



eGOHS User Instructions

User Registration
Agency Setup
eGOHS Navigation
Grant Application

provided by:



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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.

Welcome to the State of Georgia Governor's Office of Highway Safety grant management system. Please choose from the list of options below:

- * [View available grant opportunities](#)
- * [Create a new user account](#)
- * [Go to the GOHS home page](#)

Downloads

[Internet Explorer](#)
[Adobe Acrobat Reader](#)
[Instructions for Registration and Applications](#)

Login

Username:
Password:

[Forgot Your Password?](#)

This is the GOHS's grant management system. It is a system that requires authorization for access. If you do not have a username and password and would like to use EGOHS, please contact the EGOHS help desk at smoore@gohs.state.ga.us or 404.656.6996. Thank you.

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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).



The image shows a screenshot of the eGOHS website. At the top, there is a logo with the letters 'eGOHS' and a blue and yellow graphic. To the right of the logo is a circular icon with a stylized 'G'. Below the logo, there is a navigation bar with a 'Back to Previous Page' link and an 'ADD CONTACT INFORMATION' button. A sub-instruction message reads: 'Instructions: Enter your contact information below. Fields marked with an asterisk must be completed. Click the Find Agency button to find your agency's name in the EGOHS Database.' A large, central modal window titled 'Register Contact' contains various input fields for contact information. The fields include: Salutation (dropdown), First Name, Middle Name, Last Name, Agency (dropdown with a 'Find Agency' button), Address, Address continued, City, State (dropdown), Zip Code, County (dropdown), Phone, Fax, Mail Preference (dropdown), Email, and Confirm Email. Each field has a red asterisk indicating it is required. At the bottom of the modal are 'Register' and 'Cancel' buttons. The footer of the page includes a 'Powered by IntelliGrants' link and a copyright notice: '© Copyright 2002 Agate Software'.

[Back to Previous Page](#) **ADD CONTACT INFORMATION**

Instructions: Enter your contact information below. Fields marked with an asterisk must be completed. Click the **Find Agency** button to find your agency's name in the EGOHS Database.

Register Contact

Salutation	<input type="text"/>	Register Cancel
First Name	<input type="text"/> *	
Middle Name	<input type="text"/>	
Last Name	<input type="text"/> *	
Agency	<input type="text"/>	<input type="button" value="Find Agency"/>
Address	<input type="text"/>	
Address continued	<input type="text"/>	*
City	<input type="text"/>	*
State	<input type="text"/> *	
Zip Code	<input type="text"/> *	
County	<input type="text"/>	
Phone	<input type="text"/> *	
Fax	<input type="text"/>	
Mail Preference	<input type="text"/> +	
Email	<input type="text"/>	
Confirm Email	<input type="text"/>	

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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**.



eGOHS



[Return to Previous Page](#)
CONFIRM USER REGISTRATION

Instructions: Enter your username and password and click **Confirm** to complete your registration.

Register Contact

Salutation	
First Name	James
Middle Name	
Last Name	Jackson
Agency	Test Agency
Address	123 Test
Address continued	
City	Test
State	GA
Zip Code	12345
County	MILLER
Phone	(123) 456-7890
Fax	
Mail Preference	Email
Email	jjackson@testagency.org

Confirm Registration

Username	<input type="text" value="jjackson"/>	Confirm	Cancel
Password	<input type="password" value="*****"/>		
Confirm Password	<input type="password" value="*****"/>		

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9. If you chose Email as your mail preference:

- You will receive an Email from eGOHS with further instructions.
- Read the Email and click on the link “Please click here to complete the registration process”.



- Enter your username and password.
- Click **Login**.
- 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 has 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**.

Welcome to the State of Georgia Governor's Office of Highway Safety grant management system. Please choose from the list of options below:

- [View available grant opportunities](#)
- [Create a new user account](#)
- [Go to the GOHS home page](#)

Downloads

[Internet Explorer](#)
[Adobe Acrobat Reader](#)
[Instructions for Registration and Applications](#)

Login

Username: Password: [Forgot Your Password?](#)

This is the GOHS's grant management system. It is a system that requires authorization for access. If you do not have a username and password and would like to use EGOHS, please contact the EGOHS help desk at smoore@gohs.state.ga.us or 404.656.6996. Thank you.

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

The screenshot shows the eGOHS application interface. At the top, there is a navigation bar with the following items: 'Start Menu' (disabled), 'Agency Info' (highlighted with a red box), 'User: Test Applicant', 'Help', and 'Logout'. To the right of the navigation bar, the text 'User Agency: Test Agency' and 'Access Level: Agency Administrator' is displayed. The main content area is divided into several sections:

- Welcome to the Electronic Grants for the Office of Highway Safety.**
You do not have any system messages.
- Initiate an Application**
Select an RFP:
[dropdown menu]
Apply for a New Grant
View available RFPs
- Task List: Actions Required**
Expand Entire Tree
Applications
- Quick Links**
 - Search for Agency Information
 - [View All Agency Applications](#)
 - [View All Agency Grants](#)
 - [View All Agency MARs](#)
 - Maintain Your Account
 - [View Your Agency Information](#)
 - [Edit Your Contact Information](#)

At the bottom of the page, there are two copyright notices: 'Powered by IntelliGrants' and '© Copyright 2002 Agate Software'.

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.



User Agency: Test Agency
Access Level: Agency Administrator

User: Test Applicant [Help](#) [Logout](#)

[Back to Previous Page](#) **VIEW AGENCY INFORMATION**

Instructions: This page shows agency information as well as a list of all agency contacts and their contact information. An agency must have a designated main contact before any Applications created on behalf of the agency can be submitted. The main contact is indicated below. If any of the information contained on this page should need to be changed, please contact the agency authorized official.

Agency Information [Service Areas](#) [Edit](#)

Name	Test Agency
Legal Name	Test Agency2
Org. #	3
Type	State Universities/Colleges/Tech Schools
Category	Education
Address Street	123 Test2
Address continued	
Address continued	
City	Test
State	GA
Zip Code	12345
County (Location)	MILLER
Phone	(123) 456-7890
Extension	
Fax	
Agency Fiscal Year Start (MM/DD)	10/1
Agency Fiscal Year End	9/30
Main Contact	Test Applicant
Federal Employer I.D. Number:	22555678

Agency Contacts [Add](#) [Edit](#) [Delete](#)

First Name	Last Name	Official Agency	System Security Level	Phone
Test	Applicant	Test Agency	Agency Administrator	(517) 336-2506
James	Jackson	Test Agency	Agency Authorized Official	(123) 456-7890

[Records 1 - 2 of 2] [Add](#) [Edit](#) [Delete](#)

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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.

