

INSTRUCTIONS for Completing the 2018 Grant for Technology Opportunities (GTOPs) APPLICATION PACKET

Funded by the City of Austin's Telecommunications & Regulatory Affairs (TARA) Department as a matching grant program supporting local organizations in their efforts to include all our citizens in an emerging digital society.



NOTE: Potential applicants to any City of Austin solicitation must be registered as a City of Austin vendor. Don't know if yours is? Don't remember your vendor code? Need to register as a vendor for the very first time? No problem. Just head on over to Vendor Connections now at https://www.austintexas.gov/financeonline/vendor_connection/index.cfm. Once that is squared away, please continue with these instructions.

If this is your organization's first time applying for GTOPs funding or your agency is not a current recipient of last year's GTOPs funding, we'd like to hear from you. Please contact the City of Austin Digital Inclusion team now at digital.inclusion@austintexas.gov to indicate your interest in applying for this next round of possible funding. Include the following details in your initial email outreach:

Agency's Legal Name
City of Austin Vendor Code
Executive Director's Full Name
Executive Director's Email Address
Executive Director's Primary Phone Number (Include Area Code)

Once this initial email outreach has been sent, your organization's executive director will receive an email by next business day with additional information to continue with the GTOPs application.

If you are currently receiving GTOPs funding, you may log into the website at <https://www.ckodm.com/austin> using your unique username and password to continue.

INSTRUCTIONS for 2018 GTOPS Application Packet

The **2018 GTOPs APPLICATION** submission must be **COMPLETED and CERTIFIED** no later than **5pm, CST, December 1, 2017**.

This application consists of accurately creating and/or editing an “Agency Intake” form **AND** completing, uploading supporting attachment files, and certifying a second form entitled, “Program Application for GTOPs.”

The first form, entitled “Agency Intake,” describes to TARA particular information about your organization, mission, key personnel, organizational services/programs, etcetera.

The second form, entitled “Program Application for GTOPs,” is a multi-purpose form, which requires a combination of data-entry and uploading of supporting documentation as file attachments. This second form, “Program Application for GTOPs,” should not be started until the “Agency Intake” form is completed and accurate.

You may edit as often as you like through **5:00pm CST, December 1, 2017**, or upon organizational certification, whichever comes first.

Do not complete the “Agency Certification of GTOPs Application” section until you are **ABSOLUTELY SURE** you are ready to do so. Once the “Program Application for GTOPs” form is certified and saved, you may log-out of the website.

The organizational contact identified on the form will receive an auto-generated, message receipt from digital.inclusion@austintexas.gov indicating that your certified application was received. If you did not get this message, either you did not certify or your junk mail settings are set to block the digital.inclusion@austintexas.gov resource account. If it is the later, go into your junk email options settings and make sure “Never Block Sender’s Domain” is selected so all messages originated from the city of Austin (i.e., firstname.lastname@austintexas.gov and resourcename@austintexas.gov) are added to your safe senders list.

Please be advised that TARA personnel will make contact with you based on their following schedule:

December 1, 2017 – Last GTOPs Applications Accepted

January 16, 2018 – Written Responses Due from Applicants

February 17, 2018 – Tentative Oral Presentations

March 8, 2018 – Commission Meeting – Awards Recommendations Presented

If you have any questions or concerns, contact the City of Austin Digital Inclusion team including GTOPs Coordinator John Speirs at digital.inclusion@austintexas.gov or (512) 974-3510.

INSTRUCTIONS for 2018 GTOPS Application Packet

Purpose: To provide guidance to agency level users on how to complete Program-Related forms within the CIODM.

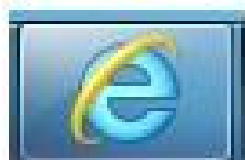
Note: The website <https://www.ckodm.com/austin> is a secured site with customized functionality. To ensure an effective, user-interface experience with the server, please confirm the following requisites are enabled/disabled:

Requisites:

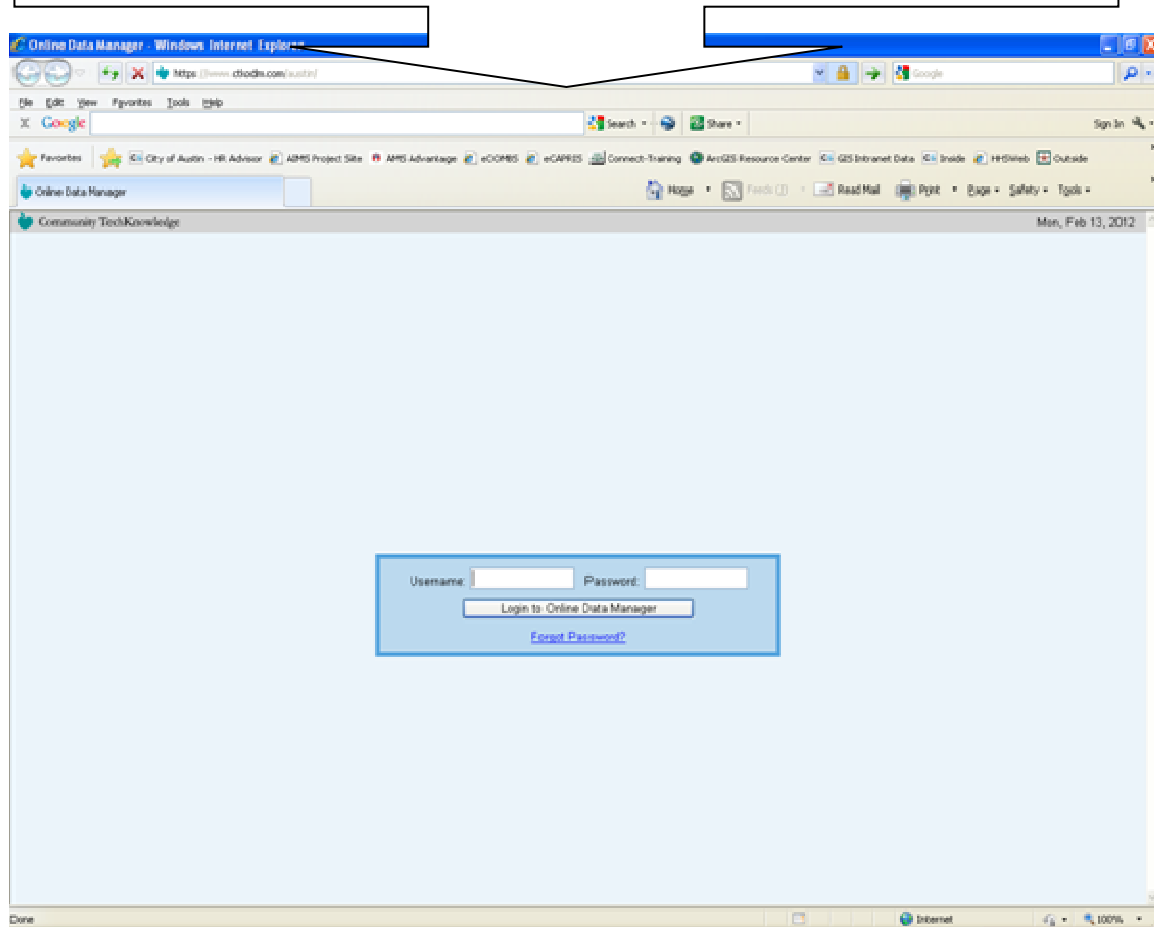
- Own internet connection
- Internet Explorer Browser version 11 or newer
 - If none, see <http://windows.microsoft.com/en-US/internet-explorer/products/ie/home>
- Completely Disable Browser's Pop-Up Blocker
- Completely Disable Add-In Toolbar(s) Pop-Up Blocker(s) (If Any)
- Enable Scripting in the Browser's Security Settings
- Set Browser's Website Privacy Settings to "Always Allow" the domain "ckodm.com"
- Add the domain "ckodm.com" to Browser's Compatibility View Settings

If you need assistance confirming and/or setting up any or all of the above, please contact your organization's Information Technology (IT) Specialist and/or download the guidance "Internet Explorer Optimization" in the bulletin "Guides for Agencies" on the "MY ODM Dashboard" (Screen immediately after log-in).

Open the Internet Explorer web browser



① Enter <https://www.ctlodm.com/austin> in URL Address box



INSTRUCTIONS for 2018 GTOPS Application Packet

My ODM Dashboard - Windows Internet Explorer

https://www.ctikdm.com/odmexpress/4.3/myodm/index.php?page=1&search=

File Edit View Favorites Tools Help

My ODM Dashboard

Navigation Menu

My ODM Dashboard

Welcome, Allan McCracken

My Dashboard
My Preferences
My Folders
Last Login: 10/27/2015

My Folders

CTIK Test Agency - do not remove

Now Accepting 2016 GTOPs Applications Oct 14th, 2015

DEC 08 - GTOPs 2015 Applications Due

Click [here](#) to print instructions on how to complete your GTOPs Application Packet (Recommended).

Click [here](#) for blank paper GTOPs Application forms (Agency Internal Use Only).

If you have any questions or concerns, please contact John Speirs at (512) 974-3510 or John.Speirs@austintexas.gov

***All deadline times are RECEIVED no later than 5pm CST, unless otherwise noted**

CIODM New User/Refresher Training Oct 6th, 2015

New employee/volunteer in need of training on this CIODM? Want to take a refresher course yourself?

Check the following CIODM New User/Refresher Trainings on

Tuesday, Oct 6, 2015 9:00 - 11:00 am Registration Available

Wednesday, Oct 7, 2015 2:00 - 4:00 pm Registration Available

To register, select desired training from

For details, click on the green arrow.

Important GTOPs Agency Timeline Dates* Sep 28th, 2015

Approaching Timeline Items:

OCT 15 - Jul - Sep 2015 Qtrly Prgm Performance Certs Due from Agency

OCT 15 - September 2015 Expenditure Report with Uploaded Support and Payment Request

JAN 05 - CIODM New User / Refresher Training (9:00 - 11:00 am)

JAN 06 - CIODM New User / Refresher Training (2:00 - 4:00 pm)

JAN 15 - Oct - Dec 2015 Qtrly Prgm Performance Certs Due from Agency

JAN 31 - Mid Year Spending Plan Due for Contracts Ending June 30, 2016

Expired Agency Deadlines:

SEP 15 - August 2015 Expenditure Report/Payment Request

JUL 15 - Apr - Jun 2015 Qtrly Prgm Performance Certs

JUN 01 - Annual Administrative and Fiscal Review (AFR)

