

2014 GTOPs Application

<https://www.ckodm.com/austin>

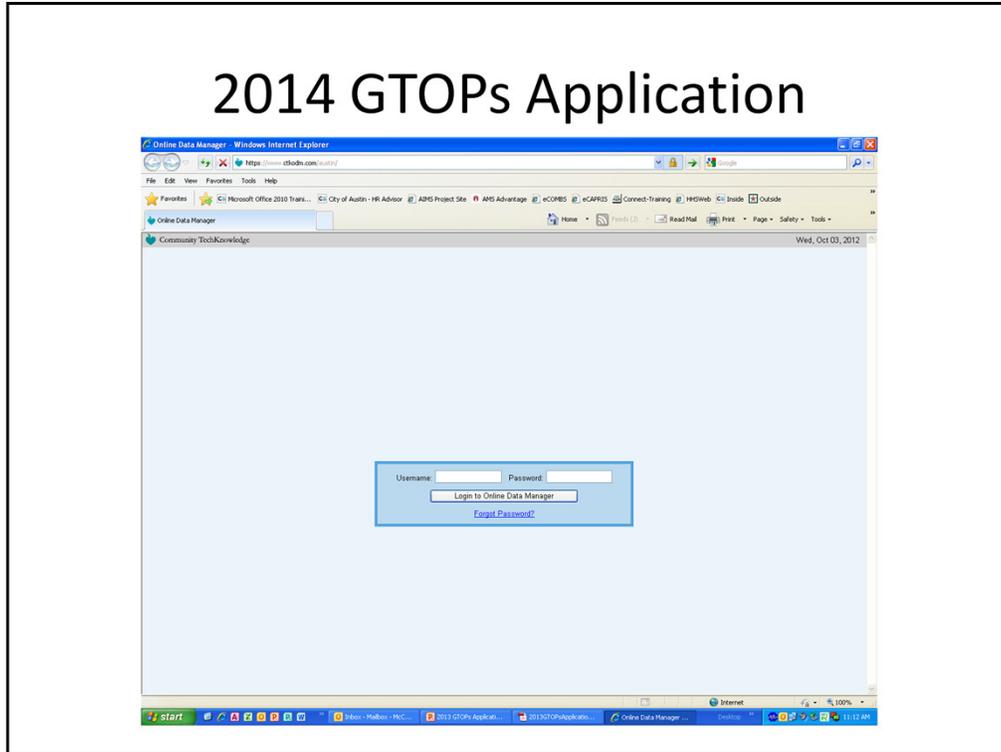
Hello, my name is Allan McCracken, and I am a research analyst for the Community Services Division of the Health and Human Services Department. I am here this morning/afternoon/evening in my role as internal technical advisor to the website displayed on the screen.

I would like to begin by saying how excited I am to be partnering with TARA as they employ this online application process.

Also, I would like to highlight the greater behind the scenes effort GTOPs personnel have undertaken in realizing the feedback received from previous applicants' and awardees' to transition to an online system for expanded grant management from beginning to end.

Thank you John and Rondella for your leadership in making this happen. I hope the extensive planning that went into this application will be evident to the applicants in this room by the ease of which this online application module can be performed.

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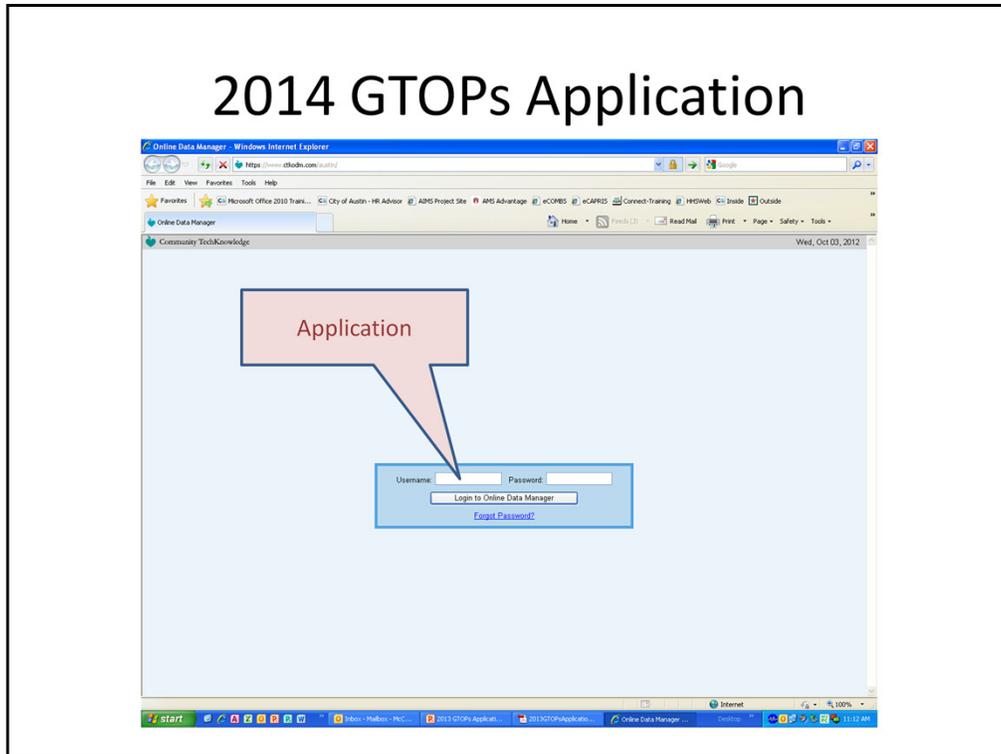


Once you enter the secured website <https://www.ckodm.com/austin> in the browser's URL, you will come to a screen that looks like this.

If you see a yellow bulletin above the login area, you will need to disable your browser's pop-up blocker.

