



# eGOHS User Instructions

User Registration  
Agency Setup  
eGOHS Navigation  
Grant Application

provided by:



## Quick Reference

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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.



The screenshot displays the eGOHS (Electronic Grants for the Office of Highway Safety) website. The header features the eGOHS logo and the text "Electronic Grants for the Office of Highway Safety". A large, faint "G" watermark is visible in the background. The main content area includes a welcome message and a list of options: "View available grant opportunities", "Create a new user account" (highlighted with a red box), and "Go to the GOHS home page". Below this, there is a "Downloads" section with links to "Internet Explorer", "Adobe Acrobat Reader", and "Instructions for Registration and Applications". On the right side, there is a "Login" box with fields for "Username:" and "Password:", a "Login" button, and a "Forgot Your Password?" link. At the bottom, a disclaimer states that the system requires authorization and provides contact information for the help desk. The footer includes the text "Powered by IntelliGrants" and "© Copyright 2002 Aqate Software".

**eGOHS**  
Electronic Grants for the Office of Highway Safety

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](mailto: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).

**eGOHS**

[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**      Register    Cancel

Salutation	<input type="text"/>	
First Name	<input type="text"/>	*
Middle Name	<input type="text"/>	
Last Name	<input type="text"/>	*
Agency	<input type="text"/>	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"/>	

Register    Cancel

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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"/>
Password	<input type="password" value="*****"/>
Confirm Password	<input type="password" value="*****"/>

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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”.



**eGOHS**

**Login**

**eGOHS**

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 click here to register](#). Thank you.

**Username:**

**Password:**

[Forgot Your Password?](#)

- 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**.

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](mailto: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 displays the eGOHS web application interface. At the top left is the eGOHS logo. To the right, user information is shown: "User Agency: Test Agency" and "Access Level: Agency Administrator". Below this is a navigation bar with "Start Menu" and "Agency Info" tabs; the "Agency Info" tab is highlighted with a red rectangular box. Further right in the navigation bar are links for "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.** Below this, a message states: "You do not have any system messages."
- Initiate an Application** section, which includes a "Select an RFP:" dropdown menu, an "Apply for a New Grant" button, and a link to "View available RFPs".
- Task List: Actions Required** section, featuring a "Expand Entire Tree" dropdown and a tree view showing "Applications".
- Quick Links** section, containing two groups of 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, it says "Powered by IntelliGrants" on the left and "© Copyright 2002 Agate Software" on the right.



- 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

[Start Menu](#)
[Agency Info](#)

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

Agency
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

Edit

Agency Contacts
Add Edit Delete

	First Name	Last Name	Official Agency	System Security Level	Phone
<input type="radio"/>	Test	Applicant	Test Agency	Agency Administrator	(517) 336-2506
<input type="radio"/>	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.

**eGOHS**

User Agency: Test Agency  
Access Level: Agency Administrator

Start Menu Agency Info 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

**Agency** Save Cancel

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 \*

\* = Required Field Save Cancel

**Agency Contacts** Add Edit Delete

First Name	Last Name	Official Agency	System Security Level	Phone
<input type="radio"/> Test	Applicant	Test Agency	Agency Administrator	(517) 336-2506
<input type="radio"/> James	Jackson	Test Agency	Agency Authorized Official	(123) 456-7890

[Records 1 - 2 of 2] Add Edit Delete

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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.

The screenshot shows the 'eGOHS' web application interface. At the top, there is a navigation bar with 'Start Menu', 'Agency Info', 'User: Test Applicant', 'Help', and 'Logout'. The user's agency is 'Test Agency' and their access level is 'Agency Administrator'. The main heading is 'EDIT AGENCY CONTACT INFORMATION'. Below this, there are instructions: '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.' The form itself is titled 'Agency Contact' and contains the following fields: Salutation (dropdown), First Name (text, 'James'), Middle Name (text), Last Name (text, 'Jackson'), Official Agency (text), Title (text), Address Street (text, '123 Test'), Address continued (text), City (text, 'Test'), State (dropdown, 'GA'), Zip Code (text, '12345'), County (dropdown), Active (checkbox, checked), System Security Level (dropdown, 'Agency Staff'), Phone (text, '(123) 456-7890'), Fax (text), Email (text, 'jjackson@testagency.org'), and Mail Preference (dropdown, 'Email'). Fields marked with a red asterisk (\*) are required. At the bottom of the form are 'Save' and 'Cancel' buttons. The footer of the page indicates 'Powered by IntelliGrants' and '© Copyright 2002 Aquate Software'.

