the Budget summary information does not appear (to be) accurate when you initially view this page, please be sure to hit the SAVE button before taking further action.

If you are changing your budget in the Grant Revision In Process status, the budget summary totals for ALL categories MUST equal the totals you requested on your Grant Revision REQUEST form. If they do not, you will receive an error message and will not be able to submit your changes to BCS for final approval.

Total Program Budget:	\$0.00
This value is auto-filled by the Pre-Application which is completed by BCS.	
Total Personnel	\$43,625
General Operating Expenses	\$2,610
Program Expenses	\$2,374
Equipment	\$800

- Click the **Document Information** link to return to the Application Menu page.

- Click "Change the Status/View Status Options" link and then click the link to submit the revised budget pages for BCS review.



An e-mail will be sent to the program indicating "BCS Approval" or "Modifications Required" (if more information or corrections are necessary).



## Modifications Required

Programs will receive an e-mail if the revision request or the revised budget pages need modifications. Specific instructions regarding the required corrections or clarifications can be found in the 'Show Notes' section of the form.

**Online Grants System**

My Home | My Pre-Applications | My Applications | My Quarterly Financial Reports | My Audit |

Document Information: CWS-App-2014-FRANKCO-00001 (1)  
Parent Information: CCA-407-PA-2014-FRANKCO-00001 (1)  
Details

You are here: > CCA Community Work Service Application 2014 Menu > Forms Menu > CCA Grant Revisions

**CCA GRANT REVISION**

Please complete this page by clicking the Save button.  
Required fields are marked with a \*.  
If you have already initiated one grant revision, in order to start another, you must click the ADD button.  
Once you have SAVED your Grant Revision Request, click [HERE](#) to submit it.

Please note: If you are making a revision request to your budget, the numbers you complete on this form must be accurate and if approved by BCS, the budget pages in the application will need to be changed to equal the budget as shown below. If you find that you have submitted a request that is not accurate, your only option will be to cancel the request.

**Section 1 - changes to the budget pages**

Identify Grant Agreement Budget Revision Request purpose by checking one or more boxes.

☒ Budget Revision - Line Item Revision (moving money between categories)

☒ Personnel Expenses

☒ General Operating Expenses

☒ Program Expenses

to submit a revision  
• REVISED BUDGET  
art over.





## Section 2 – Changes to the Non-Budget Pages (Application Changes)

- Identify the purpose of the program revision request by selecting the following option:
  - Goals/Objectives/Program Changes (any changes to program description pages within the application)
- Provide a detailed justification for the proposed changes to the program in the Program Revision Justification section.

9 of 10000

### Section 2 - changes to the non-budget pages (application pages)

Identify Program Revision Request purpose by checking the following box.

☒ Goals/Objectives/Program Changes (any changes to program description pages within the application)

Program Revision Justification. Provide a detailed justification of the proposed change(s) and the effect the change(s) will have on the project.

0 of 10000

### Section 3 - Supporting Documentation (if necessary)

Form/Document Upload(s). Use this section if providing additional justification or documents for the above request for both Section 1 and 2.

Title of Document	Upload
	<input type="button" value="Browse"/>
	<input type="button" value="Browse"/>
	<input type="button" value="Browse"/>

**SECTION V**  
**GRANT ADDENDUMS**

## H. GRANT ADDENDUM

### Program Initiated Addendum Requests

- Log into Intelligrants and click the link to "My Pre-Applications".

http://shared.agatesoftware.com/IntelliGrants\_OHOGS/Menu\_Person2.aspx?NavItem=1

File Edit View Favorites Tools Help

IntelliGrants - Main Menu

Page Safety Tools

# Online Grants System

My Pre-Applications | My Applications | My Quarterly Financial Reports | My Audits

SHOW HELP

Welcome Project Director Change My!

Instructions:  
Select the SHOW HELP button above for detailed instructions on the following.  
> Applying for an Opportunity  
> Using System Messages  
> Understanding your Tasks  
> Managing your awarded grant

Hello Kim, please choose an option below.

## View Current Solicitations

You have 9 My Current Solicitations available.  
Select the View Current Solicitations button below to see what is available to your organization.

VIEW CURRENT SOLICITATIONS

## My Inbox

You have 46 new messages.  
Select the Open My Inbox button below to open your system message inbox.

My Inbox

Done Internet | Protected Mode: On 100%

- Click the "Search" button.

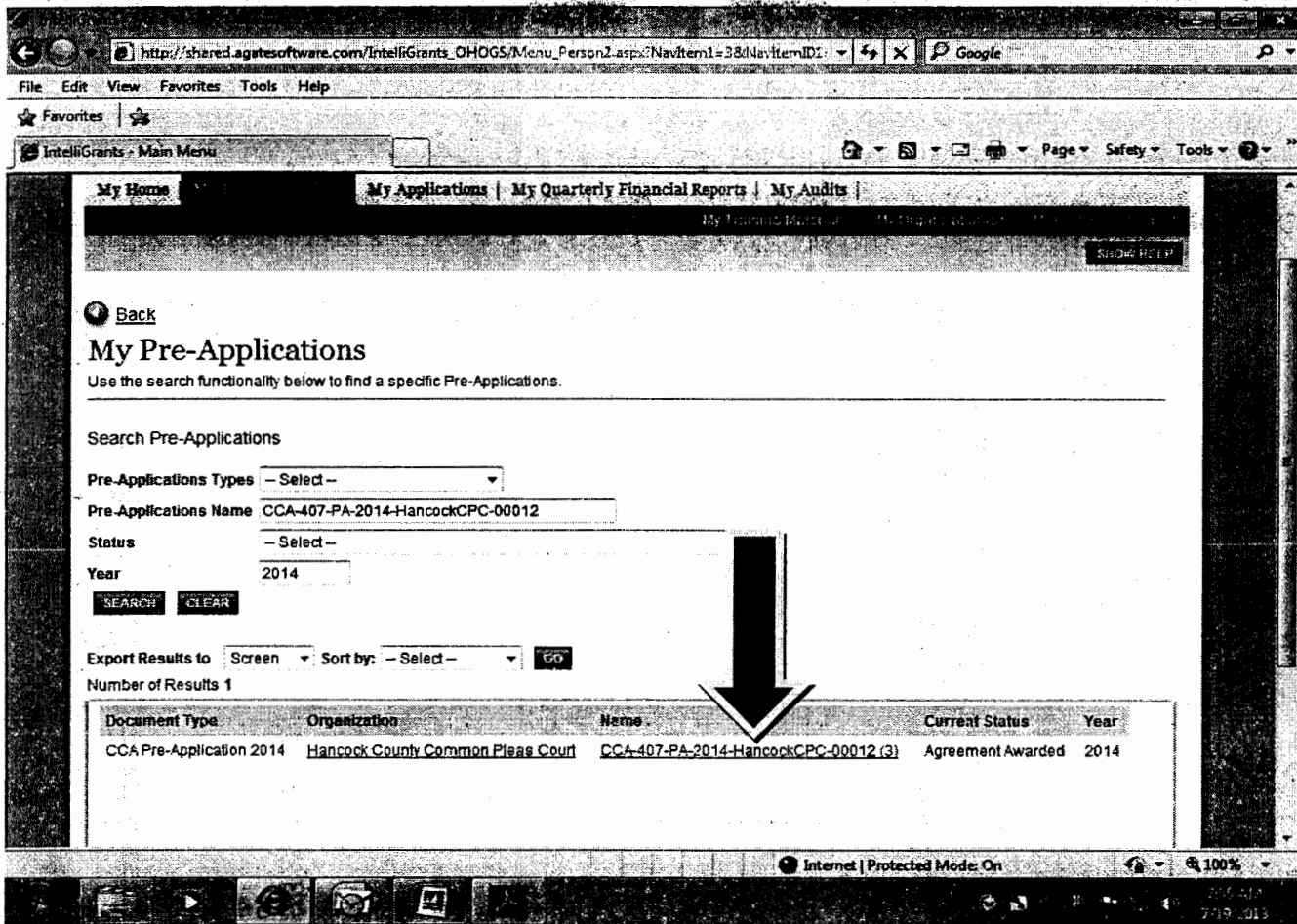
The screenshot shows a web browser window with the URL `http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Person2.aspx?NoItem1=3&NoItemID1=`. The browser's address bar and menu bar are visible. The web application header includes the title "Online Grants System" and logos for "CEJS" and "DRG". A navigation bar contains links: "My Home", "My Applications", "My Quarterly Financial Reports", "My Audits", "My Training Materials", and "My Grants and Reports".

The main content area is titled "My Pre-Applications" and includes the instruction: "Use the search functionality below to find a specific Pre-Applications." Below this is a "Search Pre-Applications" section with the following fields:

- Pre-Applications Types:** A dropdown menu currently showing "-- Select --".
- Pre-Applications Name:** A text input field.
- Status:** A dropdown menu currently showing "-- Select --".
- Year:** A text input field containing the value "2014".

At the bottom of the search section are two buttons: "SEARCH" and "CLEAR". A large black arrow points directly to the "SEARCH" button. Below the search section is a "Page of the Page" label and a "Copyright 2000-2013 Agate Software, Inc." notice. The browser's status bar at the bottom indicates "Internet | Protected Mode: On" and "100%".

- Click the link to your current fiscal year Pre-Application.



The screenshot shows a web browser window with the URL [http://shared.agatesoftware.com/IntelliGrants\\_OHOGS/Menu\\_Person2.aspx?NavItem1=38&NavItemID1=](http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Person2.aspx?NavItem1=38&NavItemID1=). The browser's address bar also shows a Google search bar. The IntelliGrants application has a navigation bar with links: **My Home**, **My Applications**, **My Quarterly Financial Reports**, and **My Audits**. Below the navigation bar, there is a section titled **My Pre-Applications** with a subtitle: "Use the search functionality below to find a specific Pre-Applications." The search section includes a "Search Pre-Applications" heading and several input fields: "Pre-Applications Types" (a dropdown menu set to "- Select -"), "Pre-Applications Name" (a text box containing "CCA-407-PA-2014-HancockCPC-00012"), "Status" (a dropdown menu set to "- Select -"), and "Year" (a text box containing "2014"). There are "SEARCH" and "CLEAR" buttons below the input fields. Below the search fields, there are options for "Export Results to" (a dropdown menu set to "Screen") and "Sort by:" (a dropdown menu set to "- Select -"), followed by a "GO" button. The search results are displayed in a table with the heading "Number of Results 1". The table has five columns: "Document Type", "Organization", "Name", "Current Status", and "Year". The table contains one row of data: "CCA Pre-Application 2014", "Hancock County Common Pleas Court", "CCA-407-PA-2014-HancockCPC-00012 (3)", "Agreement Awarded", and "2014". A large black arrow points to the "Name" column of the table. The browser's status bar at the bottom shows "Internet | Protected Mode: On" and a zoom level of "100%".

Back

## My Pre-Applications

Use the search functionality below to find a specific Pre-Applications.

Search Pre-Applications

Pre-Applications Types:

Pre-Applications Name:

Status:

Year:

Export Results to:  Sort by:

Number of Results 1

Document Type	Organization	Name	Current Status	Year
CCA Pre-Application 2014	Hancock County Common Pleas Court	CCA-407-PA-2014-HancockCPC-00012 (3)	Agreement Awarded	2014

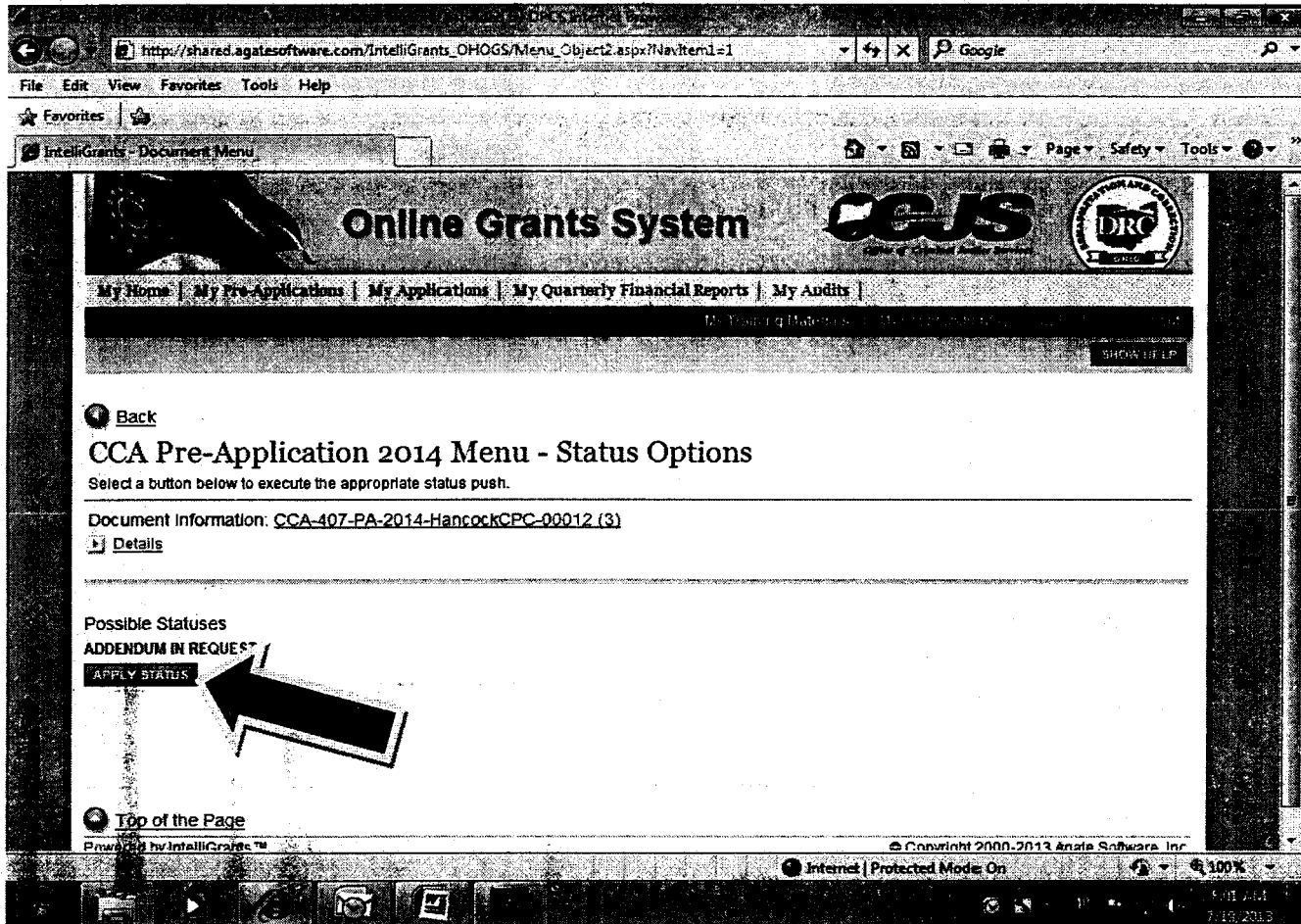
- Click the "View Status Options" button.

The screenshot shows a web browser window with the URL [http://shared.agatesoftware.com/IntelliGrants\\_CHOGS/Menu\\_Object2.asp?NavItem=1](http://shared.agatesoftware.com/IntelliGrants_CHOGS/Menu_Object2.asp?NavItem=1). The browser's address bar and menu bar are visible at the top. Below the browser window, the IntelliGrants application interface is shown. At the top of the application, there is a navigation bar with links: [My Home](#), [My Pre-Applications](#), [My Applications](#), [My Quarterly Financial Reports](#), and [My Audits](#). Below this is a breadcrumb trail: [My Itinerary Menu](#) > [My Applications](#) > [My Pre-Applications](#) > [My Applications](#). A [SHOW HELP](#) button is located on the right side of the breadcrumb trail. The main heading is **CCA Pre-Application 2014 Menu**, with a [Back](#) link above it. Below the heading, the document information is displayed: **Document Information:** [CCA-407-PA-2014-HancockCPC-00012 \(2\)](#). A [Details](#) link is also present. A table follows, showing application details:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CCA Pre-Application 2014	<a href="#">Hancock County Common Pleas Court</a>	Project Director	Agreement Awarded	04/01/2013 - 04/30/2013 05/01/2013 1:00AM EST

Below the table, there are two main sections. The first is **View, Edit and Complete Forms**, with the instruction: "Select the **View Forms** button below to view, edit, and complete forms." Below this is a [VIEW FORMS](#) button. The second section is **Change the Status**, with the instruction: "Select the **View Status Options** button below to perform actions such as submitting applications or request modifications." Below this is a [VIEW STATUS OPTIONS](#) button. A large black arrow points from the instruction text to the [VIEW STATUS OPTIONS](#) button. At the bottom of the browser window, the status bar shows "Internet | Protected Mode On" and a 100% zoom level.

- Click the "Apply Status" button to change the status of the Pre-Application to "Addendum in Request".





- Click the "View Forms" button to open your Pre-Application.

The screenshot shows a web browser window displaying the "Online Grants System" interface. The browser's address bar shows the URL: [http://shared.agatesoftware.com/IntelliGrants\\_OHOGS/Menu\\_Object2.aspx?objID=38048](http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Object2.aspx?objID=38048). The page features a navigation menu with links: "My Home", "My Pre-Applications", "My Applications", "My Quarterly Financial Reports", and "My Audits". Below the navigation menu, the page title is "CCA Pre-Application 2014 Menu". Underneath, it displays "Document Information: CCA-407-PA-2014-HancockCPC-00012 (3)". A "Details" link is visible. A table provides further information:

Info	Document Type	Organization	Role	Current Status	Period Date / Data Use
	CCA Pre-Application 2014	Hancock County Common Pleas Court	Project Director	Agreement Awarded	04/01/2013 - 04/30/2013 05/01/2013 1:00AM EST

Below the table, the section "View, Edit and Complete Forms" is highlighted. It contains the instruction: "Select the View Forms button below to view, edit, and complete forms." A large black arrow points to the "VIEW FORMS" button, which is a small rectangular button with the text "VIEW FORMS" in all caps.

The browser's status bar at the bottom indicates "Done" and "Internet | Protected Mode: On".



- Select the link to the "Addendum Request" form.

http://shared.egatesoftware.com/IntelliGrants\_OHOGS/Menu\_Object2.aspx

File Edit View Favorites Tools Help

IntelliGrants - Document Menu

back

## CCA Pre-Application 2014 Menu - Forms

Please complete all required forms below.

