

**CITY OF EL PASO, TEXAS**  
**AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM**

**DEPARTMENT:** POLICE

**AGENDA DATE:** June 10, 2007

**CONTACT PERSON/PHONE:** Assistant Chief Tom Whitten / 564-7304  
Jorge Acosta / 564-7119

**DISTRICT(S) AFFECTED:** Citywide

**SUBJECT:**

Approve a resolution authorizing the City Manager to electronically submit a grant proposal to the Criminal Justice Division (Office of the Governor of the State of Texas) for the Paul Coverdell Forensic Sciences Improvement Program in the amount of \$75,000.00.

**BACKGROUND / DISCUSSION:**

The El Paso Police Department Crime Laboratory ("Crime Lab"), aside from the Department of Public Safety Laboratory, is entrusted and obliged to analyze all criminal cases submitted for analysis by law enforcement agencies in Western Texas. The Crime Lab is in need of an additional gas chromatograph/mass spectrometer (GC/MS) to assist in the analysis of controlled substance cases due to the increased number of such submitted for analysis. A second GC/MS will alleviate the problem of an instrument failing and will allow the laboratory to be more efficient. The Paul Coverdell Forensic Sciences Improvement Program will fund the El Paso Police Department Crime Laboratory with one (1) Gas Chromatograph / Mass Spectrometer (GC/MS) piece of equipment to reduce the backlog of crime analysis.

**PRIOR COUNCIL ACTION:**

None.

**AMOUNT AND SOURCE OF FUNDING:**

Grant resources will fund this item. Grant is in the amount of \$75,000.00 with no cash or in-kind match.

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_

**DEPARTMENT HEAD:** \_\_\_\_\_

(Example: if RCA is initiated by Purchasing, client department should sign also)  
*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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CITY CLERK DEPT

**RESOLUTION**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

1. That the El Paso City Council approves submission of the grant application for the Paul Coverdell Forensic Sciences Improvement Program to the Office of the Governor, Criminal Justice Division.
2. The City Manager be authorized to sign the grant application including all understandings and assurances contained therein, as well as apply for, accept, reject, alter or terminate the grant in the amount of SEVENTY FIVE THOUSAND AND NO/100 DOLLARS (\$75,000.00) from the El Paso Police Department to the Office of the Governor, Criminal Justice Division, for the purpose of continuing the efforts of the El Paso Police Department Crime Laboratory.
3. The City of El Paso agrees that no cash or in-kind match is being provided.
4. The El Paso City Council agrees that the existence of an award will not be used to offset or decrease total salaries, expenses and allowances that the City of El Paso receives or provides to its police department at or after the time the grant is awarded.
5. The El Paso City Council agrees that in the event of loss or misuse of the Criminal Justice Division funds, the El Paso City Council assures that the funds will be returned to the Criminal Justice Division in full.

ADOPTED this 10<sup>th</sup> day of June 2008.

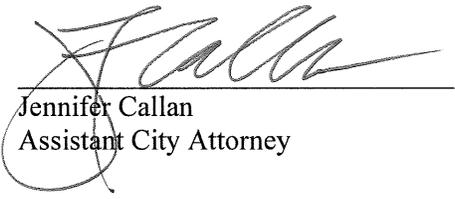
CITY OF EL PASO

\_\_\_\_\_  
John Cook  
Mayor

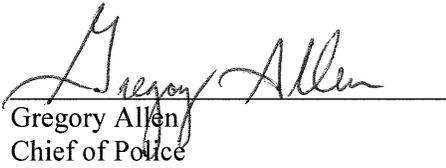
ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Jennifer Callan  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Gregory Allen  
Chief of Police

CITY CLERK DEPT.  
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## GRANT INFORMATION APPLICATION FORM (GIAF)

Departments applying for a grant are requested to complete and submit this form, electronically or in person, to applicable individuals listed below. Department Director must certify cash match availability, when required, prior to pursuing grant proposal. **PRIOR AUTHORIZATION IS NOT REQUIRED FOR DEPARTMENTS TO APPLY FOR A GRANT. Grant applications under \$25,000 do not require City Manager's signature unless specified by funding agency or if application is to a federal agency.**