The screenshot shows a web-based application for managing agency information. At the top, there is a logo for 'NeGOHS' and a navigation bar with links for 'Start Menu', 'Agency Info', 'User: Test Applicant', 'Help', and 'Logout'. The main content area is titled 'VIEW AGENCY INFORMATION'.

Agency Information: This tab is currently active. It contains a form with the following fields:

Name	Test Agency *
Legal Name	Test Agency *
Org. #	3
Type	State Universities/Colleges/Tech Schools *
Category	Education
Address Street	123 Test2 *
Address continued	
Address continued	
City	Test *
State	GA *
Zip Code	12345 *
County (Location)	MILLER *
Phone	(123) 456-7890 *
Extension	
Fax	
Agency Fiscal Year Start (MM/DD)	10/1 *
Agency Fiscal Year End	9/30
Main Contact	Test Applicant *
Federal Employer I.D. Number:	22555678 *

At the bottom of this section, there is a note: '* = Required Field' and buttons for 'Save' and 'Cancel'.

Agency Contacts: This tab is below the 'Agency Information' tab. It displays a table of contacts:

First Name	Last Name	Official Agency	System Security Level	Phone
Test	Applicant	Test Agency	Agency Administrator	(517) 336-2506
James	Jackson	Test Agency	Agency Authorized Official	(123) 456-7890

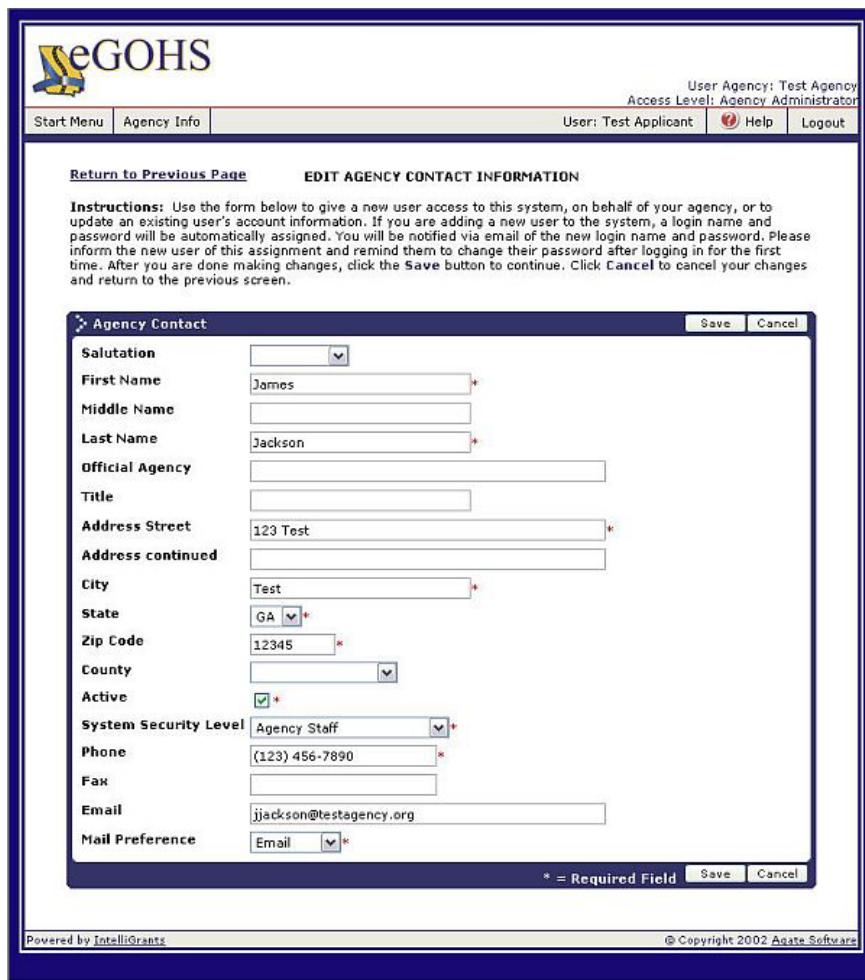
At the bottom of this section, there is a note: '[Records 1 - 2 of 2]' and buttons for 'Add', 'Edit', and 'Delete'.

At the very bottom of the page, there is a footer with the text 'Powered by IntelliGrants' and '© Copyright 2002 Agate Software'.

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. You will be unable to submit applications without one.
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.



User Agency: Test Agency
Access Level: Agency Administrator
User: Test Applicant Help Logout

Return to Previous Page EDIT AGENCY CONTACT INFORMATION

Instructions: Use the form below to give a new user access to this system, on behalf of your agency, or to update an existing user's account information. If you are adding a new user to the system, a login name and password will be automatically assigned. You will be notified via email of the new login name and password. Please inform the new user of this assignment and remind them to change their password after logging in for the first time. After you are done making changes, click the Save button to continue. Click Cancel to cancel your changes and return to the previous screen.

