eGOHS

eGOHS User Instructions

User Registration
Agency Setup
eGOHS Navigation
Grant Application

provided by:

AGATE
software

Quick Reference

User Registration

1. To register click on the link of the left side of the screen titled "Create a new user account" to start the registration process.

2. Next, complete your personal contact information. Fields that have a red asterisk
(*) are required.

3. To add your agency:

   a. Click on **Find Agency** to add your agency name and information. When
      you click on the button a new page will appear.

   b. Please read the instructions on the page and search for your agency

   c. To select your agency click on the plus icon (⊕) left of the agency name.

   d. If you do not find your agency, call the eGOHS help desk (404-656-6996).

4. It is preferred that an Email address be used when using the eGOHS system.

5. Once the form is completed click **Register** to submit your information.

6. If any information is missing or not completed correctly a box will popup making you aware of the error. Click **OK** and fix any errors. Once they are fixed click **Register** again.

7. Once your registration passes a confirmation box will be displayed at the bottom of the page

8. To confirm registration enter a password in both the password field and the confirm password field and click **Confirm**.

9. If you chose Email as your mail preference:

    a. You will receive an Email from eGOHS with further instructions.

    b. Read the Email and click on the link "Please click here to complete the registration process".

    c. Enter your username and password.

    d. Click **Login**.

    e. Your registration is now complete. eGOHS administration will review your information and modify your security level to give you more access to the system. You will receive an Email once your level as been set.

10. If you did not chose Email as your mail preference please call eGOHS administration at 404-656-6996 for further instructions.

11. Until your account is setup by eGOHS you will not be able to apply for grants.

Agency Setup

Edit Agency Information

1. Once you have received your Email from eGOHS verifying your security level has been setup, you will be required to setup your agency information. Go to the eGOHS webpage.

2. Enter your user name and password and click **Login**. This will take you to the **Start Menu**.

3. From the **Start Menu**, select the **Agency Information menu tab**.

4. There are two sections to the agency information page. You may have to Scroll down the page to see both the Agency section and the Agency Contacts section.

Editing agency Information

1. Scroll up to the top of the page and click **Edit.**

2. After you click **Edit**, the page will refresh and text boxes will be shown for you to input your agency's information.

3. All fields that end with a red asterisk are required.

4. When you are done click **Save.**

Adding Agency Contacts

1. Scroll to the bottom of the page. In agency contacts click **Add.**

2. A new page will open, as with the agency information all fields ending with a red asterisk are required.

3. You will want to make sure you have added an Agency Authorized Official to your agency. <u>You will be unable to submit applications without one.</u>

4. Once you have added your Agency Authorized Official continue to add all other members of your agency. You will want to select Agency Staff for the system security level for the new users.

5. When you are done click **Save.**

6. You will be brought back to the Agency Information page. Scroll to the bottom of the screen to see the added user. Click **Add** to add all other agency staff members.

Navigation Through eGOHS

Start Menu

The Menu bar will show all available menus. (Application Menu, Grant Menu and others)