Document Information: [CCA-407-PA-2014-HancockCPC-00012 \(4\)](#)

[Details](#)

Forms

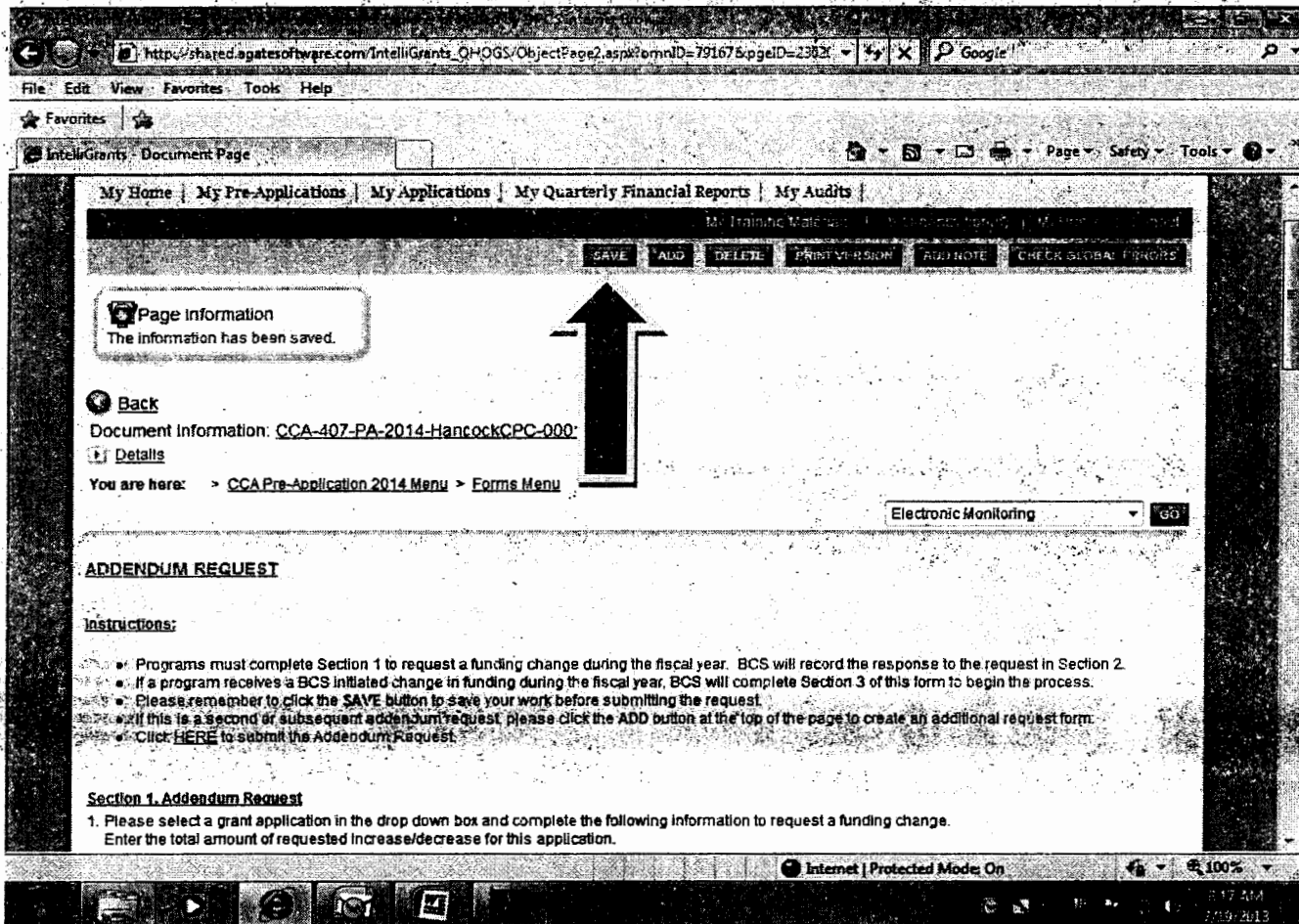
Status	Page Name	Note	Created By	Last Modified By
<input checked="" type="checkbox"/>	<a href="#">Eligibility Amount</a>		Kara Peterson 4/10/2013 2:15:21 PM	Kara Peterson 7/16/2013 10:31:19 AM
<input checked="" type="checkbox"/>	<a href="#">Addendum Request (0)</a>			
Grant Agreement				
<input checked="" type="checkbox"/>	<a href="#">407 Grant Agreement</a>		Kim Schweitzer 4/10/2013 7:37:37 PM	DRC IA 4/17/2013 11:17:17 AM
Approval Letter				
<input checked="" type="checkbox"/>	<a href="#">407 Approval Letter</a>			
CCA Addendum Agreement				
<input checked="" type="checkbox"/>	<a href="#">CCA Addendum Agreement</a>		Kim Schweitzer 7/16/2013 10:36:13 AM	

Internet | Protected Mode: On

100%

7/15/2013

- Please complete all 5 questions in Section 1 of the Request form. If you are requesting an addendum for multiple grant applications you must complete a separate Request form for each individual grant application. If you have multiple grant applications and you do not want to request a change in funding for all of them, enter "N/A" in questions #3 and #4.
- After completing Section 1, click the "Save" button.



http://shaded.agatesoftware.com/IntelliGrants\_OHOGS/ObjectPage2.aspx?formID=79167&pgID=2382

File Edit View Favorites Tools Help

IntelliGrants - Document Page

My Home | My Pre-Applications | My Applications | My Quarterly Financial Reports | My Audits

SAVE ADD DELETE PRINT VERSION ADD NOTE CHECK GLOBAL FINANCIALS

**Page Information**  
The information has been saved.

**Back**  
Document Information: [CCA-407-PA-2014-HancockCPC-000](#)

**Details**  
You are here: > [CCA Pre-Application 2014 Menu](#) > [Forms Menu](#)

Electronic Monitoring

### ADDENDUM REQUEST

**Instructions:**

- Programs must complete Section 1 to request a funding change during the fiscal year. BCS will record the response to the request in Section 2.
- If a program receives a BCS initiated change in funding during the fiscal year, BCS will complete Section 3 of this form to begin the process.
- Please remember to click the **SAVE** button to save your work before submitting the request.
- If this is a second or subsequent addendum request please click the **ADD** button at the top of the page to create an additional request form.
- Click [HERE](#) to submit the Addendum Request.

**Section 1. Addendum Request**

1. Please select a grant application in the drop down box and complete the following information to request a funding change.  
Enter the total amount of requested increase/decrease for this application.

Internet | Protected Mode: On

8:17 AM  
7/19/2013

- Once you have completed and saved the Request form, click "HERE" to submit the Addendum Request.

**ADDENDUM REQUEST**

**Instructions:**

- Programs must complete Section 1 to request a funding change during the fiscal year. BCS will record the response to the request in Section 2.
- If a program receives a BCS initiated change in funding during the fiscal year, BCS will complete Section 3 of this form to begin the process.
- Please remember to click the **SAVE** button to save your work before submitting the request.
- If this is a second or subsequent addendum request, please click the **ADD** button at the top of the page to create an additional request form.
- Click **HERE** to submit the Addendum Request.

**Section 1**

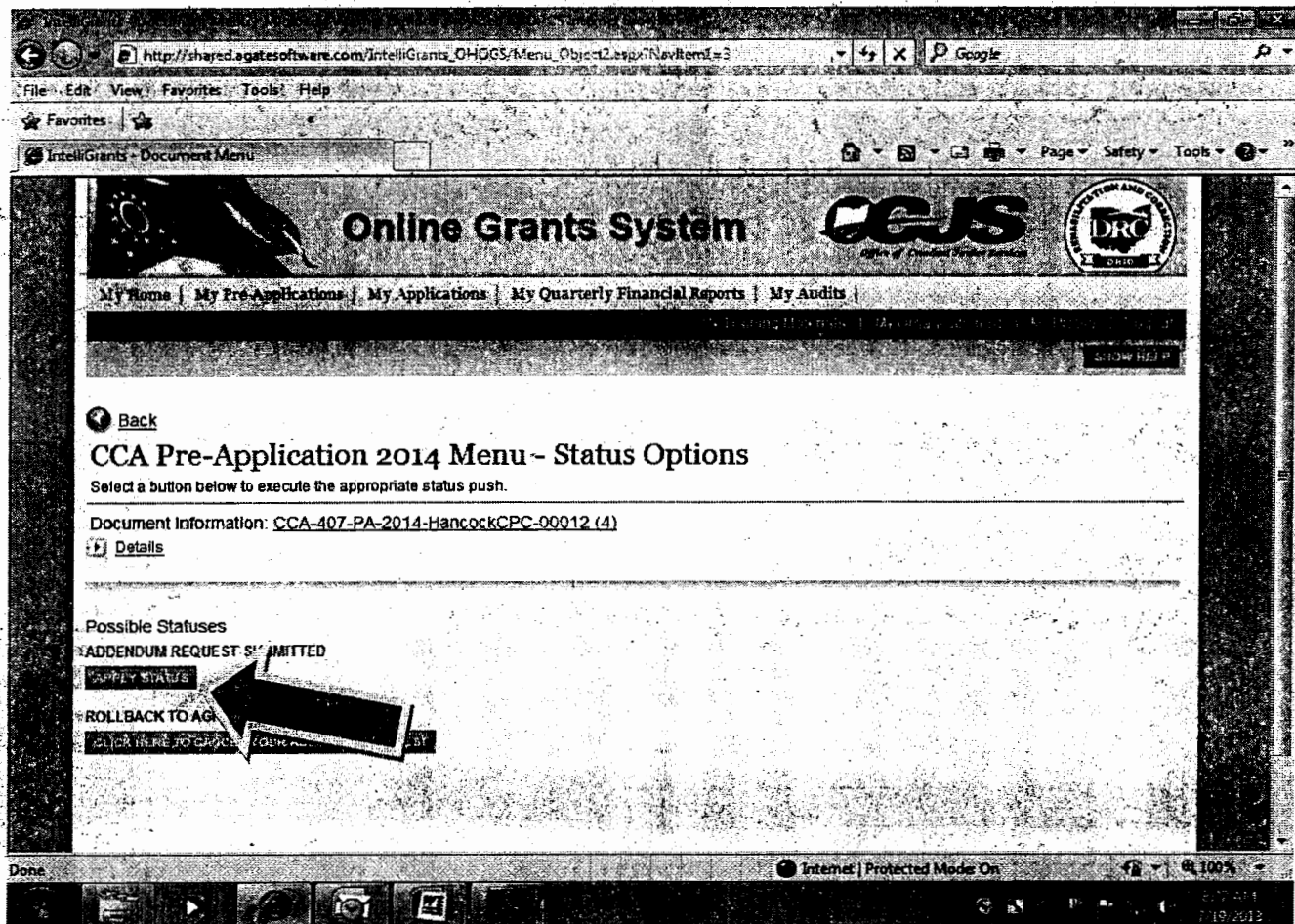
1. Please select the application in the drop down box and complete the following information to request a funding change.  
 Enter the amount of requested increase/decrease for this application.  
 Please note: ALL funding requests are for the current fiscal year only.

Electronics  \$2,000.00

2. List of item types this funding request will provide (check all that apply):

<input checked="" type="checkbox"/> Equipment	<input type="checkbox"/> Salary
<input type="checkbox"/> Contract Services	<input type="checkbox"/> Fringe Benefit Costs
<input type="checkbox"/> Substance Abuse	<input type="checkbox"/> Training
<input type="checkbox"/> Mental Health	
<input type="checkbox"/> Cognitive Behavioral	
<input type="checkbox"/> Other:	

- Click the "Apply Status" button to change the status of the Pre-Application to "Addendum Request Submitted".
- You may also change the status to "Roll back to Agreement Awarded" if you want to cancel your addendum request.



- BCS will review your addendum request and respond in Section 2 of the Addendum Request form with one of the following three options:
  - Approve the request
  - Ask for modifications to the request
  - Deny the request
- The IntelliGrants Project Director will receive an email notification from IntelliGrants indicating BCS has reviewed and responded to the request.
- If the request is denied no further action is required.
- If the request requires modifications open the "Addendum Request" form and make the adjustments listed.
- Scroll down to Section 2 of the request form to see the addendum amount approved by BCS.

http://shared.agatesoftware.com/IntelliGrants\_OHOGS/ObjectPage2.aspx?pgID=23020&omID=79167

File Edit View Favorites Tools Help


IntelliGrants - Document Page

SAVE ADD DELETE PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

5 Please indicate the categories the change in funds would affect.  
Enter negative numbers in the requested change column for decreases.

Cost Category	Approved Budget	Requested Changes	Requested Budget
Personnel Costs	\$30		\$30
General Operating Expenses	0		\$0
Admin Expenses	\$20		\$20
Equipment	0	\$2,000	\$2,000
<b>TOTAL BUDGET</b>	<b>\$50</b>	<b>\$2,000</b>	<b>\$2,050</b>

**Section 2. BCS Response to Addendum Request**  
BCS will complete this area once you have submitted your Addendum Request

Amount of Requested Revision Approved:  

**BCS Notes:**  
BCS will explain the reason for the required modification.

58 of 500

**Section 3. Addendum Modifications**  
BCS will complete this area if there are modifications in a grant during the fiscal year.

Done Internet | Protected Mode: On 11:32 AM 7/18/2013

- Revise your addendum request to match the amount approved by BCS. Click the "Save" button.

http://shared.agatesoftware.com/IntelliGrants\_OHGS/ObjectPage2.aspx?omniID=79167&pgID=2302X

File Edit View Favorites Tools Help

IntelliGrants - Document Page

SAVE ADD DELETE PREVIEW VERSION ADD NOTE CHECK GLOBAL ERRORS

88 of 10000

5. Please indicate the categories the change in funds would affect.  
Enter negative numbers in the requested change column for decreases.

Cost Category	Approved Budget	Requested Changes	Requested Budget
Personnel Costs	\$30		\$30
General Operating Expenses	0		\$0
Program Expenses	\$20		\$20
Equipment	0	\$1,500	\$1,500
<b>TOTAL BUDGET</b>	<b>\$50</b>	<b>\$1,500</b>	<b>\$1,550</b>

**Section 2. BCS Response to Addendum Request**  
BCS will complete this area once you have submitted your Addendum Request.

**Amount of Requested Revision Approved:** \$1,500.00

**BCS Notes:**  
BCS will explain the reason for the required modifications.

55 of 500

Internet [Protected Mode On]

7/15/2013



- Click "HERE" to re-submit the modified addendum request.

http://shared.agatesoftware.com/IntelliGrants\_OHOGS/ObjectPage2.aspx?omniID=79167&pgdID=23021

File Edit View Favorites Tools Help

IntelliGrants - Document Page

SAVE ADD DELETE PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

### ADDENDUM REQUEST

Instructions:

- Programs must complete Section 1 to request a funding change during the fiscal year. BCS will record the response to the request in Section 2.
- If a program receives a BCS initiated change in funding during the fiscal year, BCS will complete Section 3 of this form to begin the process.
- Please remember to click the SAVE button to save your work before submitting the request.
- If this is a second or subsequent addendum request, please click the ADD button at the top of the page to create an additional request form.
- Click [HERE](#) to submit the Addendum Request.

**Section 1 Request**

1. Please select the grant application in the drop down box and complete the following information to request a funding change.  
 Enter the amount of requested increase/decrease for this application.  
 Please remember ALL funding requests are for the current fiscal year only.

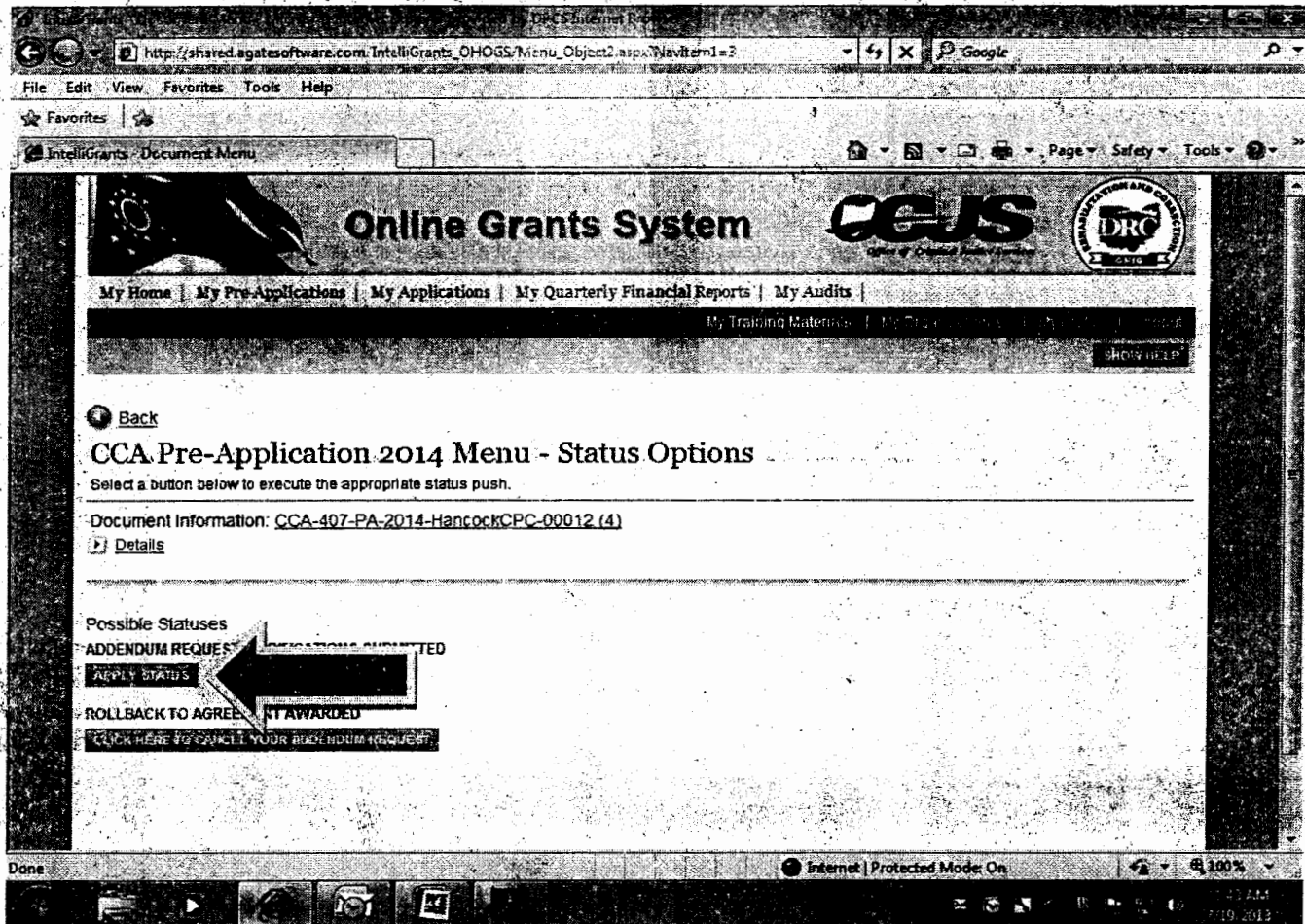
Electron Grant Application \$1,500.00

2. List of funding request types this funding request will provide (check all that apply):

<input checked="" type="checkbox"/> Equipment	<input type="checkbox"/> Salary
<input type="checkbox"/> Contract Services	<input type="checkbox"/> Fringe Benefit Costs
<input type="checkbox"/> Substance Abuse	<input type="checkbox"/> Training
<input type="checkbox"/> Mental Health	
<input type="checkbox"/> Cognitive Behavioral	
<input type="checkbox"/> Other:	

Done Internet | Protected Mode On 11:41 AM 7/19/2013

- Click the "Apply Status" button to change the status of the Pre-Application to "Addendum Request Modifications Submitted".
- You may also change the status to "Roll back to Agreement Awarded" if you want to cancel your addendum request.