<b>1. DEPARTMENT (Grant Applicant/Contact Person)</b> Name: Jorge Acosta Title: Senior Grant Planner Phone: (915) 564-7119 Fax No. (915) 564-7177	<b>2. GRANT DATA</b> Grant Title: Paul Coverdell Forensic Sciences Improvement Program Funding Agency: Criminal Justice Division, Office of the Governor of the State of Texas Due Date: May 15, 2008 Requires Mayor or City Manager's Signature? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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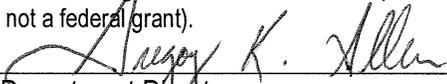
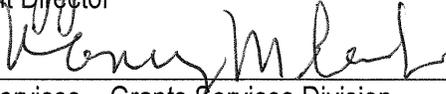
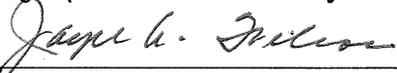
<b>3. FINANCIAL DATA</b> Amount of Funding Request: \$ 75,000.00  Amount of Matching Funds: 0.00 Amount of In-kind: 0.00 Total Project Amount: \$75,000.00	<b>4. GRANT CLASSIFICATION</b> <input checked="" type="checkbox"/> Competitive (award based on competition among eligible Applicants) <input type="checkbox"/> Entitlement (a set of funds determined under a formula grant) <input type="checkbox"/> Continuation (on-going funding from existing funding agency) <input type="checkbox"/> Other:
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<b>5. Cash Match Certification</b> Department Director certified cash match availability:	Yes <input type="checkbox"/> None required <input checked="" type="checkbox"/>
Account No. for Matching Funds:	Grant allows for operating/administrative costs: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

**Brief description of grant: Grant request to**  
 The Paul Coverdell Forensic Sciences Improvement Program will fund the El Paso Police Department Crime Laboratory with one (1) Gas Chromatograph / Mass Spectrometer (GC/MS) piece of equipment to reduce the backlog of crime analysis.

### Required Signatures

(Sign #s 1 – 5 if grant is over \$25,000 or requires city manager, top elected official or council approval. Sign #s 1 – 2 only if grant is under \$25,000 and not a federal grant).

1. 	5/29/08	
Department Director	Date	
2. 	4/6/08	
Financial Services – Grants Services Division	Date	
3. 	5-30-08	
Legal Department (skip if not required)	Date	
4. _____	Date	
Deputy City Manager (in the absence of City Manager and if required)	Date	
5. 	Date	
City Manager (skip if not required)	Date	

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 CITY CLERK DEPT.

Print This Page

**Agency Name:** City of El Paso

**Grant/App:** 2085101 **Start Date:** 10/1/2008 **End Date:** 9/30/2009

**Project Title:** EPPD Forensic Improvement Project

**Status:** Application Pending Submission

## Eligibility Information

### Introduction

The Criminal Justice Division (CJD) publishes funding opportunities, known as **Requests for Applications (RFA)**, through the Texas Secretary of State. Click [here](#) to visit the Secretary of State's website to locate the RFAs in the appropriate Texas Register issue.

In addition, CJD requires all applicants and grantee organizations to adhere to the *Texas Administrative Code (TAC)* as adopted. Click [here](#) to view the current TAC, or click [here](#) to view the previous versions of the TAC.

### Submission Process

When applying for a grant pursuant to an **RFA** published in the *Texas Register* by CJD, applicants must submit their applications according to the requirements provided in the **RFA**. CJD may also consider applications for grants that are not submitted pursuant to an **RFA**. Applicants will be selected in accordance with *1 TAC, §3.7*.

### Selection Process

All applications submitted to CJD are reviewed for eligibility, reasonableness, availability of funding, and cost-effectiveness. For applications submitted pursuant to an **RFA**, the executive director will select a review group, COG, or other designee to prioritize the applications and submit a priority listing to the executive director, who will render the final funding decision. A review group may include staff members, experts in a relevant field, and members of an advisory board or council. For more information regarding the selection process, see *1 TAC, §3.7*.

### Funding Decisions

All grant funding decisions rest completely within the discretionary authority of CJD. The receipt of an application for grant funding by CJD does not obligate CJD to fund the grant or to fund it at the amount requested.

Neither the approval of a project nor any grant award shall commit or obligate CJD in any way to make any additional, supplemental, continuation, or other award with respect to any approved project or portion thereof.

CJD makes no commitment that a grant, once funded, will receive priority consideration for subsequent funding. For more information regarding the application process, see *1 TAC, §3.7* and *3.9*.

### Adoptions by Reference

All grantees receiving federal and state funds must comply with the applicable statutes, rules, regulations, and guidelines related to the funding source under which the grant is funded. In instances where both federal and state requirements apply to a grantee, the more restrictive requirement applies. For more information regarding grant funding, see *1 TAC, §3.19*.

### Community Plans

Each community, consisting of a single county or a group of counties, must file with a COG a community plan that addresses the community's criminal justice priorities. A community plan should assess local trends and data; identify problems, resources, and priorities; develop effective strategies; and set goals and objectives. For more information

regarding community plans, see *1 TAC*, §3.51.