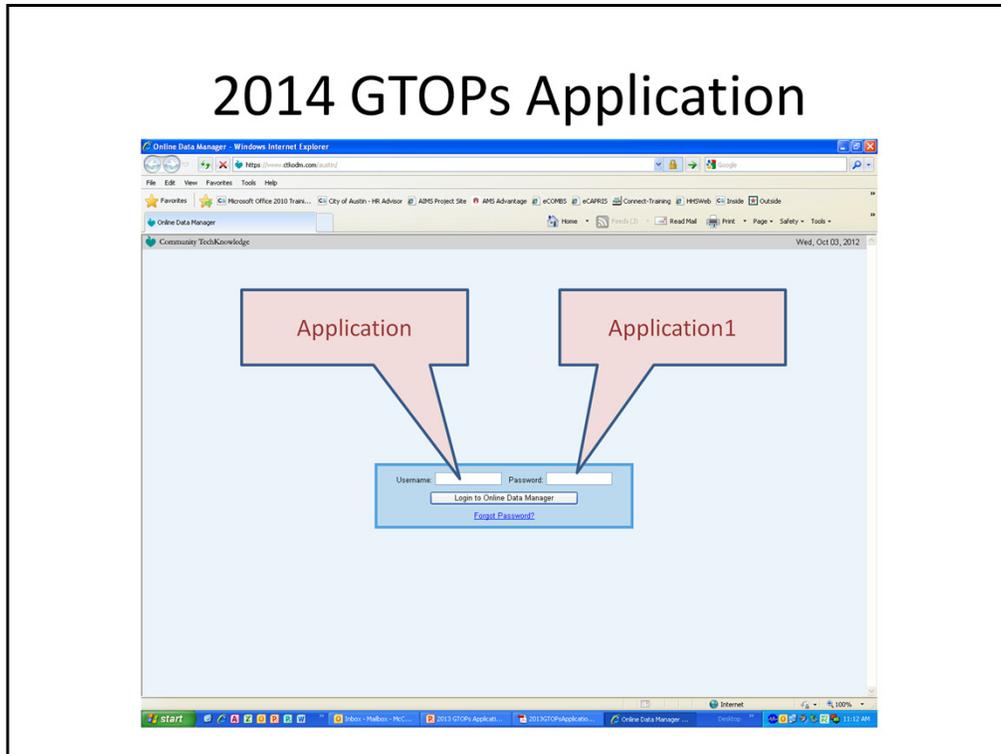
Also, since each organization determines how its personnel/volunteers may navigate the internet, some of your terminal's browser settings may need to be changed. Should this be the case, you may find additional guidance on how to optimize your browser in the "Guides for Agencies" bulletin immediately after log-in.

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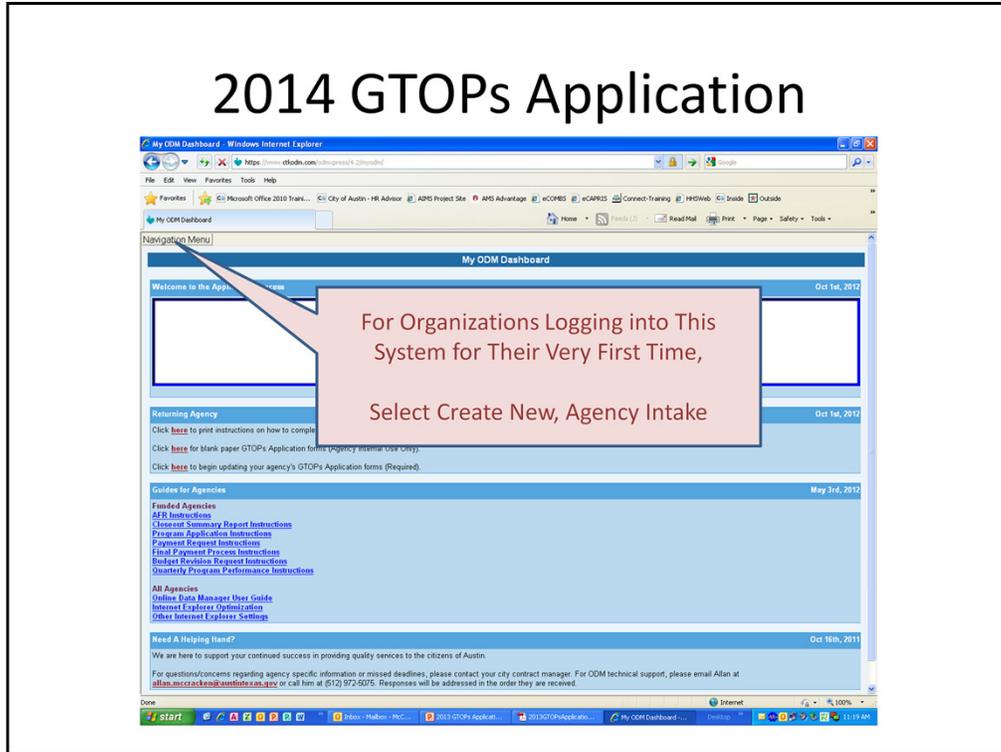
Applicants will Login using with a Generic Username called *Application*

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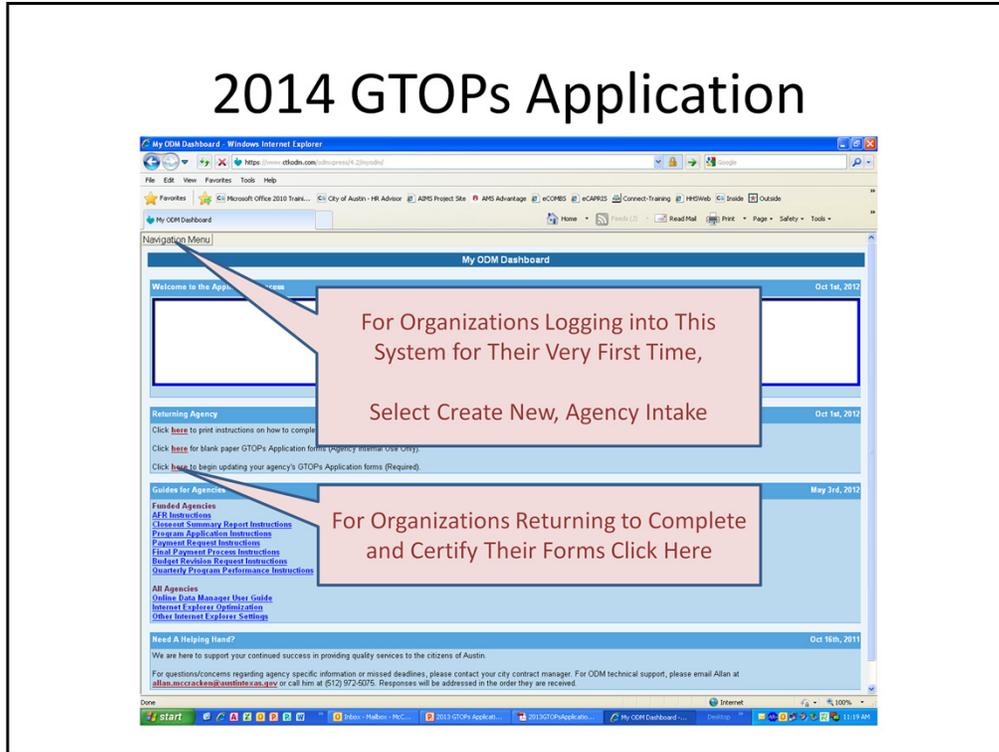
And a Case Sensitive, Alpha-Numeric, Generic Password of *Application1*

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If your organization is logging into this system for the very first time, go to the navigation menu in the top left corner of the screen and select Create New and Agency Intake.