Agency Contact

Salutation

First Name *

Middle Name

Last Name *

Official Agency

Title

Address Street *

Address continued

City *

State *

Zip Code *

County

Active *

System Security Level Agency Staff

Phone ((123) 456-7890) *

Fax

Email jjackson@testagency.org

Mail Preference Email *

* = Required Field

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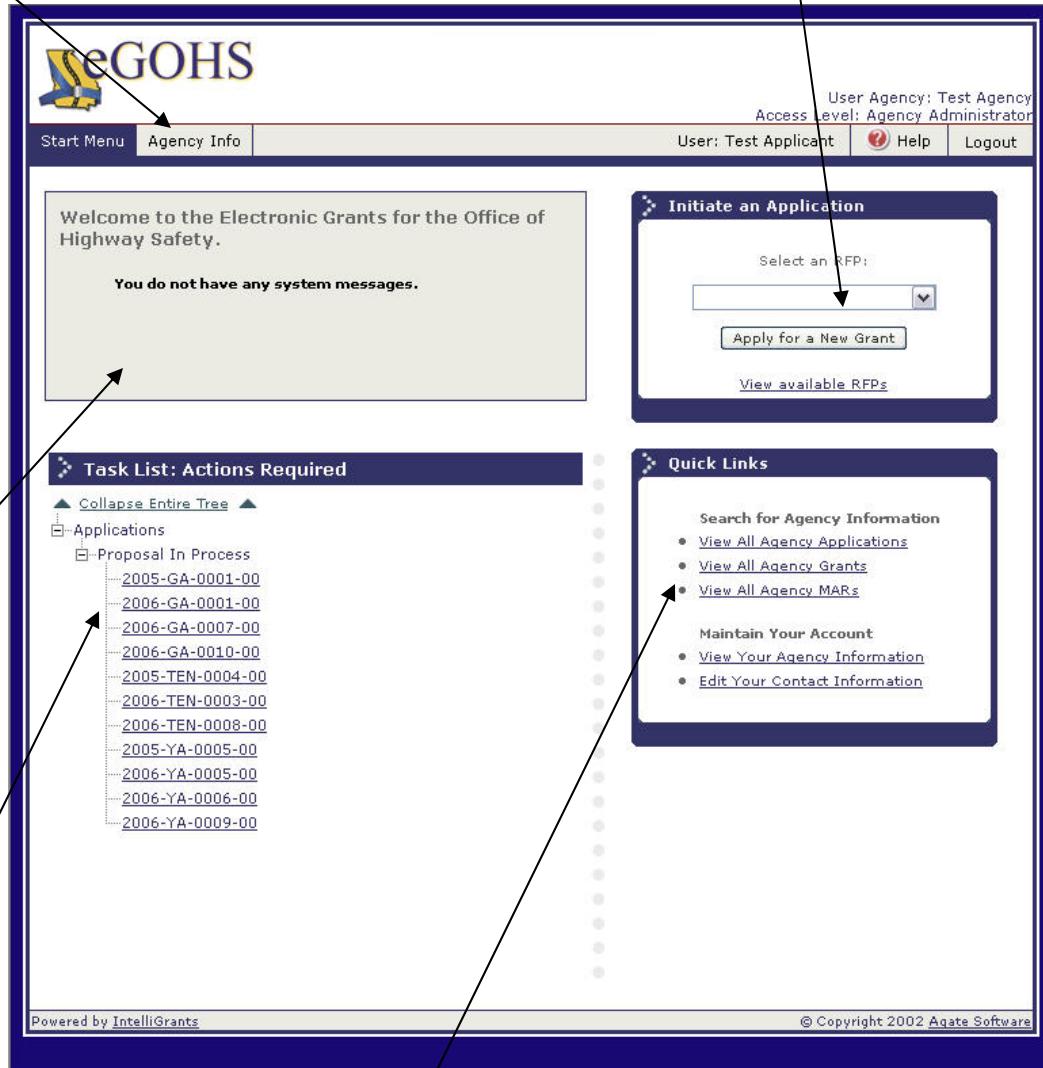
5. When you are done click **Save**.
6. You will be brought back to the Agency Information page. Scroll to the bottom of the screen to see the added user. Click **Add** to add all other agency staff members.

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

EGOHS [Program Information - Detail] - Microsoft Internet Explorer provided by Agate Software

File Edit View Favorites Tools Help

SADD
Log #: 2006-SADD-0004-00
Applicant: Test Agency
Status: Proposal In Process
Access Level: Proposal Administrator

Start Menu Agency Info Application Menu User: Test Applicant Help Logout

[Return to Previous Page](#) **REGULAR OPERATING EXPENSES** [Check for Errors](#)
* = Required Field

Instructions:

- Please complete this page, then click the **Save** button.
- After saving the page, click **Add** to add another item.
- All printed materials must be pre-approved by GOHS prior to order.
- Required fields are marked with an *****.

Last modified by Test Applicant on 3/14/2005 5:19:55 PM

Description: *

Unit Price: *

Quantity: *

Total Cost:

Last modified by Test Applicant on 3/14/2005 5:19:55 PM

Back Add Save Clear Delete Next View PDF

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Done Local intranet

Return to the previous form page

Used when adding multiple items to a form.

Save the Form.

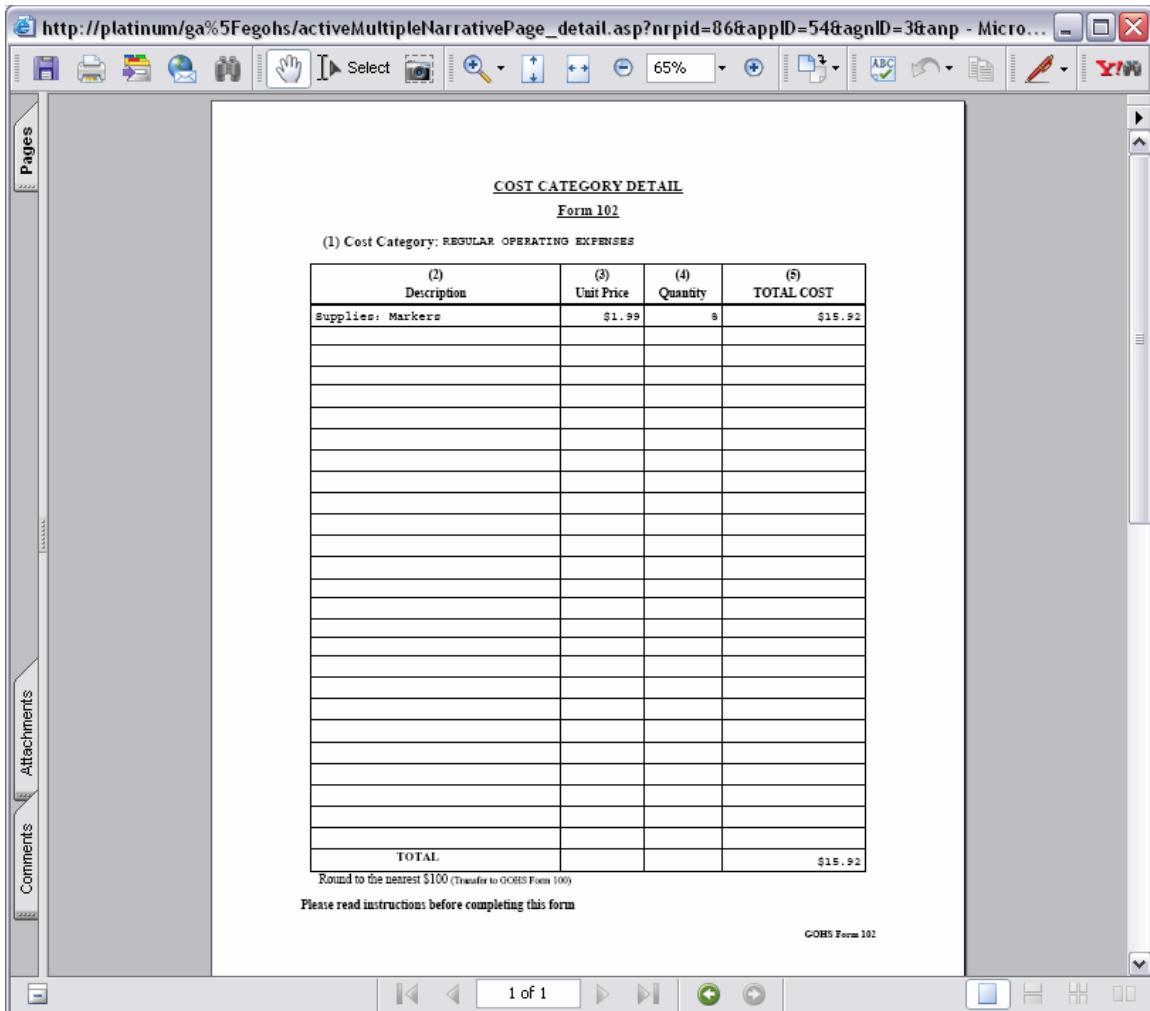
Clear the Form.