- BCS will review the modified Addendum Request to ensure it matches the approved dollar amount. If further modifications are required BCS will again send the Addendum Request back for further modification. If the Addendum Request is approved, your Application will be placed in the status of "Addendum in Process". The Intelligrants Project Director will receive an email notification from the system indicating the application is available for modification based on the Addendum Request. Open your current fiscal year Application and change the budget pages according to the approved Addendum Request.

http://shared.agatesoftware.com/IntelliGrants\_OHOGS/Menu\_Object2.aspx?objID=38050

File Edit View Favorites Tools Help

IntelliGrants - Document Menu

Online Grants System

My Home | My Pre-Applications | My Applications | My Quarterly Financial Reports | My Audits

CCA Electronic Monitoring Application 2014 Menu

Document Information: [EM-App-2014-HancockCPC-00013 \(3\)](#)

Parent Information: [CCA-407-PA-2014-HancockCPC-00012 \(4\)](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CCA Electronic Monitoring Application 2014	Hancock County Common Pleas Court	Project Director	Addendum In Process	03/31/2013 - 08/30/2014 04/01/2016 11:59PM EST

View, Edit and Complete Forms

Select the View Forms button below to view, edit, and complete forms.

[VIEW FORMS](#)

Protected Mode: On

1:14 PM 7/9/2013

- After completing your application changes, submit the modified application for BCS review. Click the "View Status Options" button.

http://shared.agatesoftware.com/IntelliGrants\_OHOGS/Menu\_Object2.aspx?NavItem=1

File Edit View Favorites Tools Help

IntelliGrants - Document Menu

SHOW HELP

CCA Electronic Monitoring Application 2014 Menu

Document Information: [EM-App-2014-HancockCPC-00013 \(3\)](#)  
 Parent Information: [CCA-407-PA-2014-HancockCPC-00012 \(4\)](#)  
 Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CCA Electronic Monitoring Application 2014	<a href="#">Hancock County Common Pleas Court</a>	Project Director	Addendum In Process	03/31/2013 - 06/30/2014 04/01/2016 11:59PM EST

**View, Edit and Complete Forms**  
 Select the **View Forms** button below to view, edit, and complete forms.  
[VIEW FORMS](#)

**Change the Status**  
 Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.  
[VIEW STATUS OPTIONS](#)

**Access Management Tools**

Internet Protected Mode On

7/15/2013

- Click the "Apply Status" button to submit your modified application.

The screenshot shows a web browser window with the URL [http://shared.agatesoftware.com/IntelliGrants\\_OHOGS/Menu\\_Object2.aspx?NavItem=1](http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Object2.aspx?NavItem=1). The browser's address bar shows the Google search engine. The page title is "Online Grants System". The navigation menu includes "My Home", "My Pre-Applications", "My Applications", "My Quarterly Financial Reports", "My Audits", "My Training Materials", and "My Reports". The "My Applications" link is selected. The page content displays the "CCA Electronic Monitoring Application 2014 Menu - Status Options" section. It includes a "Back" button and a "Details" button. The document information is "EM-App-2014-HancockCPC-00013 (3)" and the parent information is "CCA-407-PA-2014-HancockCPC-00012 (4)". Under the "Possible Statuses" section, the "ADDENDUM SUBMITTED" status is shown, and the "APPLY STATUS" button is highlighted with a large black arrow. The browser's status bar at the bottom indicates "Internet | Protected Mode On" and "100%".

Online Grants System

My Home | My Pre-Applications | My Applications | My Quarterly Financial Reports | My Audits | My Training Materials | My Reports

CCA Electronic Monitoring Application 2014 Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [EM-App-2014-HancockCPC-00013 \(3\)](#)

Parent Information: [CCA-407-PA-2014-HancockCPC-00012 \(4\)](#)

[Details](#)

Possible Statuses

ADDENDUM SUBMITTED

**APPLY STATUS**

Top of the Page

Internet | Protected Mode On

100%

7/29/2013

- IntelliGrants will email a notification to the Project Director indicating your modified application has been successfully submitted and is under review with BCS grant staff.
- If your application requires modification BCS staff will return it according to the same process as when applications were initially submitted and required changes.
- If no modifications are required or when all modifications have been approved, IntelliGrants will send the Project Director an email notification indicating the addendum is available for signatures in the Pre-Application.
- Navigate to your current fiscal year Pre-Application and click the link to "CCA Addendum Agreement".

Back

## CCA Pre-Application 2014 Menu - Forms

Please complete all required forms below.

Document Information: [CCA-407-PA-2014-HancockCPC-00012 \(4\)](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
<input checked="" type="checkbox"/>	<a href="#">Eligibility Amount</a>		Kara Peterson 4/10/2013 2:15:21 PM	Kara Peterson 7/16/2013 10:31:19 AM
<input checked="" type="checkbox"/>	<a href="#">Addendum Request (5)</a>			
<input checked="" type="checkbox"/>	<a href="#">407 Grant Agreement</a>		Kim Schweitzer 4/10/2013 7:37:37 PM	J. DRC 4/17/2013 11:17:17 AM
<input checked="" type="checkbox"/>	<a href="#">407 Approval Letter</a>			
<input checked="" type="checkbox"/>	<a href="#">CCA Addendum Agreement</a>		Kim Schweitzer 7/16/2013 10:36:13 AM	

Done

Internet | Protected Mode On

12:29 PM  
7/19/2013

- Click the link to "CCA Addendum Agreement" to download and print a copy of the addendum.
- Obtain the required signatures on the addendum before returning to the pre-application.

The screenshot shows a web browser window displaying the "Online Grants System" (OGS) interface. The URL in the address bar is [http://shared.egatesoftware.com/IntelliGrants\\_OHOGS/ObjectPage2.aspx?termID=79490&pgID=2310f](http://shared.egatesoftware.com/IntelliGrants_OHOGS/ObjectPage2.aspx?termID=79490&pgID=2310f). The page features a header with the "Online Grants System" logo and the "CCJS" (Office of Criminal Justice Services) logo. Below the header is a navigation menu with links: "My Home", "My Pre-Applications", "My Applications", "My Quarterly Financial Reports", and "My Audits".

The main content area displays the following information:

- Document information:** [CCA-407-PA-2014-HancockCPC-00012 \(4\)](#)
- Details** (link)
- You are here:** > [CCA Pre-Application 2014 Menu](#) > [Forms Menu](#) > CCA Addendum Agreement

The section titled **CCA ADDENDUM AGREEMENT** contains the following instructions:

Click the link below to download [CCA Addendum Agreement](#). (A large black arrow points to this link.)

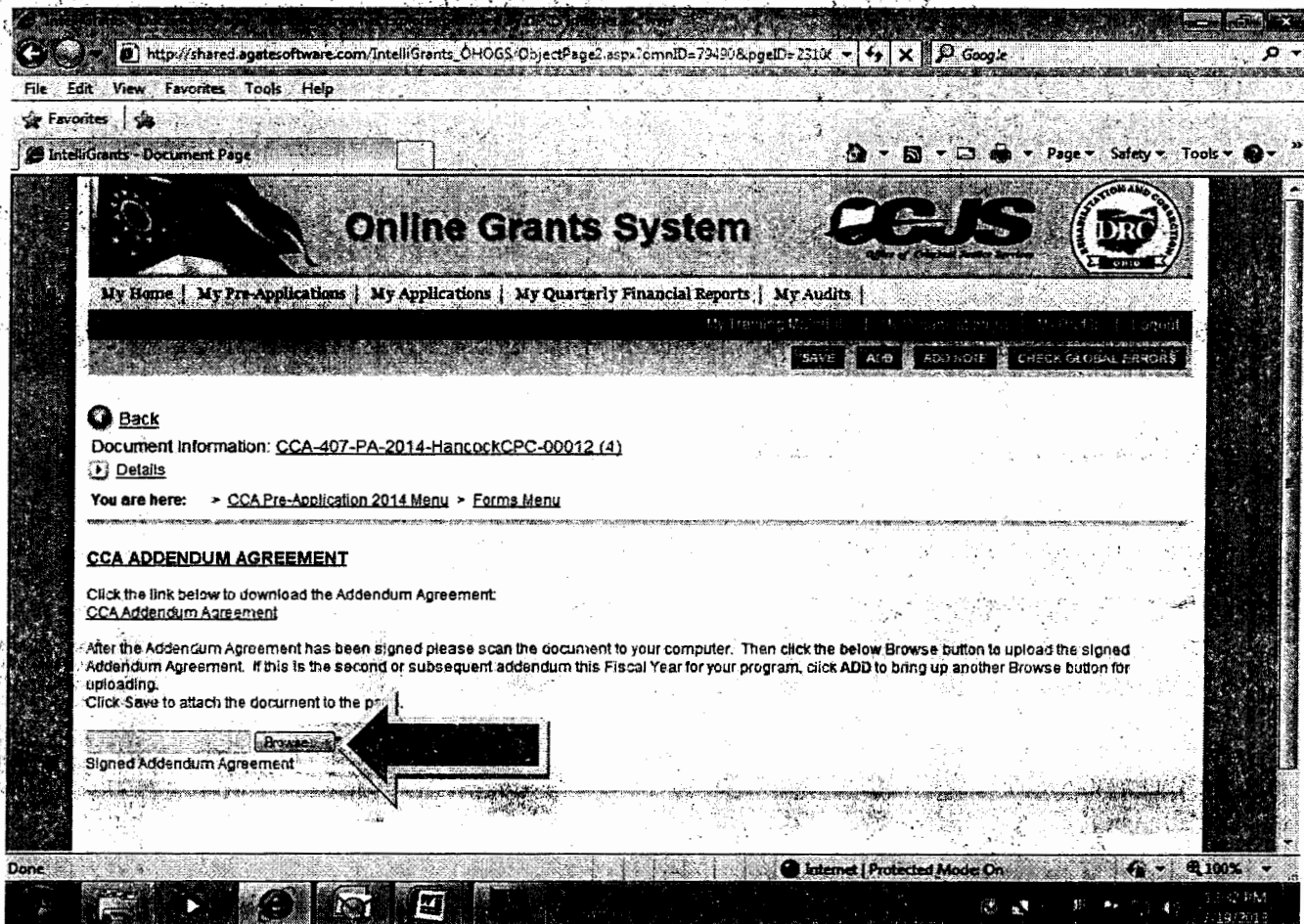
After the Addendum Agreement is downloaded, you can open the document to your computer. Then click the below Browse button to upload the signed Addendum Agreement. If this is the second or subsequent addendum this Fiscal Year for your program, click ADD to bring up another Browse button for uploading.

Click Save to attach the document to the page.

Below the instructions, there is a "Browse" button and a "DELETE" button. The file name "40264-Testsignedaddendumagreementtemplate.docx" is displayed, along with the text "Signed Addendum Agreement".

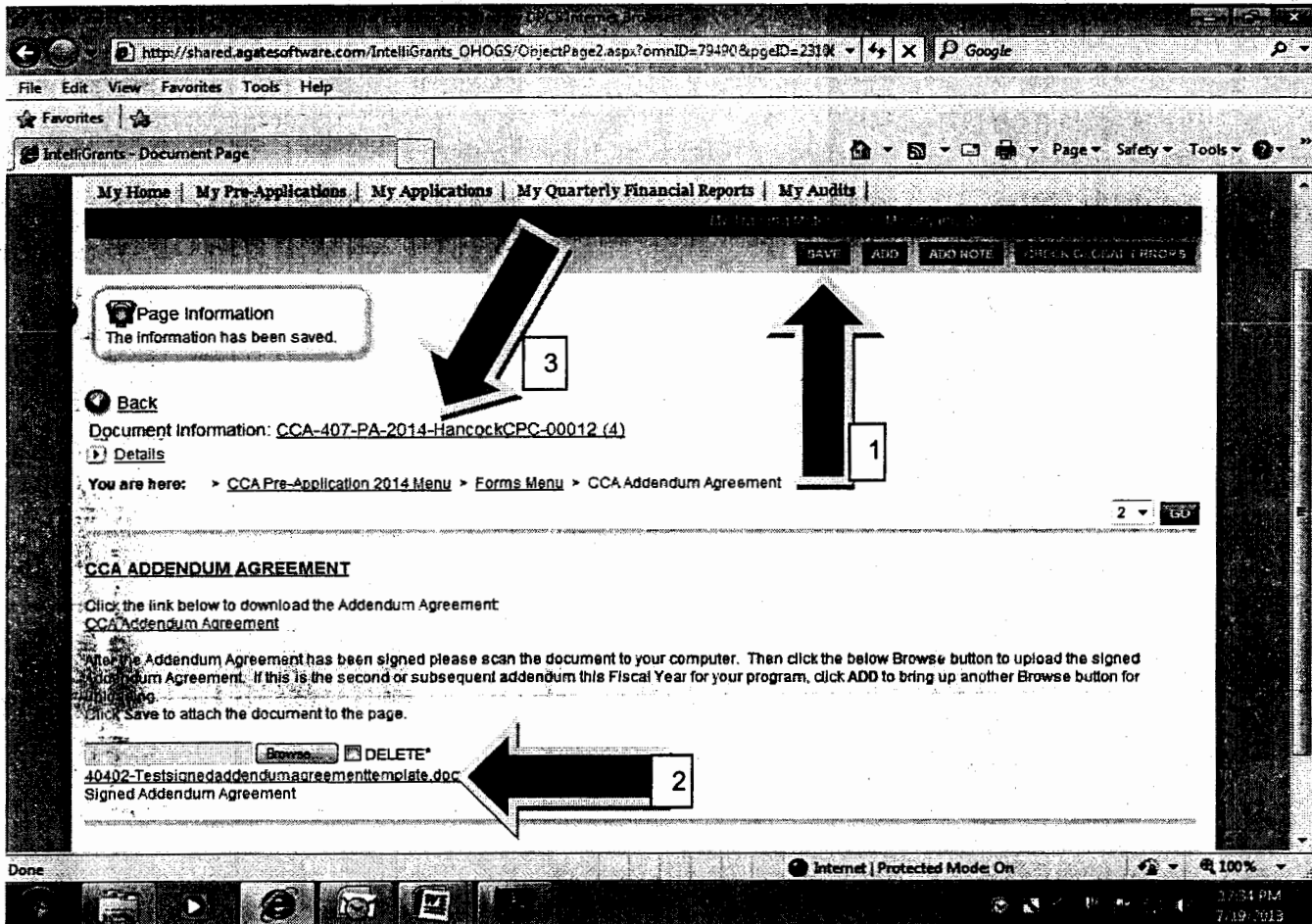
The bottom of the browser window shows the status bar with the URL [http://shared.egatesoftware.com/intelligrants\\_OHOGS/Upload/40264-Testsignedadder](http://shared.egatesoftware.com/intelligrants_OHOGS/Upload/40264-Testsignedadder), the text "Internet | Protected Mode: On", and the system clock showing "1:07 PM 7/15/2013".

- Save a copy of the signed addendum agreement to your computer.
- Navigate to your current fiscal year pre-application and click the link to "CCA Addendum Agreement".
- Click the "Browse" button to search for the signed addendum on your computer.





- Once you have located the signed addendum on your computer, click the "Save" button to upload it to IntelliGrants.
- Click the link to the saved addendum to ensure it properly uploaded.
- Click the link to the Pre-Application document to change the status and submit the signed addendum. If you uploaded the wrong signed document, click the "DELETE" box and click "Save". After deleting the wrong document, you can proceed through the above listed steps to locate and upload the correct signed document.



- Click the "View Status Options" button.

