

Questions following the CPJAD eGrants External User Training
for the Department of the Attorney General,
Crime Prevention and Justice Assistance Division

On the Budget Summary screen, what is the difference between the Budget Request and Federal Request?

The Budget Request is the total of the Federal Request and the Agency Match.

Year 1			
Budget Category	Budget Request	Federal Request	Agency Match
Salaries and Wages	\$80,000	\$30,000	\$50,000

Do you want resumes and job descriptions for all employees or just the employees that will be working on the project?

It's for the employees who are going to be working on the project either as awarded or for match, for both VOCA and VAWA applications.

Can an Agency Administrator be a grant writer/manager? I see that a Program Director and Fiscal Officer can...but can a grant manager also have access?

As far as the system goes, there are three roles that the grantees will be using: Agency Administrator, Project Director, and Financial Officer. What those three roles entail within your organization is at the discretion of the grantees themselves. (For example, yes, an Agency Administrator can be a grant writer and manager, and vice versa.) However, those three roles are dispersed throughout their organization is up to the grantee.

Will the opportunities panel only show which opportunities match your organization type? Or will it show all opportunities?

This will only present you with opportunities your organization has been marked as eligible to apply for.

When submitting documents to this site, must they be submitted as separate PDFs or can it be submitted as one running PDF document?

When utilizing the upload feature on a form, this will depend on the type of upload that is permitted on that page. Some allow for single uploads, some allow for multiples. If it's one that only permits a single, you would only be allowed to upload one document total and consideration would need to be given on how best to accomplish.

Is there an opportunity to select or indicate Statewide projects? It looks as if the primary place of performance is related to a single address/county.

At this time, the fields on the Title Page form only indicate a specific location for a particular project. CPJAD will look into ways to designate a project as “Statewide” in the future. The applicant should explain its statewide services in the Description of Project section of the grant application and indicate on the Title Page where the majority of its services will be conducted.

Is there currently a link to eGrants to start the set-up process or is it still under construction?

<https://cpjadegrants.intelligrants.com/>

Is the Application printable after being filled in?

Yes, the application is printable at any point using the “Print Document” option from under the “Tools” menu. This will give you the option to include, exclude, or select pages for blank copies, which will then be downloaded to your computer as a PDF file.

Does character limit for text areas mean characters and spaces?

This is correct. “Character limit” includes any character entered into the box, which includes “spaces” entered.

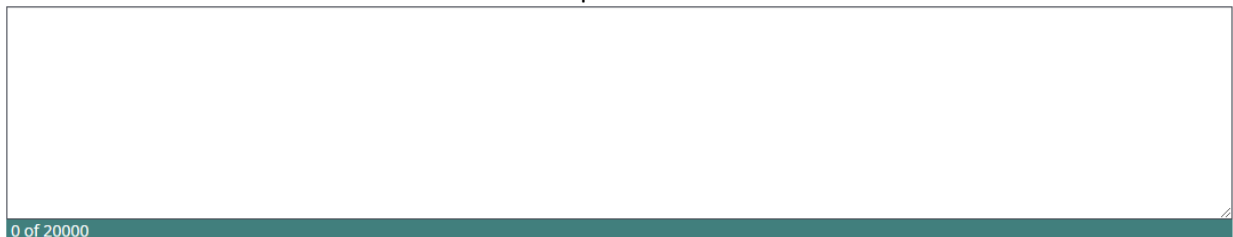
Does the fill in sections act as a Word Document allowing for indentations, inserts such as charts, etc? Spell check?

No. Within the forms themselves, these sections are only “plain text” areas, and will only allow for plain text. Pasting in formatting such as indentations, charts, or tables will strip away all formatting. Spell check is also not an independent library kept by IGX, as most modern browsers include this as a built-in feature, and is compatible with most third-party extensions such as Grammarly, etc.

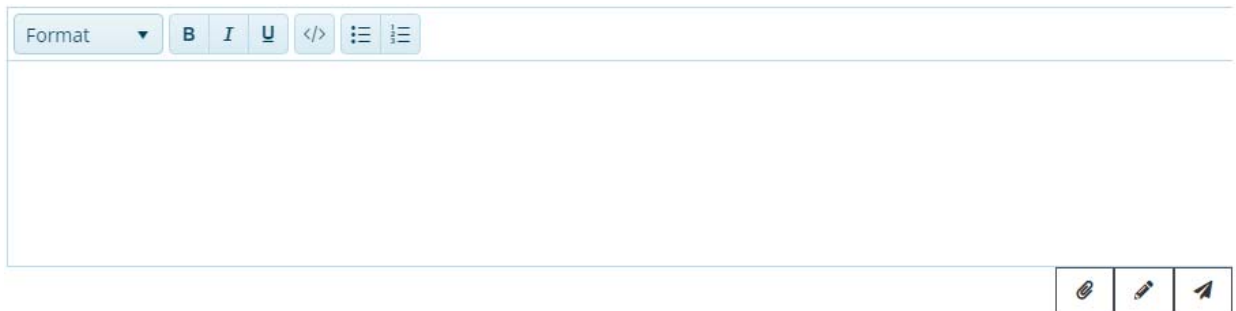
If you copy/paste, will it lose formatting?