When starting an application use this drop down to find the application you wish to apply for
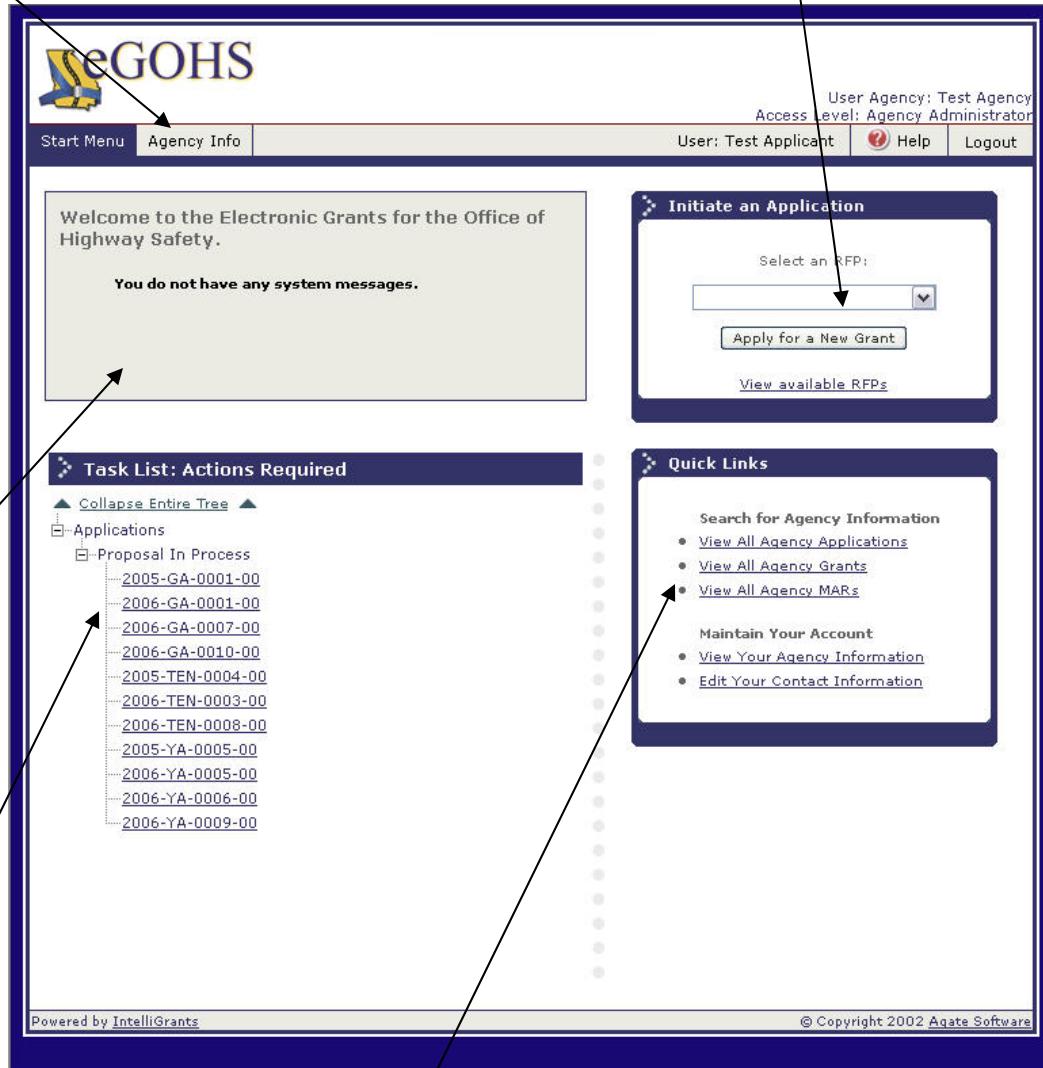
Important system messages will appear here

Applications and grants in various statuses will be listed here for easy access.

Quick links are an easy way to find agency applications and grants, as well as agency information

Forms

Return to the previous form page

Used when adding multiple items to a form.

Save the Form.

Clear the Form.

Delete the current item in the form, if multiples were added.

Move to next form

View PDF of this form.