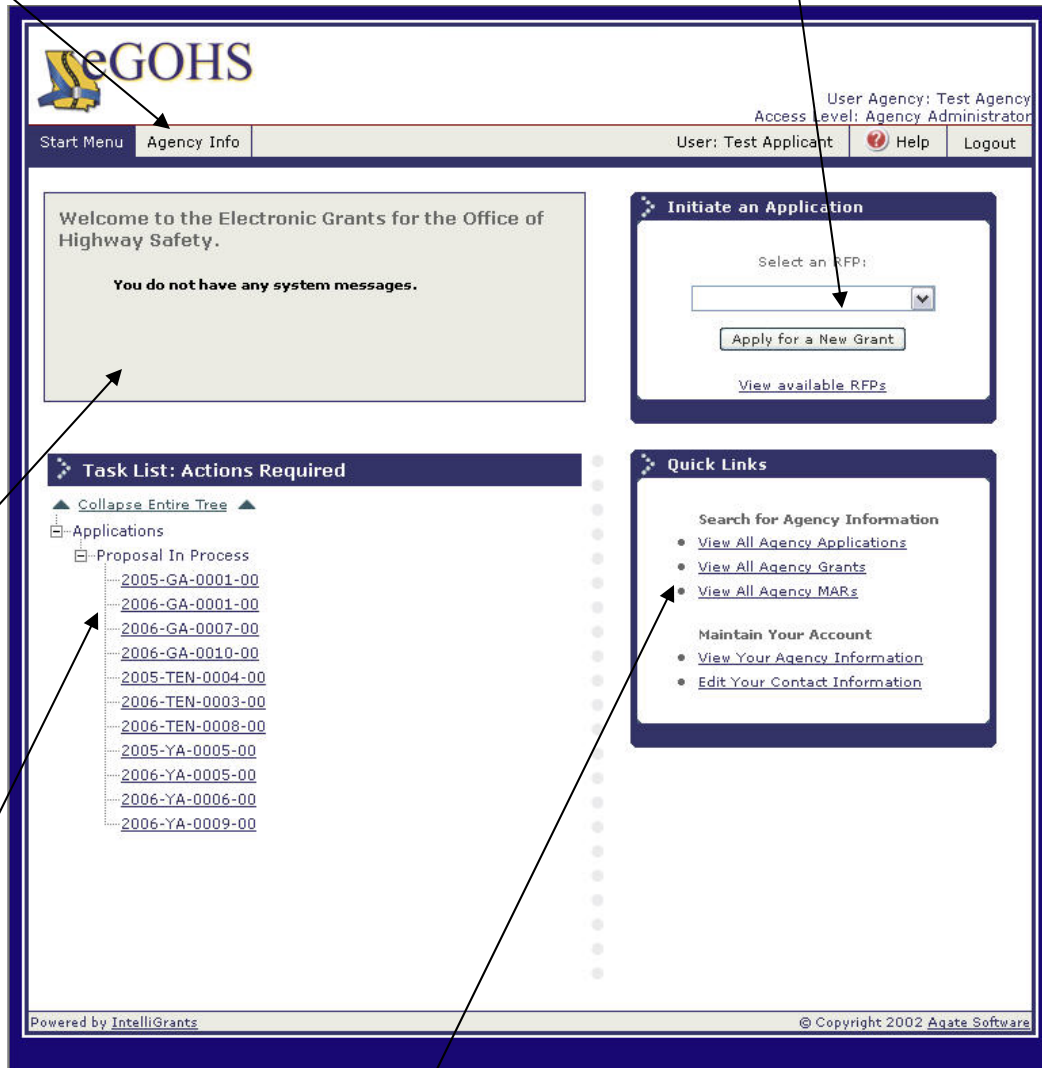
5. When you are done click **Save**.
6. You will be brought back to the Agency Information page. Scroll to the bottom of the screen to see the added user. Click **Add** to add all other agency staff members.

## 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

eGOHS

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: Supplies: Markers \*  
Unit Price: \$1.99 \*  
Quantity: 8 \*  
Total Cost: \$15.92

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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View PDF  
of this  
form.

Move to next  
form

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

Clear the Form.

Save the Form.

Used when adding  
multiple items to a  
form.

Return to the  
previous  
form page

**PDF's**

[illegible]

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**.

**eGOHS**  
Electronic Grants for the Office of Highway Safety

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](mailto: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 web application interface. At the top left is the eGOHS logo. To the right of the logo, the text "User Agency: Test Agency" and "Access Level: Agency Administrator" is displayed. Below this, a navigation bar contains "Start Menu", "Agency Info", "User: Test Applicant", "Help", and "Logout". The main content area is divided into several sections. On the left, a "Welcome to the Electronic Grants for the Office of Highway Safety." message is followed by "You do not have any system messages." Below this is a "Task List: Actions Required" section stating "You currently do not have any tasks." On the right, there is an "Initiate an Application" section with a "Select an RFP:" dropdown menu. The dropdown menu is open, showing "SADD (2006)" selected and highlighted with a red box. Below the dropdown are buttons for "Apply for a New Grant" and "View available RFPs". To the right of the "Initiate an Application" section is a "Quick Links" section with two categories: "Search for Agency Information" and "Maintain Your Account". Each category has three links: "View All Agency Applications", "View All Agency Grants", and "View All Agency MARs" for the first category; and "View Your Agency Information" and "Edit Your Contact Information" for the second category. At the bottom of the page, it says "Powered by IntelliGrants" on the left and "© Copyright 2002 Agate Software" on the right.