Following the previous answer, yes, it will. Pasting any kind of formatted text into a “plain text” area will strip all formatting away from the text. (For the formatting to be kept, this would need to be pasted into a “rich text” area.) For your reference, we’ve included example images as to what the difference is between a “plain text” editor and a “rich text” editor would be below:

This is a plain text area:



This is a rich text area:



Why would we want to zip documents? (In reference to the Attachment Repository.)

This is at user discretion, for any reason a grantee may want to have a zip file of all their attachments. This is provided as a Quality-of-Life feature, to make it easier to collect attachments off an application if they are needed for any reason. Whether or not it is needed is up to the grantee.

So, to confirm I understood, we aren't able to save application forms until all required sections are completed?

No, that only applies for pages such as the New User Registration, Person Information, or Organization Information. Those pages will require that information to be filled out before you can save that page in its entirety. Where the document is concerned, it will still commit your changes with a save, even if it has not been filled out all the way. If there are any errors, users will simply receive a notification of this via the "Attention" panel that displays for error checks.

Often in our applications we include tables of data. Would these now be allowed as attachments?

From a purely functionality standpoint within IGX, yes, these could be added as attachments. However, for the purposes of an application with the eGrants management site for CPJAD, there are built in tables provided within the forms; additional attachments should not be needed or required.

Is it possible to save drafts of the application?

Yes, you can save any page that you go to within the document, provided your role has the security level to do so at that document's current status. If for any reason an application cannot be finished in a single sitting or needs to be passed between multiple people to complete, each user will be able to save their changes on the page, and the next user will be able to see their data and changes on the page when they begin working on it.

Will match be required for VOCA app this year?

There is no match requirement for the VOCA competitive this year due to the pandemic.

Is it possible to have multiple applications for 1 RFP in process at the same time?

Yes, you will be allowed to have multiple applications within the system.

If VOCA is currently not requiring a match, will do we enter "0" in the column?

Yes, you would enter "0" for that amount.

Does the person who is responsible for submitting the proposal need to provide evidence of approval to submit the proposal on behalf of the highest person of the organization?

CPJAD is not asking for registration or proof of evidence for each user's registration. Grantees are trusted to only allow access to the system to those who need it, and that the users with an account registered on the portal are in communication with the appropriate agencies and have the authority to do so.

We registered about a week ago, should we have gotten an email to complete registration yet?

If you have registered and have not received an acknowledgement of it, you should reach out to CPJAD for further assistance.

If you have MOUs attached to the grant. Where do you post this information?

MOUs are not required for VOCA, so this will not be apart of the application process.

Are those listed under the Agency Administrator/Project Director/Fiscal Officer roles the people AG-CPJAD are directly communicating with throughout the life of the project?

Individuals listed as the Agency Administrator would be responsible for communicating with the Project Director or the Fiscal Officer. **Once a contract is awarded**, CPJAD will want to know who the Project Director and Fiscal Officer is, which is information available to them from the Title Page of the application. However, during the application process, CPJAD will not be involved in the application. If your project is selected for VOCA and your anticipated Project Director or Financial Officer leaves before contracts are signed, or any time afterwards, CPJAD will allow for replacements to be allocated.

Where/how do we include the certifications?

Certifications are not required in the application process; they will be included with the Agreement/Contract.

What about letters of support? or recommendation? Will there be a place for these on the app?

CPJAD has never asked, requested, or required letters of support. Rather, they prefer to not encourage them – the application should stand based on what the applicant enters to the application, rather than letters of support submitted on their behalf. There is a request for a coordination of activities with other nonprofits or community members, but they will not request or accommodate letters of support or recommendation.

Multiple individuals work on the narrative in our organization. Would it be best to draft the narrative in Word and paste it into the system?

If this is how the grantee prefers to draft their narrative prior to committing it to the application, they may. However, as referenced earlier in this document, any and all formatting from a text editor such as Word will be removed upon being pasted into the eGrants site. Alternatively, each user can be allocated access to the document and can type their portion directly to the page and save the page before passing the narrative off to the next user, as well.

If awarded a contract, will CPJAD provide training for the project director?

CPJAD provides an annual grant administration training, and one will be scheduled sometime after the contracts are awarded. For those of you who are interested, we have posted the grant administration training PowerPoint slides on the Grants and Planning website.