PDF's
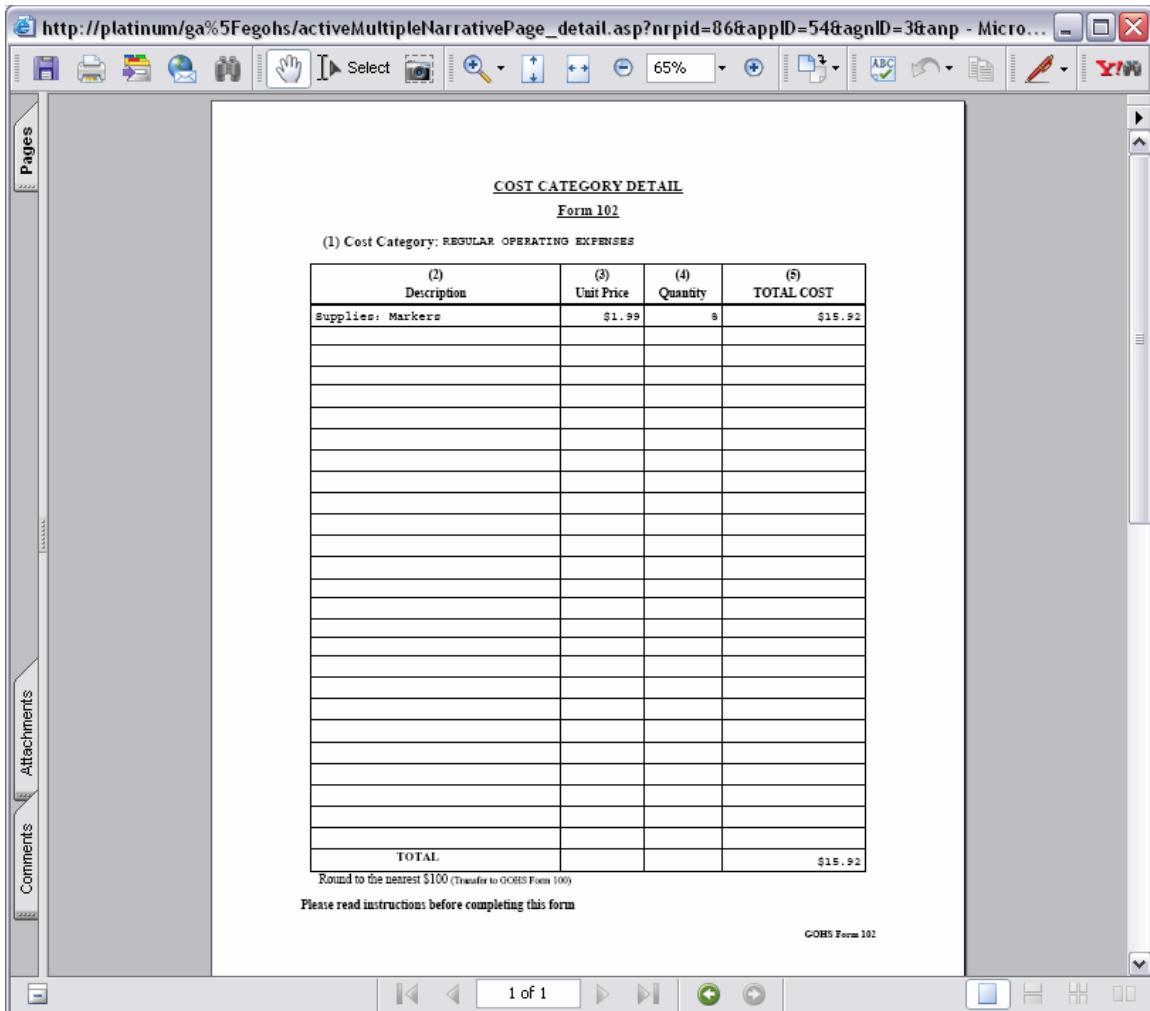
A PDF file will show each form with the information you have entered. A PDF is not editable, the only way to change a PDF is to change the information on the form. Before submitting an application you should look at the PDF's for each form to be sure everything is correct.

Applying For A SADD RFP

Initiate A SADD Application

1. To Initiate a SADD application go to the eGOHS webpage.

2. Enter your user name and password and click **Login**. This will take you to the **Start Menu**.

3. From the **Start Menu**, select SADD from the dropdown menu in the **Initiate an Application** box.

4. Click **Apply for a New Grant**.

5. A separate window will appear confirming your decision. Click **OK**.

Setting up a SADD Application

1. Select SADD as the program type, give this application a name and click **Save**. The program will be added to the bottom of the screen.

2. Click on the Service Areas tab

    a. Select a service area type and select a county to be served.

    b. Click the **Add** button

    c. You may add multiple service areas to this screen by repeating the steps

3. Click on the Representative Districts tab.

4. Select at least one Senate Legislative, House Legislative and US Congressional District and click the **Add**. You may select more than once district at a time.

5. Once the program components tab and the service areas tab are complete click on **Application Menu** at the top of the page.

6. There are three different sections within this page.

o General Information

- Application Navigation

- Application Forms Tree view

o General Information is located on the top left side of the page and it shows information about the application. Such as the application number, the status of the application and the due date.

- Application Navigation is located below the General Information and it allows you to access different areas of the application.

- Application Forms Tree view section displays the forms that make up the application into an easy-to-navigate hierarchical structure.

7. The first thing you will want to do is control access to this application. To do that click on the link "Control Access to Application" located under the application navigation.

8. This screen lists all users who currently have access to this application. To add users to the application:

   a. Navigate to the bottom of the page so the box labeled "Assign additional users access to this application" is visible.

   b. Select the name from the Name dropdown list of the person to which you want to grant access. Only active members from your agency will appear in this list

c. Indicate whether this person is the main contact or a staff member for the application by selecting an appropriate option from the drop-down list labeled "Contact Type." When Agency Main Contact is selected, that person becomes the main contact for the application. An application may have more than one main contact, but it is not recommended.

d. Select the level of access you want to give this user. The level of access is the Application Security Level.

e. Click **Grant This User Access**.