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 web application interface. At the top left is the eGOHS logo. At the top right, the following information is displayed: SADD, Log #: 2006-SADD-0011-00, Applicant: Test Agency, Status: Proposal In Process, and Access Level: Proposal Administrator. Below this is a navigation bar with links: Start Menu, Agency Info, Application Menu, User: Test Applicant, Help (with a question mark icon), and Logout. The main content area is titled "APPLICATION PROGRAM COMPONENTS" and includes a link "Go to Application Menu". Below the title, instructions state: "Instructions: Please complete the information below. For further instructions, please click the Help icon in the upper right hand corner of the page." There are two tabs: "Program Components" (selected) and "Service Areas". Under "Program Components", there is a section "Add a program component to this Application:" with "Save" and "Cancel" buttons. Below this is a form with two fields: "Program Type/Sub-Type" with a dropdown menu showing "SADD" and a red asterisk, and "Name" with a text box containing "SADD Application" and a red asterisk. A legend indicates "\* = Required Field". Below the form are "Save" and "Cancel" buttons. Further down, there is a section "Current Application program components:" with a text box stating "There are no current program components for this Application." At the bottom of the page, it says "Powered by IntelliGrants" on the left and "© Copyright 2002 Aqate Software" on the right.

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

**eGOHS**

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** Delete

**Service Area Type:** Metro Statistical Area ▼

**County:** ATKINSON BACON BAKER BALDWIN BANKS ▲ ▼ Add

<input type="checkbox"/>	Service Area Type	County Code	County Name
<input type="checkbox"/>	Metro Statistical Area	001	APPLING

[Records 1 - 1 of 1] Delete

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- Click on the Representative Districts tab.
- 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

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

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

Counties Representative Districts

**Areas Benefiting** Delete

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

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

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

<input type="checkbox"/>	Representative District
<input type="checkbox"/>	S02
<input type="checkbox"/>	H127
<input type="checkbox"/>	C12

[Records 1 - 3 of 3] Delete

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- 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 displays the eGOHS application interface. At the top, the logo 'eGOHS' is on the left, and user information is on the right: 'SADD Log #: 2006-SADD-0011-00', 'Applicant: Test Agency', 'Status: Proposal In Process', and 'Access Level: Proposal Administrator'. Below this is a navigation bar with 'Start Menu', 'Agency Info', and 'Application Menu'. The 'Application Menu' is selected, showing 'User: Test Applicant', 'Help', and 'Logout' buttons.

The main content area is titled '2006 SADD Application' and includes 'Submit Application' and 'Delete Application' buttons. It is divided into two main sections:

- General Information:** Displays application details for 'Application #: 2006-SADD-0011-00'. It includes fields for 'RFP Type: Competitive', 'Application Manager:', 'Status: Proposal In Process', and 'Due Date: 12/31/2005 (Sat)'. Below this is a link for 'View Applicant Information'.
- Application Forms:** A hierarchical tree view on the right side. It includes a 'Collapse Entire Tree' button. The tree structure is as follows:
  - SADD ADDITIONAL INFORMATION
  - PROBLEM ID, OBJECTIVES AND MILESTONES
  - COST CATEGORY DETAIL
    - REGULAR OPERATING EXPENSES
    - TRAVEL
    - CONTRACTUAL SERVICES
    - COST CATEGORY SUMMARY
    - GRANT TERMS AND CONDITIONS
    - CERTIFICATION AND SIGNATURES

Below the tree view is a 'Legend' box indicating that a document icon represents an 'Application Form' and a left-pointing arrow represents the 'Last Page Visited'.

On the left side of the main content area, there is an 'Application Information' section with several links: 'Application Program Description', 'Contacts' (with sub-links 'Control Access to Application' and 'Send Email to Application Contacts'), 'Components' (with sub-links 'Program Components' and 'Service Areas'), 'Errors', 'History' (with sub-link 'Compare Application Versions'), and 'Application PDF'.

At the bottom of the page, it says 'Powered by IntelliGrants' and '© Copyright 2002 Acate 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.

**eGOHS**

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

[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.