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**.

Welcome to the State of Georgia Governor's Office of Highway Safety grant management system. Please choose from the list of options below:

- [View available grant opportunities](#)
- [Create a new user account](#)
- [Go to the GOHS home page](#)

Downloads

[Internet Explorer](#)
[Adobe Acrobat Reader](#)
[Instructions for Registration and Applications](#)

Login

Username: Password: [Forgot Your Password?](#)

This is the GOHS's grant management system. It is a system that requires authorization for access. If you do not have a username and password and would like to use EGOHS, please contact the EGOHS help desk at smoore@gohs.state.ga.us or 404.656.6996. Thank you.

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3. From the **Start Menu**, select SADD from the dropdown menu in the **Initiate an Application** box.
4. Click **Apply for a New Grant**.

The screenshot shows the eGOHS application interface. At the top, there is a header with the eGOHS logo, the user agency (Test Agency), access level (Agency Administrator), user (Test Applicant), and links for Help and Logout. The main content area is divided into several sections:

- Welcome to the Electronic Grants for the Office of Highway Safety.**
You do not have any system messages.
- Initiate an Application**
Select an RFP:
SADD (2006)
Apply for a New Grant
View available RFPs
- Task List: Actions Required**
You currently do not have any tasks.
- Quick Links**
 - Search for Agency Information
 - [View All Agency Applications](#)
 - [View All Agency Grants](#)
 - [View All Agency MARs](#)
 - Maintain Your Account
 - [View Your Agency Information](#)
 - [Edit Your Contact Information](#)

At the bottom, there are links for Powered by IntelliGrants and Copyright 2002 Agate Software.

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.

The screenshot shows the eGOHS application interface. At the top, there is a logo and the text "eGOHS". The top right corner displays the log number "Log #: 2006-SADD-0011-00", the applicant "Test Agency", the status "Proposal In Process", and the access level "Proposal Administrator". The top menu bar includes "Start Menu", "Agency Info", "Application Menu", "User: Test Applicant", "Help", and "Logout". Below the menu, a link "Go to Application Menu" is visible. The main content area is titled "APPLICATION PROGRAM COMPONENTS". A sub-section titled "Add a program component to this Application:" is open. It contains fields for "Program Type/Sub-Type" (set to "SADD") and "Name" (set to "SADD Application"). There is also a note "* = Required Field". Below this, a section titled "Current Application program components:" shows a message: "There are no current program components for this Application." At the bottom of the screen, the text "Powered by IntelliGrants" and "© Copyright 2002 Agate Software" are visible.

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

NeGOHS

SADD
Log #: 2006-SADD-0011-00
Applicant: Test Agency
Status: Proposal In Process
Access Level: Proposal Administrator

Start Menu | Agency Info | Application Menu | User: Test Applicant | Help | Logout

[Go to Application Menu](#) **PROGRAM COMPONENT SERVICE AREAS
BENEFITING**

Instructions: View/Edit the service areas benefiting for the selected program component on the Counties and Representative Districts tabs. To view/edit the service areas benefiting for another program component, click the Service Areas tab.

Program Components **Service Areas**

Service Area

Program Component Information

Name: SADD Application

Program Type/Sub-Type: SADD

The County tab is used to view/add counties where this program component is serving the county.

Counties **Representative Districts**

Areas Benefiting

Service Area Type: Metro Statistical Area

County:

Service Area Type	County Code	County Name
Metro Statistical Area	001	APPLING

[Records 1 - 1 of 1]

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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.

eGOHS

SADD
Log #: 2006-SADD-0011-00
Applicant: Test Agency
Status: Proposal In Process
Access Level: Proposal Administrator

User: Test Applicant |  Help | Logout

[Go to Application Menu](#) **PROGRAM COMPONENT SERVICE AREAS BENEFITTING**

Instructions: View/Edit the service areas benefiting for the selected program component on the Counties and Representative Districts tabs. To view/edit the service areas benefiting for another program component, click the Service Areas tab.

Program Components **Service Areas**

Service Area

Program Component Information

Name SADD Application
Program Type/Sub-Type SADD

This Representative Districts tab displays the representative districts in which this program component is serving.

Counties **Representative Districts**

Areas Benefiting

Senate Legislative District(s): S01, S02, S03, S04, S05

House Legislative District(s): H001, H002, H003, H004, H005

US Congressional District(s): C01, C02, C03, C04, C05

Representative District

S02
 H127
 C12

[Records 1 - 3 of 3] **Delete**

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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.

The screenshot shows the eGOHS application interface. At the top, there is a header with the logo 'eGOHS', the text 'SADD', 'Log #: 2006-SADD-0011-00', 'Applicant: Test Agency', 'Status: Proposal In Process', 'Access Level: Proposal Administrator', 'User: Test Applicant', 'Help', and 'Logout'. Below the header, there are three main sections:

- General Information:** Displays the application number '2006-SADD-0011-00' and details like 'RFP Type: Competitive', 'Application Manager:', 'Status: Proposal In Process', and 'Due Date: 12/31/2005 (Sat)'. It also includes a 'View Applicant Information' link.
- Application Navigation:** A list of links including 'Application Program Description', 'Control Access to Application', 'Send Email to Application Contacts', 'Program Components', 'Service Areas', 'Compare Application Versions', and 'Application PDF'.
- Application Forms Tree view:** A hierarchical tree structure under the heading 'Application Forms'. The tree includes nodes for 'SADD ADDITIONAL INFORMATION', 'PROBLEM ID, OBJECTIVES AND MILESTONES', 'COST CATEGORY DETAIL' (which further branches into 'REGULAR OPERATING EXPENSES', 'TRAVEL', 'CONTRACTUAL SERVICES', 'COST CATEGORY SUMMARY', 'GRANT TERMS AND CONDITIONS', and 'CERTIFICATION AND SIGNATURES'), and a 'Legend' box indicating that blue icons represent 'Application Form' and a left arrow icon represents 'Last Page Visited'.