9. Go back to the application menu, by click on Application Menu at the top of the screen.

10. To add application program information:

a. From the Application Menu, click the Application Program Description link under the Application Information navigation icon.

b. Click **Edit**.

c. Type the Application Title and Program Description in the fields provided.

d. Click **Save**.

11. The screen will refresh with the new information.

12. Go back to the application menu, by clicking **Application Menu** at the top of the screen.

Completing SADD Application Forms

1. Now that the application is set up click on the first application form "SADD ADDITIONAL INFORMATION".

2. Each time you complete a page make sure to click **Save**. To check for any errors on the page click **Check for errors** on the top right of the screen. If any errors are present you will be told which field needs to be fixed. When you are finished click **Next** to move to the next form. It is not necessary to complete the application all at once. You can leave the application and come back to it later.

3. The following instructions will help you complete each form:

4. **Additional Information** - All fields that have a red asterisk are required. However if the field "Does your jurisdiction receive any other federal funds from other sources?" is answered yes then you have to answer the following question "how much?".

5. **Problem ID, Objectives and Milestones -** To complete this page you must first read the PDF by clicking on **View PDF** and then either click on the checkbox if you "agree to complete these Objectives, Activities and Evaluations" or just click **Save** if you do not agree.

6. **Regular Operating Expenses** – Select a description, unit price and quantity for all operating expenses. After you save each one, click **Add**, to add another expense.

7. **Travel** – Select a description, unit price and quantity for all travel expenses. After you save each one, click **Add**, to add another expense.

8. **Contractual Services** – Select a description, unit price and quantity for all contractual service expenses. After you save each one, click **Add**, to add another expense.

9. **Cost Category Summary** –Enter the local percentage match and click **Save** to show your completed budget.
10. **Grant Terms and Conditions** - Click on View PDF to view the Grant Terms and Conditions. Please read the Page and click **Next** when you are done.

11. **Certifications and Signatures** - Check the boxes related to the officials that are bonded and enter an alternative signer's name and title.

12. Once this page is done click on **Application Menu** at the top of the page.

Submitting SADD Application

1. In order to submit an application there must be no errors in the application. To check for errors click on **Errors** located in the application navigation section of the page.

2. Listed will be any errors and the pages they are on.

3. Once there are no errors found, contact your Agency Authorized Official, as they are responsible for submitting all applications.

4. In the **Application Menu** click the **Submit Application**.

5. Click on the window that pops up.

6. Click the **I Agree** to submit the application.

Applying For a Young Adult RFP

Initiate a YA Application

1. To initiate a YA application go to the eGOHS webpage.

2. Enter your username and password and click **Login**.

3. From the Start Menu, select a YA from the dropdown menu in the Initiate an Application box.

4. Click **Apply for a New Grant**.

5. A separate window will appear confirming your decision. Click **OK**.

Setting up a YA Application

1. Select YA as the program type, give this application a name and click **Save**. The program will be added to the bottom of the screen.

2. Click on the **Service Areas** tab.

   a. Select a service area type and select a county to be served.

   b. Click **Add**.

   c. Repeat to add more counties.

3. Click on the **Representative Districts** tab.

4. Select at least one Senate Legislative, House Legislative and US Congressional District and click the **Add**. You may select more than once district at a time.

5. Once the program components tab and the service areas tab are complete click on **Application Menu** at the top of the page.

6. There are three different sections within this page.

o General Information

  • Application Navigation

    • Application Forms Tree view

o General Information is located on the top left side of the page and it shows information about the application. Such as the application number, the status of the application and the due date.

  • Application Navigation is located below the General Information and it allows you to access different areas of the application.

    • Application Forms Tree view section displays the forms that make up the application into an easy-to-navigate hierarchical structure.

7. The first thing you will want to do is control access to this application. To do that click the link "Control Access to Application**"** located under the application navigation.

8. This screen lists all users who currently have access to this application. To add users to the application:

   a. Navigate to the bottom of the page so the box labeled "Assign additional users access to this application" is visible.

   b. Select the name from the Name dropdown list of the person to which you want to grant access. Only active members from your agency will appear in this list

   c. Indicate whether this person is the main contact or a staff member for the application by selecting an appropriate option from the drop-down list labeled "Contact Type." When Agency Main Contact is selected, that person becomes the main contact for the application. An application may have more than one main contact, but it is not recommended.

   d. Select the level of access you want to give this user. The level of access is the Application Security Level.

e. Click **Grant This User Access**.