**Application Contacts** Email Grant Contacts

The following people have access to this Application: Edit Delete

	Name	Assigned By	Level of Access	Contact Type
<input type="radio"/>	<a href="#">Applicant, Test</a>	Applicant, Test	Proposal Administrator	Agency Main Contact

Edit Delete

**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:  \*

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 displays the eGOHS web application interface. At the top, the 'eGOHS' logo is visible on the left, and user information (Log #, Applicant, Status, Access Level) is on the right. A navigation bar below the logo contains 'Start Menu', 'Agency Info', and 'Application Menu'. The 'Application Menu' is currently selected, showing 'User: Test Applicant', a 'Help' icon, and a 'Logout' link. The main content area is titled 'EDIT APPLICATION PROJECT INFORMATION' and includes a 'Back to Application Menu' link. Instructions prompt the user to complete the information below. A form titled 'Application Project Description' is shown, containing a 'Project Title' field with the value 'SADD Application' and a 'Project Summary' text area with the value 'SADD application to help improve our community'. The form also displays '47 of 200 Characters' and a legend indicating that an asterisk (\*) denotes a required field. The footer of the page states 'Powered by IntelliGrant' and 'Copyright 2002 Agile 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 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 displays the eGOHS web application interface. At the top left is the eGOHS logo. The top right corner shows user information: SADD, Log #: 2006-SADD-0011-00, Applicant: Test Agency, Status: Proposal In Process, and Access Level: Proposal Administrator. Below this is a navigation bar with links: Start Menu, Agency Info, Application Menu, User: Test Applicant, Help, and Logout. The main content area is titled 'APPLICATION ERRORS' and contains a message: 'The following errors have been detected in your Application:'. Under the heading 'Forms', there is a link for 'SADD INFORMATION' and a bullet point stating: 'One or more of your responses requires or does not require additional responses'. The footer of the application area includes '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](mailto: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 web application interface. At the top left is the eGOHS logo. To the right of the logo, the text "User Agency: Test Agency" and "Access Level: Agency Administrator" is displayed. Below this, a navigation bar contains "Start Menu", "Agency Info", "User: Test Applicant", "Help", and "Logout". The main content area is divided into several sections. On the left, a "Welcome to the Electronic Grants for the Office of Highway Safety" message is shown, followed by "You do not have any system messages." Below this is a "Task List: Actions Required" section stating "You currently do not have any tasks." On the right, there is an "Initiate an Application" section with a "Select an RFP:" dropdown menu. The dropdown menu is open, showing "YA (2006)" selected and highlighted with a red box. Below the dropdown is a button labeled "Apply for a New Grant" and a link "View available RFPs". To the right of the "Initiate an Application" section is a "Quick Links" section with two categories: "Search for Agency Information" and "Maintain Your Account". Each category has three links: "View All Agency Applications", "View All Agency Grants", and "View All Agency MARs" for the first category; and "View Your Agency Information" and "Edit Your Contact Information" for the second category. At the bottom of the page, there is a footer with "Powered by IntelliGrants" on the left and "© Copyright 2002 Agate Software" on the right.

Logo: eGOHS

User Agency: Test Agency  
Access Level: Agency Administrator

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

Welcome to the Electronic Grants for the Office of Highway Safety.

You do not have any system messages.

Task List: Actions Required  
You currently do not have any tasks.

Initiate an Application

Select an RFP:

YA (2006) ▼

Apply for a New Grant

View available RFPs

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

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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 web application interface. At the top left is the eGOHS logo. At the top right, user information is displayed: "YA", "Log #: 2006-YA-0012-00", "Applicant: Test Agency", "Status: Proposal In Process", and "Access Level: Proposal Administrator". Below this is a navigation bar with links: "Start Menu", "Agency Info", "Application Menu", "User: Test Applicant", "Help", and "Logout". The main content area is titled "APPLICATION PROGRAM COMPONENTS" and includes instructions: "Instructions: Please complete the information below. For further instructions, please click the Help icon in the upper right hand corner of the page." There are two tabs: "Program Components" (selected) and "Service Areas". Under "Program Components", there is a section "Add a program component to this Application:" with a "Save" and "Cancel" button. Below this is a form with two fields: "Program Type/Sub-Type" with a dropdown menu showing "YA" and a red asterisk, and "Name (Reference only. This is not the Project Title.)" with a text box containing "YA Application" and a red asterisk. Below the form is a legend: "\* = Required Field". There is another "Save" and "Cancel" button. Below this is a section "Current Application program components:" with a text box containing "There are no current program components for this Application." At the bottom of the page, it says "Powered by IntelliGrants" and "© Copyright 2002 Aqate Software".

**eGOHS**

YA  
Log #: 2006-YA-0012-00  
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](#) **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: Save Cancel

Program Type/Sub-Type YA \*

Name (Reference only. This is not the Project Title.) YA Application \*

\* = Required Field Save Cancel

➤ 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 **Add**.
  - c. Repeat to add more counties.

**eGOHS**

Log #: 2006-YA-0012-00  
 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.

**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** Delete

Service Area Type: Metro Statistical Area

County: ATKINSON BACON BAKER BALDWIN BANKS Add

<input type="checkbox"/>	Service Area Type	County Code	County Name
<input type="checkbox"/>	Metro Statistical Area	001	APPLING

[Records 1 - 1 of 1] Delete

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

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

[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 Add

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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- Once the program components tab and the service areas tab are complete click on **Application Menu** at the top of the page.
- There are three different sections within this page.