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If your organization is returning to complete form(s) it has already started at any previous point in time, select the third option in the bulletin entitled "Returning Agency."

If you are wondering what the other two options are, these are the handouts that were provided in this meeting.

The first is the procedures I am discussing now that go into greater detail, and the other are the two blank forms where data entry will actually be performed,

The second is offered for Agency Internal Use only. The official documents are the data entered online forms.

So let's begin by going to the first of two forms.

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The screenshot shows a web browser window titled "Agency Intake" with the URL "https://www.ch2dhil.com/html/Agency_intake.php". The browser's address bar and menu bar are visible. The page content is divided into two main sections: "Agency Intake" and "Agency Information".

Agency Intake section includes:

- Buttons: Duplicate Check, Spell Check, Save, Cancel, Delete, Print, Close.
- Section: AFR Submission Status
- Fields: Username (For Use With Application Tool), Password (For Use With Application Tool), and a radio button for "Share latest AFR info with United Way Capital Area?" (Yes/No).

Agency Information section includes:

- Field: *Agency Legal Name (highlighted).
- Field: ALIAS / DBA for Agency (enter only if different than legal name above and an "Assumed Name Certificate" is provided to HHSID).
- Fields: *Agency Street Address, *Agency City, *Agency State, *Agency Zip, *Agency Tax ID (all highlighted).
- Field: Agency Website.
- Field: City of Austin.

Once you select Create New, Agency Intake, the applicant will come to a form that looks like this.

Just to confirm your organization has not started this form at any time in the past, you will need to enter your organization's LEGAL NAME in the third field and then select the Duplicate Check Button above.

Once the system affirms no match, the SAVE button will activate and you may complete the remainder of the form up to the last section.

You will note some fields are highlighted while others are not. The highlighting simply indicates that these are the minimum fields required to save the form. However, for the purposes of this GTOPs application, all fields on this form are applicable, so please provide a response for each one irrespective of field color.

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Agency Intake - Windows Internet Explorer

Agency Intake

Duplicate Check Spell Check Save Cancel Delete Close

AFR Submission Status

Username (For Use With Application Tool)

Password (For Use With Application Tool)

Share latest AFR info with United Way Capital Area? Yes No

Agency Information

*Agency Legal Name

ALIAS / DBA for Agency (enter only if different than legal name above and an "Assumed Name Certificate" is provided to HHSID)

*Agency Street Address

*Agency City

*Agency State

*Agency Zip

*Agency Tax ID

Agency Website

City of Austin

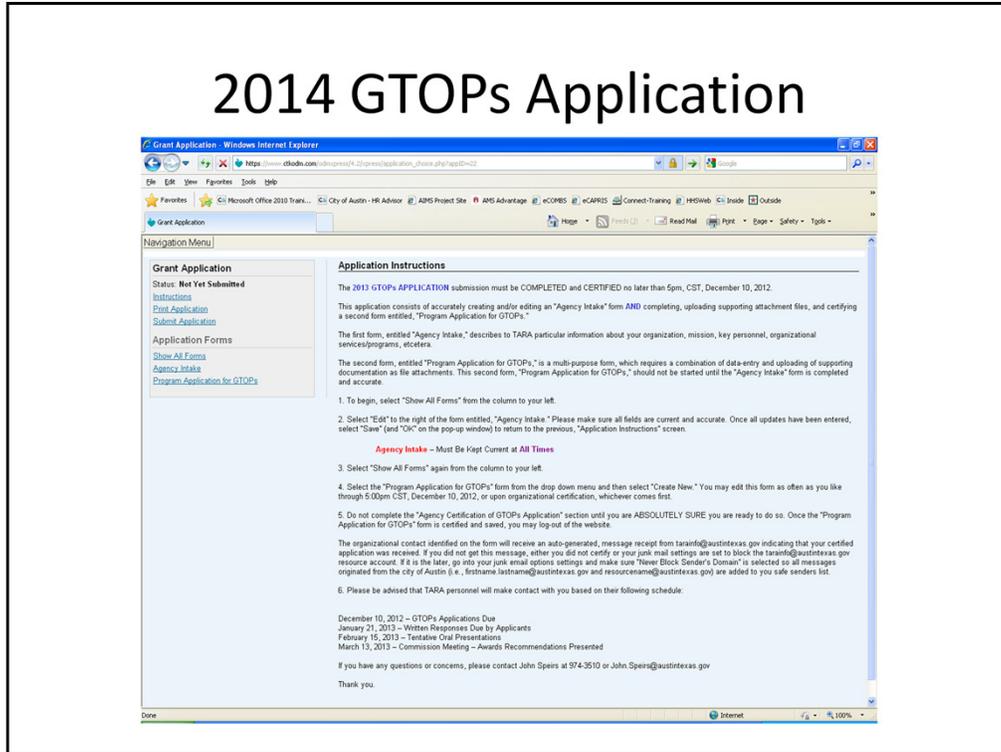
Make Note of This Password. It Will Be Required to Log Back In.

Please make note of the Password on this form.

The system will request this password if you ever need to log back in.

Once this form is complete and accurate, scroll up and save.