At the bottom of the page, there are copyright notices: 'Powered by IntelliGrants' and '© Copyright 2002 Agate Software'.

- General Information
 - Application Navigation
 - Application Forms Tree view
- 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.

GIVE PEOPLE ACCESS TO THIS APPLICATION

Instructions: To edit the contact type or security level for any of the contacts in the grid, select the radio button next to the name of the person you would like to modify and click the **Edit** button. To delete a contact from this Application, select the radio button next to the name of the person you would like to delete and click the **Delete** button. Click the **Search for an agency consultant** link to allow a person outside of your agency access to this Application.

Name	Assigned By	Level of Access	Contact Type
<input checked="" type="radio"/> Applicant, Test	Applicant, Test	Proposal Adminstrator	Agency Main Contact

Assign additional access to Application:

To allow another person access to this Application:

1. Select the person's name.
2. Select the level of access that this person should have.
3. Select the type of contact that this person is.
4. Click the **Grant This User Access** button.

Name: *
 Contact Type: *
 Level of Access: *

OR [Search for an agency consultant](#) to add as an Application contact.

* = Required Field

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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**.

The screenshot shows the 'Edit Application Project Information' page. The 'Project Title' field contains 'SADD Application'. The 'Project Summary' field contains 'SADD application to help improve our community.' The summary field has a character count of 47 out of 200. The page includes a 'Back to Application Menu' link and a 'Help' icon. The top navigation bar includes 'Start Menu', 'Agency Info', 'Application Menu', 'User: Test Applicant', 'Help', and 'Logout'. The top right corner shows application details: Log #: 2006-SADD-0011-00, Applicant: Test Agency, Status: Proposal In Process, and Access Level: Proposal Administrator. The bottom of the page includes copyright information for Agate Software and Intelligrants.

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.



The screenshot shows a web-based application interface for 'eGOHS'. At the top, there is a header with the 'eGOHS' logo, the text 'SADD', 'Log #: 2006-SADD-0011-00', 'Applicant: Test Agency', 'Status: Proposal In Process', and 'Access Level: Proposal Administrator'. Below the header is a navigation menu with 'Start Menu', 'Agency Info', 'Application Menu', 'User: Test Applicant', 'Help', and 'Logout'. The main content area has a 'Back to Main Menu' link and a 'APPLICATION ERRORS' section. The 'APPLICATION ERRORS' section contains the text 'The following errors have been detected in your Application:'. Under 'Forms', there is a 'SADD INFORMATION' section with a bullet point: '• One or more of your responses requires or does not require additional responses'. At the bottom of the page, there is a footer with 'Powered by IntelliGrants' and '© Copyright 2002 Agate Software'.

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**.

Welcome to the State of Georgia Governor's Office of Highway Safety grant management system. Please choose from the list of options below:

- [View available grant opportunities](#)
- [Create a new user account](#)
- [Go to the GOHS home page](#)

Downloads

[Internet Explorer](#)
[Adobe Acrobat Reader](#)
[Instructions for Registration and Applications](#)

Login

Username:

Password:

[Forgot Your Password?](#)

This is the GOHS's grant management system. It is a system that requires authorization for access. If you do not have a username and password and would like to use EGOHS, please contact the EGOHS help desk at smoore@gohs.state.ga.us or 404.656.6996. Thank you.

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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**.

The screenshot shows the eGOHS application interface. At the top, the logo 'eGOHS' is displayed, followed by the text 'User Agency: Test Agency' and 'Access Level: Agency Administrator'. The top navigation bar includes 'Start Menu', 'Agency Info', 'User: Test Applicant', 'Help', and 'Logout'. The main content area is divided into several sections:

- Welcome to the Electronic Grants for the Office of Highway Safety.**
You do not have any system messages.
- Initiate an Application**
Select an RFP:
 (highlighted with a red box)
- Task List: Actions Required**
You currently do not have any tasks.
- Quick Links**
 - Search for Agency Information
 - [View All Agency Applications](#)
 - [View All Agency Grants](#)
 - [View All Agency MARs](#)
 - Maintain Your Account
 - [View Your Agency Information](#)
 - [Edit Your Contact Information](#)

At the bottom, the footer includes 'Powered by IntelliGrants' and '© Copyright 2002 Agate Software'.

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.

The screenshot shows the eGOHS application interface. At the top, there is a logo and navigation links: Start Menu, Agency Info, Application Menu, User: Test Applicant, Help, and Logout. The top right corner displays the log number (2006-YA-0012-00), applicant (Test Agency), status (Proposal In Process), and access level (Proposal Administrator). The main content area is titled "APPLICATION PROGRAM COMPONENTS". It contains instructions: "Please complete the information below. For further instructions, please click the Help icon in the upper right hand corner of the page." Below this is a form titled "Add a program component to this Application". The "Program Type/Sub-Type" dropdown is set to "YA". The "Name (Reference only. This is not the Project Title.)" field contains "YA Application". A note at the bottom of the form says "* = Required Field". Below the form is a section titled "Current Application program components:" with the message "There are no current program components for this Application." At the bottom of the page, it says "Powered by IntelliGrants" and "© Copyright 2002 Agate Software".

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.

Go to Application Menu **PROGRAM COMPONENT SERVICE AREAS BENEFITING**

Instructions: View/Edit the service areas benefiting for the selected program component on the Counties and Representative Districts tabs. To view/edit the service areas benefiting for another program component, click the Service Areas tab.

Program Components **Service Areas**

Service Area

Program Component Information

Name	YA Application
Program Type/Sub-Type	YA

The County tab is used to view/add counties where this program component is serving the county.

Counties **Representative Districts**

Areas Benefiting

Service Area Type	County	Action
Metro Statistical Area	ATKINSON	Add
Metro Statistical Area	BACON	
Metro Statistical Area	BAKER	
Metro Statistical Area	BALDWIN	
Metro Statistical Area	BANKS	

Service Area Type	County Code	County Name
Metro Statistical Area	001	APPLING

[Records 1 - 1 of 1] **Delete**

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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.

Go to Application Menu **PROGRAM COMPONENT SERVICE AREAS
BENEFITING**

Instructions: View/Edit the service areas benefiting for the selected program component on the Counties and Representative Districts tabs. To view/edit the service areas benefiting for another program component, click the Service Areas tab.

Program Components **Service Areas**

Service Area

Program Component Information

Name YA Application

Program Type/Sub-Type YA

This Representative Districts tab displays the representative districts in which this program component is serving.