9. Go back to the application menu, by click on Application Menu at the top of the screen. To add application program information:

   a. From the Application Menu, click the "Application Program Description" link under the Application Information navigation icon.

   b. Click **Edit**.

   c. Type the Application Title and Program Description in the fields provided.

   d. Click **Save**.

10. The screen will refresh with the new information.

11. Click on **Application Menu** to return to the application.

Completing YA Application Forms

1. Now that the application is set up click on the first application form "YOUNG ADULT ADDITIONAL INFORMATION".

2. Each time you complete a page make sure to click **Save**. To check for any errors on the page click **Check for errors** on the top right of the screen. If any errors are present you will be told which field needs to be fixed. When you are finished click **Next** to move to the next form. It is not necessary to complete the application all at once. You can leave the application and come back to it later.

3. The following instructions will help you complete each form:

4. **Additional Information** - All fields that have a red asterisk are required. However some fields are only required depending on certain responses. For example if you select "yes" for the second question "Does your jurisdiction receive any other federal funds from other sources?" then you have to answer the following question "how much?".

5. **Problem Identification** - Enter text to describe the problem.

6. **Problem Identification Attachment** - This form allows you to attach any documents that you have already created for problem identification.

7.

    a. Click **Browse**.

    b. Windows will open allowing you to find your document on your computer.

    c. When you have found the file click **Open**.

    d. Click **Save**.

8. If you have more than one attachment to send click **Add** and repeat steps 1 to 4.

9. **Program Assessment** - Enter text describing the assessment of the situation.

10. **Standard YA Project Objectives, Activities and Evaluations** - To complete this page click **View PDF** and read the document that opens.

11. After you have read the document close the window and either check the box agreeing to these objectives, activities and evaluations and click **Save**. If you chose not to agree just click **Save**.

12. **Standard YA Milestone Chart** - Place an 'X' in each month that you plan an activity for each objective listed or the number of attendees when appropriate.

13. **Other Project Objectives, Activities & Evaluations** - Click the box if this goal incorporates a best practice, then select a goal and complete the text boxes. When you are done click **Save**. Click **Add** if you have more objectives to enter.

14. **Media Plan** - Complete the next form describing how you plan to announce the award.

15. **Self-sufficiency** - Enter how long the program has been in existence and how it will continue with out federal funds.

16. **Resource Requirements** - Enter the personnel, equipment, and supplies needed to complete the project.

17. **Personnel Service Detail Position** – Complete this form for each personnel. To add more than once click **Save** then click **Add**.

18. **Personnel Service Detail Benefits** – Complete the percentage for each fringe benefit, if there is a benefit not listen use the other boxes and describe what they are.

19. **Pay Schedule For Project Employees** – Select a pay code and month and complete the pay period begin date, end date and the actual pay day.

20. **Regular Operating Expenses** – Select a description, unit price and quantity for all operating expenses. After you save each one, click **Add**, to add another expense.

21. **Travel** – Select a description, unit price and quantity for all travel expenses. After you save each one, click **Add**, to add another expense.

22. **Contractual Services** – Select a description, unit price and quantity for all contractual service expenses. After you save each one, click **Add**, to add another expense.

23. **Cost Category Summary** – Select a college population and enter the local percentage match and click **Save** to show your completed budget.

24. **Grant Terms and Conditions** – Click **View PDF** and read the terms and conditions of this grant.

25. **Certifications and Signatures** – Check the box(s) of all individuals who are bonded and enter an alternate signer's name and title.

26. When you are finished with this last page click on **Application Menu** at the top of the page.

Submitting YA Application

1. In order to submit an application there must be no errors in the application. Click on **Errors** located in the application navigation section of the page.

2. Listed will be any errors and the pages they are on.

3. Once there are no errors found, contact your Agency Authorized Official, as they are responsible for submitting all applications.