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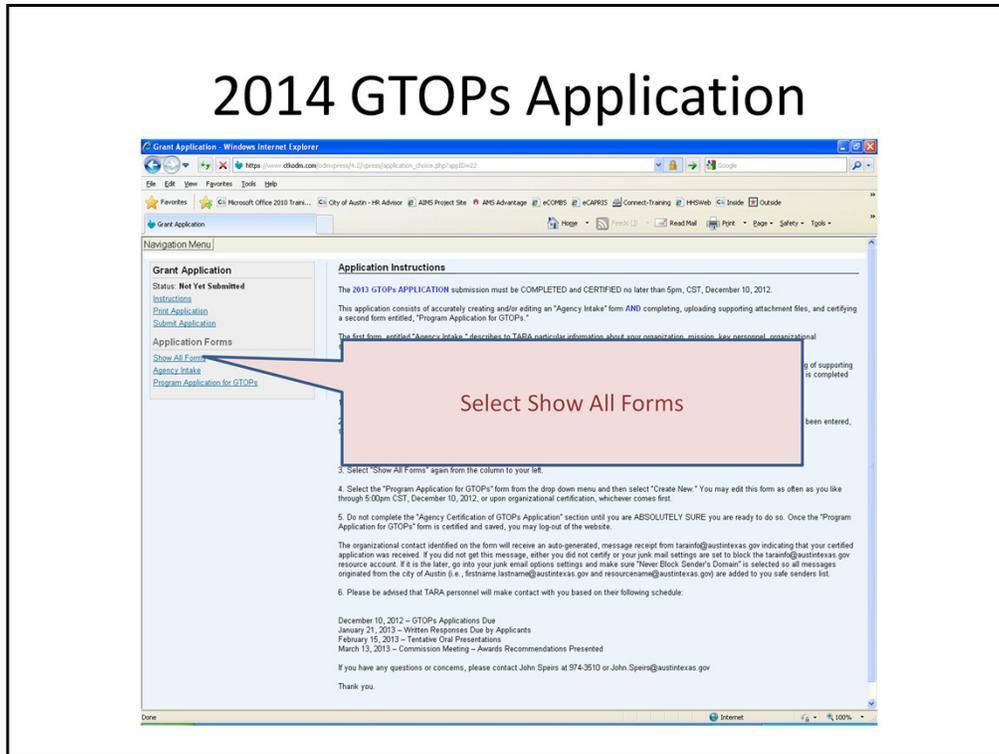
Once you save the Agency Intake for the very first time

Or you are a returning agency that has logged back in to complete and certify your GTOPS application forms,

you will come to a screen that looks like this.

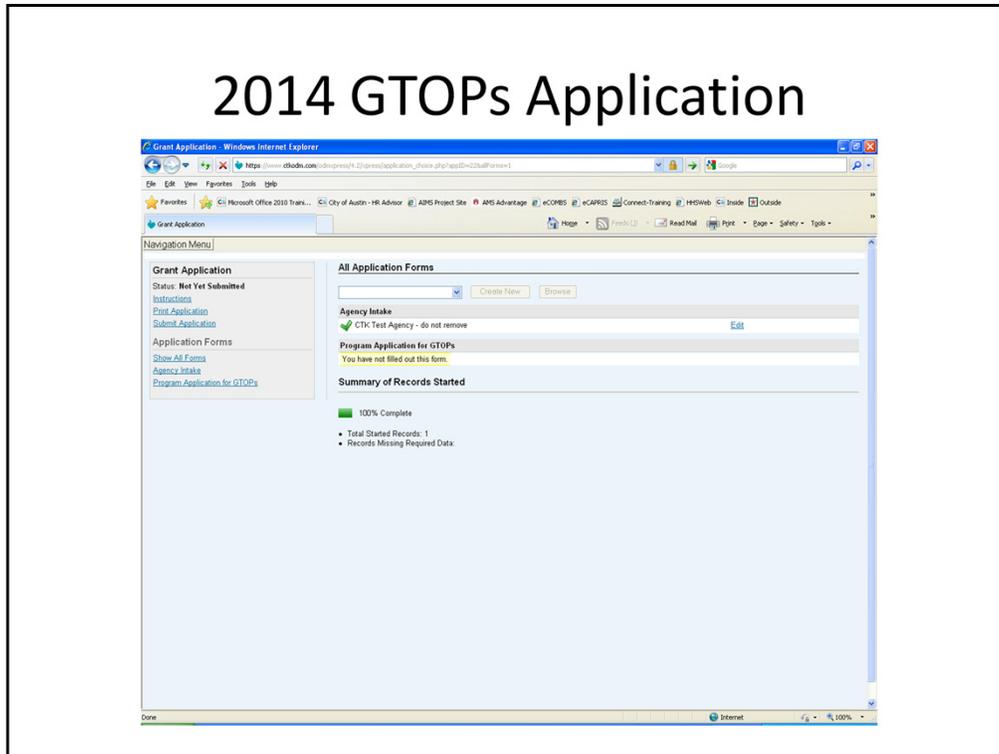
If by the way you are a returning agency, the procedure to get to this screen is outlined in greater detail in the handout.

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Select Show All Forms in the top left corner of the screen

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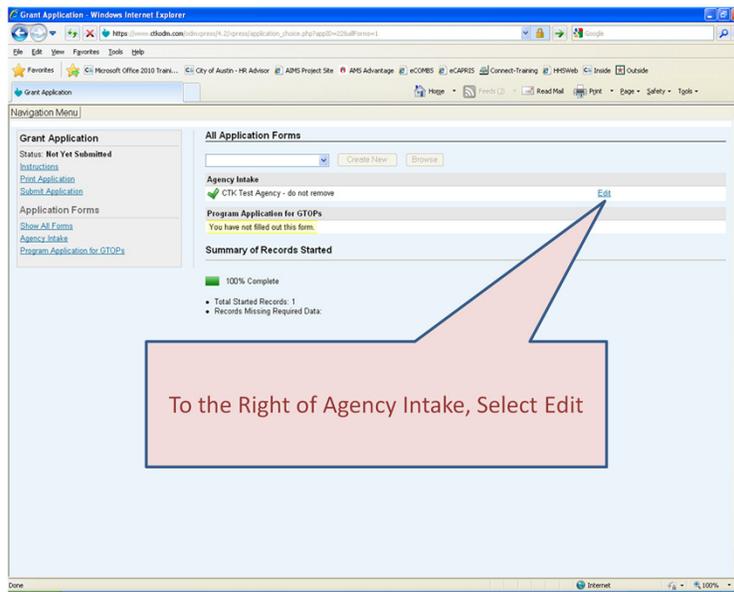


Your forms will be displayed here.

Congratulations. There are only two to select from!