**eGOHS**

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

Start Menu Agency Info Application Menu Submit Application Delete Application

**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 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**

**Application Forms**  
Collapse Entire Tree  
YOUNG ADULT ADDITIONAL INFORMATION  
PROBLEM IDENTIFICATION  
PROBLEM IDENTIFICATION - ATTACHMENT  
PROGRAM ASSESSMENT  
STD YA PROJECT OBJECTIVES  
STD YA MILESTONE CHART  
OTHER PROJECT OBJECTIVES, ACTIVITIES & EVALUATIONS  
MEDIA PLAN  
SELF-SUFFICIENCY  
RESOURCE REQUIREMENTS  
PERSONNEL SERVICE DETAIL - POSITION  
PERSONNEL SERVICE DETAIL - BENEFITS  
PAY SCHEDULE FOR PROJECT EMPLOYEES  
COST CATEGORY DETAIL  
REGULAR OPERATING EXPENSES  
TRAVEL  
CONTRACTUAL SERVICES  
COST CATEGORY SUMMARY  
GRANT TERMS AND CONDITIONS  
CERTIFICATION AND SIGNATURES

**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.

**eGOHS** Log #: 2005-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 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.

**Application Contacts** Email Grant Contacts

The following people have access to this Application: Edit Delete

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

Edit Delete

**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. 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 displays the eGOHS web application interface. At the top, the eGOHS logo is on the left, and user information (YA, Log #: 2006-YA-0007-00, Applicant: Test Agency, Status: Proposal In Process, Access Level: Proposal Administrator) is on the right. A navigation bar includes links for Start Menu, Agency Info, Application Menu, User: Test Applicant, Help, and Logout. The main content area is titled 'EDIT APPLICATION PROJECT INFORMATION' and includes a 'Back to Application Menu' link. Instructions state: '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 'Application Project Description' with a sub-section 'Application Project Information'. The form contains two fields: 'Project Title' with the value 'YA Application' and a red asterisk, and 'Project Summary' with the value 'YA application to improve our community.' and a character count of '40 of 200 Characters\*'. The form has 'Save' and 'Cancel' buttons at the top right and bottom right. A legend at the bottom indicates '\* = Required Field'. The footer shows 'Powered by IntelliGrants' and '© Copyright 2002 Aqate Software'.

- 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 displays the eGOHS web application interface. At the top left is the eGOHS logo. To the right, user information is shown: Log #: 2006-YA-0009-00, Applicant: Test Agency, Status: Proposal In Process, and Access Level: Proposal Administrator. Below this is a navigation bar with links: Start Menu, Agency Info, Application Menu, User: Test Applicant, Help, and Logout. The main content area has a heading 'APPLICATION ERRORS' and 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, it says '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:

[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](mailto: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 web application interface. At the top left is the eGOHS logo. To the right of the logo, the text reads "User Agency: a Test Agency" and "Access Level: Agency Administrator". Below this, a navigation bar contains "Start Menu", "Agency Info", "User: Test Applicant", "Help", and "Logout". The main content area is divided into several sections. On the left, a "Welcome to the Electronic Grants for the Office of Highway Safety." message is displayed, followed by "You do not have any system messages." Below this is a "Task List: Actions Required" section stating "You currently do not have any tasks." On the right, there is an "Initiate an Application" section with a "Select an RFP:" dropdown menu. The dropdown menu is open, showing "General Application (2006)" selected and highlighted with a red box. Below the dropdown is a button labeled "Apply for a New Grant" and a link "View available RFPs". To the right of the "Initiate an Application" section is a "Quick Links" section with two categories: "Search for Agency Information" and "Maintain Your Account". Under "Search for Agency Information" are links for "View All Agency Applications", "View All Agency Grants", and "View All Agency MARs". Under "Maintain Your Account" are links for "View Your Agency Information" and "Edit Your Contact Information". At the bottom of the page, it says "Powered by IntelliGrants" on the left and "© Copyright 2002 Agate Software" on the right.

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.

The screenshot displays the eGOHS web application interface. At the top left is the eGOHS logo. The top right corner shows user information: "General Application", "Log #: 2006-GA-0013-00", "Applicant: Test Agency", "Status: Proposal In Process", and "Access Level: Proposal Administrator". Below this is a navigation bar with links: "Start Menu", "Agency Info", "Application Menu", "User: Test Applicant", "Help", and "Logout". The main content area is titled "APPLICATION PROGRAM COMPONENTS" and includes instructions: "Instructions: Please complete the information below. For further instructions, please click the Help icon in the upper right hand corner of the page." There are two tabs: "Program Components" (selected) and "Service Areas". Under "Program Components", there is a section "Add a program component to this Application:" with a "Save" and "Cancel" button. This section contains two required fields: "Program Type/Sub-Type" (a dropdown menu set to "General Application") and "Name (Reference only. This is not the Project Title.)" (a text box containing "General Application"). Below these fields is a legend: "\* = Required Field". At the bottom of this section are "Save" and "Cancel" buttons. Below the "Add a program component" section is a box titled "Current Application program components:" which contains the text "There are no current program components for this Application." The footer of the page includes "Powered by IntelliGrants" on the left and "© Copyright 2002 Aqate Software" on the right.