4. In the **Application Menu** click the **Submit Application**.

5. Click on the window that pops up.

6. Click the **I Agree** to submit the application.

Applying For A General Application RFP

Initiate A General Application

1. To Initiate a General application go to the eGOHS webpage.

2. Enter your user name and password and click **Login**.

3. From the **Start Menu**, select a General Application from the dropdown menu in the Initiate an Application box.

4. Click **Apply for a New Grant**.

5. A separate window will appear confirming your decision. Click **OK**.

Setting up a General Application

1. Select General Application as the program type, give this application a name and click **Save**. The program will be added to the bottom of the screen.

2. Click on the Service Areas tab

   a. Select a service area type and select a county to be served.

   b. Click the **Add** button

   c. You may add multiple service areas to this screen by repeating the steps.

3. Click on the Representative Districts tab.

4. Select at least one Senate Legislative, House Legislative and US Congressional District and click the **Add**. You may select more than once district at a time.

5. Once the program components tab and the service areas tab are complete click on **Application Menu** at the top of the page.

6. There are three different sections within this page.

o General Information

- Application Navigation

  - Application Forms Tree view

o General Information is located on the top left side of the page and it shows information about the application. Such as the application number, the status of the application and the due date.

  - Application Navigation is located below the General Information and it allows you to access different areas of the application.

    - Application Forms Tree view section displays the forms that make up the application into an easy-to-navigate hierarchical structure.

7. The first thing you will want to do is control access to this application. To do that click on the link "Control Access to Application" located under the application navigation.

8. This screen lists all users who currently have access to this application. To add users to the application:

    a. Navigate to the bottom of the page so the box labeled "Assign additional users access to this application" is visible.

    b. Select the name from the Name dropdown list of the person to which you want to grant access. Only active members from your agency will appear in this list.

    c. Indicate whether this person is the main contact or a staff member for the application by selecting an appropriate option from the drop-down list

labeled "Contact Type." When Agency Main Contact is selected, that person becomes the main contact for the application. An application may have more than one main contact, but it is not recommended.

    d. Select the level of access you want to give this user. The level of access is the Application Security Level.

    e. Click **Grant This User Access**.

9. Go back to the application menu, by click on **Application Menu** at the top of the screen.

10. To add application program information:

    a. From the Application Menu, click the Application Program Description link under the Application Information navigation icon.

    b. Click **Edit**.

    c. Type the Application Title and Program Description in the fields provided.

    d. Click **Save**.

11. The screen will refresh with the new information.

12. Go back to the application menu, by clicking **Application Menu** at the top of the screen.

Completing General Application Forms

1. Now that the application is set up click on the first application form "APPLICATION COVER PAGE".

2. Each time you complete a page make sure to click **Save**. To check for any errors on the page click **Check for errors** on the top right of the screen. If any errors are present you will be told which field needs to be fixed. When you are finished click **Next** to move to the next form. It is not necessary to complete the application all at once. You can leave the application and come back to it later.

3. The following instructions will help you complete each form:

4. **Application Cover Page** – This field does not require you to enter any data, click View **PDF** to view the cover page.

5. **Additional Information** - All fields that have a red asterisk are required. However some fields are only required depending on certain responses. For example if you select "yes" for the second question "Does your jurisdiction receive any other federal funds from other sources?" then you have to answer the following question "how much?".

6. **Problem Identification** - Enter text to describe the problem.

7. **Problem Identification Attachment** - This form allows you to attach any documents that you have already created for problem identification.

8.

   a. Click **Browse**.

   b. Windows will open allowing you to find your document on your computer.

   c. When you have found the file click **Open**.

d. Click **Save**.

e. If you have more than one attachment to send click **Add** and repeat the steps.

9. **Program Assessment** - Enter text describing the assessment of the situation.

10. **Program Assessment Chart** – For each activity listed proved the enforcement activity for the last three years. If you do not have data for an activity/year enter N/A.

11. **Project Objectives, Activities & Evaluations** - Click the box if this goal incorporates a best practice, then select a goal and complete the text boxes. When you are done click **Save**. Click **Add** if you have more objectives to enter.

12. **Media Plan** - Complete the next form describing how you plan to announce the award.

13. **Resource Requirements** - Enter the personnel, equipment, and supplies needed to complete the project.

14. **Self-sufficiency** - Enter how long the program has been in existence and how it will continue with out federal funds.

15. **Personnel Service Detail Position** – Complete this form for each personnel. To add more than once click **Save** then click **Add**.

16. **Personnel Service Detail Benefits** – Complete the percentage for each fringe benefit, if there is a benefit not listen use the other boxes and describe what they are.