APR 30 - Mid Year Spending Plan Due for Contracts Ending Sept. 30, 2015

Done

Internet | Protected Mode: Off

100%

INSTRUCTIONS for 2018 GTOPS Application Packet

Agency Intake Folder - Windows Internet Explorer

https://www.ckedn.com/odmexpress/4.3/doc_folder.php?ParentFormID=18&ParentDocID=22

File Edit View Favorites Tools Help

Agency Intake Folder

Navigation Menu

CTK Test Agency - do not remove Add to MyODM Agency Intake

Create New

Existing Program Application Forms

View Application Print Forms View / Hide All

Agency Name	DBA	Username
CTK Test Agency - do not remove	ALIAS / DBA for Agency	ctk
Program Application Checklist (5)		
Program Budget and Narrative (16)		
Program Cover Page (17)		
Program Funding Summary (1)		
Program Performance Measures (12)		
Program Staff Positions and Time (2)		
Program Subcontractors (1)		
Program Unit Cost Information (1)		
Program Work Statement (1)		
Program Work Statement for Deliverables (1)		

Back to Search

Funded Agencies

Program Application

Closeout Summaries

Administrative and Fiscal Review

Contract Document Uploads

Attach Documents

Select Program Application

Internet | Protected Mode: Off 100%

INSTRUCTIONS for 2018 GTOPS Application Packet

Agency Intake Folder - Windows Internet Explorer

https://www.ctkadm.com/odmexpress/4.3/doc_folder.php?ParentFormID=18&ParentDocID=22

File Edit View Favorites Tools Help

Agency Intake Folder

Navigation Menu

CTK Test Agency - do not remove Add to MyODM Agency Intake

- Create New -

Existing Program Application Forms

View Application Print Forms View / Hide All

Agency Name	DBA	Username
CTK Test Agency - do not remove	ALIAS / DBA for Agency	ctk
Program Application Checklist (5)		
Program Budget and Narrative (16)		
Program Cover Page (17)		
Program Funding Summary (1)		
Program Performance Measures (12)		
Program Submissions and Time (2)		
Program Submissions (1)		
Program Unit Information (1)		
Program Work (1)		
Program Work for Deliverables (1)		

Back to Search

Funded Agencies

Program Application

Closeout Summaries

Administrative and Fiscal Review

Contract Document Uploads

Attach Documents

Select Agency's Name

Internet | Protected Mode: Off 100%

INSTRUCTIONS for 2018 GTOPS Application Packet

Agency Intake - Windows Internet Explorer

https://www.ctsodm.com/austin/agency_intake.php?ActiveProgram=28docid=22

File Edit View Favorites Tools Help

Agency Intake

Navigation Menu

Agency Intake Print Save Delete New Close

AFR Submission Status

Username (NOT for Use With Application Tool) ctk

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

Agency Information

*Agency Legal Name CTK 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 HHSD) ALIAS / DBA for Agency

Agency Street Address 9442 Capital of Texas Highway North, Suite 200

Agency City Austin

Agency State TX

Agency Zip 78759

Agency Tax ID 74-1111111

Agency Website http:// Agency Website

Agency Main Phone (232)323-3223

Note to Vendors:
If you are an existing vendor registered with the City of Austin, or do not know if you are, [Click Here to Search](#).
Every vendor registers with the City of Austin for the first time. [Click Here to Register Now](#).

Done

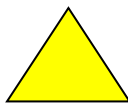
Internet | Protected Mode: Off

100%

1 Complete All Viewable Fields and Ensure Any Preloaded Information Is Up To Date and Accurate.

Note: Information From This Form Will Populate Into Your Next Form.

Please Ensure Everything is Correct Before Creating Next Form



INSTRUCTIONS for 2018 GTOPS Application Packet

Agency Intake - Windows Internet Explorer

https://www.ctkodm.com/austin/agency_intake.php?docId=1218&ActiveProgram=

File Edit View Favorites Tools Help

Microsoft Office 2010 Train... City of Austin - HR Advisor AIMS Project Site AMS Advantage eCOMBS eCAPRIS Connect-Training HHSWeb Inside Outside

Agency Intake Home Feeds (3) Read Mail Print Page Safety Tools

List any national level accreditations, including date issued and date of expiration.

Agency Board Information

*Number of Board Members

Frequency of Meetings -- Please Select --

Please briefly describe the board and volunteer committee structure including functions and activities.

Please briefly describe how the board participates in fundraising activities.

Does the board review program performance? ☐ Yes ☐ No

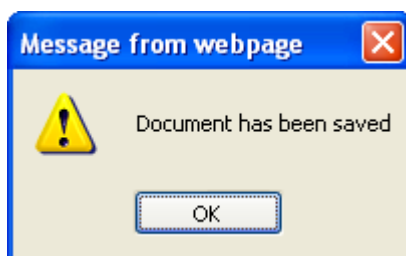
Does the board annually approve the budget? ☐ Yes ☐ No

If necessary, please include further explanation for any items in this section.

City of Austin Use Only

Created By: Apply Apply on: 04:17pm 10/2/2012

STOP Here. Scroll Up and Save.



INSTRUCTIONS for 2018 GTOPS Application Packet

The screenshot shows a web application interface for 'CTK Test Agency - do not remove'. The interface includes a 'Create New' dropdown menu with the following options:

- CTK Test Agency - do not remove
- Program Application Checklist (5)
- Program Application and Narrative (16)
- Program Application Page (17)
- Program Application Summary (1)
- Program Application Measures (12)
- Program Application Time (2)
- Program Application
- Program Application
- Program Application
- Program Application
- Program Application

A callout box points to the 'Program Application for GTOPS' option, with the text: "From 'Create New' List, Select 'Program Application for GTOPS'".