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** Delete

Service Area Type: Metro Statistical Area

County:
 

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

Add

<input type="checkbox"/>	Service Area Type	County Code	County Name
<input type="checkbox"/>	Metro Statistical Area	003	BACON

[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.

The screenshot displays the eGOHS web application interface. At the top, the logo 'eGOHS' is visible on the left, and user information on the right: 'General Application', 'Log #: 2006-GA-0010-00', 'Applicant: a Test Agency', 'Status: Proposal In Process', and 'Access Level: Proposal Administrator'. Below this is a navigation bar with 'Start Menu', 'Agency Info', 'Application Menu', 'User: Test Applicant', 'Help', and 'Logout'.

The main content area is titled 'PROGRAM COMPONENT SERVICE AREAS BENEFITING'. It includes 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.'

There are two tabs: 'Program Components' and 'Service Areas'. The 'Service Areas' tab is active, showing 'Program Component Information' with 'Name: General Application' and 'Program Type/Sub-Type: General Application'. A note states: 'This Representative Districts tab displays the representative districts in which this program component is serving.'

Below this, there are two sub-tabs: 'Counties' and 'Representative Districts'. The 'Representative Districts' sub-tab is active, showing 'Areas Benefiting'. It contains three sections for selecting districts: 'Senate Legislative District(s)', 'House Legislative District(s)', and 'US Congressional District(s)'. Each section has a list of districts (S01-S05, H001-H005, C01-C05) and an 'Add' button. The 'Add' button is currently disabled. At the bottom of the 'Areas Benefiting' section, it says 'No records found' and 'No Records Found'.

The footer of the application shows 'Powered by IntelliGrants' and '© Copyright 2002 Aquate Software'.

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 displays the eGOHS web application interface. At the top, the logo 'eGOHS' is visible on the left, and user information on the right: 'General Application Log #: 2006-GA-0013-00', 'Applicant: Test Agency', 'Status: Proposal In Process', and 'Access Level: Proposal Administrator'. Below this is a navigation bar with 'Start Menu', 'Agency Info', 'Application Menu', 'User: Test Applicant', 'Help', and 'Logout'.

The main content area is titled '2006 General Application Application' with a 'Delete Application' button. It is divided into two main sections:

- General Information:**
  - Application #:** 2006-GA-0013-00
  - General Information:**
    - RFP Type: Competitive
    - Application Manager:
    - Status: Proposal In Process
    - Due Date: 12/31/2007 (Mon)
  - Agency Information:**
    - [View Applicant Information](#)
- Application Forms:**
  - [Collapse Entire Tree](#)
  - [APPLICATION COVER PAGE](#)
  - [ADDITIONAL INFORMATION](#)
  - [PROBLEM IDENTIFICATION](#)
  - [PROBLEM IDENTIFICATION - ATTACHMENT](#)
  - [PROGRAM ASSESSMENT](#)
  - [PROGRAM ASSESSMENT CHART](#)
  - [PROJECT OBJECTIVES, ACTIVITIES & EVALUATIONS](#)
  - [MEDIA PLAN](#)
  - [RESOURCE REQUIREMENTS](#)
  - [SELF-SUFFICIENCY](#)
  - [PERSONNEL SERVICE DETAIL - POSITION](#)
  - [PERSONNEL SERVICE DETAIL - BENEFITS](#)
  - [PAY SCHEDULE FOR PROJECT EMPLOYEES](#)
  - [COST CATEGORY DETAIL](#)
  - [REGULAR OPERATING EXPENSES](#)
  - [TRAVEL OF EMPLOYEES](#)
  - [EQUIPMENT PURCHASES](#)
  - [CONTRACTUAL SERVICES](#)
  - [PER DIEM & FEES](#)
  - [COMPUTER CHARGES AND COMPUTER EQUIPMENT](#)
  - [TELECOMMUNICATIONS](#)
  - [MOTOR VEHICLE PURCHASES](#)
  - [COST CATEGORY SUMMARY](#)
  - [NON-PROFIT DISCLOSURE](#)
  - [GRANT TERMS AND CONDITIONS](#)
  - [CERTIFICATION AND SIGNATURES](#)

On the left side of the main content area, there is a sidebar with icons and links:

- 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:**

At the bottom right, a 'Legend' box indicates: 'Application Form' (represented by a document icon) and 'Last Page Visited' (represented by a left-pointing arrow).

The footer shows 'Powered by IntelliGrants' on the left and '© Copyright 2002 Agate Software' on the right.

- 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.

**eGOHS**

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

Start Menu Agency Info Application Menu 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.