Counties **Representative Districts**

Areas Benefiting

Senate Legislative District(s): S01, S02, S03, S04, S05

House Legislative District(s): H001, H002, H003, H004, H005

US Congressional District(s): C01, C02, C03, C04, C05

No records found

No Records Found

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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.

SEGOHS

Start Menu | Agency Info | Application Menu | User: Test Applicant | Help | Logout

Log #: 2006-YA-0007-0
Applicant: Test Agency
Status: Proposal In Process
Access Level: Proposal Administrator

2006 YA Application

Application #: 2006-YA-0007-00

General Information

RFP Type: Known Recipients
Application Manager:
Status: Proposal In Process
Due Date: 5/5/2005 (Thu)

Agency Information

[View Applicant Information](#)

Application Forms

Application Information

- [Application Project Description](#)

Contacts

- [Control Access to Application](#)
- [Send Email to Application Contacts](#)

Components

- [Program Components](#)
- [Service Areas](#)

Errors

History

- [Compare Application Versions](#)

Application PDF

Legend:

Application Form ← Last Page Visited

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- General Information
 - Application Navigation
 - Application Forms Tree view
- 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.

The screenshot shows the 'GIVE PEOPLE ACCESS TO THIS APPLICATION' page. At the top, there is a table titled 'Application Contacts' with one row of data:

Name	Assigned By	Level of Access	Contact Type
Applicant, Test	Applicant, Test	Proposal Adminstrator	Agency Main Contact

Below this is a section titled 'Assign additional access to Application' with the following instructions:

1. Select the person's name.
2. Select the level of access that this person should have.
3. Select the type of contact that this person is.
4. Click the Grant This User Access button.

Form fields for 'Name' (set to 'James Jackson'), 'Contact Type' (set to 'Agency Staff Member'), and 'Level of Access' (set to 'Form Writer') are shown. A link 'OR Search for an agency consultant to add as an Application contact.' is also present. A note at the bottom states '* = Required Field'.

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:

- From the Application Menu, click the “Application Program Description” link under the Application Information navigation icon.
- Click **Edit**.
- Type the Application Title and Program Description in the fields provided.
- Click **Save**.

YA
Log #: 2006-YA-0007-00
Applicant: Test Agency
Status: Proposal In Process
Access Level: Proposal Administrator

Start Menu Agency Info Application Menu User: Test Applicant Help Logout

[Back to Application Menu](#) EDIT APPLICATION PROJECT INFORMATION

Instructions: Please complete the information below. For further instructions, please click the **Help** icon in the upper right hand corner of the page.

Application Project Description

Application Project Information

Project Title YA Application *

Project Summary YA application to improve our community.

40 of 200 Characters*

* = Required Field Save Cancel

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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.



The screenshot shows a web-based application interface for eGOHS. At the top, there is a header with the eGOHS logo, a search bar, and navigation links for 'Start Menu', 'Agency Info', and 'Application Menu'. On the right side of the header, there are status indicators: 'Log #: 2006-YA-0009-00', 'Applicant: Test Agency', 'Status: Proposal In Process', and 'Access Level: Proposal Administrator'. Below the header, the main content area has a title 'APPLICATION ERRORS'. It displays a message: 'The following errors have been detected in your Application:'. Under the heading 'Forms', there is a section titled 'PROBLEM IDENTIFICATION' with a bullet point: 'Please answer all required fields.' At the bottom of the page, there are links for 'Back to Main Menu', 'Powered by IntelliGrants', and '© Copyright 2002 Agate Software'.

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**.

Welcome to the State of Georgia Governor's Office of Highway Safety grant management system. Please choose from the list of options below:

- [View available grant opportunities](#)
- [Create a new user account](#)
- [Go to the GOHS home page](#)

Downloads

[Internet Explorer](#)
[Adobe Acrobat Reader](#)
[Instructions for Registration and Applications](#)

Login

Username: Password:

[Login](#) [Forgot Your Password?](#)

This is the GOHS's grant management system. It is a system that requires authorization for access. If you do not have a username and password and would like to use eGOHS, please contact the eGOHS help desk at smoore@gohs.state.ga.us or 404.656.6996. Thank you.

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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**.

The screenshot shows the eGOHS application interface. At the top, there is a navigation bar with links for 'Start Menu', 'Agency Info', 'User: Test Applicant', 'Help', and 'Logout'. The main content area is divided into several sections:

- Welcome to the Electronic Grants for the Office of Highway Safety.**
You do not have any system messages.
- Initiate an Application**
Select an RFP:
General Application (2005)
- Task List: Actions Required**
You currently do not have any tasks.
- Quick Links**
 - Search for Agency Information
 - [View All Agency Applications](#)
 - [View All Agency Grants](#)
 - [View All Agency MARs](#)
 - Maintain Your Account
 - [View Your Agency Information](#)
 - [Edit Your Contact Information](#)

At the bottom of the page, there are copyright notices: 'Powered by IntelliGrants' and '© Copyright 2002 Agate Software'.

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.

General Application
Log #: 2006-GA-0013-00
Applicant: Test Agency
Status: Proposal In Process
Access Level: Proposal Administrator

User: Test Applicant [Help](#) [Logout](#)

[Go to Application Menu](#) **APPLICATION PROGRAM COMPONENTS**

Instructions: Please complete the information below. For further instructions, please click the **Help** icon in the upper right hand corner of the page.

Program Components **Service Areas**

>Add a program component to this Application:

Program Type/Sub-Type **General Application** **Save** **Cancel**

Name (Reference only. This is not the Project Title.) **General Application** ***** **Save** **Cancel**

*** = Required Field**

Current Application program components:
There are no current program components for this Application.

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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.

 General Application
Log #: 2006-GA-0010-00
Applicant: Test Agency
Status: Proposal In Process
Access Level: Proposal Administrator

Start Menu | Agency Info | Application Menu | User: Test Applicant |  Help | Logout

[Go to Application Menu](#) **PROGRAM COMPONENT SERVICE AREAS
BENEFITING**

Instructions: View/Edit the service areas benefiting for the selected program component on the Counties and Representative Districts tabs. To view/edit the service areas benefiting for another program component, click the Service Areas tab.

Program Components **Service Areas**

Service Area

Program Component Information

Name	General Application
Program Type/Sub-Type	General Application

The County tab is used to view/add counties where this program component is serving the WHOLE county.