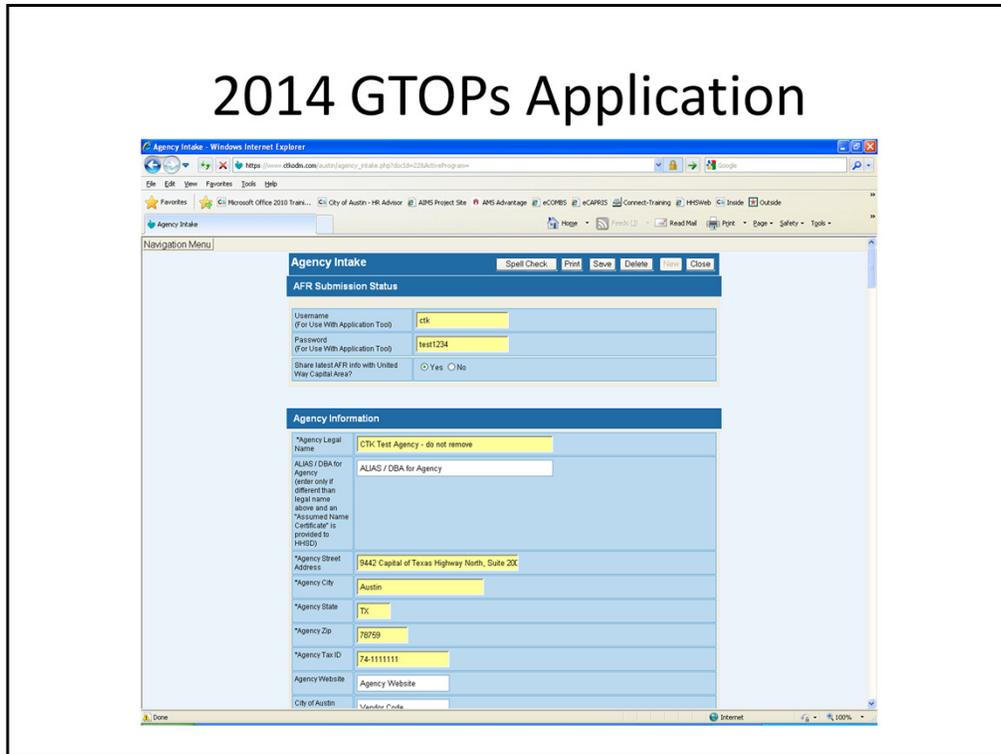
And even better, one of them, the Agency Intake, should be nearly complete.

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To make sure that it is, select EDIT to the right of the Agency Intake form.

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Upon selecting EDIT, you will come to a screen that looks like this.

Does it look familiar?

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Agency Intake - Windows Internet Explorer

https://www.ctsdx.com/austr/Agency_Intake.php?SiteID=22&AuthProgram=

Agency Intake

AFR Submission Status

Username (For Use With Application Tool)

Password (For Use With Application Tool)

Share latest AFR info with United Way Capital Area?

Agency Information

*Agency Legal Name CTX Test Agency - do not remove

ALIAS / DBA for Agency (enter only if different than legal name above and an "Assumed Name Certificate" is provided to HRSD)

ALIAS / DBA for Agency

*Agency Street Address 9442 Capital of Texas Highway North, Suite 20X

*Agency City Austin

*Agency State TX

*Agency Zip 78759

*Agency Tax ID 74-1111111

Agency Website Agency Website

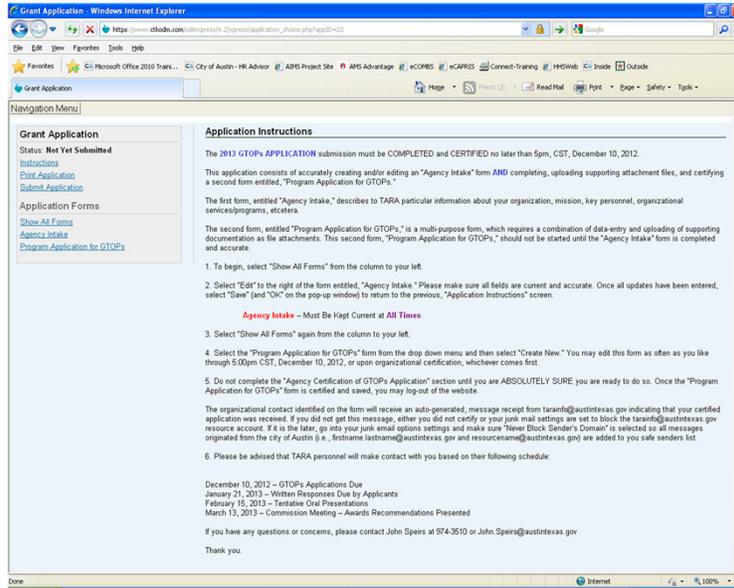
City of Austin Vendor Code

Ensure All Fields Are Complete And Accurate, Then Re-Save Form

Please confirm all fields on this form (except the City Section) are complete and accurate.

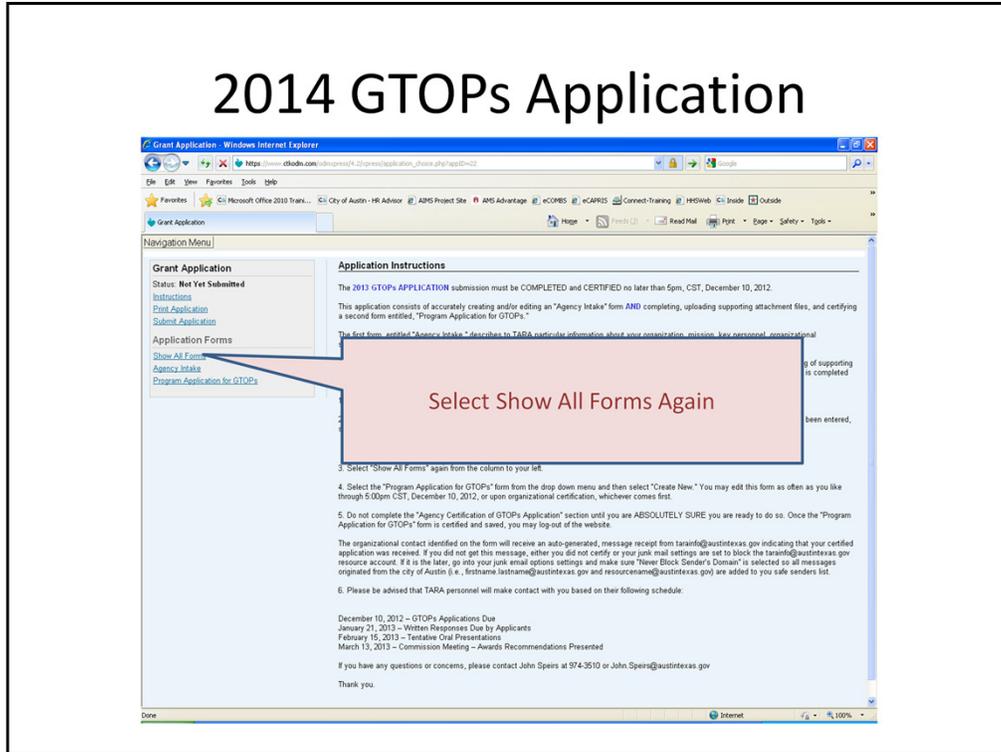
The scroll back up and save.

