
DSA Grantee Procedures

June 2022

DSA Grantee Procedures

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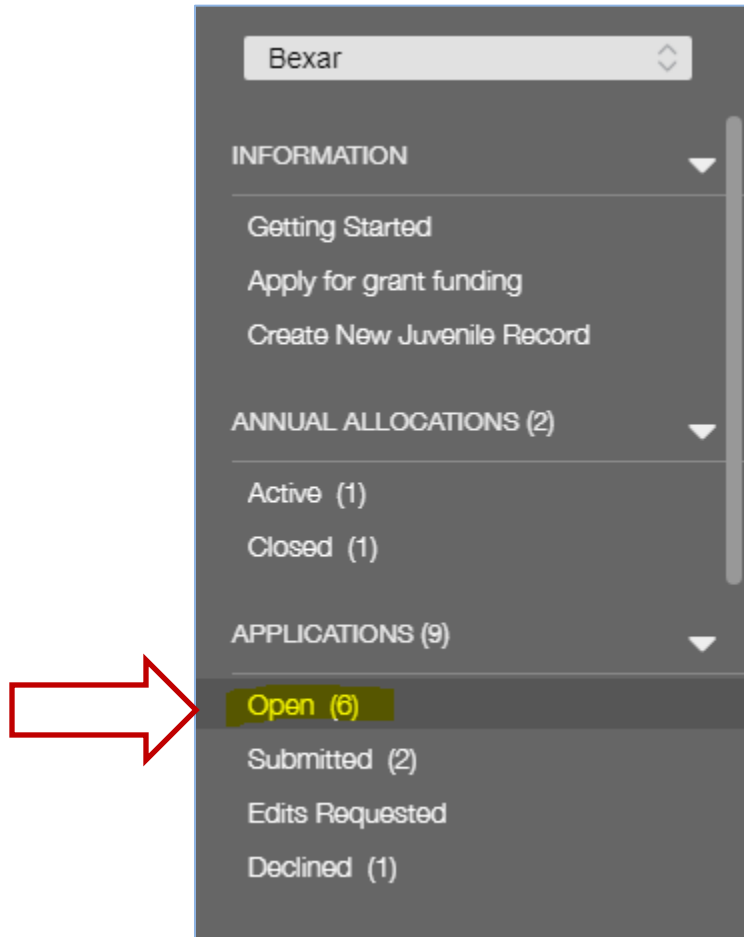
DSA Grantee Procedures

LOGGING INTO THE GRANTS PORTAL

See the document **Grants Portal Overview** for introductory information on logging into and using the TJJJ Grants Portal.