Counties **Representative Districts**

Areas Benefiting

Service Area Type: Metro Statistical Area

County:

001: APPLING	002: ATKINSON	004: BAKER	005: BALDWIN	006: BANKS
--------------	---------------	------------	--------------	------------

Service Area Type **County Code** **County Name**

<input type="checkbox"/> Metro Statistical Area	003	BACON
---	-----	-------

[Records 1 - 1 of 1] 

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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.

General Application
Log #: 2006-GA-0010-00
Applicant: Test Agency
Status: Proposal In Process
Access Level: Proposal Administrator

User: Test Applicant | [Help](#) | [Logout](#)

[Go to Application Menu](#) **PROGRAM COMPONENT SERVICE AREAS BENEFITING**

Instructions: View/Edit the service areas benefiting for the selected program component on the Counties and Representative Districts tabs. To view/edit the service areas benefiting for another program component, click the Service Areas tab.

Program Components **Service Areas**

Service Area

Program Component Information

Name General Application

Program Type/Sub-Type General Application

This Representative Districts tab displays the representative districts in which this program component is serving.

Representative Districts

Areas Benefiting

Senate Legislative District(s): S01, S02, S03, S04, S05 | **Add**

House Legislative District(s): H001, H002, H003, H004, H005 | **Add**

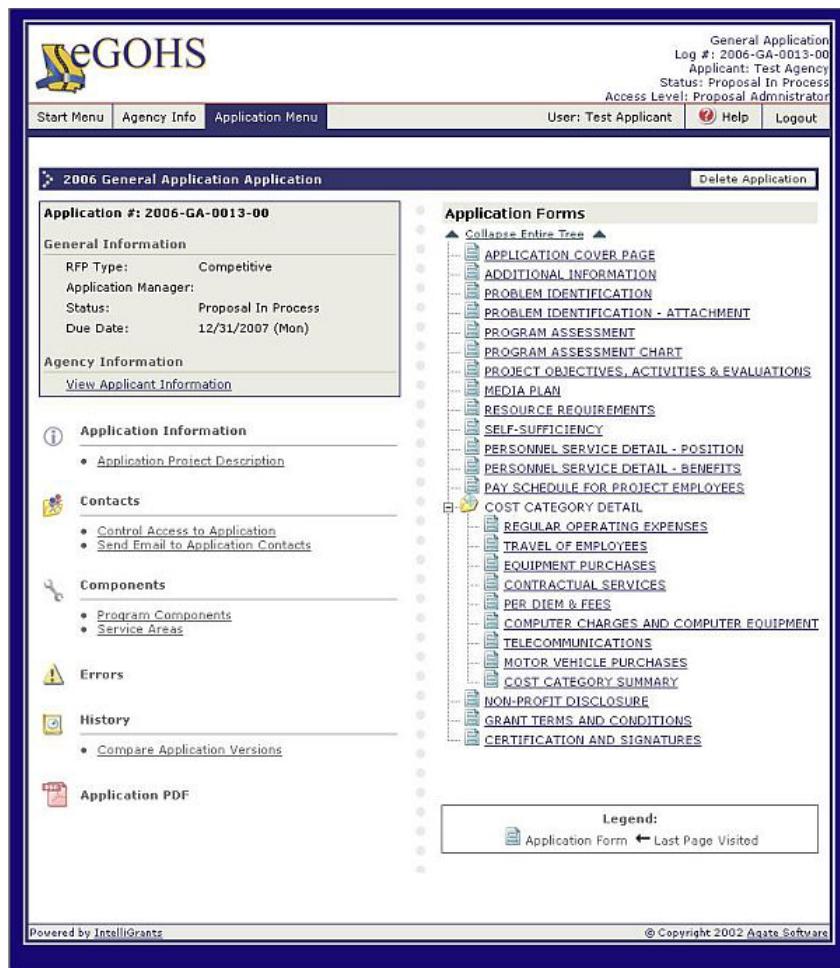
US Congressional District(s): C01, C02, C03, C04, C05 | **Add**

No records found

No Records Found

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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.



- General Information
 - Application Navigation
 - Application Forms Tree view
 - 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.

General Application
Log #: 2006-GA-0010-00
Applicant: a Test Agency
Status: Proposal In Process
Access Level: Proposal Administrator
User: Test Applicant | Help | Logout

[Back to Main Menu](#) **GIVE PEOPLE ACCESS TO THIS APPLICATION**

INSTRUCTIONS: To edit the contact type or security level for any of the contacts in the grid, select the radio button next to the name of the person you would like to modify and click the **Edit** button. To delete a contact from this Application, select the radio button next to the name of the person you would like to delete and click the **Delete** button. Click the **Search for an agency consultant** link to allow a person outside of your agency access to this Application.

The following people have access to this Application:			
Name	Assigned By	Level of Access	Contact Type
<input type="radio"/> Applicant, Dr. Test	Applicant, Dr. Test	Proposal Administrator	Agency Main Contact

Assign additional access to Application: [Grant This User Access](#)

To allow another person access to this Application:

1. Select the person's name.
2. Select the level of access that this person should have.
3. Select the type of contact that this person is.
4. Click the **Grant This User Access** button.

Name: James Jackson **Contact Type:** Agency Staff Member **Level of Access:** Form Writer

OR [Search for an agency consultant to add as an Application contact.](#)

* = Required Field

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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**.



The screenshot shows a web-based application interface for 'SeGOHS'. At the top, there is a header with the SeGOHS logo, a navigation bar with 'Start Menu', 'Agency Info', and 'Application Menu' buttons, and a user information bar showing 'User: Test Applicant', a 'Help' icon, and a 'Logout' button. The status bar at the top right displays 'General Application', 'Log #: 2006-GA-0010-00', 'Applicant: Test Agency', 'Status: Proposal In Process', and 'Access Level: Proposal Administrator'. The main content area contains a 'Back to Application Menu' link and a 'EDIT APPLICATION PROJECT INFORMATION' section. Below this, there are 'INSTRUCTIONS' and a 'Application Project Description' dialog box. The dialog box has tabs for 'Application Project Information' and 'Save' (which is currently selected). It contains fields for 'Project Title' (set to 'General Application') and 'Project Summary' (set to 'General application to help imporve our community.'), with a note that 50 of 200 characters have been used. At the bottom of the dialog box, there is a note that an asterisk (*) indicates a required field. The footer of the page includes 'Powered by IntelliGrants' and '© Copyright 2002 Agate Software'.

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 read 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.