## Juvenile Justice and Youth Projects

Juvenile justice projects or projects serving delinquent or at-risk youth, regardless of the funding source, must address at least one of the priorities developed in coordination with the Governor's Juvenile Justice Advisory Board to be eligible for funding. For more information regarding these priorities, see *1 TAC*, §3.53.

## Monitoring

CJD will monitor the activities of grantees as necessary to ensure that grant funds are used for authorized purposes in compliance with all applicable statutes, rules, regulations, guidelines, and the provisions of grant agreements, and that grantees achieve grant purposes. Grantees must make available to CJD or its agents all requested records relevant to a monitoring review. For more information regarding monitoring, see *1 TAC*, §3.2601.

### Your organization's Texas Payee/Taxpayer ID Number:

746000749

### Application Eligibility Certify:

Created on: 5/8/2008 3:33:38 PM By: George Acosta

## Profile Information

### Introduction

The **Profile Details** section collects information about your organization such as the name of your agency and project title, the geographic area your project will serve and information about your grant officials.

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct.

In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for CJD to review. This can be done by typing in the **Notes By Grantee / CJD** message box.

## Email Addresses & Grant Officials Information

### Grant Officials Information:

Enter a valid and unique email address for each grant official and click the **Verify Email and Set Official to the Project** button. If you receive an error message regarding an email address, the grant official you are trying to assign to the project has not registered for a user account in eGrants. Please inform the agency's grant official or designee that they must log in to the [eGrants Home Page](#), and register for a user account. If you need technical assistance, please contact the [eGrants Help Desk](#) by email.

### Updating Grant Officials:

To reassign a grant official - **Authorized Official**, **Financial Officer**, **Project Director**, or **Grant Writer** - to your grant project, ensure that the new official registers for a user account in eGrants *first*, then download the Designation of Grant Officials Change Form (see Forms section below). If your organization is designating a new Authorized Official, check your records to see if a revised Resolution is required. Upload the approved Resolution to your grant project on the 'Summary / Upload Files' sub-tab. Then, fax the signed form to CJD at (512) 475-2440. Once CJD receives the signed form (and a revised Resolution if applicable), then CJD will update your grant project in eGrants.

## Forms

[Designation of Grant Officials Change Form](#) - used to assign or reassign grant officials.

## Getting Started

On this tab you will notice a certain icon that is displayed.

-  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

**Applicant Agency Name:** City of El Paso  
**Project Title:** EPPD Forensic Improvement Project  
**Division or Unit to Administer the Project:** Crime Scene Unit  
**Address Line 1:** 2 Civic Center Plaza  
**Address Line 2:**  
**City/State/Zip:** El Paso Texas 79901  
**Payment Address Line 1:** 2 Civic Center Plaza  
**Payment Address Line 2:**  
**Payment City/State/Zip:** El Paso Texas 79901  
**Start Date:** 10/1/2008  
**End Date:** 9/30/2009

**Regional Council of Governments(COG) within the Project's Impact Area:** Rio Grande Council of Governments  
**Headquarter County:** El Paso  
**Counties within Project's Impact Area:**

**Grant Officials:**  
**Authorized Official**  
**User Name:** Joyce Wilson  
**Email:** studerwf@ci.el-paso.tx.us  
**Address 1:** 2 Civic Center Plaza  
**Address 1:**  
**City:** El Paso, Texas 79901  
**Phone:** 915-541-4468 Other Phone:  
**Fax:** 915-541-4464  
**Agency:**  
**Title:** Ms.  
**Salutation:** Ms.

**Project Director**  
**User Name:** Anthony Kozak  
**Email:** kozakA@elpasotexas.gov  
**Address 1:** 911 N. Raynor  
**Address 1:**  
**City:** El Paso, Texas 79903  
**Phone:** 915-564-7197 Other Phone: 915-564-7000  
**Fax:** 915-564-7177  
**Agency:**  
**Title:** Mr.  
**Salutation:** Lieutenant

**Financial Official**  
**User Name:** Carmen Arrieta-Candelaria  
**Email:** arrietacx@elpasotexas.gov  
**Address 1:** 2 Civic Center Plaza  
**Address 1:**  
**City:** El Paso, Texas 79901  
**Phone:** 915-541-4293 Other Phone: 915-541-4011  
**Fax:** 915-541-4446  
**Agency:**  
**Title:** Ms.  
**Salutation:** Ms.

**Grant Writer****User Name:** George Acosta**Email:** curtisvm@elPASOTexas.gov**Address 1:** 911 North Raynor**Address 1:****City:** El Paso, Texas 79903**Phone:** 915-564-7119 Other Phone: 915-564-7174**Fax:** 915-564-7177**Agency:****Title:** Mr.**Salutation:** Mr.