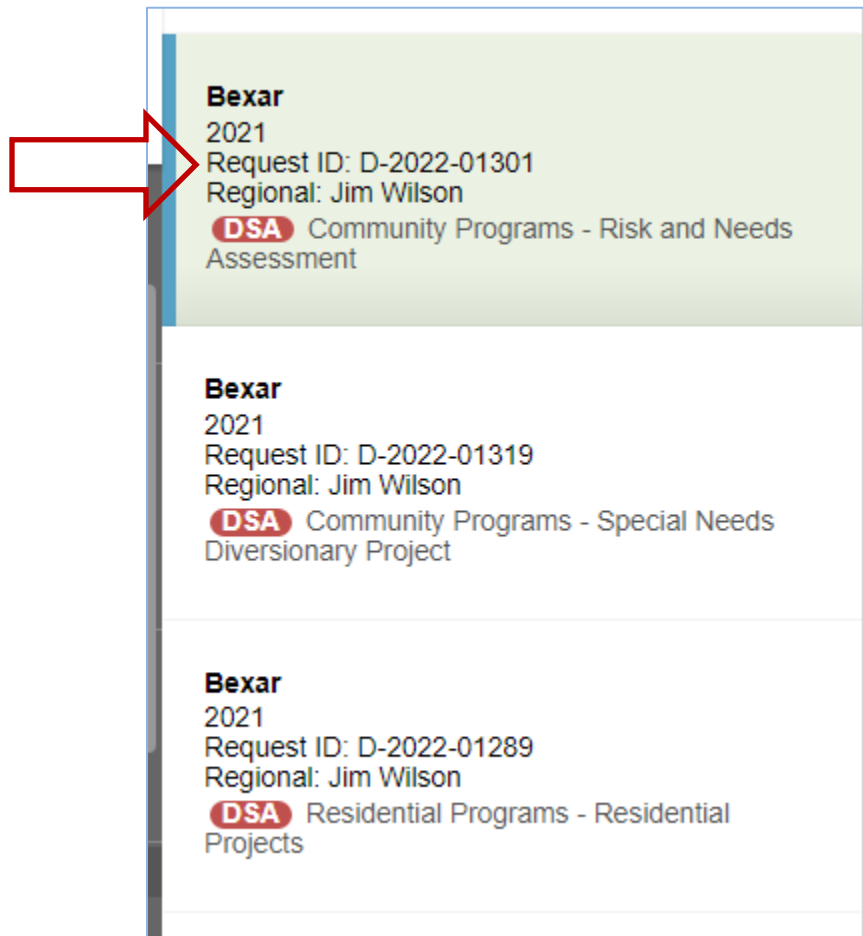
HOW TO ENTER A DSA BUDGET

1. After logging into the TJJJ Grants Portal, select **Open** under **Applications** on the left navigation bar.



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2. Select the DSA grant you would like to open to enter a budget:



The screenshot shows a list of three DSA grants. A red arrow points to the first grant entry. Each entry includes the following information:

- Bexar**
- 2021
- Request ID: D-2022-01301
- Regional: Jim Wilson
- DSA** Community Programs - Risk and Needs Assessment

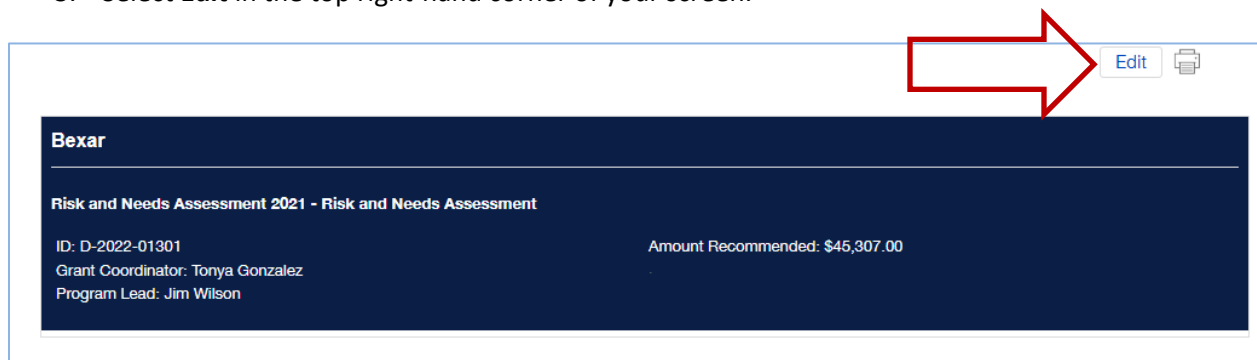
The second grant entry includes:

- Bexar**
- 2021
- Request ID: D-2022-01319
- Regional: Jim Wilson
- DSA** Community Programs - Special Needs Diversionary Project

The third grant entry includes:

- Bexar**
- 2021
- Request ID: D-2022-01289
- Regional: Jim Wilson
- DSA** Residential Programs - Residential Projects