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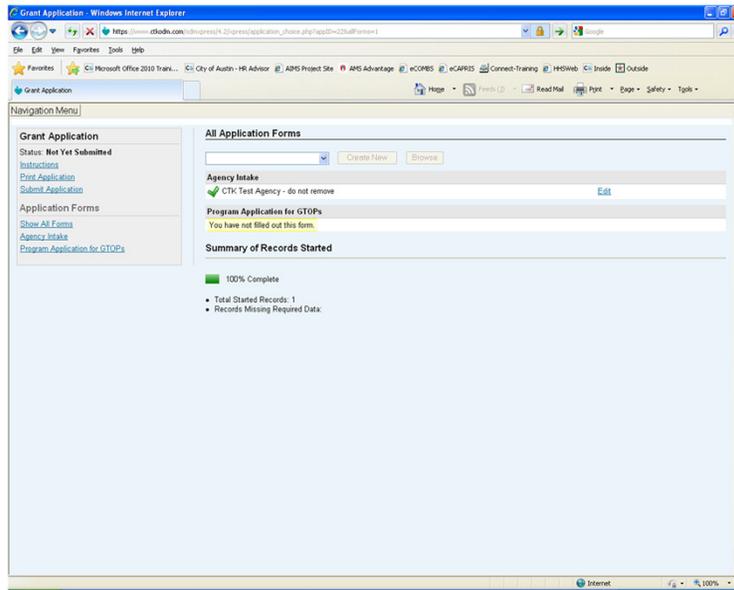
Once you resave the Agency Intake form, you will return to the application instruction screen.

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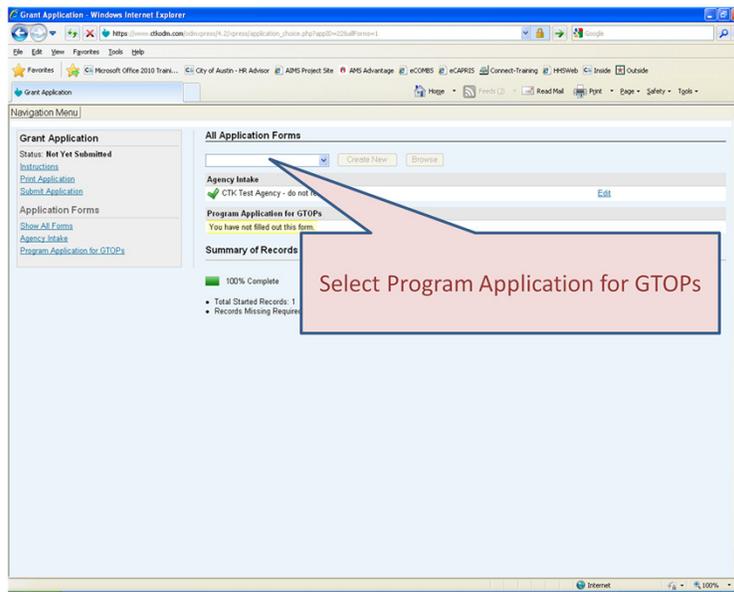
Go ahead and Select Show All Forms Again to continue.

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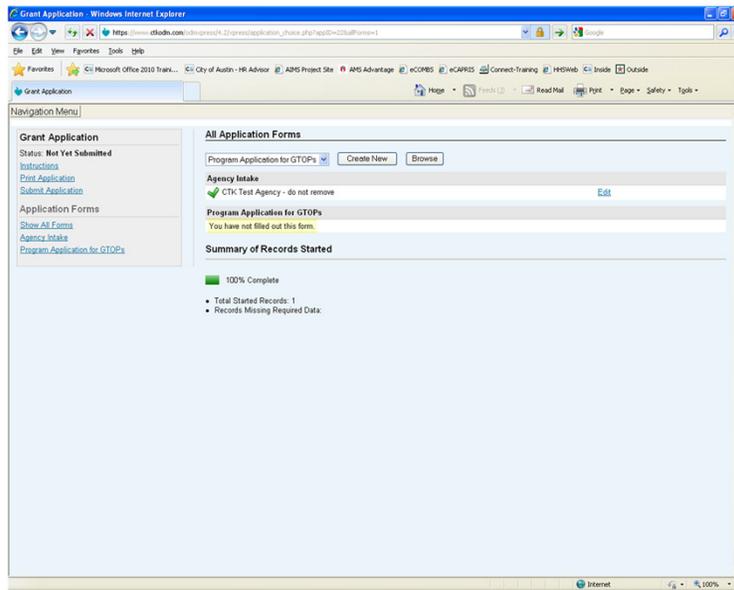
You should return to the All Application Forms screen

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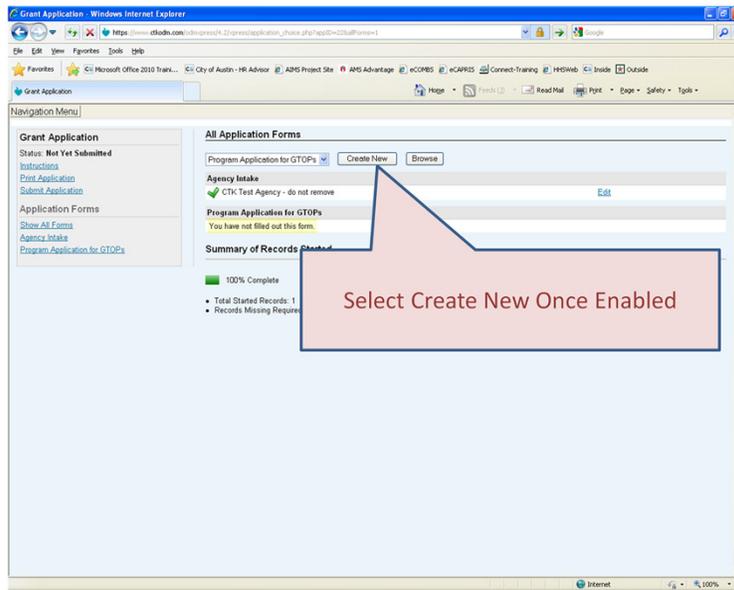
From the drop down menu, Select the form entitled, Program Application for GTOPs

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Once you do the Create New Button Should Enable.