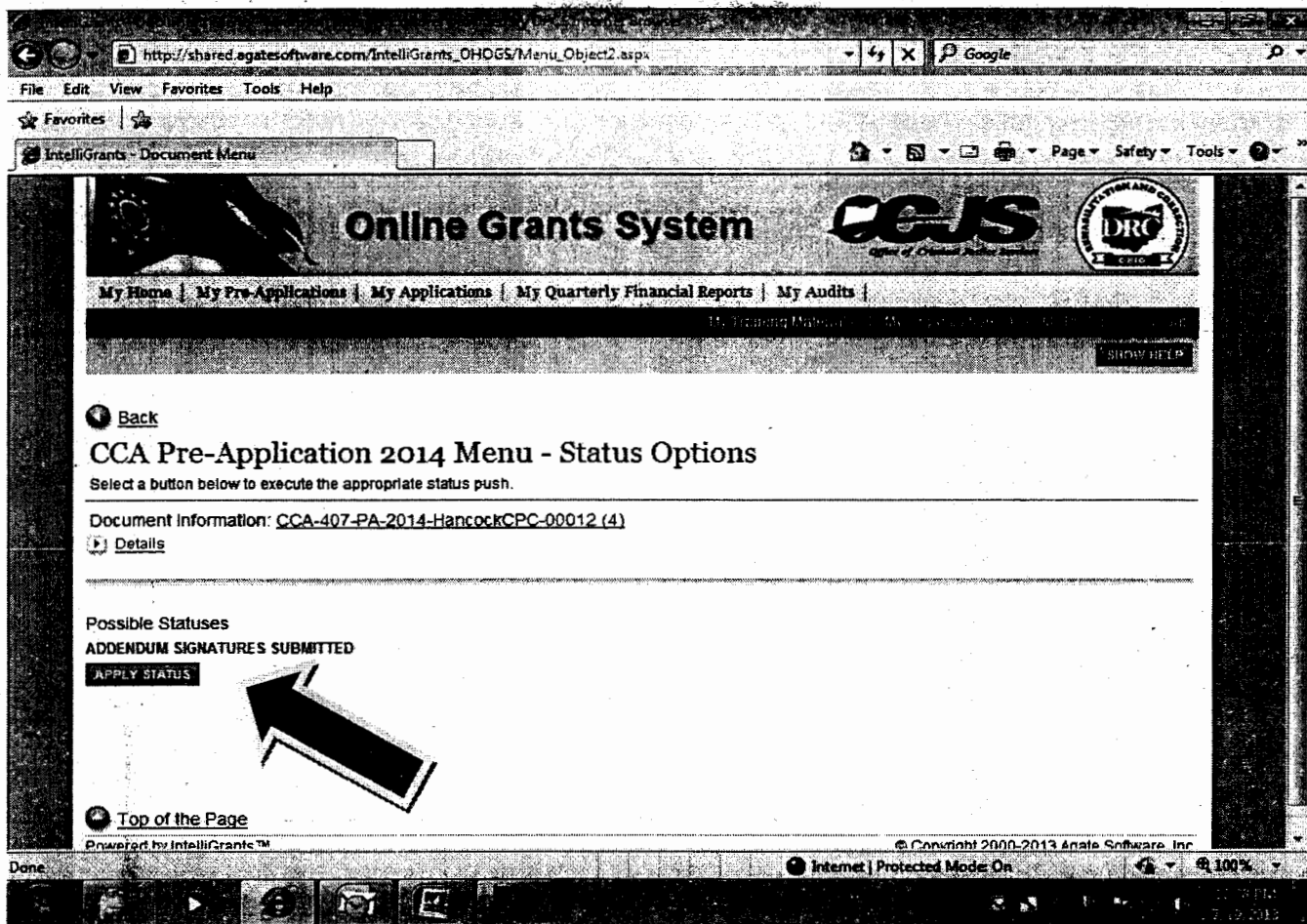
The screenshot shows a web browser window with the URL `http://shared.agatesoftware.com/IntelliGrants_DHOGSMenu_Object2.aspx`. The page has a navigation bar with links: [My Home](#), [My Pre-Applications](#), [My Applications](#), [My Quarterly Financial Reports](#), and [My Audits](#). Below the navigation bar is a section titled "CCA Pre-Application 2014 Menu" with a "Back" link. Under "Document Information", it shows "CCA-407-PA-2014-HancockCPC-00012 (4)". A "Details" link is also present. A table displays document information:

Info	Document Type	Organization	Role	Current Status	Period Date / Data Due
	CCA Pre-Application 2014	Hancock County Common Pleas Court	Project Director	Addendum Requires Signatures	04/01/2013 - 04/30/2013 05/01/2013 1:00AM EST

Below the table, there are two main sections: "View, Edit and Complete Forms" and "Change the Status". The "Change the Status" section includes a "View Status Options" button, which is highlighted by a large black arrow. Other buttons visible include "View Forms", "View, Edit and Complete Forms", and "View Status Options". The browser's status bar at the bottom indicates "Internet | Protected Mode: On".



- Click the "Apply Status" button to submit the signed addendum.



Once the addendum has been approved in IntelliGrants by the BCS Chief and DPCS Deputy Director, the Project Director will receive an email notification indicating the addendum has been approved. A grant addendum approval letter will be created in your current fiscal year Pre-Application. You may view it, download it or print it, by navigating to your current fiscal year Pre-Application and clicking the link to "Addendum Approval Letter".

## BCS Initiated Addendum Request

Go to the Pre-Application menu.

Select "View Forms" to access the Addendum Request Form.

The screenshot shows a web browser window displaying the "Online Grants System" interface. The page title is "CCA Pre-Application 2013 Menu". Below the title, there is a "Document Information" section with the following details:

Doc ID	Document Type	Organization	Role	Current Status	Period Date / Date Due
CCA-PA-2013-FRANKCO-00010 (1)	CCA Pre-Application 2013	Yolo County	Project Director	Addendum In Request	NA - NA NA

Below the table, there is a "View" button with a large arrow pointing to it. The arrow is labeled "Complete Forms". The text "Select the View button and Complete Forms" is also visible. Below the "View" button, there is a "Change the Status" section with a "View Status Options" button. At the bottom, there is an "Access Management Tools" section.

- Select the link to the "Addendum Request" form

Online Grants System

My Home | My Pre-Applications | My Applications | My Quarterly Financial Reports | My Audits

[Back](#)

### CBCF Pre-Application 2014 Menu - Forms

Please complete all required forms below.

Document information: [CBCF-PA-2014-CCCCBCF-00007 \(5\)](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">Eligibility Amount</a>		Kara Peterson 4/17/2013 2:12:55 PM	Kara Peterson 7/16/2013 11:55:44 AM
	<a href="#">Addendum Request (5)</a>			
	<a href="#">Grant Agreement</a>		Cathy Veroni 4/17/2013 4:25:38 PM	

- Scroll down to Section 3 of the form to view the amount BCS has approved as an addendum to your grant.

http://shared.agatesoftware.com/IntelliGrants\_OHOGS/ObjectPage2.aspx?objID=23016&omniID=79151

File Edit View Favorites Tools Help

IntelliGrants - Document Page

PRINT VERSION ADD DATE CHECK GLOBAL ERRORS

BCS will complete this area once you have submitted your Addendum Request.

Amount of Requested Revision Approved:

BCS Notes:

0 of 500

**Section 3: Addendum Modifications**

BCS will complete this area if there are modifications in a grant during the award year.

Amount of Funding to be Modified: \$10,000.00

Explanation for modification in Grant Award

You are receiving an increase in the FY 14 grant. This increase is for a 3.5% cost of living based on your 2013 salary of \$2,800.

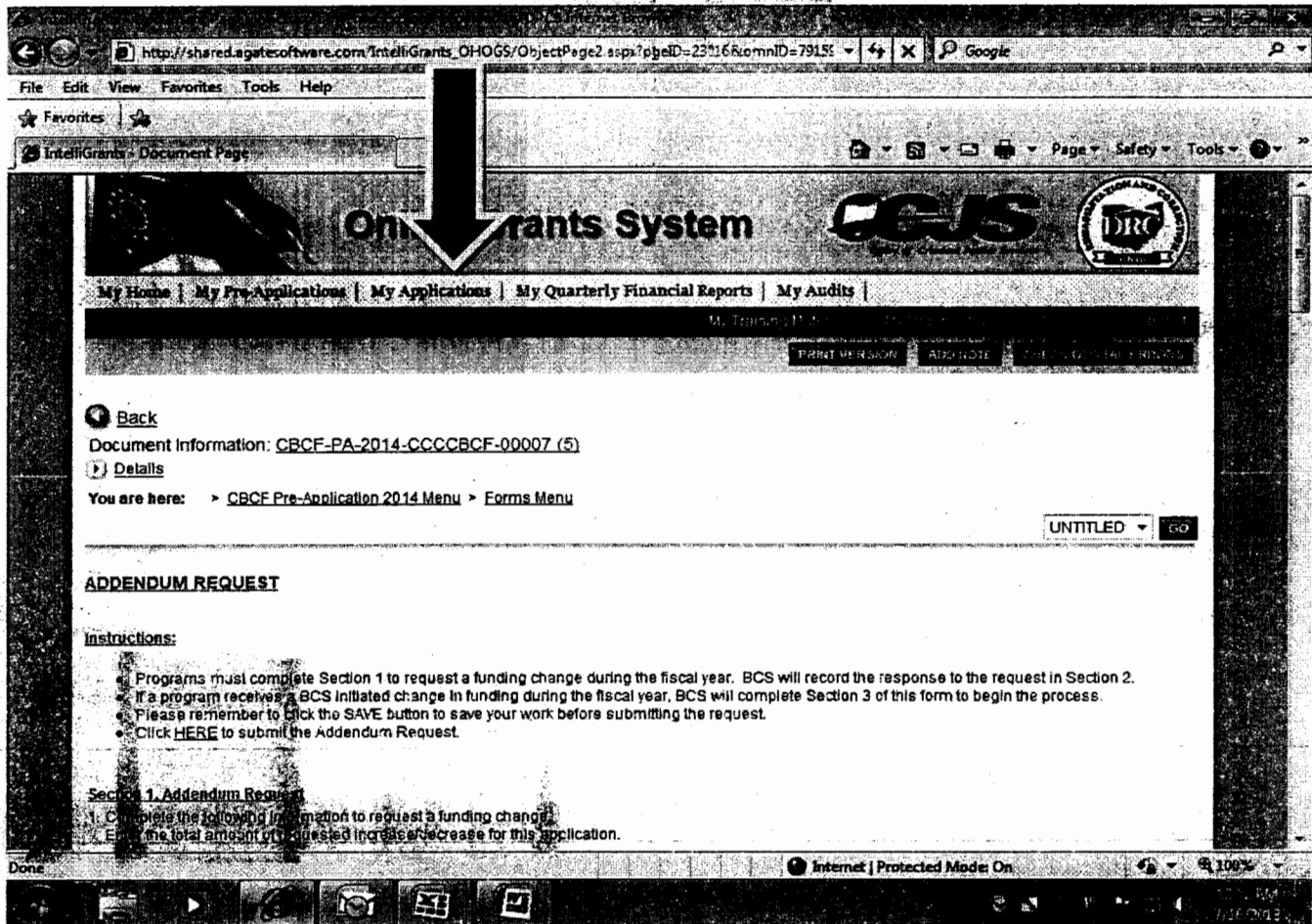
120 of 3000

Explanation for modification in Grant Award

Navigation Links

1/9/10 2:12

- Now that you have the amount of the addendum change, you can navigate to your grant application to make budget modifications.
- Click the link to "My Applications"



http://shared.agatesoftware.com/IntelliGrants\_OHOGS/ObjectPage2.aspx?objID=23116&omniID=79151

File Edit View Favorites Tools Help

IntelliGrants - Document Page

Page Safety Tools

# IntelliGrants System

My Home | My Pre-Applications | My Applications | My Quarterly Financial Reports | My Audits

M. Thompson M. S. Thompson

PRINT VERSION ADD NOTE CANCELLED PRINTS

[Back](#)

Document Information: [CBCF-PA-2014-CCCCBCF-00007 \(5\)](#)

[Details](#)

You are here: > [CBCF Pre-Application 2014 Menu](#) > [Forms Menu](#)

UNTITLED GO

## ADDENDUM REQUEST

**Instructions:**

- Programs must complete Section 1 to request a funding change during the fiscal year. BCS will record the response to the request in Section 2.
- If a program receives a BCS initiated change in funding during the fiscal year, BCS will complete Section 3 of this form to begin the process.
- Please remember to click the SAVE button to save your work before submitting the request.
- Click [HERE](#) to submit the Addendum Request.

**Section 1. Addendum Request**

1. Complete the following information to request a funding change.
  - Enter the total amount of requested increase or decrease for this application.

Done Internet | Protected Mode On 100%

- Click the "Search" button

The screenshot displays the IntelliGrants Online Grants System web application. The browser address bar shows the URL: [http://shared.agatesoftware.com/IntelliGrants\\_CHOGS/Menu\\_Person2.aspx?NavItem1=4&NavItemID1=](http://shared.agatesoftware.com/IntelliGrants_CHOGS/Menu_Person2.aspx?NavItem1=4&NavItemID1=). The page features a navigation menu with links: [My Home](#), [My Pre-Applications](#), [My Quarterly Financial Reports](#), and [My Audits](#). The main content area is titled "My Applications" and includes a search form with the following fields:

- Search Applications
- Applicant:
- Applicant Name:
- Status:
- Year:

Below the search fields are two buttons: **SEARCH** and **CLEAR**. A large black arrow points from the "Search Applications" text down to the **SEARCH** button. At the bottom of the page, there is a "Top of the Page" link, a "Powered by IntelliGrants™" notice, and a copyright notice: "© Copyright 2000-2013 Agate Software, Inc." The browser status bar at the bottom indicates "Internet | Protected Mode On".



- Click the link to your current fiscal year grant application.

The screenshot shows a web browser window displaying the 'Online Grants System' (OGS) interface. The page title is 'My Applications'. Below the title, there is a search section with the following fields:

- Applications Types:
- Applications Name:
- Status:
- Year:

Below the search fields, there are buttons for 'SEARCH' and 'CLEAR'. To the right of the search fields, there is a large black arrow pointing downwards towards the search results table.

Below the search fields, there is a section for 'Export Results to: Screen' and 'Sort by: Select'. Below this, it says 'Number of Results: 1'.

The search results are displayed in a table with the following columns: Document Type, Organization, Name, Current Status, and Year.

Document Type	Organization	Name	Current Status	Year
CCA Domestic Violence Application 2013	Franklin County	DV-App-2013-FRANKCO-2013	Addendum in Process	2013

At the bottom of the page, there is a 'Top of the Page' link and a copyright notice: '© Copyright 2000-2013 Agate Software, Inc.'.

- You will see the status of your application listed as "Addendum in Process".
- Click the "View Forms" button to open your application.

Online Grants System

My Home | My Pre Applications | My Applications | My Quarterly Financial Reports | My Audit

Back

### CCA Domestic Violence Application 2013 Menu

Document Information: **DV-App-2013-FRANKCO-00017**  
 Parent Information: **CCA-PA-2013-FRANKCO-00011**

Details

Info	Document Type	Organization	Role	Current Status	Perfected Date / Data Due
	CCA Domestic Violence Application 2013	Franklin County	Project Director	Addendum in Process	N/A - N/A 04/30/2012 1:00AM EST

**View, Edit and Complete Forms**  
 Select the View Forms button below to view, edit, and complete forms.

**View Forms**

**Change**  
 Select the View Status button below to perform actions such as submitting applications or request modifications.

Access Management Tools



- You may open and modify the budget pages according to the information listed in the addendum request form.
- Once you have completed your budget modifications, click the link to the application to return to the Application menu.

**Online Grants System** **OGS** **DRC**

My Home | My Profile | My Applications | My Quarterly Financial Reports | My Audit | My Grants | My Budget | My Reports | My Settings | My Help

**CCA Domestic Violence Application 2013 Menu - Forms**  
Please complete all required forms below.

Document Information: **DY-App-2013-FRANKCO-00017**  
Parent Information: **CCA-PA-2013-FRANKCO-00017**  
[Details](#)

**Forms**

Action	Page Name	Date	Created By	Last Modified By
	Program Type Selection	4/13/2012 3:55:42 PM	Steve Russell	Franklin PD 4/17/2012 9:30:33 AM
	General Program Description 1	11/5/2012 4:17:57 PM	DRC JA	
	General Program Description 2			
	General Program Description 3a			
	General Program Description 3b	4/25/2012 1:54:33 PM	Franklin PD	Franklin PD 4/26/2012 1:57:10 PM
	General Program Description 4			
	General Program Description 5			

- Scroll down the menu and click the "View Status Options" button.

The screenshot shows the Online Grants System (OGS) interface. At the top, there is a navigation bar with links: My Home, My Applications, My Quarterly Financial Reports, and My Audit. Below this, the main heading is "CCA Domestic Violence Application 2013 Menu".

Document Information: **DV-App-2013-FRANKCO-00017**  
 Parent Information: **CCA-PA-2013-FRANKCO-00011**

Details

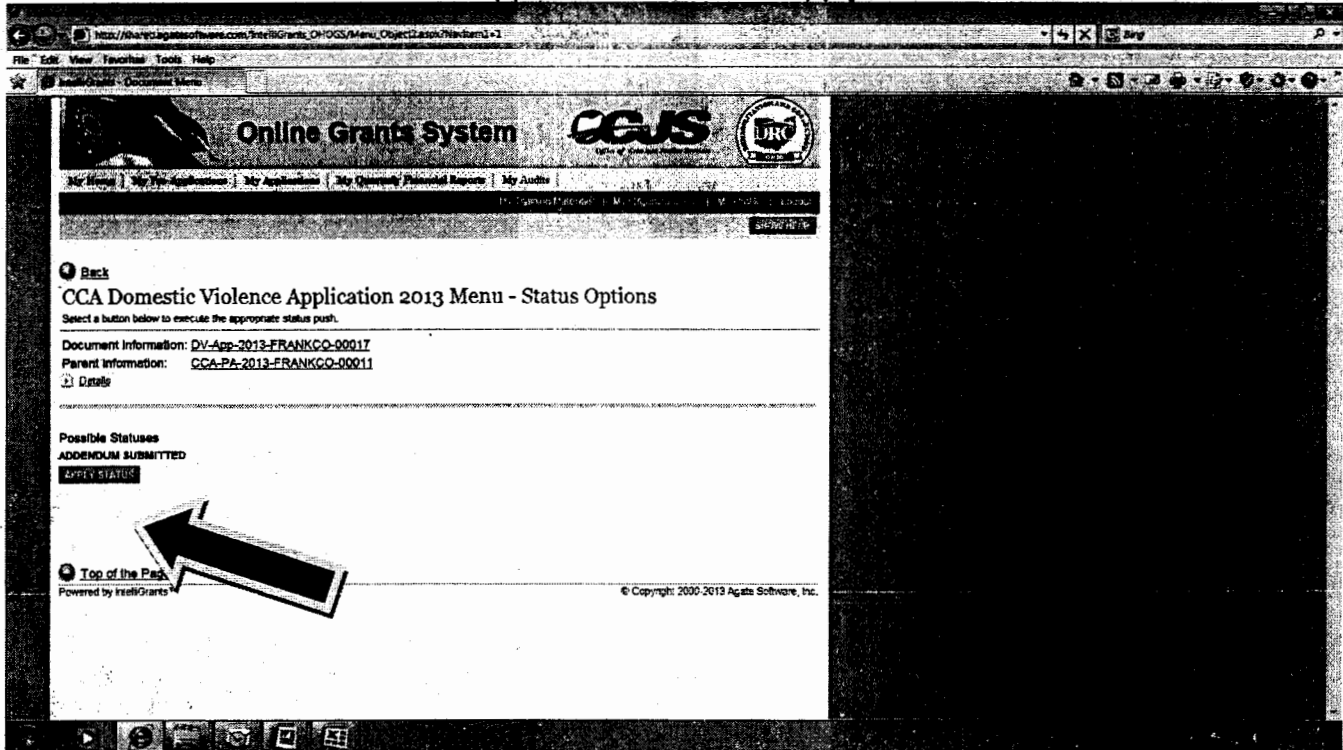
Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
CCA Domestic Violence Application 2013		Franklin County	Project Director	Addendum In Process	I/A - N/A 04/30/2012 1:00AM EST

**View, Edit and Complete Forms**  
 Select the View Forms button below to view, edit, and complete forms.  
[VIEW FORMS](#)

**Change the Status**  
 Select the View Status Options button below to perform actions such as submitting applications or request modifications.  
[VIEW STATUS OPTIONS](#)

A large black arrow points to the "VIEW STATUS OPTIONS" button.

- To submit the modified application, click the "Apply Status" button.



- Intelligrants will email a notification to the Project Director indicating your modified application has been successfully submitted and is under review with BCS grant staff.
- If your application requires modification BCS staff will return it according to the same process as when applications were initially submitted and required changes.
- If no modifications are required or when all modifications have been approved, IntelliGrants will send the Project Director an email notification indicating the addendum is available for signature in the pre-application.
- Navigate to your current fiscal year pre-application and click the link to "CCA Addendum Agreement".