The interface also includes a 'Navigation Menu' on the left with the following items:

- Back to Search
- Funded Agencies
- Program Application
- Closeout Summaries
- Administrative and Fiscal Review
- Contract Document Uploads
- Attach Documents

The top of the interface shows the 'Agency Intake' section with a 'Create New' dropdown menu and a 'View Application' button. The bottom of the interface shows the 'Internet | Protected Mode: Off' status bar.

INSTRUCTIONS for 2018 GTOPS Application Packet

Program Application for GTOPs - Windows Internet Explorer

https://www.ctsdo.com/austin/program_application_for_gtops.php?parentDocId=22&ActiveProgram=1

File Edit View Favorites Tools Help

Program Application for GTOPs

Navigation Menu

Program Application for GTOPs

Print Save Delete New Close

CTK Test Agency - do not remove
Agency Legal Name: CTK Test Agency - do not remove (Agency Intake)

GTOPs Program Application

GTOPs Application Funding Year: 2016

GTOPs

Please rate the following (lowest priority)

- Social, Health and Well-being
- Arts, Culture and Community (including professional development and skills training)
- Education and Workforce (including capacity building for neighborhood and community organizations serving a wide variety of clients)
- Public Access & Civic Engagement

Social, Health and Well-being

Arts, Culture, and Community

Education and Workforce

Public Access and Civic Engagement

IMAGINE AUSTIN

Please select one of the following Imagine Austin Priority Programs that best reflects your proposed program goals

- Invest in Compact and Connected Austin, p. 178
- Economic Development, p. 194
- Creative Economy, p. 200
- Healthy Austin, p. 206

*Imagine Austin Priority

1 Please Rate the GTOPs Goal Priorities In Accordance With Your Application's Preference

Done

Internet | Protected Mode: Off

100%

INSTRUCTIONS for 2018 GTOPS Application Packet

Program Application for GTOPs - Windows Internet Explorer

https://www.ctkadm.com/austin/program_application_for_gtops.php?parentDocId=228&ActiveProgram=1

File Edit View Favorites Tools Help

Program Application for GTOPs

1 Some fields on “**Program Application for GTOPs**” form will auto-populate with current information from “Agency Intake” form.

APPLICANT INFO

Applicant Organization CTK 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 232-232-3232

E-Mail Address allan.mccracken@austintexas.gov

Organization or Program Website Address Agency Website

Program Name

Fiscal Agent (if different from applicant organization) N/A

Briefly describe

INSTRUCTIONS for 2018 GTOPS Application Packet

Program Application for GTOPs - Windows Internet Explorer

https://www.ctkodm.com/austin/program_application_for_gtops.php?parentDocId=121&ActiveProgram=1

File Edit View Favorites Tools Help

Program Application for GTOPs

program differs from services already available
measurable outcomes that you expect to achieve
your clients and where possible include demo

1 Complete All Descriptive Narrative Fields

Attach Program Narrative Support Here

Click to upload - Attach Program Narrative Support Here Delete

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

Attach Mission Narrative Support Here

Click to upload - Attach Mission Narrative Support Here

Please describe how your program will have an ongoing and/or lasting impact

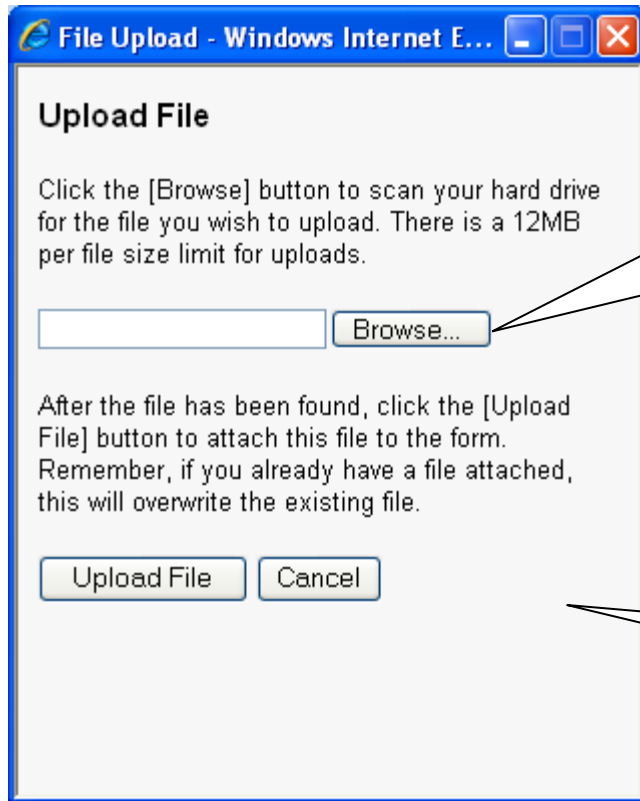
Attach Community Impact Narrative Support Here

Click to upload - Attach Community Impact Narrative Support Here Delete

Please describe and demonstrate participation by community members in your program (explain how you contacted them, how many became involved, and what sectors of your community they represent). Provide specific examples of how they participated in selecting and planning your program and how