## Grant Vendor Information

### Introduction

The **Grant Vendor** section of the application collects grant payment information for your organization. The following items will be auto-filled from previous data you supplied in eGrants: Organization Type, State Payee Identification Number, and Data Universal Numbering System (DUNS) identifier (if applicable).

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct.

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### Direct Deposit

In order to receive payments from CJD, complete the Vendor Direct Deposit Authorization and Application for Payee Identification Number forms which can be downloaded from the Texas Comptroller's [website](https://fmx.cpa.state.tx.us/fm/forms/index.php) at <https://fmx.cpa.state.tx.us/fm/forms/index.php> and Form W-9 which can be downloaded from the Internal Revenue Services' [website](http://www.irs.gov/) at <http://www.irs.gov/>. Send these completed and signed forms to the Office of the Governor, Financial Services Division, Post Office Box 12428, Austin, Texas 78711.

### Getting Started

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**Organization Type:** Unit of Local Government (City, Town, or Village)**Organization Option:** applying to provide services for an accredited laboratory**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):** 746000749**Data Universal Numbering System (DUNS):** 058873019**Payment Address Line 1:** 2 Civic Center Plaza**Payment Address Line 2:****Payment City/State/Zip:** El Paso Texas 79901

## Narrative Information

## Introduction

The **Narrative** section is the description of your project. It is important that the information you provide about your project is clear and as concise as possible.

Note: All applicants must certify to the eligibility requirements specific to the fund source. The minimum requirements to complete this page are the **Program Requirements**, **Problem Statement**, **Supporting Data**, **Goal Statement**, and **Project Summary** sections. We recommend that you complete any sections applicable to your project to assist in the application review process.

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct.

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## Getting Started

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## Primary Mission and Purpose

The purpose of the Coverdell Forensic Sciences Improvement Program is to improve the quality, timeliness and credibility of science and medical examiner services for criminal justice purposes and to reduce the backlog in processing non-DNA eviden

## Funding Levels

The anticipated funding levels for the Coverdell program are as follows:

- Minimum Award - None
- Maximum Award – None
- The Coverdell program does not require a grantee to provide matching funds.

For more information regarding grantee match, please click on the **Budget** tab, and then click on the **Source of Match** tab i

**Note:** *If you voluntarily include matching funds that exceed the minimum match requirement, you will be held to that amou the grant period.*

## Program Requirements

**Preferences** – Preference will be given to applicants that can demonstrate a reduction in the backlog of non-DNA evidence.

**Grant Period** - The grant period will not exceed 12 months, unless CJD grants an exception.

**National Accreditation** – The applicant assures that it operates a laboratory or medical examiner office that is accredited tl Laboratory Accreditation Board of the American Society of Crime Laboratory Directors, the National Association of Medical Ex other recognized accrediting body.

**State Accreditation** – The applicant assures that it is accredited through the Texas Department of Public Safety (DPS) and with all rules and regulations promulgated by DPS in the Texas Administrative Code (37 TAC §28.131 et seq.).

**Laboratory Operations** – The applicant assures that it, and any contracted providers, will use generally accepted laborator

and procedures established by accrediting organizations or appropriate certifying bodies.

**Laboratory Accreditations** – Please list accreditations held by your laboratory or medical examiner officer:  
American Society of Crime Laboratory Directors/Laboratory Accrediation Board (ASCLD/LAB)

**Accreditation Disciplines** – Please list the disciplines in which your laboratory or medical examiner office is accredited:  
Controlled Substances Analysis

**Federal Regulations** – The applicant assures that all project personnel and contracted providers comply with 28 CFR Part 2 protection of personally identifiable information that may be collected for research or statistical purposes.

**Negligence or Misconduct** – The applicant assures that they will report any suspected violations of rules or regulations, or negligence or misconduct by laboratory personnel or contracted providers to CJD, the accrediting agencies and the Texas Forensic Sciences Commission (*Art. 38.01 et seq., Code of Criminal Procedures*).

**Civil Rights Liaison** - Applicants must designate a civil rights liaison who will serve as the grantee's civil rights point of contact and will be responsible for ensuring that the grantee meets all applicable civil rights requirements. The designee will act as the grantee in civil rights matters with CJD and with the federal Office of Justice Programs.

Enter the Name of the Civil Rights Liaison:  
Linda Ball Thomas

Enter the Address for the Civil Rights Liaison:  
2 Civic Center Plaza, Third Floor, El Paso, TX 79901

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999]:  
915-541-4105

## Certification

Each applicant agency will certify to the specific criteria detailed above under **Program Requirements** to be eligible for funding under the Coverdell Forensic Sciences Program Solicitation.