Online Grants System

My Home | My Pre-Applications | My Applications | My Currently Reviewed Reports | My Alerts

Document Information: CCA-PA-2013-FRANKCO-00011

Details

Forms

Form	Page Number	Created By	Last Modified By
Eligible Amount		Steve Russell	10/31/2012 4:35:08 PM
Addendum Request			
CCA Addendum Agreement			
Grant Agreement			
407 Approval Letter			

Top of the Page

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- Click the link to "CCA Addendum Agreement" to download and print a copy of the addendum.
- Obtain the required signatures on the addendum before returning to the pre-application.

**Online Grants System** **CCJS** **DRM**

My Home | My Pre-Application | My Applications | My Quarterly Financial Reports | My Analytics

Document Information: **CCA-PA-2013-FRANKCO-00011**

You are here: > CCA Pre-Application 2013 Menu > Forms Menu

**CCA ADDENDUM AGREEMENT**

Click the link below to download the CCA Addendum Agreement.

After the Addendum Agreement is downloaded, click the link to download the CCA Addendum Agreement to your computer. Then click the below Browse button to upload the signed Addendum Agreement. If it is not the correct document, click ADD to bring up another Browse button for uploading. Click Save to attach the document.

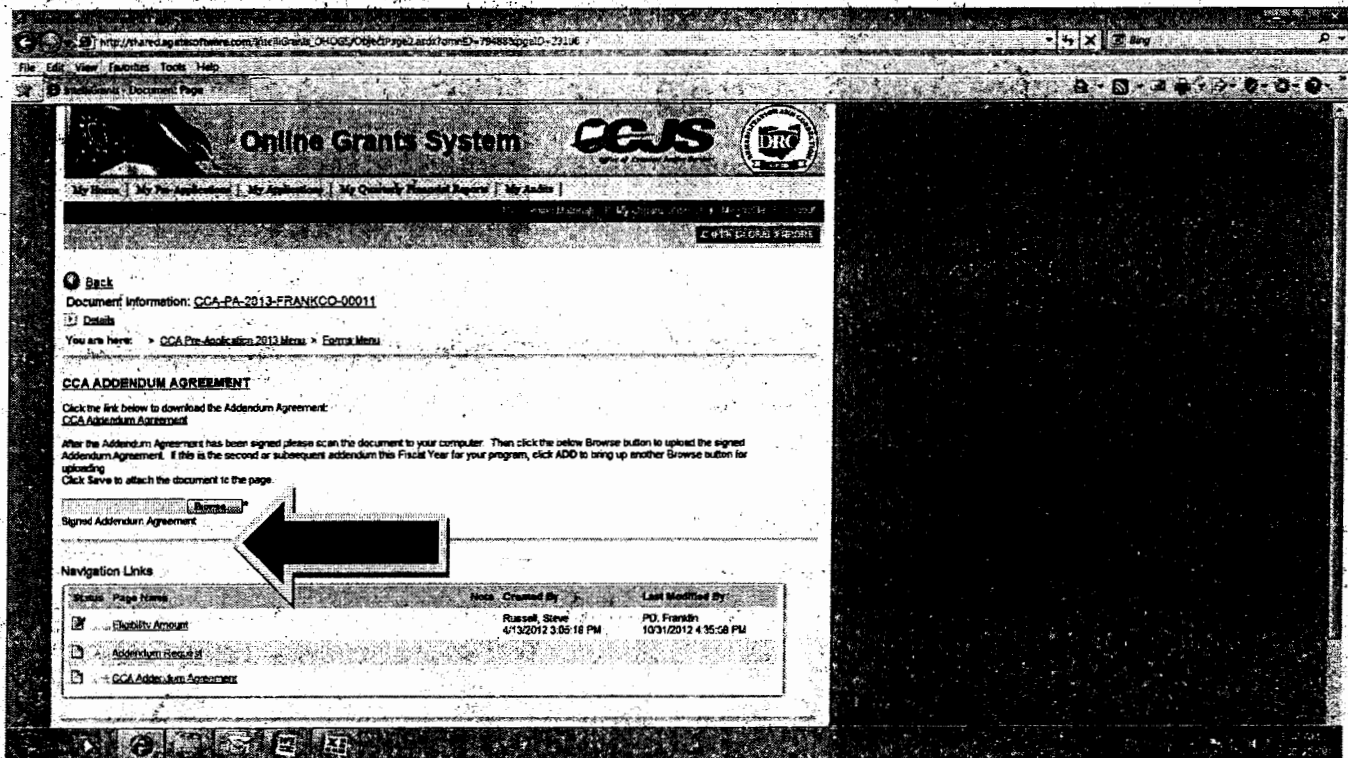
[Browse](#)

Signed Addendum Agreement

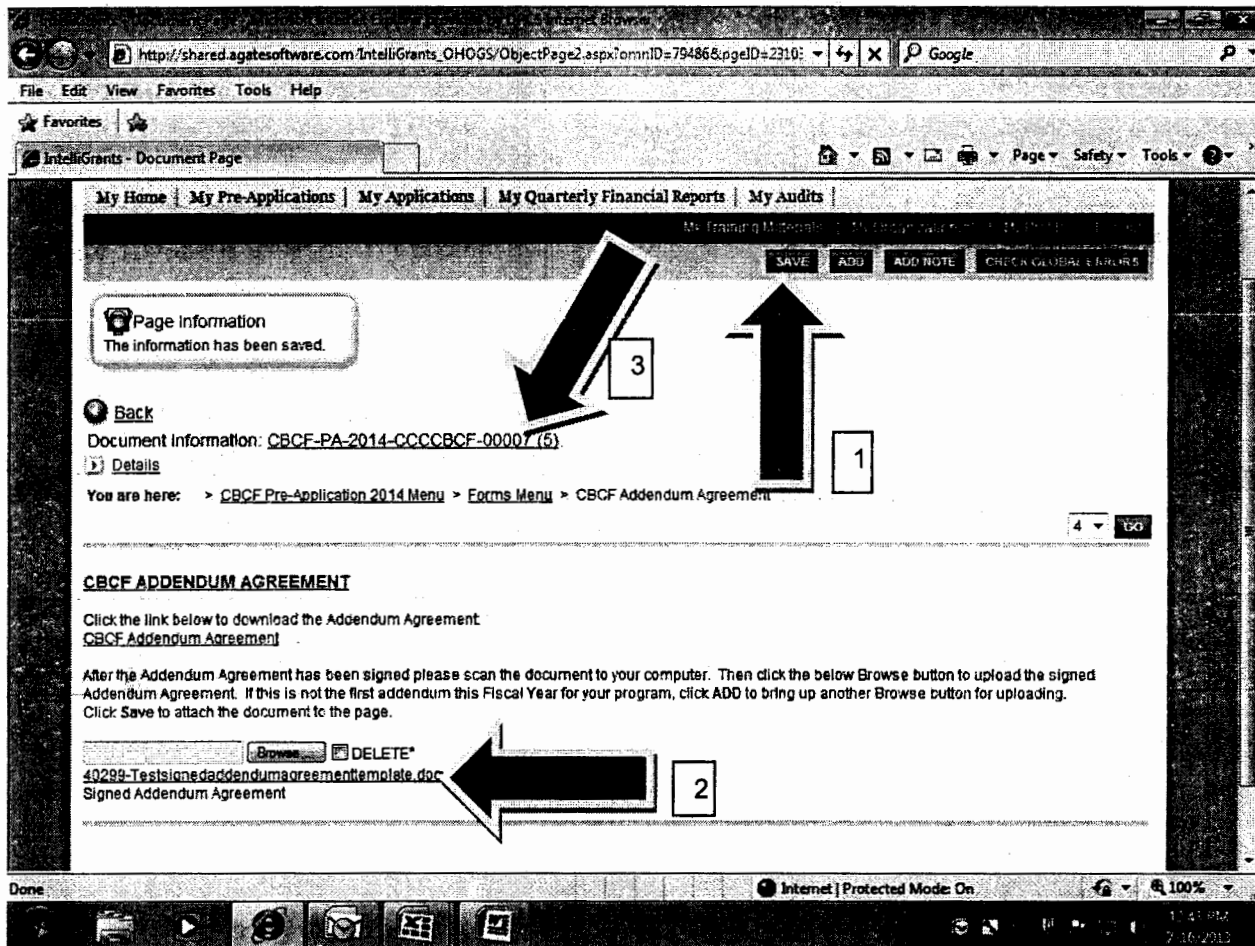
**Navigation Links**

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">Eligibility Amount</a>		Russell, Steve	PD, Franklin
			4/13/2012 3:05:18 PM	10/31/2012 4:35:08 PM
	<a href="#">Addendum Request</a>			
	<a href="#">CCA Addendum Agreement</a>			

- Save a copy of the signed addendum agreement to your computer.
- Navigate to your current fiscal year pre-application and click the link to "CCA Addendum Agreement".
- Click the "Browse" button to search for the signed addendum on your computer.



- Once you have located the signed addendum on your computer, click the "Save" button to upload it to Intelligrants.
- Click the link to the saved addendum to ensure it properly uploaded.
- Click the link to the pre-application document to change the status and submit the signed addendum. If you uploaded the wrong signed document, click the "DELETE" box and click "Save". After deleting the wrong document you can proceed through the above listed steps to locate and upload the correct signed document.



- Click the "View Status Options" button.

Online Grants System

My Menu | My Pre-Applications | My Applications | My Quarterly Financial Reports | My Audit

Document Information: CCA-PA-2013-FRANKCO-00010 (1)

Info	Document Type	Organization	Role	Current Status	Period Dates / Date Due
CCA Pre-Application 2013	Financial Contract	Project Director	Addendum Pending Application Approval	N/A - N/A N/A	

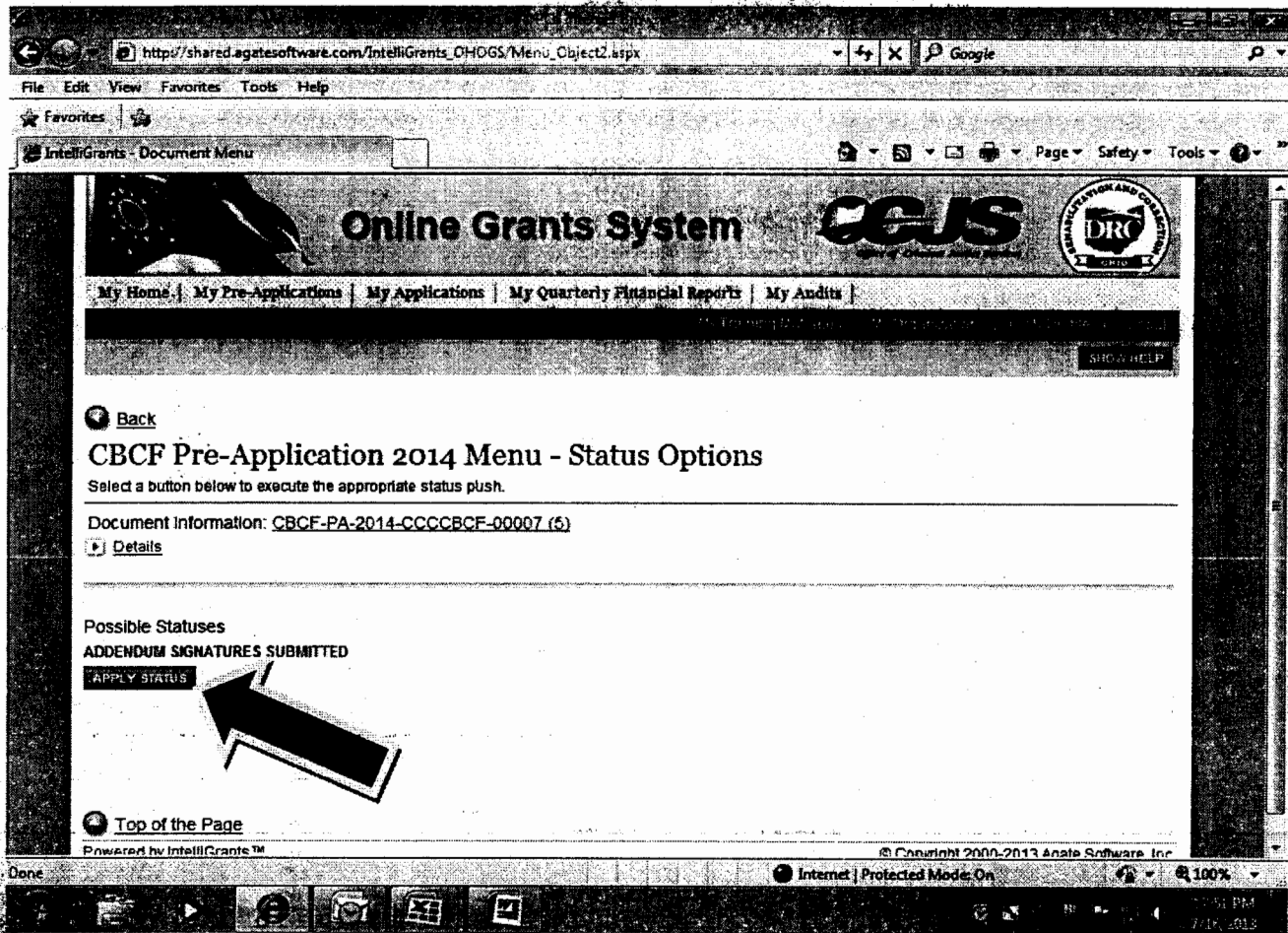
**View, Edit and Complete Forms**  
Select the View Forms button below to view, edit, and complete forms.  
[View Forms](#)

**Change the Status**  
Select the View Status Options button below to perform actions such as submitting applications or request modifications.  
[View Status Options](#)

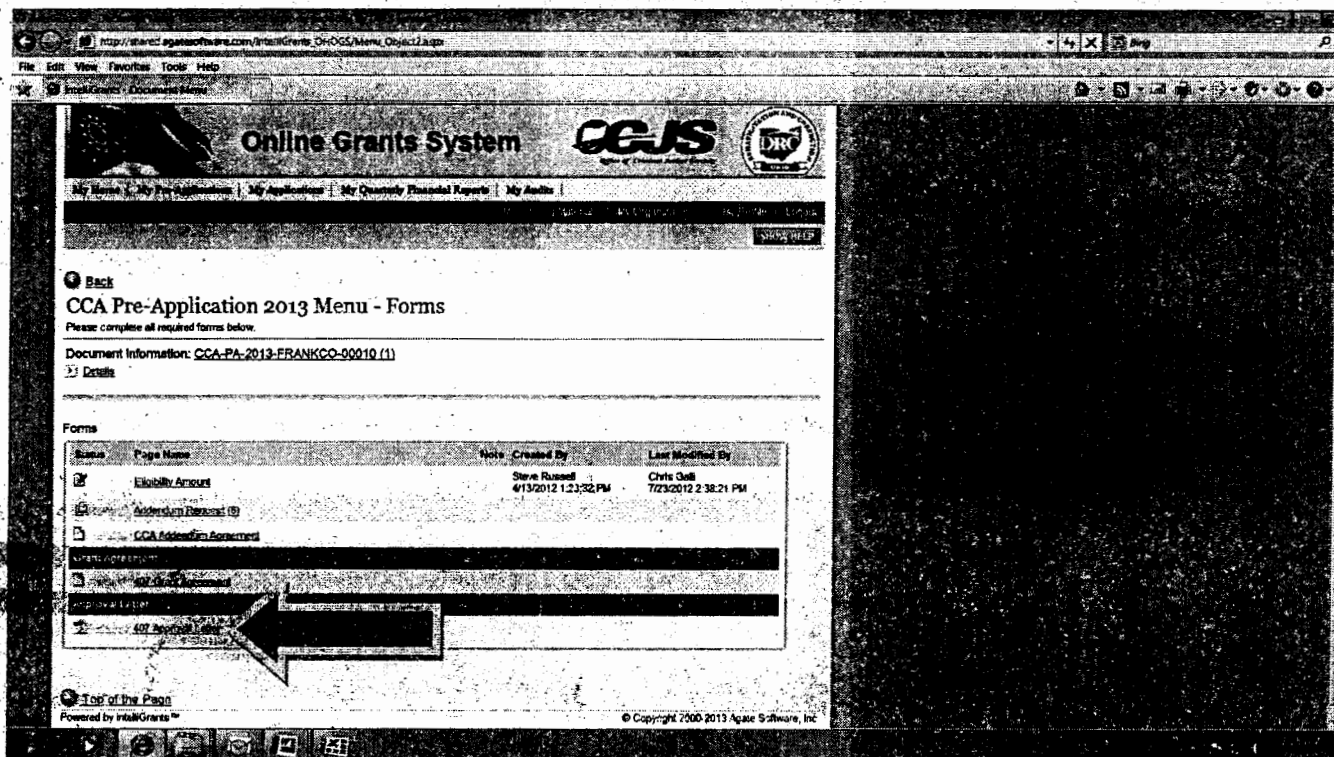
**Access M...**



- Click the "Apply Status" button to submit the signed addendum.



- Once the addendum has been approved in Intelligrants by the BCS Chief and DPCS Deputy Director, the Project Director will receive an email notification indicating the addendum has been approved. A grant addendum approval letter will be created in your current fiscal year pre-application. You may view it, download it or print it, by navigating to your current fiscal year pre-application and clicking the link to "Addendum Approval Letter".