2 Upload Supporting Documentation for Each Descriptive Narrative Field
(12MB Maximum on Each Upload Field)

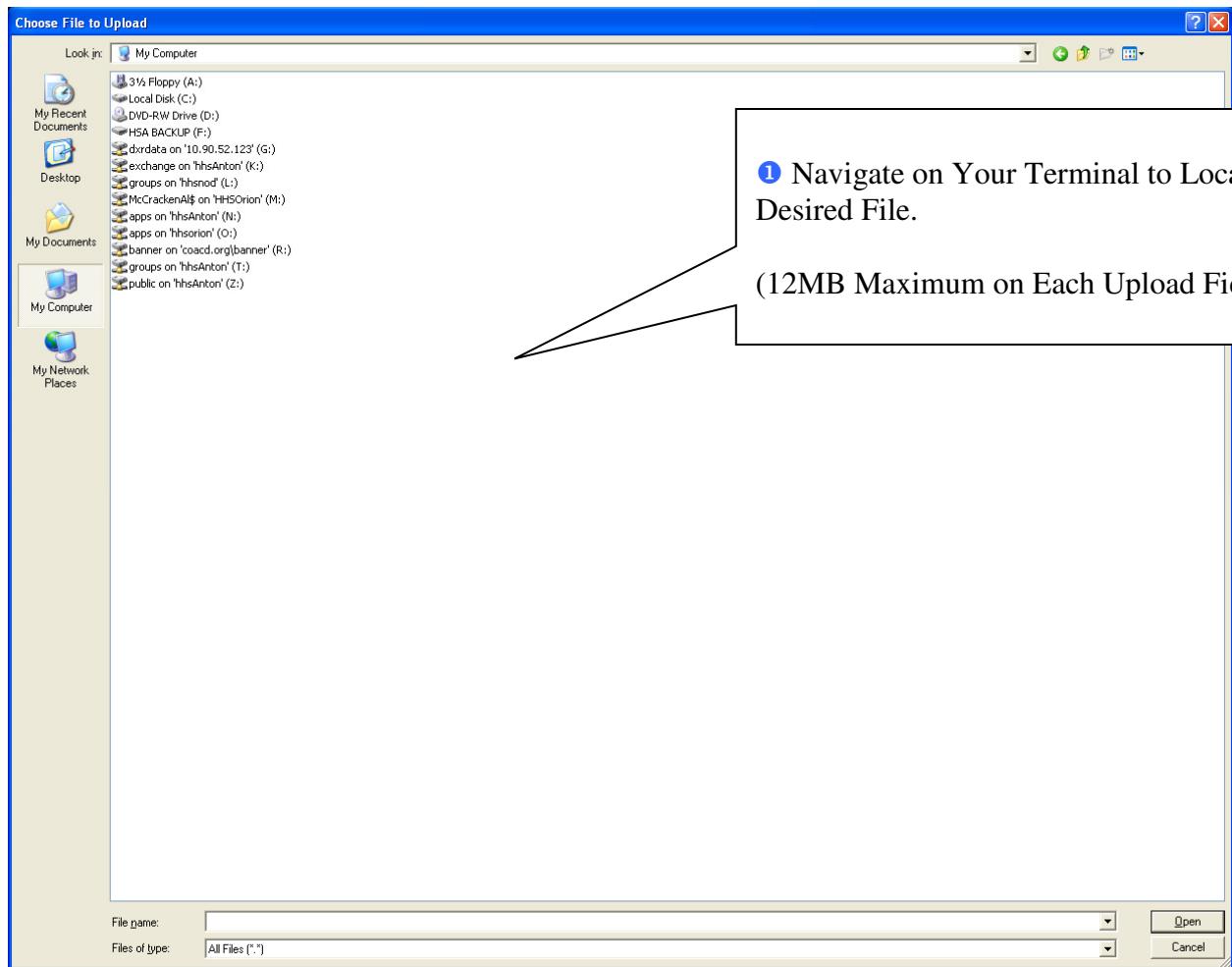
Done Internet 100%



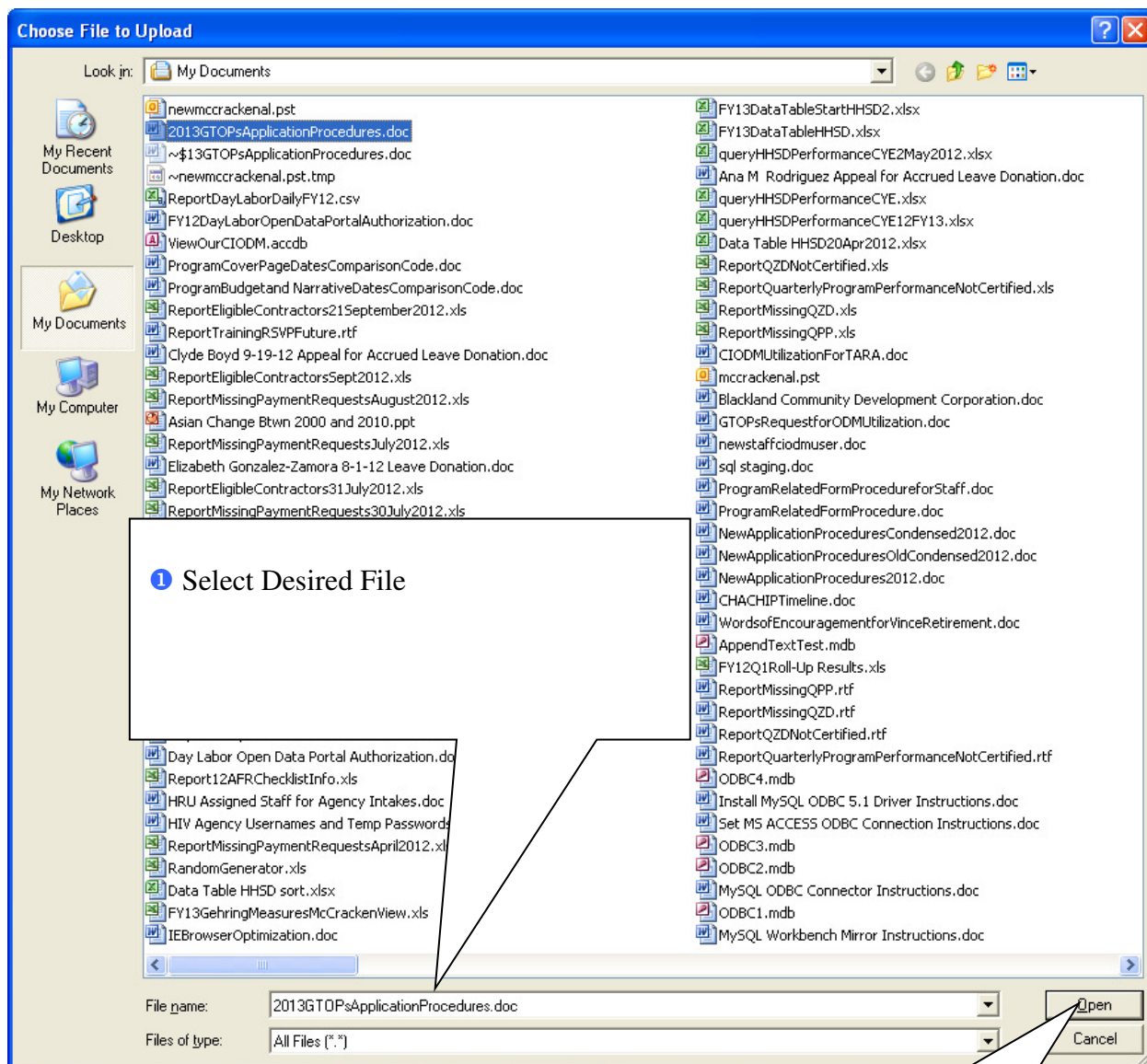
① Browse for file on remote computer.
(12MB Maximum on Each Upload Field)