I certify to all of the above eligibility requirements.

**National Missing and Unidentified Persons System (NAMUS)** - The applicant laboratory assures that they will enter records of the remains of any unidentified persons into NAMUS.

I certify to the NAMUS requirements.

## Problem Statement:

Please provide a detailed account in the Problem Statement section of the existing issues your project will target.  
Enter your problem statement:

The Gas Chromatograph / Mass Spectrometer (GC/MS) is the lifeline of controlled substances analysis for the El Paso Crime Laboratory. However, with the current case intake, it has become evident that one instrument will not be enough. Analysts have to take turns to use it or have to schedule its use. Moreover, this instrument is not infallible. The GC/MS is approximately 11 years old and its dependability is questionable. Since evidence cannot be analyzed with faulty equipment, the laboratory MUST have the equipment fixed when malfunctioning before resuming with analysis. During the month of July 2006, the current GC/MS in the lab became disabled for three weeks. As a result, controlled substances analysis was halted, which contributed to the backlog and the inability of providing results for the courts. As with any piece of equipment, there is no way of determining if and when the GC/MS may become inoperable for extended periods of time. Another GC/MS will alleviate the problem of an instrument failing and will allow analysts to use their time more efficiently. With current budgetary constraints, it is extremely difficult for the EPPD to purchase this equipment without Federal or State funds.

## Supporting Data:

Provide as much supporting data, to include baseline statistics and the sources of your data, which are pertinent to where the grant project is located and/or targeted. Do not use statewide data for a local problem or national data for a statewide problem.

Enter your supporting data:

The El Paso Police Department (EPPD) is a Municipal Law Enforcement Agency whose jurisdiction falls within the City of El Paso, TX. The El Paso Police Department proudly serves a population that according to the U.S. Census is over 600,000 citizens and spans over 248 square miles. Additionally, El Paso shares the border region with Juarez, Mexico whose population is estimated at over 1.5 million people; the total population for the El Paso region is well over 2 million people. El Paso's population is also expected to increase by 65,000 by 2013, as a result of the Pentagon's Defense Base Realignment

and Closure (BRAC) efforts. The EPPD must prepare proactively to meet the challenges of a sudden population influx; crime laboratory analysis is at the center of this preparation. Past statistical data indicates that, from April 2006 thru April 2007 (time of ASCLD/LAB - DPS accreditation) the laboratory received 1,200 total cases and analyzed 760. The ratio demonstrates a backlog of 37%. Analyzing from April 2006 thru April 2007 is significant because it was during this time when a vital piece of equipment malfunctioned and the reliability of the Gas Chromatograph / Mass Spectrometer (GC/MS) was questioned. The EPPD Crime Laboratory is in need of a new Gas Chromatograph / Mass Spectrometer (GC/MS). Evidence cannot be analyzed with faulty equipment; therefore, the laboratory MUST have the equipment fixed before resuming with analysis. Since that time, the laboratory has consistently received about 100 cases per month and has analyzed about 50% of cases. Please see attachment listed "Number of cases" for complete case breakdown.

### Community Plan:

For projects that have a local or regional impact target area, provide information regarding the community plan need(s) that your project will address.

Enter your community planning needs:

The EPPD Crime Laboratory is equipped to handle evidence from all over the State of Texas and, aside from the Department of Public Safety Laboratory; there is no other Crime Laboratory within approximately 500 miles of El Paso, TX. Whenever the EPPD Crime Laboratory suffers unexpected delays it not only impacts the department but potentially the rest of the State of Texas as well. The EPPD Crime Laboratory makes all efforts to ensure that all equipment and processes meet expectations, for this reason and to ensure that justice is not jeopardized, the EPPD Crime Laboratory is requesting funds to purchase a new Gas Chromatograph / Mass Spectrometer (GC/MS).

### Goal Statement:

Provide a brief description of the overall goals and objectives for this project.

Enter a description for the overall goals and objectives:

In the spirit of the law, and particularly the criminal justice system, the crime laboratory is entrusted and obliged to analyze every single case that is submitted for analysis. With the current and predicted backlog, the laboratory vault will eventually reach capacity, bringing about problems associated with safety, health, inventory control, integrity, contamination, and quality assurance. This is the motive why the El Paso Police Department Crime Laboratory is requesting funding to secure a second Gas Chromatograph / Mass Spectrometer (GC/MS). A GC/MS will alleviate the problem of an instrument failing and will allow analysts to use their time more efficiently. With current budgetary constraints, it is extremely difficult for the EPPD to purchase this equipment without Federal or State funds.