17. **Pay Schedule For Project Employees** – Select a pay code and month and complete the pay periods begin date, end date and the actual pay day.

18. **Regular Operating Expenses** – Select a description, unit price and quantity for all operating expenses. After you save each one, click **Add**, to add another expense.

19. **Travel** – Select a description, unit price and quantity for all travel expenses. After you save each one, click **Add**¸ to add another expense.

20. **Equipment Purchases** - Select a description, unit price and quantity for all equipment expenses. After you save each one, click **Add**¸ to add another expense.

21. **Contractual Services** – Select a description, unit price and quantity for all contractual service expenses. After you save each one, click **Add**, to add another expense.

22. **Per Diem & Fees** - Select a description, unit price and quantity for per diem & fees. After you save each one, click **Add**, to add another expense.

23. **Computer Charges and Computer Equipment** - Select a description, unit price and quantity for all computer charges and computer equipment expenses. After you save each one, click **Add**, to add another expense.

24. **Telecommunications** - Select a description, unit price and quantity for all telecommunication expenses. After you save each one, click **Add**, to add another expense.

25. **Motor vehicle Purchases** - Select a description, unit price and quantity for all motor vehicle expenses. After you save each one, click **Add**, to add another expense.

26. **Cost Category Summary** –Enter the local percentage match and click **Save** to show your completed budget.

27. **Non-Profit Disclosure** – Click **View PDF** and red the Non-Profit disclosure. Then attach a letter of support from a local government official stating this program is needed and three letters of reference in support of the organization. To Add an attachment:

28.

    a. Click **Browse**.

    b. A window will open allowing you to find your document on your computer.

    c. When you have found the file click **Open**.

29. **Grant Terms and Conditions** - Click on View PDF to view the Grant Terms and Conditions. Please read the Page and click **Next** when you are done.

30. **Certifications and Signatures** - Check the boxes related to the officials that are bonded and enter an alternative signer's name and title.

31. Once this page is done click on **Application Menu** at the top of the page.

Submitting General Application

1. In order to submit an application there must be no errors in the application. Click **Errors** located in the application navigation section of the page.

2. Listed will be any errors and the pages they are on.

3. Once there are no errors found, contact your Agency Authorized Official, as they are responsible for submitting all applications.

4. In the **Application Menu** click the **Submit Application**.

5. Click on the window that pops up.

6. Click the **I Agree** to submit the application.

Applying For A TEN Application RFP

Initiate A TEN Application

1. To Initiate a TEN application go to the eGOHS webpage.

2. Enter your user name and password and click **Login**.

3. From the Start Menu, select a General Application from the dropdown menu in the Initiate an Application box.

4. Click **Apply for a New Grant**.

5. A separate window will appear confirming your decision. Click **OK**.

Setting up a TEN Application

1. Select General Application as the program type, give this application a name and click **Save**. The program will be added to the bottom of the screen.

2. Click on the Service Areas tab

   a. Select a service area type and select a county to be served.

   b. Click the **Add** button.

   c. You may add multiple service areas to this screen by repeating the steps.

3. Click on the Representative Districts tab.

4. Select at least one Senate Legislative, House Legislative and US Congressional District and click the **Add**. You may select more than once district at a time.

5. Once the program components tab and the service areas tab are complete click on **Application Menu** at the top of the page.

6. There are three different sections within this page.

- o General Information

    - Application Navigation

        - Application Forms Tree view

- o General Information is located on the top left side of the page and it shows information about the application. Such as the application number, the status of the application and the due date.

    - Application Navigation is located below the General Information and it allows you to access different areas of the application.

        - Application Forms Tree view section displays the forms that make up the application into an easy-to-navigate hierarchical structure.

7. The first thing you will want to do is control access to this application. To do that click on the link "Control Access to Application" located under the application navigation.

8. This screen lists all users who currently have access to this application. To add users to the application:

   a. Navigate to the bottom of the page so the box labeled "Assign additional users access to this application" is visible.

   b. Select the name from the Name dropdown list of the person to which you want to grant access. Only active members from your agency will appear in this list.

   c. Indicate whether this person is the main contact or a staff member for the application by selecting an appropriate option from the drop-down list

labeled "Contact Type." When Agency Main Contact is selected, that person becomes the main contact for the application. An application may have more than one main contact, but it is not recommended.

    d. Select the level of access you want to give this user. The level of access is the Application Security Level.

    e. Click **Grant This User Access**.