② If Unable To See Upload File Pop-Up,
Hover Over Internet Icon on Start Task Bar
to See If It Is Hidden Behind Web Page

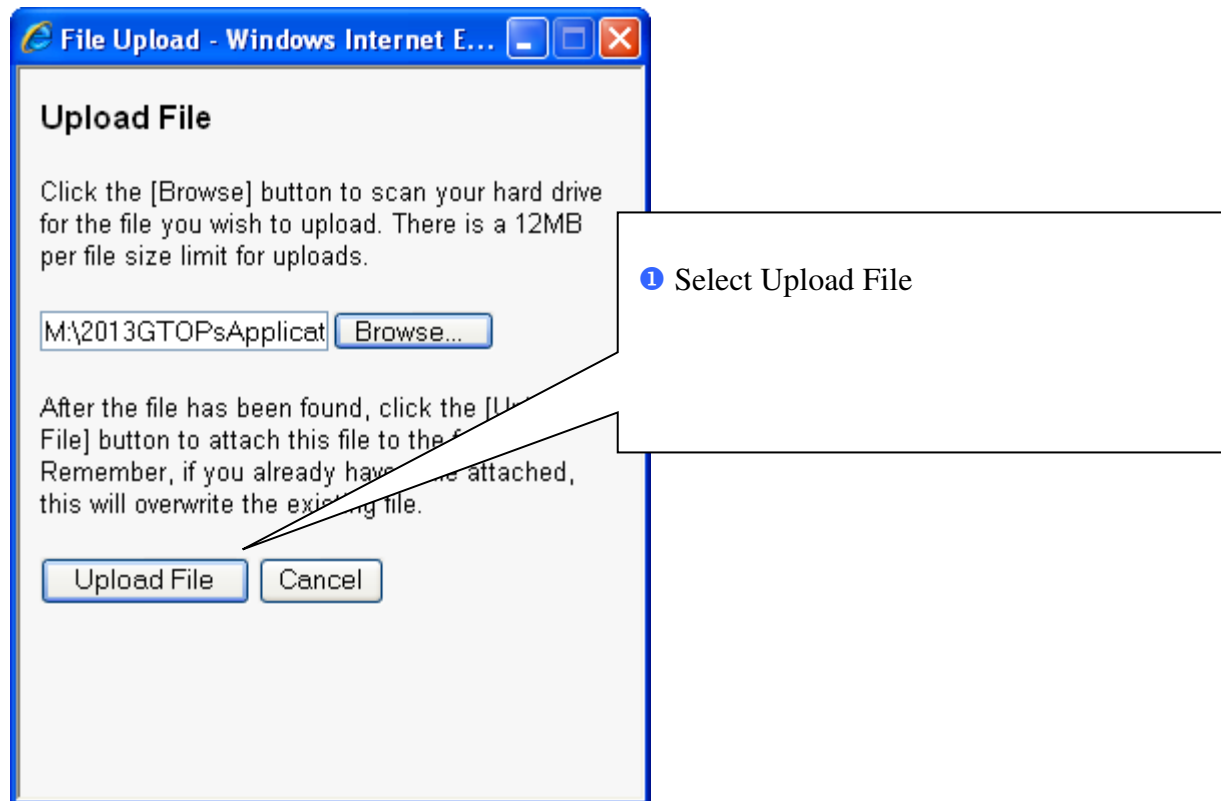




INSTRUCTIONS for 2018 GTOPS Application Packet



② Select Open to Attach File
(12MB Maximum on Each Upload Field)