### Cooperative Working Agreement (CWA):

When a grantee intends to carry out a grant project through cooperating or participating with one or more outside organizations, the grantee must obtain authorized approval signatures on the cooperative working agreement (CWA) from each participating organization. Grantees must maintain on file a signed copy of all cooperative working agreements, and they must submit to CJD a list of each participating organization and a description of the purpose of each **CWA**. Cooperative working agreements do not involve an exchange of funds.

For this project, provide the name of the participating organization(s) and a brief description of the purpose(s) for the **CWA (s)**. You should only provide information here that this project's successful operation is contingent on for the named service or participation from the outside organization.

Note: A **Sample CWA** is available [here](#) for your convenience.

Enter your cooperating working agreement(s):

### Continuation Projects:

For continuation projects only, if your current or previous year's project is NOT on schedule in accomplishing the stated objectives, briefly describe the major obstacles preventing your organization from successfully reaching the project objectives as stated within your previous grant application. (Data may be calculated on a pro-rated basis depending on how long the current or previous year's project has been operating.)

Enter your current grant's progress:

not applicable

### Project Summary:

Briefly summarize the entire application, including the project's problem statement, supporting data, goal, target group, activities, and objectives. Be sure that the summary is easy to understand by a person not familiar with your project and that you are confident and comfortable with the information if it were to be released under a public information request. Enter your summary statement for this project:

The Goal: In the spirit of the law, and particularly the criminal justice system, the crime laboratory is entrusted and obliged to analyze every single case that is submitted for analysis. With the current and predicted backlog, the laboratory vault will eventually reach capacity, bringing about problems associated with safety, health, inventory control, integrity, contamination, and quality assurance. This is the motive why the El Paso Police Department Crime Laboratory is requesting funding to secure a second Gas Chromatograph / Mass Spectrometer (GC/MS). The federally/state funded GC/MS will alleviate the problem of an instrument failing and will allow analysts to use their time more efficiently. With current

budgetary constraints, it is extremely difficult for the EPPD to purchase this equipment without Federal or State funds. The Problem: The Gas Chromatograph / Mass Spectrometer (GC/MS) is the lifeline of controlled substances analysis for the El Paso Crime Laboratory. However, with the current case intake, it has become evident that one instrument will not be enough. Analysts have to take turns to use it or have to schedule its use. Moreover, this instrument is not infallible. The GC/MS is approximately 11 years old and its dependability is questionable. Since evidence cannot be analyzed with faulty equipment, the laboratory MUST have the equipment fixed when malfunctioning before resuming with analysis. During the month of July 2006, the current GC/MS in the lab became disabled for three weeks. As a result, controlled substances analysis was halted, which contributed to the backlog and the inability of providing results for the courts. As with any piece of equipment, there is no way of determining if and when the GC/MS may become inoperable for extended periods of time. Supporting Data: Past statistical data indicates that, from April 2006 thru April 2007 (time of ASCLD/LAB - DPS accreditation) the laboratory received 1,200 total cases and analyzed 760. The ratio demonstrates a backlog of 37%. Analyzing from April 2006 thru April 2007 is significant because it was during this time when a vital piece of equipment malfunctioned and the reliability of the Gas Chromatograph / Mass Spectrometer (GC/MS) was questioned. The EPPD Crime Laboratory is in need of a new Gas Chromatograph / Mass Spectrometer (GC/MS). Evidence cannot be analyzed with faulty equipment; therefore, the laboratory MUST have the equipment fixed before resuming with analysis. Since that time, the laboratory has consistently received about 100 cases per month and has analyzed about 50% of cases. Please see attachment listed "Number of cases" for complete case breakdown. The Project's Impact Area: Whenever the EPPD Crime Laboratory suffers unexpected delays it not only impacts the department but potentially the rest of the State of Texas as well. The EPPD Crime Laboratory is equipped to handle evidence from all over the State of Texas and, aside from the Department of Public Safety Laboratory; there is no other Crime Laboratory within approximately 500 miles of El Paso, TX. The EPPD Crime Laboratory makes all efforts to ensure that all equipment and processes meet expectations, for this reason and to ensure that justice is not jeopardized, the EPPD Crime Laboratory is requesting funds to purchase a new Gas Chromatograph / Mass Spectrometer (GC/MS). For the reasons stated above, the entire State of Texas can be considered the target group.

## Project Activities Information

### Introduction

The **Project Activities** section of the application gathers information about the type of activities your project will incorporate.

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct.

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### Getting Started

On this tab you will notice certain icons that are displayed.