**Application Contacts** Email Grant Contacts

The following people have access to this Application: Edit Delete

	Name	Assigned By	Level of Access	Contact Type
<input type="radio"/>	<a href="#">Applicant, Dr. Test</a>	Applicant, Dr. Test	Proposal Administrator	Agency Main Contact

Edit Delete

**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  \*

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 displays the eGOHS web application interface. At the top left is the eGOHS logo. The top right corner shows application details: 'General Application', 'Log #: 2006-GA-0010-00', 'Applicant: a Test Agency', 'Status: Proposal In Process', and 'Access Level: Proposal Administrator'. Below this is a navigation bar with tabs: 'Start Menu', 'Agency Info', 'Application Menu', 'User: Test Applicant', 'Help', and 'Logout'. The main content area is titled 'EDIT APPLICATION PROJECT INFORMATION' and includes a link 'Back to Application Menu'. Instructions state: 'Please complete the information below. For further instructions, please click the Help icon in the upper right hand corner of the page.' A form titled 'Application Project Description' is shown, containing 'Application Project Information' with fields for 'Project Title' (filled with 'General Application') and 'Project Summary' (filled with 'General application to help improve our community.'). A character count '50 of 200 Characters\*' is visible below the summary field. The form has 'Save' and 'Cancel' buttons. A legend at the bottom right of the form indicates '\* = Required Field'. The footer of the page reads 'Powered by IntelliGrants' and '© Copyright 2002 Aqate 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 provide 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 without 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 listed 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:
  - 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**.
- 28.
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 displays the eGOHS application interface. At the top left is the eGOHS logo. To the right, user information is shown: "General Application", "Log #: 2006-GA-0010-00", "Applicant: Test Agency", "Status: Proposal In Process", and "Access Level: Proposal Administrator". Below this is a navigation bar with links: "Start Menu", "Agency Info", "Application Menu", "User: Test Applicant", "Help" (with a red icon), and "Logout". The main content area has a heading "APPLICATION ERRORS" and a link "Back to Main Menu". Below this, it states "The following errors have been detected in your Application:". Under the "Forms" section, there is a link "ADDITIONAL INFORMATION" and a bullet point: "One or more of your responses requires or does not require additional responses". At the bottom, it says "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](mailto: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 web application interface. At the top left is the eGOHS logo. To the right of the logo, the text "User Agency: Test Agency" and "Access Level: Agency Administrator" is displayed. Below this, a navigation bar contains "Start Menu", "Agency Info", "User: Test Applicant", "Help", and "Logout". The main content area is divided into several sections. On the left, a "Welcome to the Electronic Grants for the Office of Highway Safety." message is followed by "You do not have any system messages." Below this is a "Task List: Actions Required" section with a tree view showing "Applications" > "Proposal In Process" > "2006-SADD-0011-00". On the right, the "Initiate an Application" section features a "Select an RFP:" dropdown menu with "TEN (2006)" selected, a red rectangular highlight around the dropdown, and buttons for "Apply for a New Grant" and "View available RFPs". Below this is a "Quick Links" section with links for "View All Agency Applications", "View All Agency Grants", "View All Agency MARs", "View Your Agency Information", and "Edit Your Contact Information". The footer contains "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 web application interface. At the top left is the eGOHS logo. At the top right, user information is displayed: Log #: 2006-TEN-0014-00, Applicant: Test Agency, Status: Proposal In Process, and Access Level: Proposal Administrator. Below this is a navigation bar with links: Start Menu, Agency Info, Application Menu, User: Test Applicant, Help (with a red icon), and Logout. The main content area is titled "APPLICATION PROGRAM COMPONENTS" and includes instructions: "Please complete the information below. For further instructions, please click the Help icon in the upper right hand corner of the page." There are two tabs: "Program Components" (selected) and "Service Areas". Under "Program Components", there is a section "Add a program component to this Application:" with a "Save" and "Cancel" button. Below this is a form with two fields: "Program Type/Sub-Type" with a dropdown menu showing "TEN" and a red asterisk, and "Name (Reference only. This is not the Project Title.)" with a text box containing "TEN Application" and a red asterisk. Below the form is a legend: "\* = Required Field". At the bottom of the form section is another "Save" and "Cancel" button. Below the form section is a section "Current Application program components:" with a text box containing "There are no current program components for this Application." At the bottom of the page, there is a footer with "Powered by IntelliGrants" and "© Copyright 2002 Aqate Software".

**eGOHS**

Log #: 2006-TEN-0014-00  
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](#)      **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    TEN ▼ \*

Name (Reference only. This is not the Project Title.)    TEN Application \*

\* = 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.

**eGOHS**

TEN  
Log #: 2006-TEN-0012-00  
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 TEN Application

Program Type/Sub-Type TEN

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

Counties **Representative Districts**

**Areas Benefiting** Delete

Service Area Type: Metro Statistical Area

County: APPLING BACON BAKER BALDWIN BANKS Add

<input type="checkbox"/>	Service Area Type	County Code	County Name
<input type="checkbox"/>	Metro Statistical Area	002	ATKINSON

[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.