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Go ahead and Select the Create New Button

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The screenshot shows a web browser window titled "Program Application for GTOPs - Windows Internet Explorer". The address bar shows the URL: https://www.ctdss.com/austin/program_application_for_gtop.php?parentDocId=22&ActiveProgram=1. The browser's navigation menu is visible, and the page content is a form titled "Program Application for GTOPs".

The form includes the following fields and values:

- Agency Legal Name: CTIC Test Agency - do not remove (Agency Maint)
- GTOPs Program Application
- GTOPs Application Funding Year: 2013
- Applicant Organization: CTIC Test Agency - do not remove
- Organization's Federal TAX ID Number: 74-1111111
- Organization Type: Non Profit 501C3
- Contact Person: Allan
- Physical Mailing Address:
 - Mailing Address: Mailing Address
 - Mailing City: Austin
 - Mailing State: TX
 - Mailing Zip Code: 78701
- Telephone Number: 111-111-1111
- FAX: 202-202-3232
- E-Mail Address: allan.mccracken@austintexas.gov
- Organization or Program Website Address: Agency Website

Once you select the Create New Button, You will come to a form that looks like this.

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Program Application for GTOPs - Windows Internet Explorer

Agency Legal Name: CTIC Test Agency - do not remove

GTOPs Program Application

OTOPs Application Funding Year: 2013

Applicant Organization: CTIC Test Agency - do not remove

Organization's Federal FAX ID Number: 74-1111111

Organization Type: Non Profit 501C3

Contact Person: Allan

Physical Mailing Address

Mailing Address: Mailing Address

Mailing City: Austin

Mailing State: TX

Mailing Zip Code: 78701

Telephone Number: 111-111-1111

FAX: 202-202-3232

E-Mail Address: allan.mccracken@ustintexas.gov

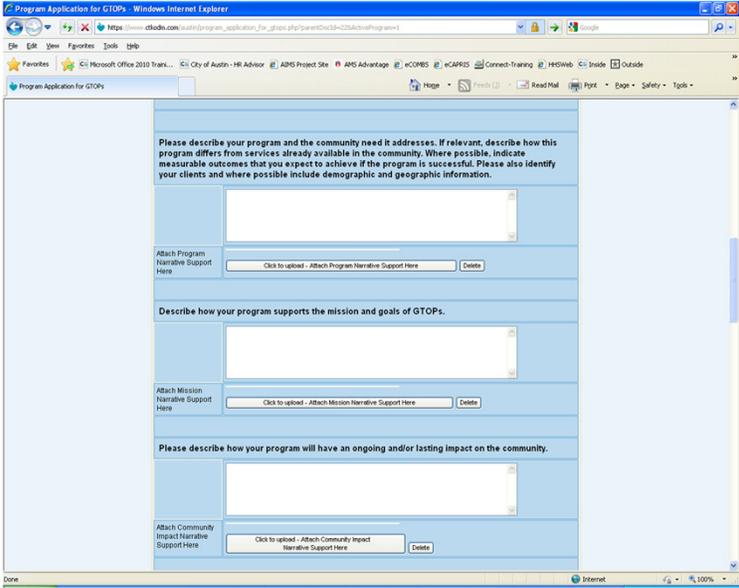
Organization or Program Website Address: Agency Website

Top Section Will Auto-Populate From Previous Form

Notice that the top section of the form has prepopulated information you previously entered in the Agency Intake to save you time.

Affirm the fields are accurate and scroll down.

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The screenshot shows a web browser window titled "Program Application for GTOPs - Windows Internet Explorer". The address bar shows a URL from eRoads.com. The page content includes three main sections, each with a descriptive prompt and an "Attach Narrative Support" field:

- Section 1:** "Please describe your program and the community need it addresses. If relevant, describe how this program differs from services already available in the community. Where possible, indicate measurable outcomes that you expect to achieve if the program is successful. Please also identify your clients and where possible include demographic and geographic information." Below this is a large text input field and a button labeled "Click to upload - Attach Program Narrative Support Here".
- Section 2:** "Describe how your program supports the mission and goals of GTOPs." Below this is a large text input field and a button labeled "Click to upload - Attach Mission Narrative Support Here".
- Section 3:** "Please describe how your program will have an ongoing and/or lasting impact on the community." Below this is a large text input field and a button labeled "Click to upload - Attach Community Impact Narrative Support Here".

The rest of this form are made up of paired sequences of two field types:

a descriptive narrative text area

AND

A supporting documentation upload area.

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Program Application for GTOPs - Windows Internet Explorer

https://www.ctbode.com/submit/program_application_for_gtop.php?parentDocId=22&ActiveProgram=1

Program Application for GTOPs

Please describe your program and the community need it addresses. How does your program differ from services already available in the community, where you can measure measurable outcomes that you expect to achieve if the program is successful, your clients and where possible include demographic and geographic information.

Identify

Attach Program Narrative Support Here

Describe how your program supports the mission and goals of GTOPs.

Attach Mission Narrative Support Here

Please describe how your program will have an ongoing and/or lasting impact on the community.