-  = a **pencil** icon - click on this icon to edit your selections.
-  = a **pencil** icon with a **red slash** through it – click on this icon to cancel your edits.
-  = a **red delete** icon – click on this icon to delete the item.
-  = a **diskette** icon - click on this icon to save your work. When this icon appears, it is your queue to save the item that you are working on; otherwise, your data will be lost.
-  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

### Reserved

This section left intentionally blank.

### Selected Project Activities:

---

ACTIVITY	PERCENTAGE:	DESCRIPTION
Equipment Only Purchases	100.00	Purchase Gas Chromatograph / Mass Spectrometer (GC/MS). Utilize the purchased GC/MS machine to analyze evidence.

**Geographic Area:**

The El Paso County and the State of Texas.

**Target Audience:**

The El Paso County and the State of Texas.

**Gender:**

Male and Female

**Ages:**

all ages

**Special Characteristics:**

Whenever the EPPD Crime Laboratory suffers unexpected delays it not only impacts the department but potentially the rest of the State of Texas as well. The EPPD Crime Laboratory is equipped to handle evidence from all over the State of Texas and, aside from the Department of Public Safety Laboratory; there is no other Crime Laboratory within approximately 500 miles of El Paso, TX. For the reasons stated, the entire State of Texas can be considered the target group.

## Measures Information

### Introduction

The **Project Measures** section of the application collects data to track the performance of your proposed project toward its stated objectives. Output measures demonstrate the level of activity of a project. Outcome measures demonstrate the impact of a project in a targeted area, reflecting the extent to which the goals and objectives of the project have been achieved. Output and outcome measures displayed on this page correspond to activities selected or created on the **Activities** page.

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### Reserved

This section left intentionally blank.

Objective Output Measures

OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
Number of staff with access to equipment purchased with grant funds.	0	3
Number of units purchased.	0	1

Custom Objective Output Measures

CUSTOM OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
-----------------------	--------------	--------------

Objective Outcome Measures

OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
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Custom Objective Outcome Measures

CUSTOM OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
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## Documents Information

### Introduction

The **Supporting Documentation** section of the application contains general grantee requirements. Please select or enter the appropriate responses in the areas below.

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### Certification and Assurances

Each applicant must click on this link to review the standard [Certification and Assurances](#).

## Resolution from Governing Body

Except for state agencies, each applicant must provide information related to the [resolution](#) from its governing body, such as council, county commissioners' court, school board, or board of directors. Please ensure that the resolution approved by your body addresses items one through four below.

1. Authorization by your governing body for the submission of the application to CJD that clearly identifies the name of the entity which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, terminate a grant (Note: If a name is provided, you must update CJD should the official change during the grant period);
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to CJE.

Upon approval from your agency's governing body, upload the [approved](#) resolution to eGrants by clicking on the **Upload File** located in the **Summary** tab.

## Contract Compliance

Will CJD grant funds be used to support any contracts for professional services?

Select the Appropriate Response:

Yes

No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

not applicable

## Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Select the Appropriate Response:

Yes

No

N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, loan, or cooperative agreement?

Select the Appropriate Response:

Yes

No

N/A

## Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

9/1/2008

Enter the End Date [mm/dd/yyyy]:

8/31/2009

## Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the follo

Enter the amount (\$) of Federal Grant Funds:

66300582

Enter the amount (\$) of State Grant Funds:

3971715

**Note:** Applicants who expend less than \$500,000 in federal grant funding or less than \$500,000 in state grant funding are e. the Single Audit Act and cannot charge audit costs to a CJD grant. However, CJD may require a limited scope audit as define Circular A-133.

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by ar auditor (in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133).

Enter the date of your last annual single audit:

6/26/2007

## Single Audit

Has the applicant agency expended federal grant funding of \$500,000 or more, or state grant funding of \$500,000 or more c most recently completed fiscal year?

Select the Appropriate Response:

Yes

No

## Equal Employment Opportunity Plan (EEOP)

Type I Entity: Defined as an applicant that meets one or more of the following criteria:

- the applicant has less than 50 employees;
- the applicant is a non-profit organization;
- the applicant is a medical institution;
- the applicant is an Indian tribe;
- the applicant is an educational institution, or
- the applicant is receiving a single award of less than \$25,000.

Requirements for a Type I Entity:

- The applicant is not required to prepare an EEOP because it is a Type I Entity as defined above, pursuant to 28 CFR 42.30
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the deli services.

Type II Entity: Defined as an applicant that meets the following criteria:

- the applicant has 50 or more employees, and
- the applicant is receiving a single award of \$25,000 or more, but less than \$500,000.

Requirements for a Type II Entity: Federal law requires a Type II Entity to formulate an EEOP and keep it on file.