# **I. CCA PROGRAM QUARTERLY FINANCIAL REPORTS**

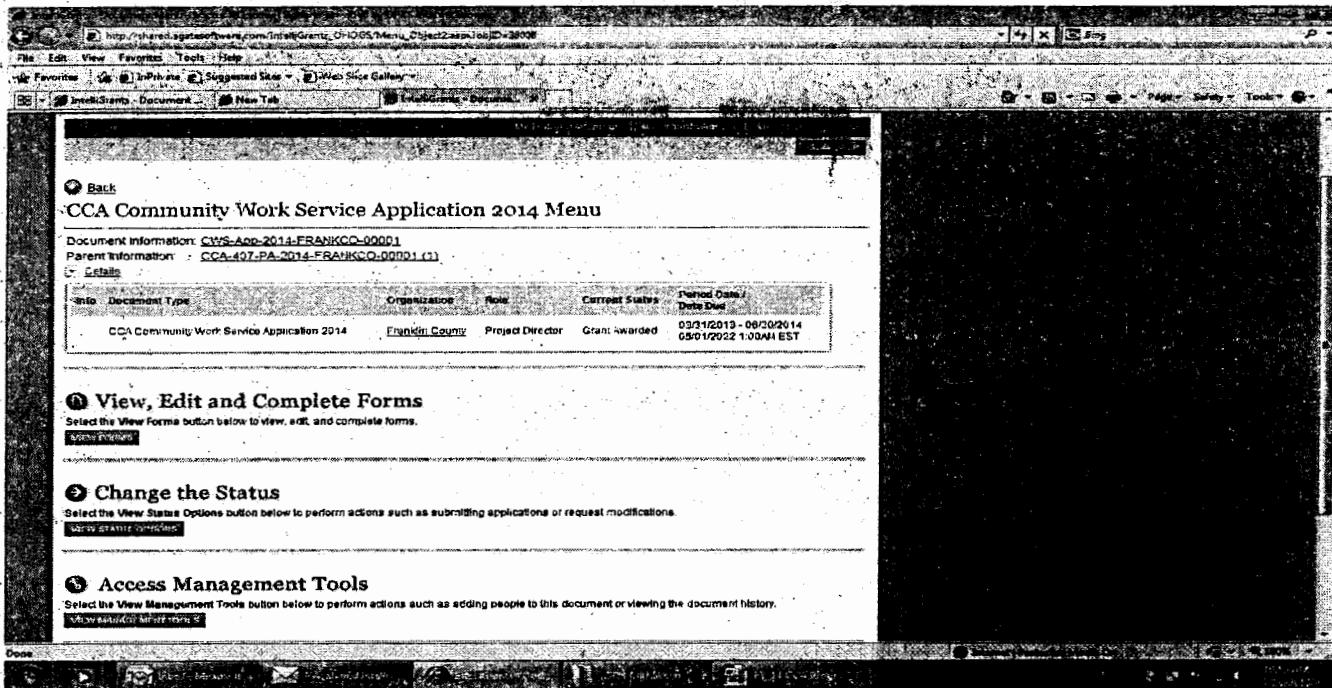
Program Directors or designated person must maintain accurate and legible accounting records in order to prepare financial reports. **All income and expenditures must be supported with documentation** to provide a clear audit trail for every financial transaction. Revenue received from other sources must not be co-mingled with CCA grant funds. Grant funds from DRC should be readily identifiable and audited independently.

## **Quarterly Financial Report**

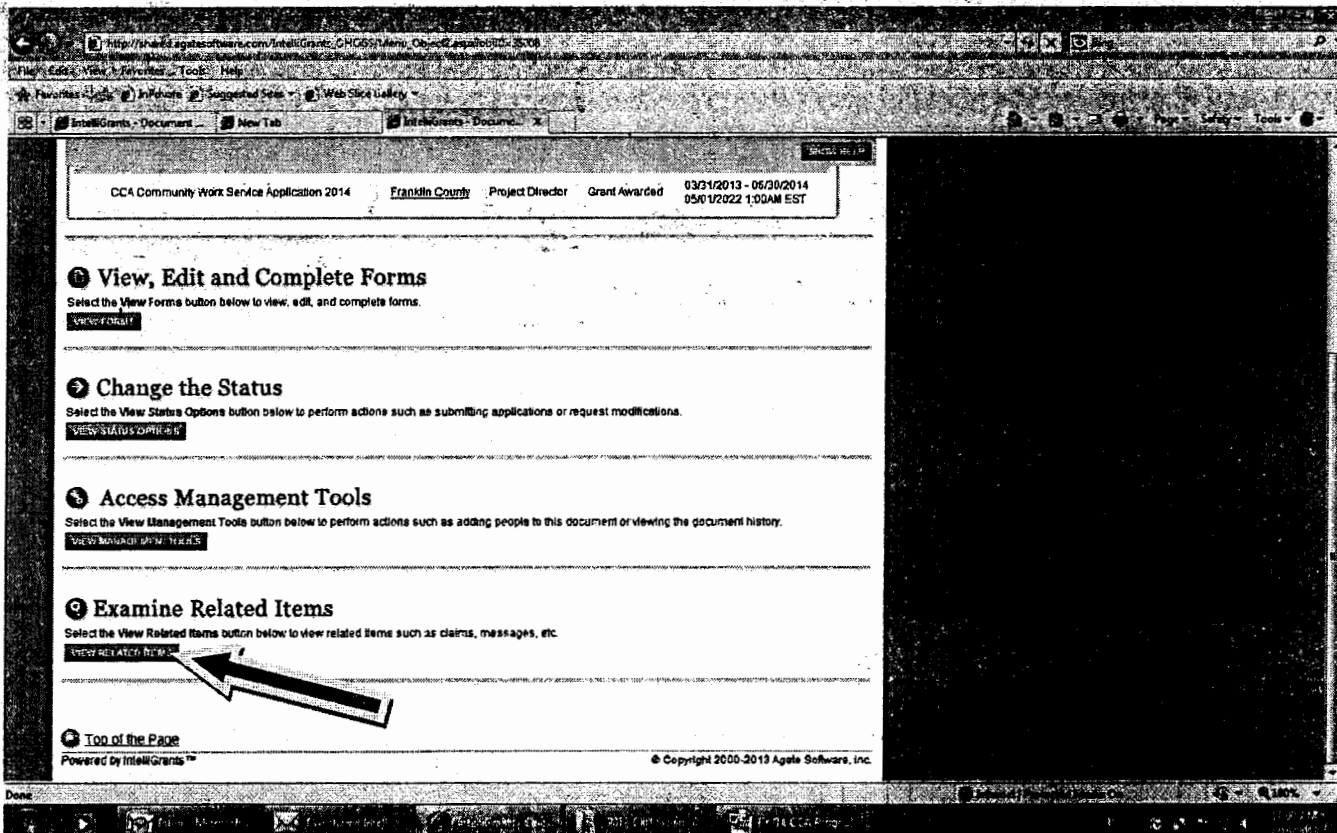
- a. Financial reports must be prepared separately for each CCA funded program.
- b. **Financial Reports must be submitted within 30 days following the end of the quarter via IntelliGrants.** Programs must upload supporting documentation, such as copies of transaction/expense reports and/or county cash reports at the end of each quarter with the financial report.
- c. The fund cash balance of the financial report must be completed each quarter.
  - o Cash balances must be reconciled with the county/city auditor records monthly.
  - o Discrepancies must be researched and errors corrected within the next month.
  - o All differences must be documented and maintained with the financial reports for future audits.
- d. Total grant funds reported in each cost category of the financial reports must equal the amounts reflected in the most recently approved budget.
- e. At the end of the fiscal year after all encumbrances are paid, grantees will submit a final year-end financial report using the year-end reconciliation column in the cash flow section. These reports are due no later than **October 15<sup>th</sup>** of the next fiscal year. (Note: There must be no unpaid obligations or encumbrances on the final report.)

## Initiate a Quarterly Financial Report

- Go to the Application Menu.



- Click Examine Related Items/View Related Items button



- Click Initiate a Quarterly Report, then click "I Agree".

http://shared.sgi.com/.../TotalGrants\_OHOGS/Menu/Object2.aspx?objid=20003

File Edit View Favorites Tools Help

IntelliGrants - Document ... New Tab ... IntelliGrants - Document ...

**Online Grants System** **CCJS** **DRC**

My Home | My Pre-Applications | My Applications | My Quarterly Financial Reports | My Audits

**CCA Community Work Service Application 2014 Menu - Related Items**

The various sections below can link to items that are associated with this document

Document Information: [CWS-App-2014-FRANKCO-00001](#)  
 Parent Information: [CCA-407-PA-2014-FRANKCO-00001 \(1\)](#)  
[Details](#)

**Related Documents**

Sort search results by: -- Select --

Document Type	Name	Current	Created By	Last Modified By
DRC - Quarter 1 Fiscal Report 2014	<a href="#">Initiate a/an DRC - Quarter 1 Fiscal Report 2014</a>			
DRC - Quarter 2 Fiscal Report 2014	<a href="#">Initiate a/an DRC - Quarter 2 Fiscal Report 2014</a>			
DRC - Quarter 3 Fiscal Report 2014	<a href="#">Initiate a/an DRC - Quarter 3 Fiscal Report 2014</a>			
DRC - Quarter 4 Fiscal Report 2014	<a href="#">Initiate a/an DRC - Quarter 4 Fiscal Report 2014</a>			
CCA Pre-Application 2014	<a href="#">CCA-407-PA-2014-FRANKCO-00001</a>	Addendum in Request	07/01/2013 - 06:00/2014 N/A	On this all 4/4/2013 8:08:00 PM Franklin PD 7/12/2013 1:57:34 PM

Done

- Click View, Edit and Complete Forms/View Forms button

http://shared.sgi.com/.../TotalGrants\_OHOGS/Menu/Object2.aspx

File Edit View Favorites Tools Help

IntelliGrants - Document ... New Tab ... IntelliGrants - Document ...

**Online Grants System** **CCJS** **DRC**

My Home | My Pre-Applications | My Applications | My Quarterly Financial Reports | My Audits

**DRC - Quarter 1 Fiscal Report 2014 Menu**

Document Information: [CWS-Qtr1-FR-2014-FRANKCO-00027](#)  
 Parent Information: [CWS-App-2014-FRANKCO-00001](#)  
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	DRC - Quarter 1 Fiscal Report 2014	Franklin County	Project Director	Fiscal Report In Process	07/01/2013 - 09/30/2013 12/31/2023 11:58PM EST

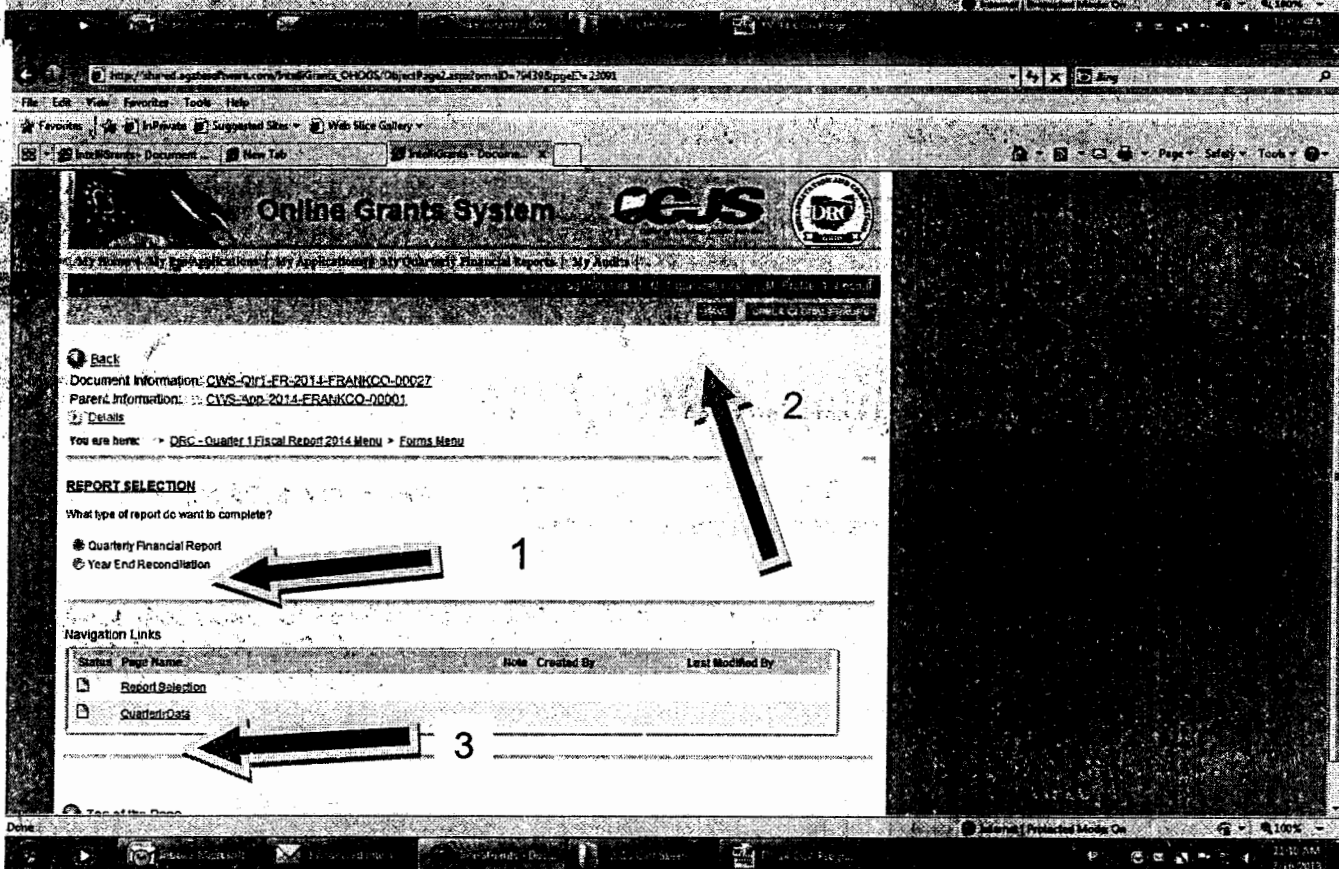
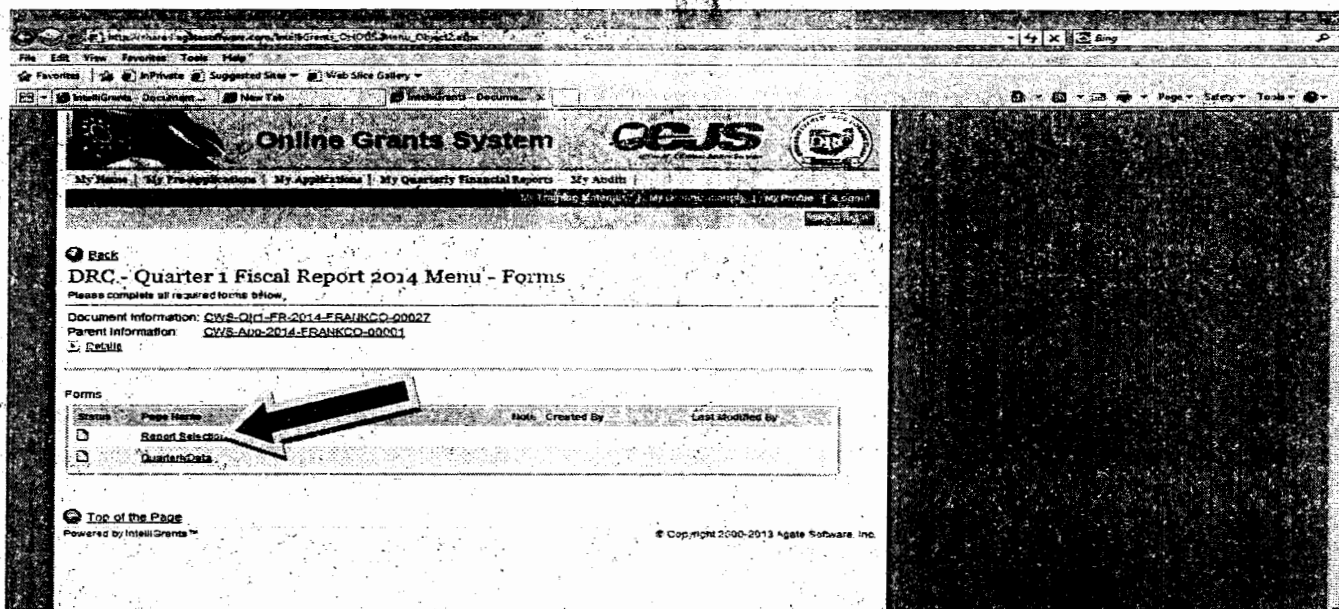
**View, Edit and Complete Forms**  
 Select the View Forms button below to view, edit, and complete forms.

**Change the Status**  
 Select the View Status Options button below to perform actions such as submitting applications or request modifications.

Done

- Click "report selection" link and select the Quarterly Report button. Click the Save button.





- Click the Quarterly Financial Report link to complete the report. **All blue boxes must be completed.** If there is no expense for a required field, enter '0'.

Parent Information: CWS-App-2014-FRANKCO-00001  
 You are here: > CWC - Quarterly Financial Report 2014 Menu > Forms Menu

**QUARTERLY FINANCIAL REPORT**

Please complete this page by clicking the Save button.  
 Required fields are marked with a \*.  
 The Blue cells are required fields. You must enter a "0" if you do not have a value to enter.  
 Once you have SAVED your Report, click [HERE](#) to submit it.

Application Identifier: CWS-App-2014-FRANKCO-00001  
 Pre-Application Identifier: CCA-407-PA-2014-FRANKCO-00001

Personnel Costs	\$45,825		\$0.00	\$0.00
General Operating Costs	\$4,610		\$0.00	\$0.00
Program Expenses	\$1,074		\$0.00	\$0.00
Equipment	\$300		\$0.00	\$0.00
<b>Total Costs</b>	<b>\$52,809</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Total Cash Balance at Beginning of Qtr</b>		\$0.00
Cash Reserve Beginning of Qtr		
Unspent Funds Prior Yr		
Current year grant dollars unspent		\$0.00

- Instructions: Cost Category Reporting Section.**
- Total Grant Funds Approved:** The "Total Grant Funds Approved" will auto-populate in the respective category from the most recent approved budget.
- Expenditures This Quarter:** Enter the current quarter's actual expenditures for each cost category from the program's fiscal records after reconciliation with the County/City Auditor's records. Supporting documentation must be submitted and should include copies of transaction reports and county/city cash reports.
- Expenditure Year-to-Date:** Year-to-Date Expenditures will auto-populate to this category based upon approved quarterly financial reports for the current fiscal year.
- Remaining Balance Year-to-Date:** The Remaining Balance Year-to-Date will auto-populate to this category based upon the most recent approved budget and the total Expenditures Year-to-Date.
- Unpaid Obligations/Encumbrances:** Enter the amount of expenditures **obligated in the 4<sup>th</sup> quarter** that are currently obligated by encumbrances and projected salary expenses for the remainder of the fiscal year for each cost category. Do not copy the total from the "Remaining Balance Year-to-Date".

**Instructions: Quarterly Cash Flow Reporting Section:**

http://hared.agathosoft.com/InfoGrants/CH055/ObjectPage.aspx?omnid=7948356;id=13565

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InfoGrants - Login InfoGrants - Suggested Sites Web Site Gallery

InfoGrants - Document F InfoGrants - Documents

Page Safety Tools

Total Cash Balance at Beginning of Qtr			\$0.00
Cash Reserve Beginning of Qtr			
Unspent Funds Prior Yrs			
Current year grant dollars unspent		\$0.00	
Receipts this Qtr			\$13,898.75
Receipt Adjustment			
Total Receipts this Quarter			\$0.00
Expenditures this Qtr			\$0.00
Cash Reserve Payment			
Unspent Funds Payment			
Total Cash Balance End of Qtr			\$0.00

\*The section in green above is for informational purposes only, the number does not affect the cash balance totals.