3. Select **Edit** in the top right-hand corner of your screen:

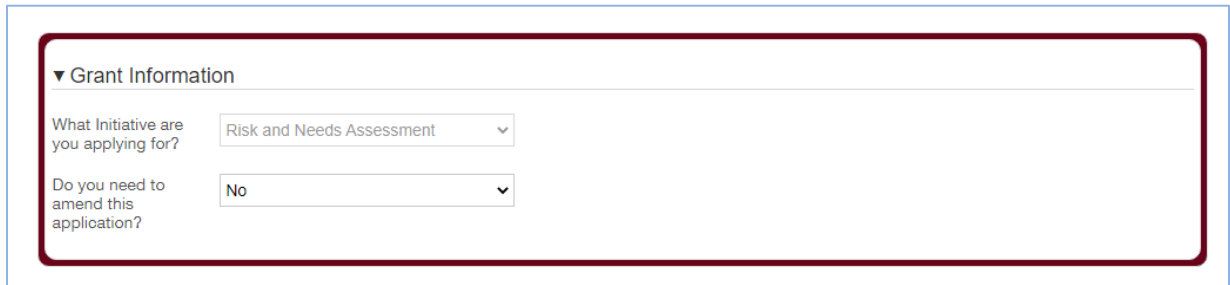


The screenshot shows the detail page for a DSA grant. A red arrow points to the 'Edit' button in the top right corner. The page content includes:

- Bexar**
- Risk and Needs Assessment 2021 - Risk and Needs Assessment**
- ID: D-2022-01301
- Amount Recommended: \$45,307.00
- Grant Coordinator: Tonya Gonzalez
- Program Lead: Jim Wilson

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4. Scroll Down to the Grant Information Section of the application:

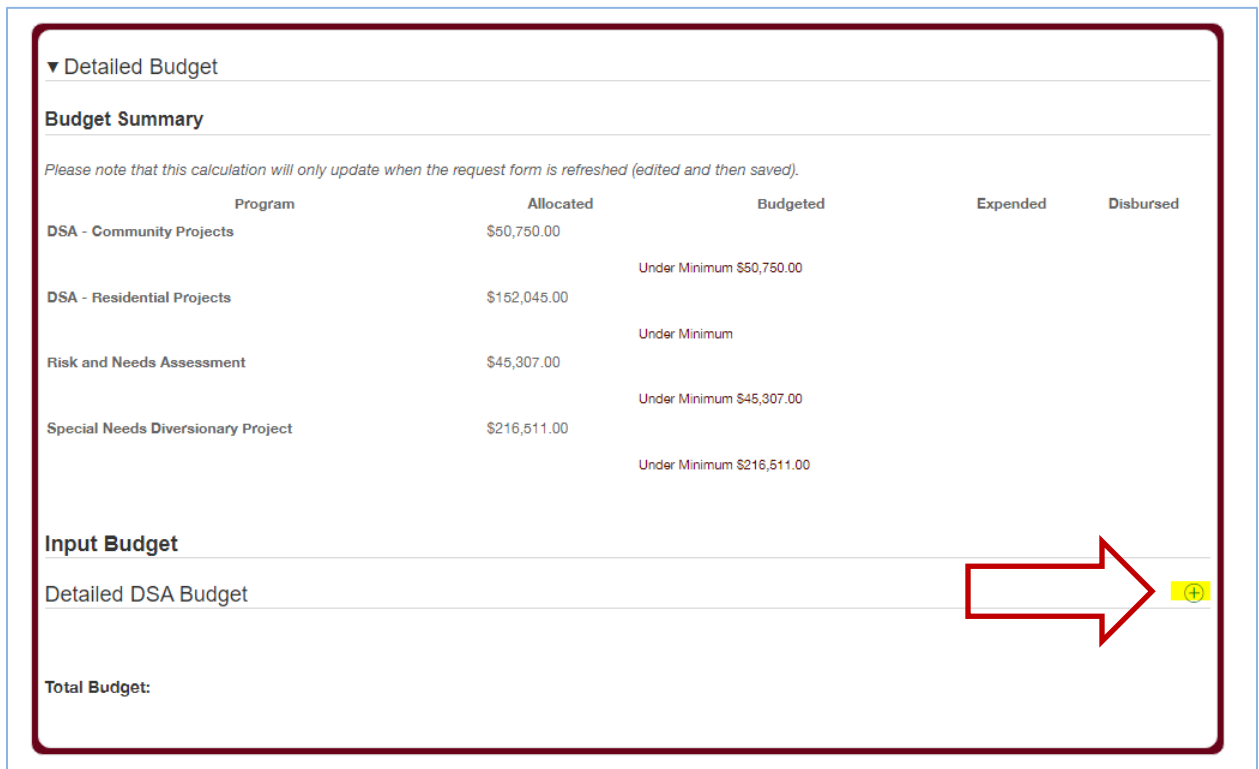


▼ Grant Information

What Initiative are you applying for? Risk and Needs Assessment

Do you need to amend this application? No

5. Select **No** to the question, “Do you need to amend this application?”
6. Scroll down to the next section called Detailed Budget. It will display a budget summary of all your allocations and amount budgeted for all of your DSA grants including the one you have selected to enter the budget.
7. Click on the **plus sign** to open the budget data entry screen.




▼ Detailed Budget

Budget Summary

Please note that this calculation will only update when the request form is refreshed (edited and then saved).

Program	Allocated	Budgeted	Expended	Disbursed
DSA - Community Projects	\$50,750.00			
		Under Minimum \$50,750.00		
DSA - Residential Projects	\$152,045.00			
		Under Minimum		
Risk and Needs Assessment	\$45,307.00			
		Under Minimum \$45,307.00		
Special Needs Diversionary Project	\$216,511.00			
		Under Minimum \$216,511.00		

Input Budget

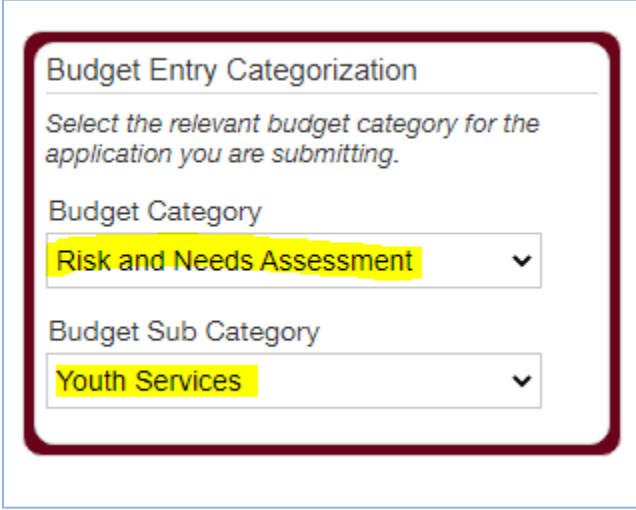
Detailed DSA Budget 

Total Budget:

8. Please remember or write down the allocation for the budget you are entering. Unfortunately, the dialog box covers the Budget Summary Allocations. In this example, \$45,307 for Risk and Needs is the allocation for which a budget needs to be entered.

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9. Once the dialog data entry box opens scroll down to Budget Entry Categorization:



Budget Entry Categorization

Select the relevant budget category for the application you are submitting.

Budget Category
Risk and Needs Assessment ▼

Budget Sub Category
Youth Services ▼

10. Select the Budget Category and Budget Sub Category that correspond to record selected. All options will be on the list: Basic Probation, Community Programs, Special Needs Diversionary Project, Prevention and Intervention, JJAEP – Discretionary, Local Budget, Pre and Post, Mental Health Services, Non-Profit Vocational Pilot Program, Harris County Leadership, Front End Multi-Systemic Therapy, DSA-Residential Projects, DSA-Community Projects, PREA, and Risk and Needs.