INSTRUCTIONS for 2018 GTOPS Application Packet

1 File Attachment Hyperlink Added

Please describe your program and how it differs from similar programs. Please include measurable outcomes that you expect to achieve if the program is successful. Please also identify your clients and where the program is located.

Please describe how your program supports the mission and goals of GTOPS.

Attach Program Narrative Support Here

[2013GTOPSApplicationProcedures.doc](#)

Click to upload - Attach Program Narrative Support Here Delete

Attach Mission Narrative Support Here

Click to upload - Attach Mission Narrative Support Here

Please describe how your program will have an ongoing and measurable impact on the community need it addresses. If relevant, describe how this program differs from similar programs available in the community. Where possible, indicate the specific geographic area that the program is intended to serve. Please include demographic and geographic information.

2 Note: System Will Rename File Hyperlink After Saving the Form to a System Generated Name. This Link Will Not Look The Same Should You Return and Edit The Form Before Certifying.

INSTRUCTIONS for 2018 GTOPS Application Packet

Program Application for GTOPs - Windows Internet Explorer

https://www.ctkodm.com/austin/program_application_for_gtops.php?parentDocId=121&ActiveProgram=1

File Edit View Favorites Tools Help

Microsoft Office 2010 Traini... City of Austin - HR Advisor AIMS Project Site AMS Advantage eCOMBS

Program Application for GTOPs Home Print Page Safety Tools

program differs from services already available in the community. Where measurable outcomes that you expect to achieve if the program is successful. Use also identify your clients and where possible include demographic and geographic information.

Attach Program Narrative Support Here Click to upload - Attach Program Narrative Support Here Delete

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

Attach Mission Narrative Support Here Click to upload - Attach Mission Narrative Support Here Delete

Please describe how your program will have an ongoing and/or lasting impact

Attach Community Impact Narrative Support Here Click to upload - Attach Community Impact Narrative Support Here Delete

Please describe and demonstrate participation by community members in your program (explain how you contacted them, how many became involved, and what sectors of your community they represent). Provide specific examples of how they participated in selecting and planning your program and how

1 Complete All Descriptive Narrative Fields

2 Repeat Uploading of Supporting Documentation for Each Descriptive Narrative Field Until Complete.

INSTRUCTIONS for 2018 GTOPs Application Packet

Program Application for GTOPs - Windows Internet Explorer

https://www.ctkodm.com/austin/program_application_for_gtops.php?parentDocId=121&ActiveProgram=1

File Edit View Favorites Tools Help

Program Application for GTOPs

1 When You Are ABSOLUTELY Certain You Are Ready to Certify an Accurate Completion of Your GTOPs Application, Enter Full Name, Title, and Certification Date.

Organizational Description Narrative Support Here

RE: Attachments (printed brochures, videotapes, fliers, photographs or other material will be discarded.)

The signatory declares that he is the elected or appointed Chair, President, Executive Director or CEO of the applicant organization, assures that a majority of members of the organization's governing board have agreed to take this program, and assures that any funds received as a result of the application will be used for purposes set forth herein.

Agency Certification of GTOPs Application

Full Name of Signatory

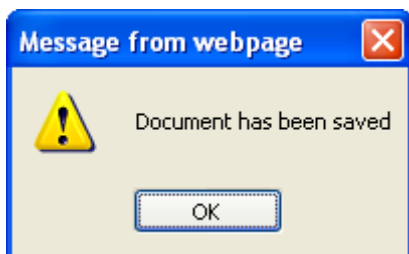
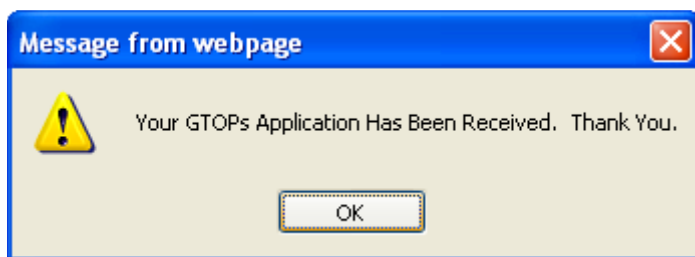
Signatory Title

Date of Certification

2 Scroll Up and Save.

(End of Application)

[Please Scroll Up and Save Form]



INSTRUCTIONS for 2018 GTOPS Application Packet

Agency Intake Folder - Windows Internet Explorer

https://www.ctodm.com/odmexpress/4.3/doc_folder.php?ParentFormID=18&ParentDocID=22&ActiveProgram=1