Please submit copies of transaction reports and county cash reports as required by the grant fiscal guidelines.

Supporting documentation

Receipt Adjustment Justification

0 of 3000

- **Total Cash Balance at the Beginning of Quarter:** The "Total Cash Balance at Beginning of Quarter" will auto-populate based upon the amount of the "Total Cash Balance End of Quarter" from the preceding quarter. **For the first quarter of the fiscal year, the cash balance will be based upon the previous fiscal year-end report.** The total of the amount of Cash Reserve to be Retained plus the amount owed back to the State for Unspent Funds.
- **Cash Reserve Beginning of Quarter:** This amount will auto-populate based on the previous fiscal year-end report, the amount of cash reserve to be retained for next fiscal year.
- **Unspent Funds:** This amount will auto-populate based on the previous fiscal year-end report, the balance to be returned to the state.
- **Receipts This Quarter:** Enter the actual amount of funding received for the quarter. (New: FY18/19)



- **Receipt Adjustment / Justification:** This field is to be used if the program received an addendum increasing/decreasing the grant award total during the quarter, but the amount of the quarterly payment received was not adjusted accordingly during the quarter. Enter the difference between the amount shown in the "Receipts this Quarter" field and the actual amount of funds received by the program during the quarter. Justification for the increase/decrease must be provided in the "Receipt Adjustment Justification" box. If no grant addendum was received during the quarter, enter "0" in the field.
- **Expenditures This Quarter:** The "Expenditures This Quarter" will auto-populate based upon the expenditures entered by the program.
- **Cash Reserve Payment:** If the program returns any of the cash reserve to the State, the amount must be entered as "Cash Reserve Payment".
- **Unspent Fund Payment:** Enter the amount of any unspent funds returned from the previous fiscal year.
- **Total Cash Balance End of Quarter:** The "Total Cash Balance End of Quarter" will auto-populate based on receipts, expenditures and payments.
- **Current Year Grant Dollars Unspent:** The "Current Year Grant Dollars Unspent" will auto-populate based upon the balance of grant funds remaining from previous quarterly payments received within the current fiscal year.

The Project Director or authorized official must review and submit the Quarterly Financial Report. This serves a dual purpose of attesting to the report's accuracy and informing the Project Director of the program's financial status.

**Online Grants System**

My Home | My Pre-Applications | My Applications | My Quarterly Financial Reports | My Audits

Document Information: CWS-001-FR-2014-FRANKCO-00027  
Parent Information: CWS-APP-2014-FRANKCO-00001 (1)

You are here: > DRC - Quarter 1 Fiscal Report 2014 Menu > Forms Menu

**QUARTERLY FINANCIAL REPORT**

Please complete this page by clicking the Save button.  
Required fields are marked with a \*  
The Blue cells are required fields. You must enter a value. If you do not have a value to enter, Once you have SAVED your Report, click HERE to submit it.

Application Identifier: CWS-APP-2014-FRANKCO-00001  
Pre-Application Identifier: CCA-407-PA-2014-FRANKCO-00001

Personnel Costs	\$45,825	\$0.00	\$0.00	\$0.00
General Operating Costs	\$4,610	\$0.00	\$0.00	\$0.00
Program Expenses	\$1,874	\$0.00	\$0.00	\$0.00
Equipment	\$300	\$0.00	\$0.00	\$0.00

**Instructions: Year-End Reconciliation:**

- Total Cash Balance Beginning of Year: The "Total Cash Balance Beginning of Fiscal Year" will auto-populate.
- Receipts This Year: The "Receipts this Year" will auto-populate.
- Expenditures This Year: The "Expenditures this Year" will auto-populate.
  - Cash Reserve Payment: The "Cash Reserve Payment" will auto-populate.
  - Unspent Fund Payment: The "Unspent Fund Payment" will auto-populate.
- Total Cash Paid Out: The "Total Cash Paid Out" will auto-populate.
- Cash Balance End of Fiscal Year: The "Cash Balance End of Fiscal Year" will auto-populate.
- Cash Balance to be Retained for Next Fiscal Year: Enter the amount of unspent funds to be held as cash reserve for the next fiscal year. This amount cannot exceed 1/12 of the total grant award.
- Balance to be Returned to the State: The "Balance to be Returned to State" will auto-populate. An invoice will be generated for the balance to be returned to the state. **Checks must be made payable to the Treasurer, State of Ohio and mailed to: Ohio Department of Rehabilitation and Correction. Attention: Bureau of Community Sanctions, 770 West Broad Street, Columbus, Ohio 43222**

## Upload supporting documentation

- Programs must upload supporting documentation that is labeled by expense category, such as copies of transaction reports and/or county cash reports at the end of each quarter with the financial report. This is important so that BCS can verify the reported expenditures.
- Click Browse and upload the applicable documentation for the supporting documentation. Click the save button

http://shared.sage.com/IntelliGrants\_OH035/ObjectPage.aspx?omniId=79423&pgid=23066&pgtitle=40414&Save=1

File Edit View Favorites Tools Help

IntelliGrants - Document P... Breaking News & Top Stor... IntelliGrants - Docume... X

	SAVE	PRINT VERSION	ADD FUND	GREEN GLOBAL FUNDING
Receipts this Quarter				\$2,157.40
Receipt Adjustment				
Total Receipts this Quarter				\$2,157.40
Total Cash This Quarter				\$2,157.40
Expenditures this Quarter				\$0
Cash Reserve Payment				
Unspent Funds Payment				
Total Cash Balance End of Quarter				\$2,157.40
Current Year Grant Dollars Unspent				\$2,157.40

\*The section in green above is for informational purposes only, the number does not affect the cash balance totals.

Please submit copies of transaction reports and county cash reports as required by the grant fiscal guidelines.

Supporting documentation

Supporting documentation

Receipt Adjustment Justification

8 of 3000

Internet Explorer 6.0

- Click Here to submit the report for BCS review.

http://shared.grantssoftware.com/IntelliGrants/OnlineGrants/OnlineGrants.aspx?formID=79403&arg=474-3394

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IntelliGrants - Login IntelliGrants - Suggested Sites Web Site Gallery

IntelliGrants - Document P... IntelliGrants - Document X

Page Safety Tools

## Online Grants System

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Document Management System

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Document Information: CWS-Qtr1-FR-2014-FRANKCO-00027

Parent Information: CWS-App-2014-FRANKCO-00001 (1)

Details

You are here: > DRC - Quarterly Financial Report 2014 Menu > Forms Menu

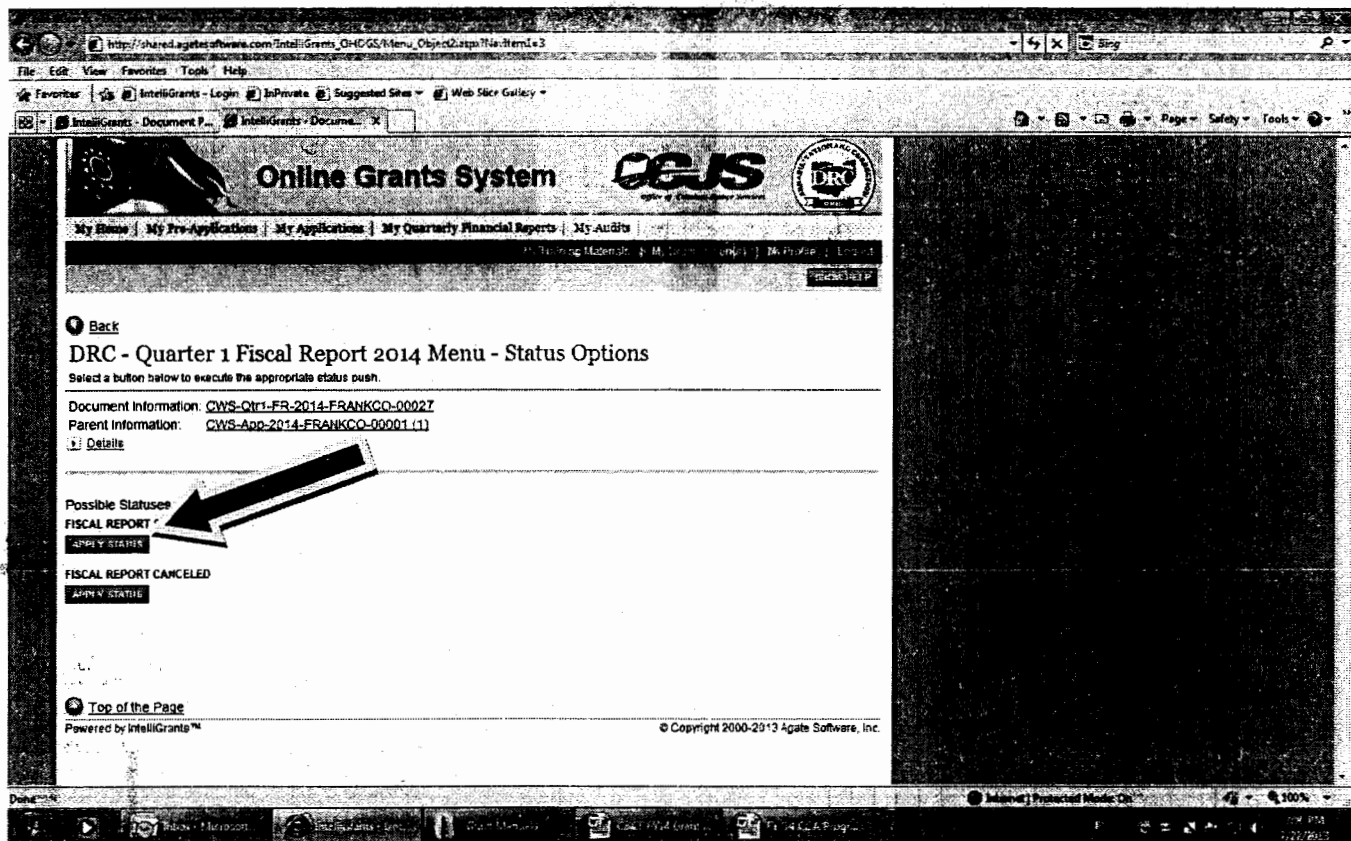
### QUARTERLY FINANCIAL REPORT

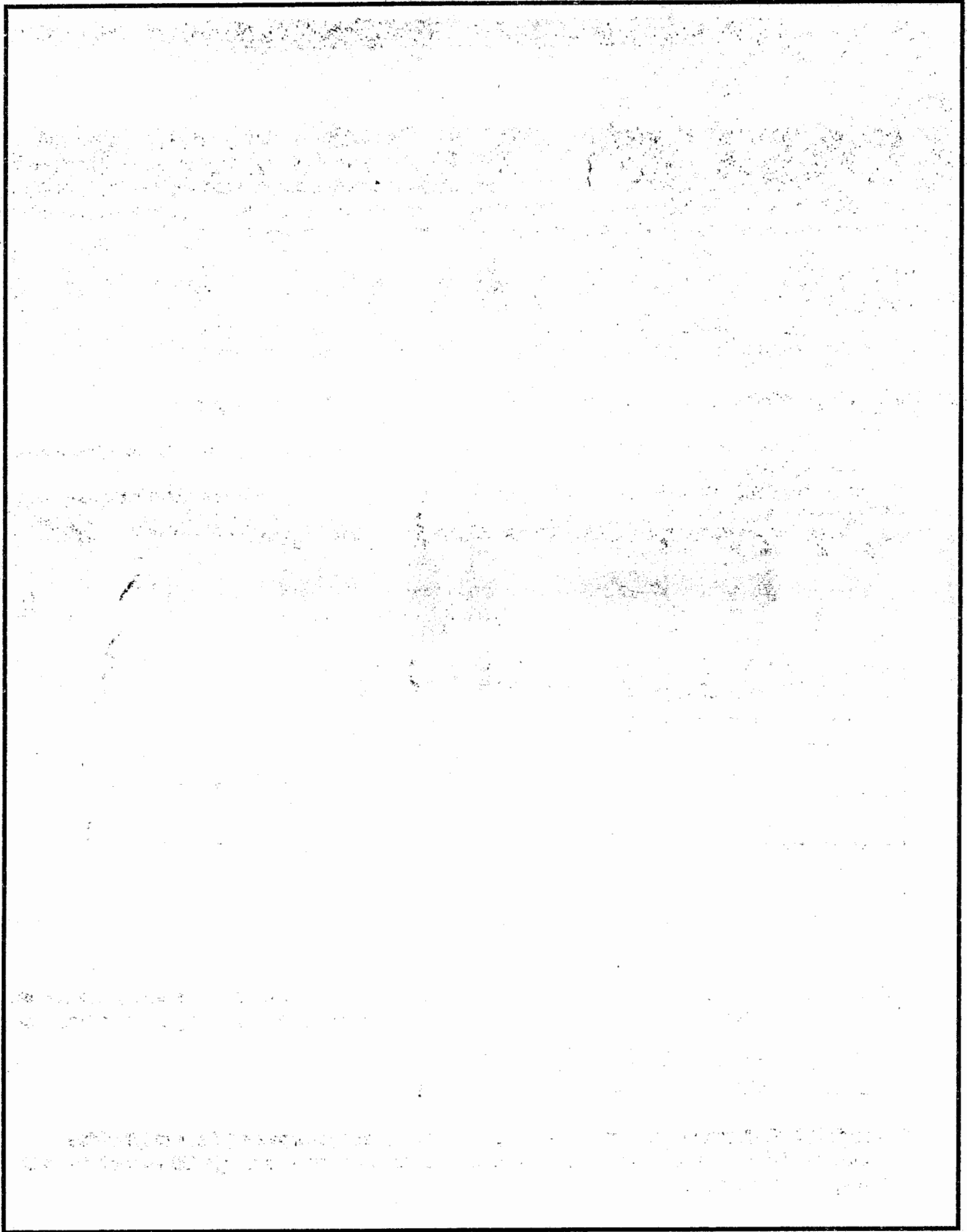
Please complete this page by clicking the Save button.  
Required fields are marked with a \*.  
The Blue cells are required fields. You must \* if you do not have a value to enter.  
Once you have SAVED your Report, click [HERE](#) to submit it.

Application Identifier: CWS-App-2014-FRANKCO-00001  
Pre-Application Identifier: CCA-407-PA-2014-FRANKCO-00001

Personnel Costs	\$45,826	\$0.00	\$0.00	\$0.00
General Operating Costs	\$4,810	\$0.00	\$0.00	\$0.00
Program Expenses	\$1,874	\$0.00	\$0.00	\$0.00
Equipment	\$306	\$0.00	\$0.00	\$0.00

- Click Apply Status to the Fiscal Report Submitted link to complete the process.





## **J. PERFORMANCE REPORTS**

1. BCS will be tracking Grantee performance for a 21-month performance review period. A total of four (4) performance reports shall be completed by the Grantee according to the below schedule which indicate the Grantee's performance of Program Services specific to established outcome goals. The Grantee's level of achievement of those goals at the end of each performance period is a factor in determining if the Grantor will renew this Agreement in the next grant cycle.

- a. Period One – July 1, 2017 to December 31, 2017 Due Date – January 31, 2018
- b. Period Two – January 1, 2018 to June 30, 2018 Due Date – July 31, 2018
- c. Period Three-July 1, 2018 to December 31, 2018 Due Date – January 31, 2019
- d. Period Four – January 1, 2019 to March 31, 2019 Due Date – April 30, 2019

1. Data from the review period will be utilized to measure the following outcome goals:

- a. Outcome Goal 1-Rate of successful program completion: (This measure will be entered by Grantee)  
Grantees shall maintain a minimum successful completion rate established for their grant type. (ISP, SP, EM, PT, JCM, CWS, DR, DV, NSTP, NS, PD, WR, or Sheriff's Office).

Program Type	Corresponding Success Rate
Community Work Service	55%
Day Reporting	50%
Domestic Violence	50%
Electronic Monitoring-407	50%
Electronic Monitoring-408	65%
Intensive Supervision Probation	50%
Jail Case Management	50%
Non-Supervisory Treatment Program	60%
Non-Support	50%
Pre-Trial	60%
Prosecutorial Diversion-407	50%
Prosecutorial Diversion-408	60%
Sheriff's Program	N/A
Standard Probation	50%
Work Release	70%

- b. Outcome Goal 2-Compliance rate for diversion target: (This measure will be entered by Grantee)  
Grantees shall achieve at least 95% of the diversion target established by their grant application.
- c. Outcome Goal 3-Compliance rate with BCS Performance Standards: (This measure will be completed by BCS Program Review Analyst).
  1. Recidivism Reduction Programs shall achieve minimum compliance on 17 out of 29 of the applicable BCS program standards (BCS standards number 1 through 30 except for #15) during the grant period.

2. Incarceration Reduction Programs shall achieve minimum compliance with an aggregate total of 13 out of 16 of BCS program standards during two program reviews during the grant period.

2. The Grantee shall enter performance data for Outcome Goals 1 and 2:

a. Goal 1:

Grantee shall enter the Bi-Annual Total Number of Offenders Terminated, and The Bi-Annual Number of Offenders Terminated Successfully.

b. Goal 2:

Grantee shall enter the Projected Number of Diversions for the Bi-Annual Period, and the Actual Number of Diversions for the Bi-Annual Period.

c. Goal 3:

BCS Program Review Analyst shall enter the Number of BCS Standards that Meet Minimum Compliance.



3. To initiate a Performance Report:

Access your applications by : Entering the Year and hit the "Search" button

The screenshot displays the 'Online Grants System' (OGS) interface. At the top, there is a navigation bar with links: 'My Home', 'My Pre-Applications', 'My Performance Reports', 'My Quarterly Financial Reports', and 'My Program Reviews'. Below this, the 'My Applications' section is visible, featuring a search form. The search form includes fields for 'Applications Types' (a dropdown menu), 'Applications Name' (a text input field), 'Status' (a dropdown menu), and 'Year' (a dropdown menu currently set to '2018'). A large black arrow points to the 'Year' dropdown menu. Below the search form, there are links for 'My Home' and 'My Pre-Applications'. At the bottom of the page, it says 'Powered by InletGrants™' and '© Copyright 2000-2018 Agile Software, Inc.'.

Select Appropriate Application link.

My Home | My Pre-Applications | **My Applications** | My Performance Reports | My Quarterly Financial Reports | My Program Reviews

My Chain Reimbursements

Back

## My Applications

Use the search functionality below to find a specific Application.