9. Go back to the application menu, by click on **Application Menu** at the top of the screen.
10. To add application program information:

    a. From the Application Menu, click the Application Program Description link under the Application Information navigation icon.

    b. Click **Edit**.

    c. Type the Application Title and Program Description in the fields provided.

    d. Click **Save**.

11. The screen will refresh with the new information.

12. Go back to the application menu, by clicking **Application Menu** at the top of the screen.

Completing TEN Application Forms

1. Now that the application is set up click on the first application form "APPLICATION COVER PAGE".

2. Each time you complete a page make sure to click **Save**. To check for any errors on the page click **Check for errors** on the top right of the screen. If any errors are present you will be told which field needs to be fixed. When you are finished click **Next** to move to the next form. It is not necessary to complete the application all at once. You can leave the application and come back to it later.

3. The following instructions will help you complete each form:

4. **Application Cover Page** – This field does not require you to enter any data, click **View PDF** to view the cover page.

5. **Additional Information** - All fields that have a red asterisk are required. However some fields are only required depending on certain responses. For example if you select "yes" for the second question "Does your jurisdiction receive any other federal funds from other sources?" then you have to answer the following question "how much?".

6. **Problem Identification** - Enter text to describe the problem.

7. **Problem Identification Attachment** - This form allows you to attach any documents that you have already created for problem identification.

    a. Click **Browse**.

    b. Windows will open allowing you to find your document on your computer.

c. When you have found the file click **Open**.

d. Click **Save**.

e. If you have more than one attachment to send click **Add** and repeat the steps.

8. **Program Assessment** - Enter text describing the assessment of the situation.

9. **Program Assessment Chart** – For each activity listed proved the enforcement activity for the last three years. If you do not have data for an activity/year enter N/A.

10. **Media Plan** - Complete the next form describing how you plan to announce the award.

11. **Resource Requirements** - Enter the personnel, equipment, and supplies needed to complete the project.

12. **Self-sufficiency** - Enter how long the program has been in existence and how it will continue with out federal funds.

13. **Personnel Service Detail Position** – Complete this form for each personnel. To add more than once click **Save** then click **Add**.

14. **Personnel Service Detail Benefits** – Complete the percentage for each fringe benefit, if there is a benefit not listen use the other boxes and describe what they are.

15. **Pay Schedule For Project Employees** – Select a pay code and month and complete the pay periods begin date, end date and the actual pay day.

16. **Regular Operating Expenses** – Select a description, unit price and quantity for all operating expenses. After you save each one, click **Add**, to add another expense.

17. **Travel** – Select a description, unit price and quantity for all travel expenses. After you save each one, click **Add**, to add another expense.

18. **Equipment Purchases** - Select a description, unit price and quantity for all equipment expenses. After you save each one, click **Add**, to add another expense.

19. **Contractual Services** – Select a description, unit price and quantity for all contractual service expenses. After you save each one, click **Add**, to add another expense.

20. **Per Diem & Fees** - Select a description, unit price and quantity for per diem & fees. After you save each one, click **Add**, to add another expense.

21. **Computer Charges and Computer Equipment** - Select a description, unit price and quantity for all computer charges and computer equipment expenses. After you save each one, click **Add**, to add another expense.

22. **Telecommunications** - Select a description, unit price and quantity for all telecommunication expenses. After you save each one, click **Add**, to add another expense.

23. **Motor vehicle Purchases** - Select a description, unit price and quantity for all motor vehicle expenses. After you save each one, click **Add**, to add another expense.

24. **Cost Category Summary** –Enter the local percentage match and click **Save** to show your completed budget.

25. **Grant Terms and Conditions** - Click on View PDF to view the Grant Terms and Conditions. Please read the Page and click **Next** when you are done.

26. **Certifications and Signatures** - Check the boxes related to the officials that are bonded and enter an alternative signer's name and title.

27. Once this page is done click on **Application Menu** at the top of the page.

Submitting TEN Application

1. In order to submit an application there must be no errors in the application. Click on **Errors** located in the application navigation section of the page.
2. Listed will be any errors and the pages they are on.

3. Once there are no errors found, contact your Agency Authorized Official, as they are responsible for submitting all applications.

4. In the **Application Menu** click the **Submit Application**.

5. Click on the window that pops up.

6. Click the **I Agree** to submit the application.