The screenshot shows a web-based application interface for 'SeGOHS'. The top navigation bar includes links for 'Start Menu', 'Agency Info', and 'Application Menu'. On the right, the user information is displayed: 'User: Test Applicant', 'Help', and 'Logout'. The main content area is titled 'APPLICATION ERRORS' and contains the message 'The following errors have been detected in your Application:'. Below this, under 'Forms', there is a section titled 'ADDITIONAL INFORMATION' with a bullet point: 'One or more of your responses requires or does not require additional responses'. At the bottom of the page, there are copyright notices: 'Powered by IntelliGrants' and '© Copyright 2002 Agate Software'.

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**.

Welcome to the State of Georgia Governor's Office of Highway Safety grant management system. Please choose from the list of options below:

- [View available grant opportunities](#)
- [Create a new user account](#)
- [Go to the GOHS home page](#)

Downloads

[Internet Explorer](#)
[Adobe Acrobat Reader](#)
[Instructions for Registration and Applications](#)

Login

Username: Password:

[Forgot Your Password?](#)

This is the GOHS's grant management system. It is a system that requires authorization for access. If you do not have a username and password and would like to use EGOHS, please contact the EGOHS help desk at smoore@gohs.state.ga.us or 404.656.6996. Thank you.

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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**.

The screenshot shows the eGOHS application interface. At the top, there is a header with the logo, the text "User Agency: Test Agency" and "Access Level: Agency Administrator", and a menu bar with "Start Menu", "Agency Info", "User: Test Applicant", "Help", and "Logout".

The main content area is divided into several sections:

- Welcome to the Electronic Grants for the Office of Highway Safety.** A message stating "You do not have any system messages."
- Initiate an Application** section: A dropdown menu is set to "TEN (2006)" and a button labeled "Apply for a New Grant". There is also a link "View available RFPs".
- Task List: Actions Required** sidebar: A tree view showing "Applications" and "Proposal In Process" with item "2006-SADD-0011-00".
- Quick Links** sidebar: Links for "Search for Agency Information" (View All Agency Applications, View All Agency Grants, View All Agency MARs), "Maintain Your Account" (View Your Agency Information, Edit Your Contact Information), and "Powered by IntelliGrants" and "Copyright 2002 Agate Software".

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.

The screenshot shows the eGOHS application interface. At the top, there is a logo and the text "TEN", "Log #: 2006-TEN-0014-00", "Applicant: Test Agency", "Status: Proposal In Process", and "Access Level: Proposal Administrator". The menu bar includes "Start Menu", "Agency Info", "Application Menu", "User: Test Applicant", "Help", and "Logout". Below the menu, a link "Go to Application Menu" is visible. The main content area is titled "APPLICATION PROGRAM COMPONENTS". A sub-section titled "Add a program component to this Application" is displayed. It contains fields for "Program Type/Sub-Type" (set to "TEN") and "Name (Reference only. This is not the Project Title.)" (set to "TEN Application"). A note at the bottom of this section states "* = Required Field". Below this, a section titled "Current Application program components:" shows a message: "There are no current program components for this Application." At the bottom of the page, it says "Powered by IntelliGrants" and "© Copyright 2002 Agate Software".

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.

SeGOHS

TEN
Log #: 2006-TEN-0012-00
Applicant: Test Agency
Status: Proposal In Process
Access Level: Proposal Administrator

User: Test Applicant [Help](#) [Logout](#)

[Go to Application Menu](#) **PROGRAM COMPONENT SERVICE AREAS BENEFITING**

Instructions: View/Edit the service areas benefiting for the selected program component on the Counties and Representative Districts tabs. To view/edit the service areas benefiting for another program component, click the Service Areas tab.

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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.

NeGOHS

TEN
Log #: 2006-TEN-0008-00
Applicant: a Test Agency
Status: Proposal In Process
Access Level: Proposal Administrator

User: Test Applicant | Help | Logout

[Go to Application Menu](#) **PROGRAM COMPONENT SERVICE AREAS BENEFITING**

Instructions: View/Edit the service areas benefiting for the selected program component on the Counties and Representative Districts tabs. To view/edit the service areas benefiting for another program component, click the Service Areas tab.

Program Components **Service Areas**

Service Area

Program Component Information

Name ten ap

Program Type/Sub-Type TEN

This Representative Districts tab displays the representative districts in which this program component is serving.

Representative Districts

Areas Benefiting

Senate Legislative District(s): S01, S02, S03, S04, S05 | **Add**

House Legislative District(s): H001, H002, H003, H004, H005 | **Add**

US Congressional District(s): C01, C02, C03, C04, C05 | **Add**

No records found

No Records Found

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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.

- General Information
 - Application Navigation
 - Application Forms Tree view
- 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.

GIVE PEOPLE ACCESS TO THIS APPLICATION

INSTRUCTIONS: To edit the contact type or security level for any of the contacts in the grid, select the radio button next to the name of the person you would like to modify and click the **Edit** button. To delete a contact from this Application, select the radio button next to the name of the person you would like to delete and click the **Delete** button. Click the **Search for an agency consultant** link to allow a person outside of your agency access to this Application.

Name	Assigned By	Level of Access	Contact Type
Applicant, Dr. Test	Applicant, Dr. Test	Proposal Administrator	Agency Main Contact

Assign additional access to Application:

To allow another person access to this Application:

1. Select the person's name.
2. Select the level of access that this person should have.
3. Select the type of contact that this person is.
4. Click the **Grant This User Access** button.

Name: James Jackson *
Contact Type: Agency Staff Member *
Level of Access: Form Writer *

OR [Search for an agency consultant to add as an Application contact.](#)

* = Required Field

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:

The screenshot shows the eGOHS application interface. At the top, there is a header with the logo 'eGOHS', the log number 'TEN Log #: 2006-TEN-0008-00', the applicant name 'Applicant: a Test Agency', the status 'Status: Proposal In Process', and the access level 'Access Level: Proposal Administrator'. Below the header, there is a navigation menu with links for 'Start Menu', 'Agency Info', and 'Application Menu'. On the right side of the header, there are links for 'User: Test Applicant', 'Help', and 'Logout'. The main content area has a sub-header 'Back to Application Menu' and 'EDIT APPLICATION PROJECT INFORMATION'. It includes instructions: 'Please complete the information below. For further instructions, please click the Help icon in the upper right hand corner of the page.' Below this, there is a modal dialog box titled 'Application Project Description' with a sub-section 'Application Project Information'. The dialog contains fields for 'Project Title' (containing 'TEN Application') and 'Project Summary' (containing 'TEN application to help improve our community.'). It also shows a character count of '46 of 200 Characters*'. At the bottom of the dialog, there is a note '* = Required Field' and buttons for 'Save' and 'Cancel'. At the very bottom of the page, there is a footer with the text 'Powered by IntelliGrants' and '© Copyright 2002 Agate Software'.

- 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.



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