However, once a Budget Category is selected only the corresponding sub categories will appear. In this example the only option you will have is Youth Services.

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11. Scroll down the Budget Amounts Section of the data entry box and submit your budget amounts in the appropriate 5 categories.

▼ Budget Amounts

Salaries and Fringe

Travel and Training

Operational Expenses

Intercounty Contracts

External Contracts

**Total Budget for
this Sub
Category:**

Save

12. In this example the total allocation for Risk and Needs can be entered under External Contracts. It will total the amount entered across the 5 categories at the bottom of the data entry box.
13. Then Select Save in the bottom right hand corner of the data entry box.

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14. The Grants Portal will then display the amounts(s) you entered:

Input Budget						
Detailed DSA Budget +						
Program	Subcategory	S&F	Travel	Inter-County	Operational	External Contracts Edit
Risk and Needs Assessment	Youth Services					\$45,307.00

In this example we entered \$45, 307 for Risk and Needs and the Sub Category was Youth Services.

15. If you need to **Edit** the amount entered, please click here and repeat the process above by making any necessary changes.

Program	Subcategory	S&F	Travel	Inter-County	Operational	External Contracts Edit
Risk and Needs Assessment	Youth Services					\$45,307.00

16. Select **Save and Close** at the Bottom of the form:

Input Budget						
Detailed DSA Budget +						
Program	Subcategory	S&F	Travel	Inter-County	Operational	External Contracts Edit
Risk and Needs Assessment	Youth Services					\$45,307.00
Total Budget:						

Cancel Save and Continue Save and Close

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17. The data entry box will close and return to the original application. Scroll down to the Detailed Budget Section and confirm the budget you entered is correct and within the Budgeted Range.

▼ Detailed Budget

Budget Summary

Please note that this calculation will only update when the request form is refreshed (edited and then saved).

Program	Allocated	Budgeted	Expended	Disbursed
DSA - Community Projects	\$50,750.00			
		Under Minimum \$50,750.00		
DSA - Residential Projects	\$162,045.00			
		Under Minimum		
Risk and Needs Assessment	\$45,307.00	\$45,307.00		
		Within Range		
Special Needs Diversionary Project	\$216,511.00			
		Under Minimum \$216,511.00		

Input Budget

Program	Subcategory	S&F	Travel	Inter-County	Ops	External
Risk and Needs Assessment	Youth Services					\$45,307.00

Total Budget:

. Submit

18. If it is not correct, please use the Edit Button at the upper right and repeat the previous steps. If it is correct please click submit.

▼ Detailed Budget

Budget Summary

Please note that this calculation will only update when the request form is refreshed (edited and then saved).

Program	Allocated	Budgeted	Expended	Disbursed
DSA - Community Projects	\$50,750.00			
		Under Minimum \$50,750.00		
DSA - Residential Projects	\$162,045.00			
		Under Minimum		
Risk and Needs Assessment	\$45,307.00	\$45,307.00		
		Within Range		
Special Needs Diversionary Project	\$216,511.00			
		Under Minimum \$216,511.00		

Input Budget

Program	Subcategory	S&F	Travel	Inter-County	Ops	External
Risk and Needs Assessment	Youth Services					\$45,307.00

Total Budget:

. Submit

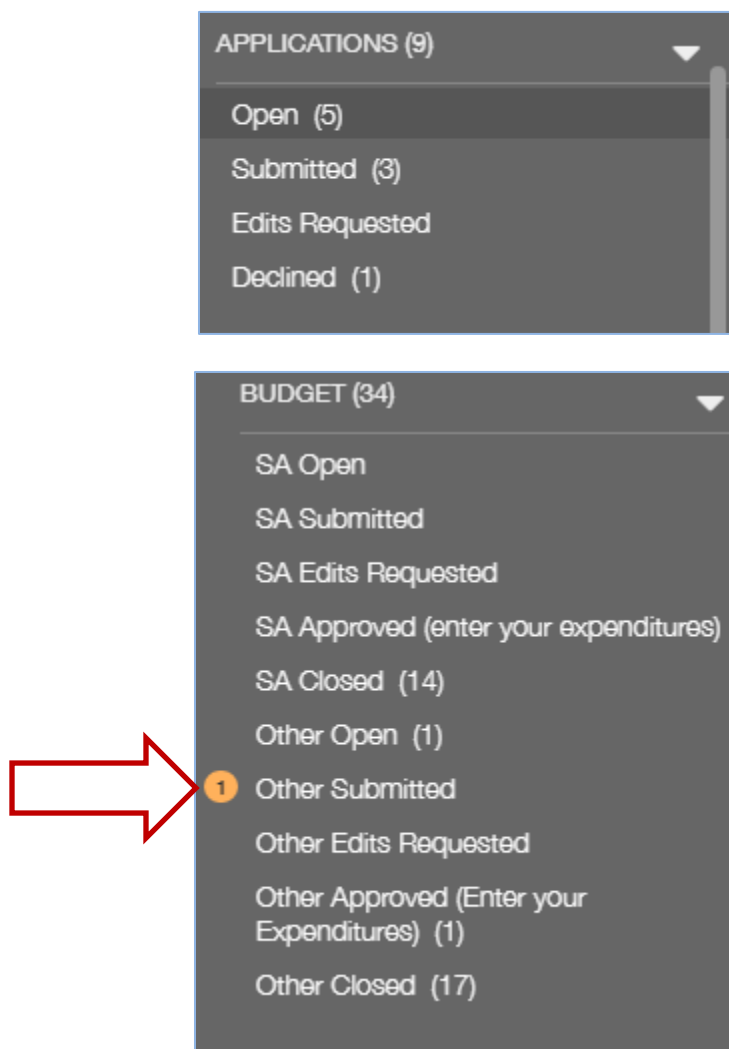
Note for Submit

X

Cancel OK

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19. Once you click submit you will have an opportunity to add a note. Feel free to add a question if you wish. You will not be able to view this question again, but TJJJ will and we will reach out to you to answer. However, the note is not required. Click **OK** to submit.
20. **Note:** If you click **Cancel** in the note box, you have cancelled the submission process and you will be returned to the original screen to complete the submission process again.
21. Once the Budget is submitted it will move from **Applications - Open** to **Budget - Other Submitted** in the left navigation pane, see below:



22. Please notice the orange #1 (2, 3, 4, etc... depending how many were submitted). It is a reminder to show you the DSA budget was submitted to TJJJ.

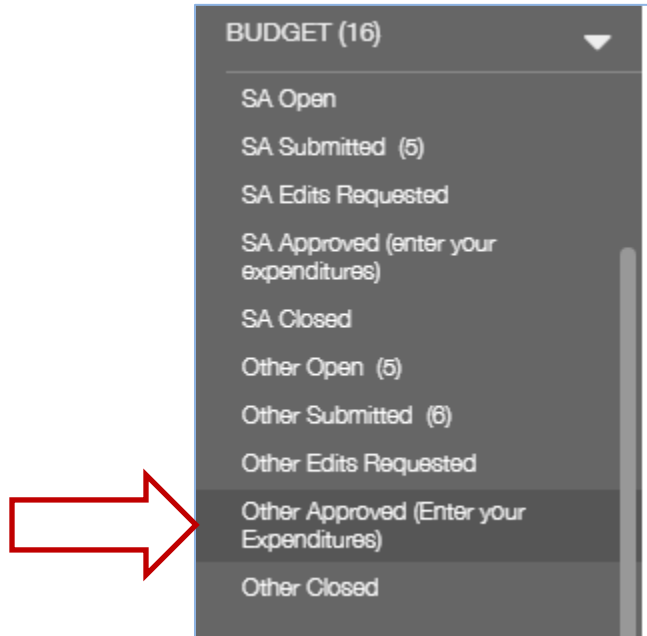
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23. TJJJ may send it back for Edits, if so, it will appear under **Other Edits Requested** and follow the same format with the orange #1 (2, 3, 4, etc... depending how many were submitted).
24. If approved It will move to **Other Approved** (Enter your Expenditures) and follow the same format with the orange #1 (2, 3, 4, etc... depending how many were submitted).