File Edit View Favorites Tools Help

Agency Intake Folder

Navigation Menu

CTK Test Agency - do not remove Add to MyODM Agency Intake

Create New

Existing Program Application Forms

View Application Print Forms View / Hide All

Agency Name	DBA	Username
CTK Test Agency - do not remove	ALIAS / DBA for Agency	ctk
Program A		
Program B		
Program C		
Program D		
Program E		
Program F		
Program G		
Program H		
Program I		
Program J		
Program K		
Program L		
Program M		
Program N		
Program O		
Program P		
Program Q		
Program R		
Program S		
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Program LO		
Program LP		
Program LQ		
Program LR		
Program LS		
Program LT		
Program LU		
Program LV		
Program LW		
Program LX		
Program LY		
Program LZ		
Program MA		
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INSTRUCTIONS for 2018 GTOPS Application Packet

Agency Intake Folder - Windows Internet Explorer

https://www.ckadn.com/odmexpress/4.3/doc_folder.php?ParentFormID=18&ParentDocID=22&ActiveProgram=1

File Edit View Favorites Tools Help

Agency Intake Folder

Navigation Menu

CTK Test Agency do not remove Add to MyODM Agency Intake

Create New

Program Application Forms

View Print Forms View / Hide All

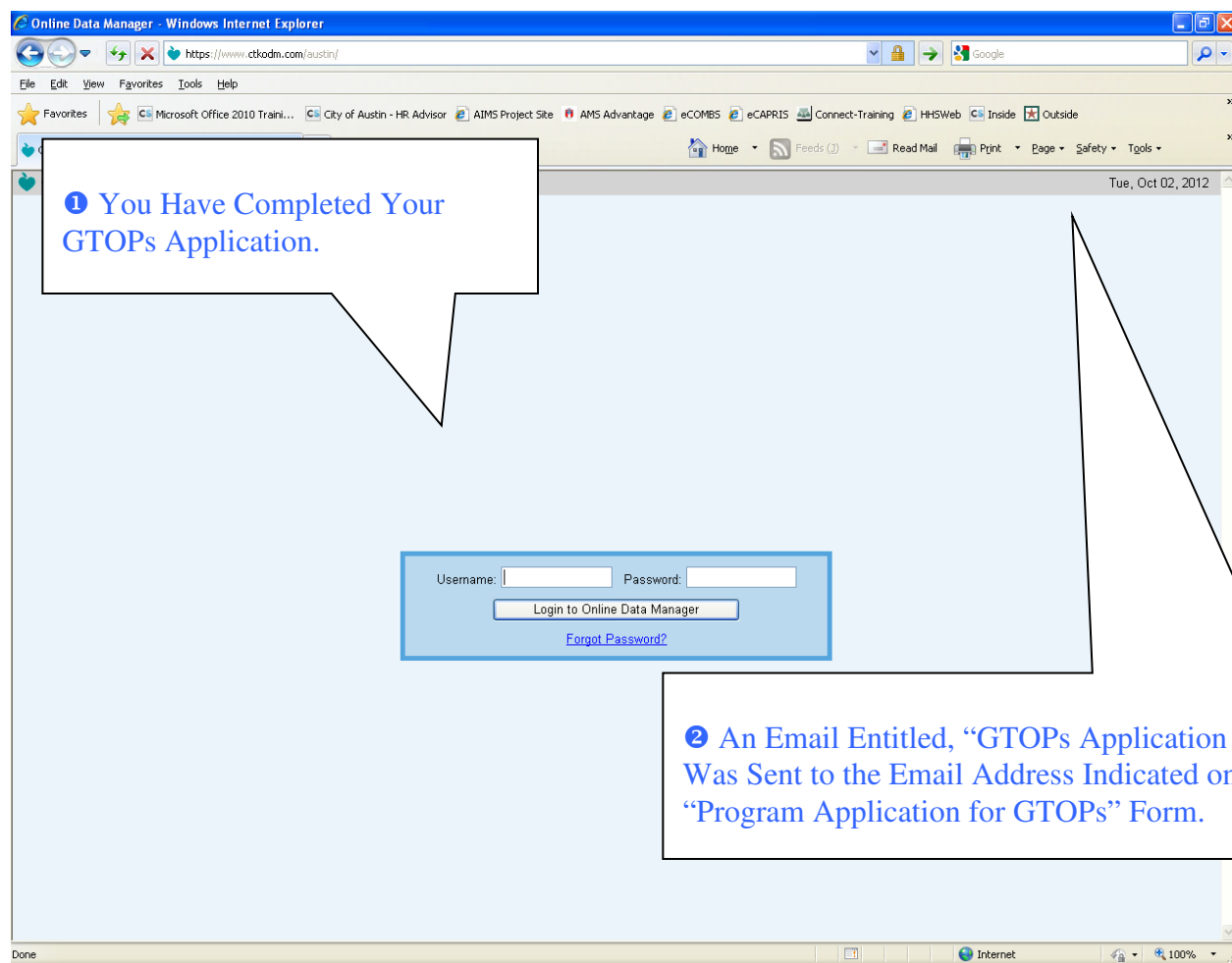
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Back to Search
Funded Agencies
Program Application
Closeout Summaries
Administrative and Fiscal Review
Contract Document Uploads
Attach Documents

1 Select "Logout" from "Navigation Menu"

Done Internet | Protected Mode: Off 100%

INSTRUCTIONS for 2018 GTOPS Application Packet



Thank You For Applying to GTOPs.
Your Effort Is Appreciated and Good Luck!



Need a Helping Hand? No problem.

- Things didn't work out quite as planned?
- What you viewed on your screen did not work as described in this guidance?

Contact CityHS@austintexas.gov or call (512) 972-5075 for assistance.