**eGOHS**

Log #: 2006-TEN-0008-00  
 Applicant: a 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 ten ap

Program Type/Sub-Type TEN

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 **Add**

**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.

The screenshot displays the eGOHS web application interface. At the top, the logo 'eGOHS' is on the left, and user information is on the right: 'TEN Log #: 2006-TEN-0014-00 Applicant: Test Agency Status: Proposal In Process Access Level: Proposal Administrator'. Below this is a navigation bar with 'Start Menu', 'Agency Info', 'Application Menu', 'User: Test Applicant', 'Help', and 'Logout'.

The main content area is titled '2006 TEN Application' with a 'Delete Application' button. It is divided into two main sections:

- Application #: 2006-TEN-0014-00**
  - General Information**
    - RFP Type: Competitive
    - Application Manager:
    - Status: Proposal In Process
    - Due Date: 12/31/2007 (Mon)
  - Agency Information**
    - [View Applicant Information](#)
- 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**

On the right side, there is an **Application Forms** section with a 'Collapse Entire Tree' button. It contains a hierarchical list of forms:

- APPLICATION COVER PAGE
- ADDITIONAL INFORMATION
- PROBLEM IDENTIFICATION
- PROBLEM IDENTIFICATION - ATTACHMENT
- PROGRAM ASSESSMENT
- PROGRAM ASSESSMENT CHART
- MEDIA PLAN
- RESOURCE REQUIREMENTS
- SELF-SUFFICIENCY
- PERSONNEL SERVICE DETAIL - POSITION
- PERSONNEL SERVICE DETAIL - BENEFITS
- PAY SCHEDULE FOR PROJECT EMPLOYEES
- COST CATEGORY DETAIL
- REGULAR OPERATING EXPENSES
- TRAVEL OF EMPLOYEES
- EQUIPMENT PURCHASES
- CONTRACTUAL SERVICES
- PER DIEM & FEES
- COMPUTER CHARGES AND COMPUTER EQUIPMENT
- TELECOMMUNICATIONS
- MOTOR VEHICLE PURCHASES
- COST CATEGORY SUMMARY
- GRANT TERMS AND CONDITIONS
- CERTIFICATION AND SIGNATURES

At the bottom right of the forms section is a **Legend:** showing a document icon for 'Application Form' and a left arrow for 'Last Page Visited'.

The footer indicates 'Powered by IntelliGrantz' 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.

**eGOHS**

TEN  
Log #: 2006-TEN-0014-00  
Applicant: Test Agency  
Status: Proposal In Process  
Access Level: Proposal Administrator

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

[Back to 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.

**Application Contacts** Email Grant Contacts

The following people have access to this Application: Edit Delete

	Name	Assigned By	Level of Access	Contact Type
<input type="radio"/>	<a href="#">Applicant, Dr. Test</a>	Applicant, Dr. Test	Proposal Administrator	Agency Main Contact

Edit Delete

**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  \*

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:

The screenshot displays the eGOHS web application interface. At the top, there is a header with the eGOHS logo on the left and user information on the right: 'TEN', 'Log #: 2006-TEN-0008-00', 'Applicant: a Test Agency', 'Status: Proposal In Process', and 'Access Level: Proposal Administrator'. Below the header is a navigation bar with links: 'Start Menu', 'Agency Info', 'Application Menu', 'User: Test Applicant', 'Help', and 'Logout'. The main content area is titled 'EDIT APPLICATION PROJECT INFORMATION'. It includes a link 'Back to Application Menu' and instructions: 'Instructions: Please complete the information below. For further instructions, please click the Help icon in the upper right hand corner of the page.' Below the instructions is a form titled 'Application Project Description' with a sub-section 'Application Project Information'. This section contains two fields: 'Project Title' with the value 'TEN Application' and a red asterisk indicating it is required, and 'Project Summary' with the value 'TEN application to help improve our community.' and a character count '46 of 200 Characters\*'. At the bottom of the form are 'Save' and 'Cancel' buttons. A legend at the bottom right of the form states '\* = Required Field'. The footer of the page includes 'Powered by IntelliGrants' and '© Copyright 2002 Aqate 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 provide 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 without 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 listed 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.

The screenshot shows the eGOHS web application interface. At the top left is the eGOHS logo. On the top right, there is a header area with the text 'TEN', 'Log #: 2006-TEN-0012-00', 'Applicant: Test Agency', 'Status: Proposal In Process', and 'Access Level: Proposal Administrator'. Below this is a navigation bar with links: 'Start Menu', 'Agency Info', 'Application Menu', 'User: Test Applicant', 'Help', and 'Logout'. The main content area displays a message titled 'APPLICATION ERRORS' with a link to 'Back to Main Menu'. The message states: 'The following errors have been detected in your Application:'. Under the heading 'Forms', there is a link to 'ADDITIONAL INFORMATION' and a bullet point stating: '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.