Attach Community Impact Narrative Support Here

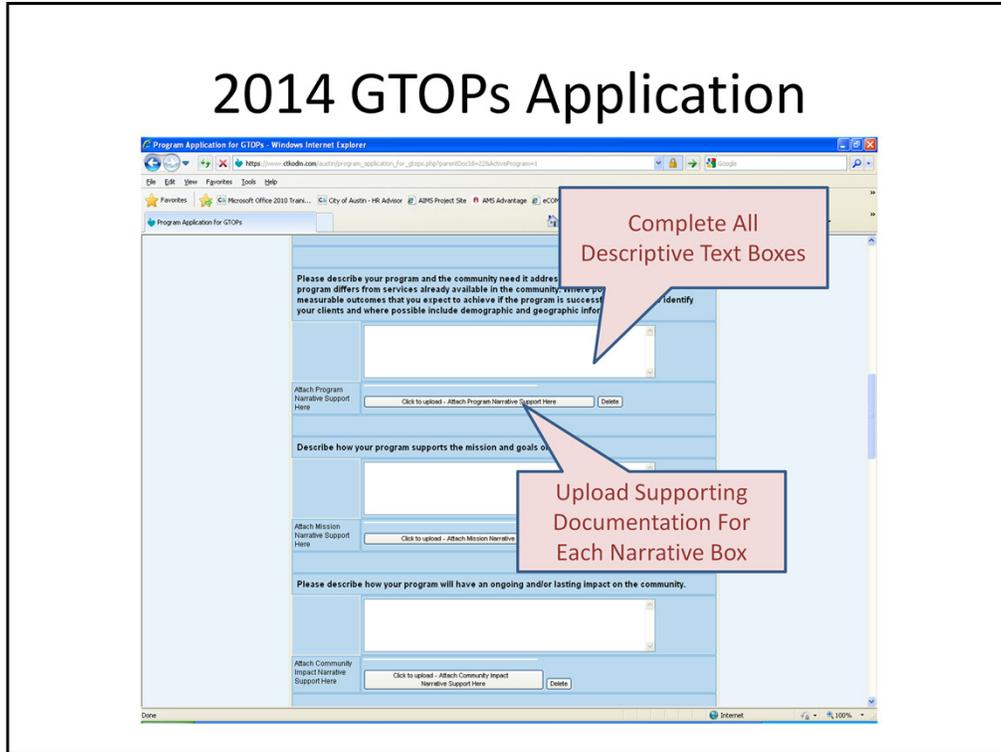
Done

Internet 100%

Complete All Descriptive Text Boxes

Complete the narrative description for each question.

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Then follow up that narrative by attaching documentation that supports it, wherever applicable.

A couple of caveats regarding upload attachment fields:

Please upload files in pdf format.

Also, keep the file size of attachment below 12MB. If you find this difficult, consider saving the file at a lower DPI setting.

Before saving the form, attachments will upload as a hyperlink by the file name you selected. Once the form is saved however, the system will rename it as "FormnameSectionNameDateTimeStamp."

Repeat the process for each paired sequences until complete.

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The screenshot shows a web browser window titled "Program Application for GTOPs - Windows Internet Explorer". The address bar shows a URL from "ctnode.com". The browser's toolbar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The main content area of the browser displays the "Program Application for GTOPs" form. The form includes sections for "geographic boundaries, and accomplishments", "OPTIONAL - anything else a reviewer should know about your proposed program in the form of a brief narrative", "OPTIONAL - documentation of community support for the proposed program", an "Attach Organizational Description Narrative Support Here" section with a "Click to upload" button and a "Delete" button, a "RE: Attachments" warning, a declaration statement, and an "Agency Certification of GTOPs Application" section with fields for "Full Name of Signatory", "Signatory Title", and "Date of Certification". The form concludes with "(End of Application)" and "[Please Scroll Up and Save Form]". The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

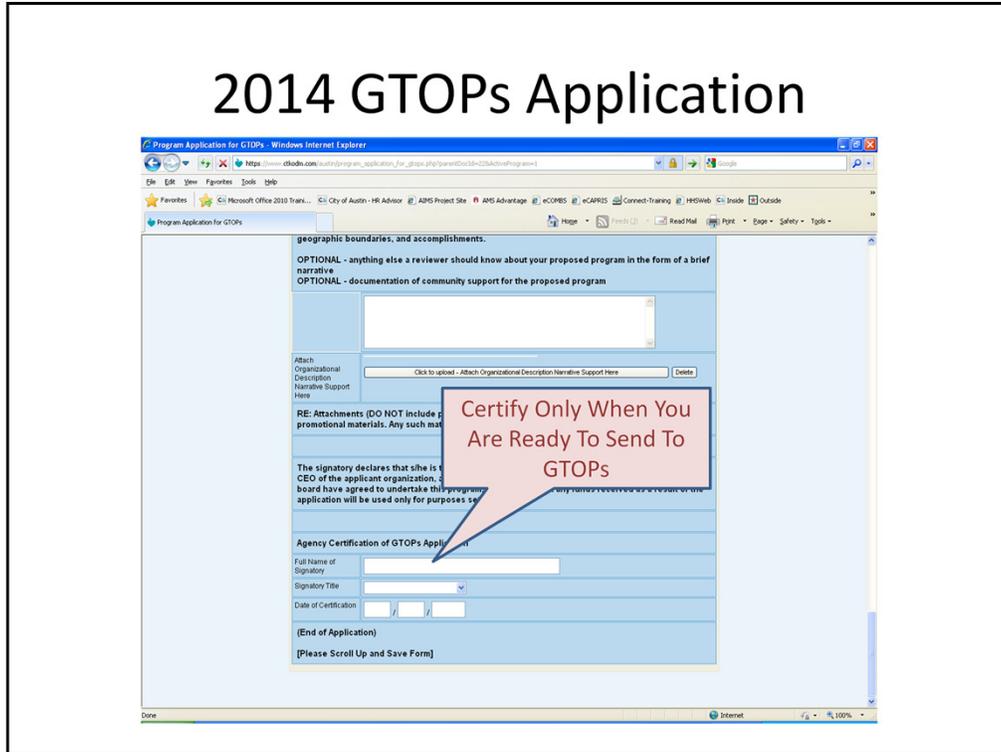
Please review the contents above

Save WITHOUT CERTIFYING as often as you need.

But be mindful this form must be CERTIFIED BEFORE 5pm., CST, December 3, 2013.

Any started application that is NOT CERTIFIED AFTER 5pm., CST, December 3, 2013, WILL NOT BE CONSIDERED for funding.

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Certify This Application Form Only When You Are Absolutely Certain You Are Ready To Send This Package Onto GTOPs for Consideration.

Once Certified and Saved, You Will Have Completed The Online Application Process.

And You May Log Out Through the Navigation Menu in the Top Left Corner of the Screen.

Be advised an Auto-Generated Application Receipt will be sent to the email address identified on the last form.

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Need Assistance?

For GTOPs Program Assistance

Contact John at (512) 974-3510
Through Questions Submission Deadline

For Technical Assistance

Contact Allan at (512) 972-5075

Should you need assistance John and I are available to help.

This concludes my presentation.

And I am happy to field any questions you may have.