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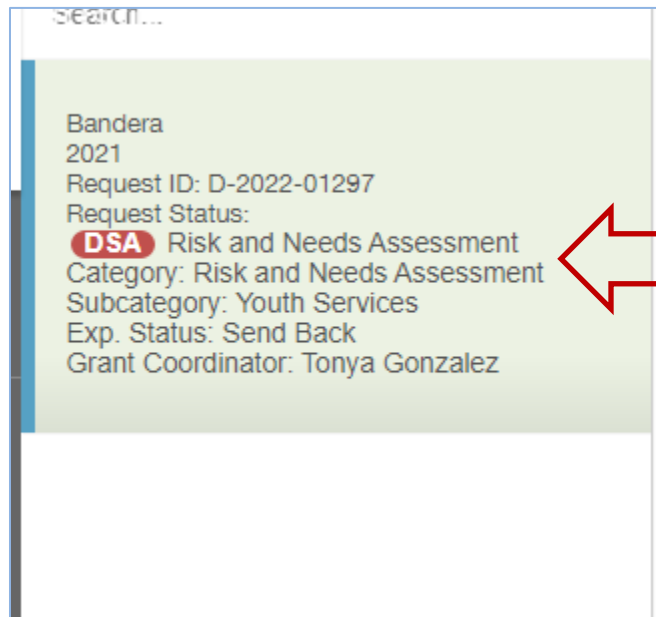
HOW TO ENTER DSA EXPENDITURES

1. Entering expenditures is very similar for all grants. These instructions only address how to enter expenditures for DSA Grants.
2. After logging into the TJJG Grants Portal, go to the navigation pane on the left-hand side of the screen and select **Other Approved (Enter your Expenditures)** under the **Budget** tab:



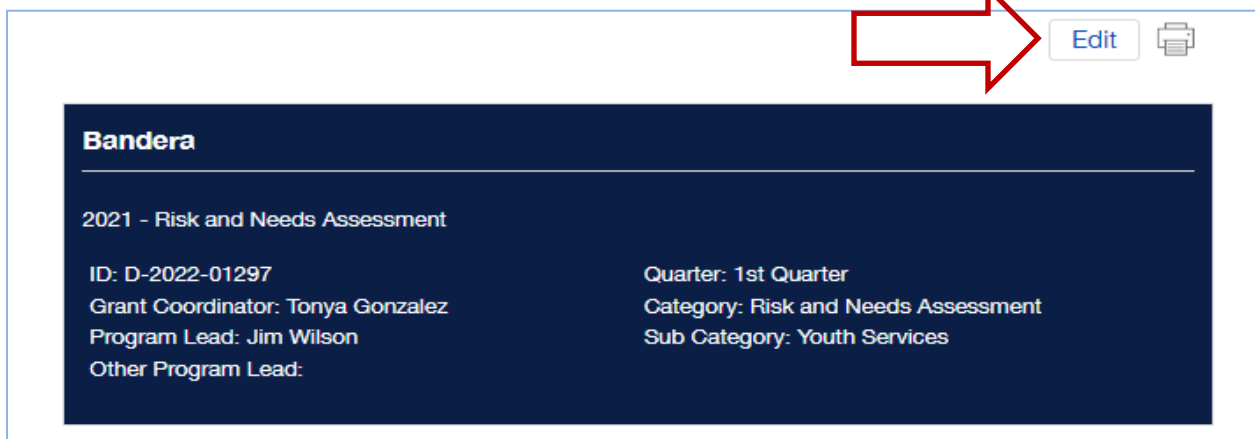
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3. A list of your grants that need expenditures entered are listed. In this example, there is only one DSA Grant listed (Risk and Needs).
4. Select that Grant to Open the Data Entry Page:



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5. Select **Edit** in the right-hand corner to allow the data entry.