Search Applications

Applications Types:

Applications Name:

Status:

Year:

Export Results to:  Sort by:  100

Number of Results: 3

Document Type	Organization	Name	Current Status	Year
CCA Standard Probation Application 2018	Marietta Municipal Court Adult Probation Department	408 SP 2018 App - MariettaMunAPP-00137	Add	
Jessie Reinvestment Incentive Grant 2018	Marietta Municipal Court	JRIG-2018-Marietta Municipal Court-00075	Grant Awarded	2018
Probation Improvement and Incentive Grant 2018	Marietta Municipal Court	PIG-2018-Marietta Municipal Court-00045 (4)	Grant Awarded	2018

1

Top of the Page

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Select the "View Related Items" button under the Examine Related Items Option

The screenshot shows a web application interface with a browser window at the top. The address bar displays a URL starting with 'http://www.cajoy.com'. The page content includes document information, a table with document details, and several action sections. A large black arrow points to the 'VIEW RELATED ITEMS' button under the 'Examine Related Items' section.

Document Information: 408-SP-2018-App-MariettaMuniAPD-00137  
Parent Information: CCA-408-PA-2018-MariettaMuniAPD-00120 (1)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CCA Standard Probation Application 2018	Marietta Municipal Court Adult Probation Department	Project Director	Addendum Pending Pre App Approval	05/28/2017 - 06/30/2019 06/30/2019 11:59PM EST

**1 View, Edit and Complete Forms**  
Select the **View Forms** button below to view, edit, and complete forms.  
[VIEW FORMS](#)

**2 Change the Status**  
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.  
[VIEW STATUS OPTIONS](#)

**3 Access Management Tools**  
Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.  
[VIEW MANAGEMENT TOOLS](#)

**4 Examine Related Items**  
Select the **View Related Items** button below to view related items such as claims, messages, etc.  
[VIEW RELATED ITEMS](#)

[Top of the Page](#)

Select the "Initiate a CCA Performance Report" link.

**Online Grants System** **OGS**

My Home | My Pre-Applications | My Applications | My Performance Reports | My Quarterly Financial Reports | My Program Reviews | My Claim Reimbursements

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### CCA Standard Probation Application 2018 Menu - Related Items

The various sections below can link to items that are associated with this document.

Document Information: [408-SP-2018-App-BryanMuniAPD-00062 \(3\)](#)  
 Parent Information: [CCA-408-PA-2018-BryanMuniAPD-00060 \(1\)](#)  
[Details](#)

**Related Documents**

Sort search results by:  Filter by Document Type:

Document Type	Name	Created By	Last Modified By
CCA Performance Report	<a href="#">Initiate a CCA Performance Report</a>		
URC - Quarter 1 Fiscal Report 2018	<a href="#">408-SP-Q1-FR-2018-BryanMuniAPD-00039</a>	Fiscal Report Approved 11/17/2017 11:59PM	Laune Rode 10/19/2017 10:33:08 AM
CCA Pre-Application 2018	<a href="#">CCA-408-PA-2018-BryanMuniAPD-00060</a>	Agreement Awarded 05/19/2017 11:58PM	Mr. Clayton Foor 5/16/2017 1:49:51 PM

**Related Messages**

Sort search results by:

Priority	Sender	Subject	Date/Time	Status
----------	--------	---------	-----------	--------

Select the "I Agree" button.

The screenshot shows a web browser window with the URL <http://www.ogisgrants.com/Default.aspx?PageID=1&ModuleID=1123&ScreenID=1>. The page header includes the "Online Grants System" logo, the "OGS" logo, and the "DRC" logo. Below the header is a navigation menu with links: "My Home", "My Pre-Applications", "My Applications", "My Performance Reports", "My Quarterly Financial Reports", "My Program Reviews", and "My Claim Reimbursements". A "SIGN HELP" button is located in the top right corner of the header area.

The main content area is titled "Agreement" and contains the text "Please make a selection below to continue." Below this text is a question: "Are you sure you want to initiate a CGA Performance Report?". There are two buttons: "I AGREE" and "I DO NOT AGREE". A large black arrow points to the "I AGREE" button.

At the bottom of the page, it says "Powered by IntelliGrants™" on the left and "© Copyright 2000-2018 Agile Software, Inc." on the right.

Select the "View Forms" button under View, Edit and Complete Forms Option

**Online Grants System** **OGS**

My Home | My Pre-Applications | My Applications | My Performance Reports | My Quarterly Financial Reports | My Program Reviews

My Chain Reimbursements

Document Information: 2018-CPR-BryanMuniAPD-00021  
Parent Information: 408-SP-2018-App-BryanMuniAPD-00062 (3)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CCA Performance Report 1	Bryan Municipal Court Adult Probation Department	Project Director	Performance Report in Process	07/01/2017 - 12/31/2017 03/02/2018 11:58PM EST

**View, Edit and Complete Forms**  
Select the View Forms button below to view, edit, and complete forms.  
**VIEW FORMS**

**Change the Status**  
Select the View Status Options button below to perform actions such as submitting applications or request modifications.  
**VIEW STATUS OPTIONS**

**Access Management Tools**  
Select the View Management Tools button below to perform actions such as adding people to this document or viewing the document history.

Select "FY18 CCA Performance Report" link.

**Online Grants System** **OGS**

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### CCA Performance Report 1 Menu - Forms

Please complete all required forms below.

Document Information: 2018-CPR-BryanMuniAPD-00021  
Parent Information: 408-SP-2018-App-BryanMuniAPD-00062 (3)  
[Details](#)

**Forms**

Status	Page Name	How Created By	Last Modified By
	Recidivism Reduction Goals: 128.0		
	<a href="#">FY18 CCA Performance Report</a>	Kim Nussaman	2/27/2018 11:05:35 AM

[Top of the Page](#)

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To complete the Performance Report:

- Enter the beginning and end dates for the quarter that just concluded for which you are reporting data.
- Enter the Bi-Annual Total Number of Offenders Terminated and the Bi-Annual Total Number of Offenders Terminated Successfully. (Goal #1)
- Enter the Actual Number of Diversions for the Bi-Annual Period. (Goal 2)
- BCS will enter (Goal #3) at the end of the performance period April 30, 2019.
- Hit SAVE

http://www.inetgrants.com/ObjectPage.aspx?module=INetGrants&id=3638

SAVE PRINT VERSION ACCOUNTS THE XTCOURT FILES

You are here: > CCA Performance Report 1 Menu > Forms Menu > Recidivism Reduction Quarter 1 2 & 3

### FY18 CCA PERFORMANCE REPORT

Please complete this page and click SAVE. Fields will populate with information and any errors will be noted at this point. Required fields are marked with a \*

Program Quarterly Performance Report: Please provide the data for each program in the Quarterly Data section provided. Please indicate if the program is (1) On track, (2) Exceeding or (3) Under Achieving for the Quarter.

Reporting Period Begin Date: [ ] End Date: [ ]

Maintain a minimum success rate of 50% or above. [ ] 100%

Achieve at least 95% of 140. [ ] 0.00%

Achieve a minimum compliance of 17 out of 28 of the applicable BCS program standards (BCS standards number 1 through 30 except for #15).

BCS staff will complete this section during Reporting period #4 regardless of when the program review is completed. No scores will be listed during the first three reporting periods.

Top of the Page

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Once you have SAVED your data select the link at the top of the page for "CCA Performance Report Menu".

http://www.agategrants.com/Object.asp?aspformID=6762&appID=3638&appID=3638

IntelliGrants - Document P. 1

SAVE PRINT VERSION ADD NOTE CHECK FOR CHANGES

You are here: > [CCA Performance Report 1 Menu](#) > [Forms Menu](#) > [Recidivism Reduction Quarter 12 & 3](#)

**FY18 CCA PERFORMANCE REPORT**

Please complete this page and click SAVE. Fields will populate with information and any errors will be noted at this point. Required fields are marked with a \*.

Program Quarterly Performance Report: Please provide the data for each outcome goal in the "Quarterly Data" section provided. Please indicate if the program is "On Track", "Exceeding", or "Under Achieving" for the Quarter and Overall Goal Performance Rating.

Reporting Period Begin Date: 07/01/2017 \* End Date: 12/31/2017 \*

Maintain a minimum success rate of 50% or above.	45 *	29 *	64.40%	45	29	64.40%

Achieve at least 85% of 140.	40	45 *	112.50%	40	45	112.50%

Achieve a minimum compliance on 17 out of 29 of the applicable BCS program standards (BCS standards number 1 through 30 except for #15).	
BCS staff will complete this section during Reporting period #4 regardless of when the program review is completed. No scores will be listed during the first three reporting periods.	

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Select the "View Status Options" button under Change the Status option.

My Change Reimbursements

Back

### CCA Performance Report 1 Menu

Document information: 2018-CPR-BryanMuniAPD-00021  
Parent Information: 408-SP-2018-App-BryanMuniAPD-00062 (3)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
CCA Performance Report 1		Bryan Municipal Court Adult Probation Department	Project Director	Performance Report in Process	07/01/2017 - 12/31/2017 03/02/2018 11:58PM EST

View, Edit and Complete Forms

Select the View Forms button below to view, edit, and complete forms.

VIEW FORMS

Change the Status

Select the View Status Options button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

Access Management Tools

Select the View Management Tools button below to perform actions such as adding people to this document or viewing the document history.

VIEW MANAGEMENT TOOLS

Examine Related Items

Select the View Related Items button below to view related items such as claims, messages, etc.

Select the "Apply Status" button under the Performance Report Submitted option. Your Report will be submitted to your BCS Analyst for Review.

The screenshot displays the Online Grants System (OGS) interface. At the top, there is a navigation bar with links: My Home, My Pre-Applications, My Applications, My Performance Reports, My Quarterly Financial Reports, My Program Reviews, and My Claim Reimbursements. Below the navigation bar, the page title is "CCA Performance Report 1 Menu - Status Options". A message states: "Select a button below to execute the appropriate status push." The document information section shows: Document Information: 2018-CPR-BryanMuniAPD-00021 and Parent Information: 408-SP-2018-App-BryanMuniAPD-00062 (3). A "Details" link is also present. The "Possible Statuses" section lists "PERFORMANCE REPORT SUBMITTED" with an "APPLY STATUS" button. A large black arrow points to the "APPLY STATUS" button. At the bottom, there is a "Top of the Page" link, "Powered by IntelliGrants™", and a copyright notice: "© Copyright 2000-2018 Agate Software, Inc."

Programs can access their CCA Performance Report to view their data by selecting the "My Performance Reports" tab at any time after initiation of the report.

Online Grants System

My Home | My Pre-Applications | My Applications | My Quarterly Financial Reports | My Program Reviews

My Claim Reimbursements

Back

## My Performance Reports

Use the search functionality below to find a specific Performance Reports.

Search Performance Reports

Performance Reports Types:

Performance Reports Name:

Status:

Year:

Export Results to: ☒ Screen ☐ Print Sort by:

Number of Results: 1

Document Type	Organization	Name	Current Status	Year
CCA Performance Report 1	Bryan Municipal Court Adult Probation Department	2018-CPR-BryanMuniAPD-00021	Performance Report in Process	2018

1

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**SECTION VII**

**COMPLIANCE REPORTS  
&  
Correspondence**

## **K. ANNUAL MINORITY BUSINESS ENTERPRISE COMPLIANCE REPORT**

1. Programs will maintain records of all expenditures from certified minority business enterprises (MBE's)
2. MBE compliance reports must be prepared separately for each CCA funded program
3. The MBE report must be submitted with the year-end financial report.

County/Municipality: Enter the name of the county/municipality.

Program Type: Check type of CCA program for which the report is being submitted, Prison Diversion 407 or Jail Diversion 408.

Fiscal Year: Enter the applicable fiscal year.

Phone & Fax: Enter the telephone and fax number of the person completing the form.

Total Approved Budget: Enter the annual approved budget amount as disclosed in the grant agreement.

Exempt Budget Amounts: List the exempt balances for each cost category. Calculate the Total Exempted Funds by adding together the categories. Only the items included in the following list should be used to determine the exempt amounts for each cost category. All other items in the categories are not exempt unless written approval is received from the Bureau of Community Sanctions.

a. **Personnel Costs:** entire category is exempt.

b. **General Operating Expenses:**

- \* **Operating Supplies:** none of this category is exempt
- \* **Communications:** amounts paid to telephone, pager and Internet service providers, courier services and postage expenses are exempt.
- \* **Printing:** OPI printing costs are exempt.
- \* **Insurance:** self-insurance
- \* **Transportation:** vehicle fuel, mileage reimbursement, meal and lodging expenses, miscellaneous travel expenses (parking, tolls taxes, etc.) are exempt.
- \* **Rentals:** building, land, and office rent expenses are exempt.
- \* **Utilities:** gas, water, sewage, and electric expenses are exempt.
- \* **Maintenance and Repair:** maintenance and repair services provided by another government agency (reimbursement only), and proprietary software maintenance expenses are exempt.
- \* **Staff Training and Development:** registration fees, membership dues, and expenses for educational reading materials for staff are exempt.

c. **Programming Expenses:**

- \* Amounts paid to non-profit organization(s) and services provided by other government agencies are exempt.
- \* Hospital, ambulance, and emergency room care, offender travel (bus tokens), are exempt.

Less Total Exempted Amounts: Calculate the total exempted budget amount.

Non-exempt Funds: Calculate the non-exempt amount by subtracting the Total Exempt Amount from the Total Approved Budget amount.

Total MBE Expenditure Budget: Multiply the Non-exempt amount by the 15% set aside requirement to achieve the Total MBE Expenditure Budget amount.

Actual MBE Expenditures: Enter the total MBE allocated expenditures for the fiscal year.



# CCA PROGRAM ANNUAL MBE COMPLIANCE REPORT

County/Municipality: \_\_\_\_\_ 407 Prison Diversion \_\_\_\_\_ 408 Jail Diversion \_\_\_\_\_

Name/Title: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

TOTAL APPROVED BUDGET: \$ \_\_\_\_\_

## EXEMPTED BUDGET AMOUNT:

Personnel Costs: \$ \_\_\_\_\_

Communication: \$ \_\_\_\_\_

(Telephone, pager, Internet services, courier services, postage):

Printing (OPI printing): \$ \_\_\_\_\_

Insurance (self-insurance): \$ \_\_\_\_\_

Transportation Costs: \$ \_\_\_\_\_

(Vehicle fuel, mileage reimbursement, meals, lodgings, parking, tolls)

Staff Training: \$ \_\_\_\_\_

(Registration fees, membership dues, education-reading materials,

Mileage reimbursement, meals, lodgings, parking, tolls)

Rentals (building, land, office) \$ \_\_\_\_\_

Utilities (gas, water, sewage, electric): \$ \_\_\_\_\_

Maintenance And Repair: \$ \_\_\_\_\_

(Maintenance and repair services provided by another government agency)

LESS TOTAL EXEMPTED AMOUNT: \$ \_\_\_\_\_

NON-EXEMPT Amount \$ \_\_\_\_\_

x 15%

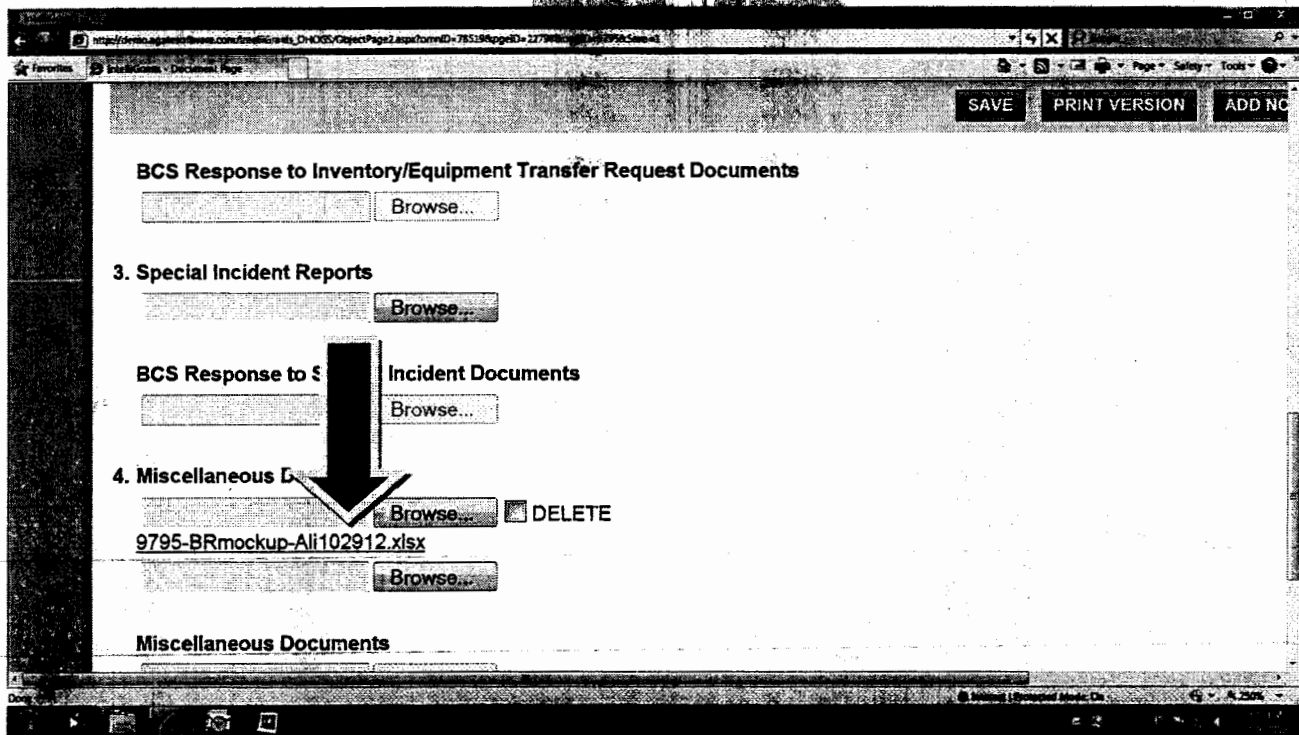
TOTAL MBE EXPENDITURE BUDGET \$ \_\_\_\_\_

ACTUAL MBE EXPENDITURES \$ \_\_\_\_\_

## **L. GENERAL CORRESPONDENCE**

The General Correspondence page allows programs to upload all formal written correspondence and/or documentation pertaining to the grant application directly into the IntelliGrants System. For information on uploading documents, please follow instruction provided in Section II (J) or refer to the GMS Department of Rehabilitation and Correction User Guide.

- Please be sure to include the date in the title of the saved document prior to uploading it into the corresponding browser.



The following categories are available for submitting information and to review responses related to the applicable documents. The grantee will receive email notification via the IntelliGrants system once a response has been uploaded from BCS.

1. MBE/OPI/OHI/EDGE Documents
  - BCS Response to MBE/OPI/OHI/EDGE Documents
2. Inventory/Equipment Transfer Request Documents
  - BCS Response to Inventory/Equipment Transfer Request Documents
3. Special Incident Reports
  - BCS Response to Special Incident Reports
4. Miscellaneous Documents
  - BCS Response to Miscellaneous Documents