- The applicant agency is required to formulate an EEOP in accordance with 28 CFR 42.301, et seq., subpart E;
- the EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP is available for review by the public and employees or for review or audit by officials of CJD, CJD's designee, or 1 Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations;
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the deli services; and
- the EEOP is required to be on file in the office of (enter the name and address where the EEOP is filed below):

Enter the name of the person responsible for the EEOP and the address of the office where the EEOP is filed:

Linda Ball Thomas, 2 Civic Center, Third Floor, El Paso, TX 79901

Type III Entity: Defined as an applicant that is NOT a Type I or Type II Entity.

Requirements for a Type III Entity: Federal law requires a Type III Entity to formulate an EEOP and submit it for approval to Civil Rights, Office of Justice Programs, U.S. Department of Justice.

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws and regulations; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Based on the definitions and requirements above, the applicant agency certifies to the following entity type:  
Select the appropriate response:

- Type I Entity  
 Type II Entity  
 Type III Entity

## Debarment

Each applicant agency will certify that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with the commission of any of the offenses enumerated in section 1.2(a) in the Certification and Assurances document cited above in the **Introduction**; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

- I Certify  
 Unable to Certify

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statement. Enter the debarment justification:

## Fiscal Capability Information

### Introduction

This **Fiscal Capability** section of the application collects information from nonprofit corporations applying for CJD grant funds.

*Note: If you are NOT a nonprofit corporation, this information is not applicable; therefore, the 'Printer Friendly' version will be blank for all information collected in the Fiscal Capability section.*

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct.

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## Organizational Information

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

## Accounting System

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).

Select the appropriate response:

- Yes
- No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost category?

Select the appropriate response:

- Yes
- No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and their supervisor?

Select the appropriate response:

- Yes
- No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what actions taken to ensure accountability.

Enter your explanation:

## Financial Capability

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statement are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

- Yes
- No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

- Yes
- No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?  
Select the appropriate response:

- Yes  
 No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what is taken to ensure accountability.

Enter your explanation:

## Budgetary Controls

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

- Yes  
 No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

- Yes  
 No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what will be taken to ensure accountability.

Enter your explanation:

## Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

- Yes  
 No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

- Yes  
 No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what will be taken to ensure accountability.

Enter your explanation:

## Budget Details Information

### Introduction

This **Budget** section of your application details budget line items for your proposed project. To create a new budget line item, click on the icon in the **New Budget Item** column. You will be directed to a different area on this page to make selections specific to the budget category. After making your selection, write a brief description of the line item in the **Expenditure Description** box and enter the amount of CJD funds, Cash Match, and if applicable, In Kind Match in the areas provided. In the percentage box, you can enter a percentage for Personnel or number of items to be purchased for Supplies and/or Equipment. When you have finished, click on the **Add New Budget Line Item** button. Repeat this process for each budget line item needed in each budget category. If you need to edit your entries, click on the '+' icon to expand the budget grid. You will notice that a *pencil* icon will display after expanding the grid. Click on the *pencil* icon to be directed to the editing section on this page and follow the instructions in this area to complete your edits.

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may

receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct.

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## Getting Started

On this tab you will notice certain icons that are displayed.

-  = a **plus** icon – click on this icon to expand a list of items.
-  = a **minus** icon – click on this icon to collapse a list of items.
-  = a **new** icon – click on this icon to add a new item.
-  = a **pencil** icon - click on this icon to edit your selections.
-  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

### Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Equipment	Laboratory Equipment and Accessories	One Gas Chromatograph/Mass Spectrometer (GC/MS) instrument to be utilized for controlled substance analysis.	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00	1

## Source of Match Information

### Introduction

The **Source of Match** section of your application collects information regarding the source and amount of **Cash Match** and **In Kind Match**. Please enter the description and amounts of match in the spaces provided below and select whether the item is 'Cash Match' or 'In-Kind Match'. After entering an item click on the **Add New Item** button. When an item has been added, it will appear in the 'Edit the Source(s) of Match Reported' table. You may edit each of the items added to this table by clicking on the 'pencil' icon. If you edited an item in the table, click on the 'diskette' icon to save your edited entries.

For further information regarding matching funds refer to *1 TAC*, §3.3; for program income refer to *1 TAC*, §3.73 and §3.87.

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct.

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### Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
-------------	------------	--------

### Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Budget Summary Information

### Budget Summary Information by Budget Category:

CATEGORY	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Equipment	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00

### Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00

## Condition Of Fundings Information

DESCRIPTION	CREATED	MET	HOLD FUND
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You are logged in as **User Name:** EPPDGrants