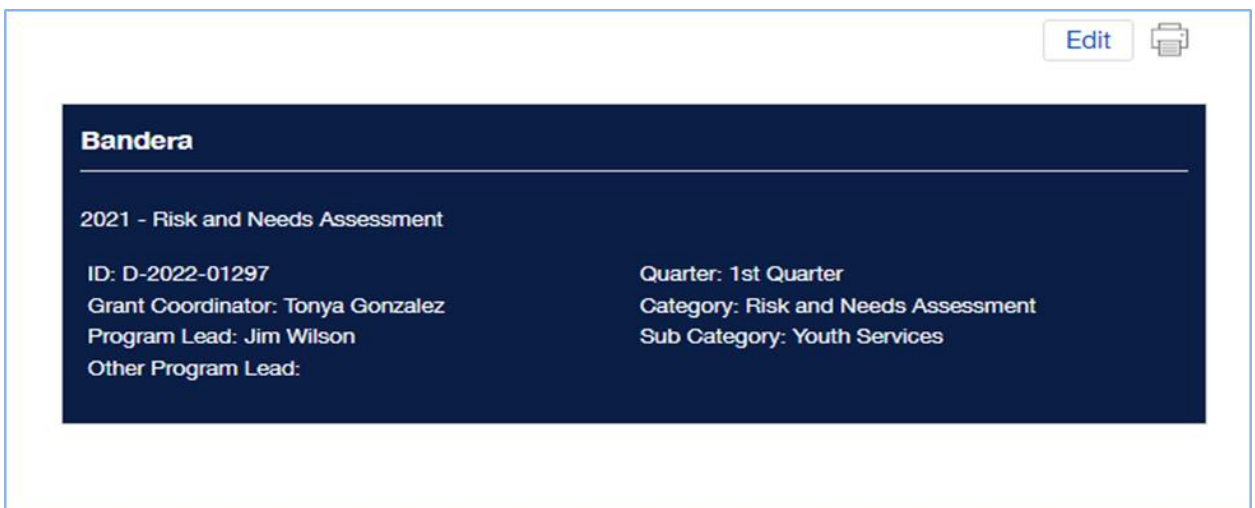


The screenshot shows a dark blue card titled "Bandera" with the following information:

- 2021 - Risk and Needs Assessment
- ID: D-2022-01297
- Grant Coordinator: Tonya Gonzalez
- Program Lead: Jim Wilson
- Other Program Lead:
- Quarter: 1st Quarter
- Category: Risk and Needs Assessment
- Sub Category: Youth Services

In the top right corner, there is an "Edit" button and a printer icon. A red arrow points to the "Edit" button.

6. Select the green plus in the corner of the screen to open the data entry screen for expenditures, a dialog box will appear for data entry.



This screenshot is identical to the one above, showing the "Bandera" grant details. In this version, a green plus icon (+) is visible in the bottom right corner of the dark blue card, indicating the location for opening the data entry screen.

▶ Amended Amounts

▼ Expenditures Summary

Expenditure



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7. Select the reporting period: 1st, 2nd, 3rd 4th or Adjustment, then enter the expenditure amounts in the appropriate categories.

Reporting Period	1st Quarter	▼
-------------------------	-------------	---

▼ Expenditure Amounts	
Salaries and Fringe	<input type="text"/>
Travel and Training	<input type="text"/>
Operational	<input type="text"/>
Intercounty	<input type="text"/>
External Contracts	\$2,554.40

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8. Select **Save and Close** at the bottom right hand corner of the screen.

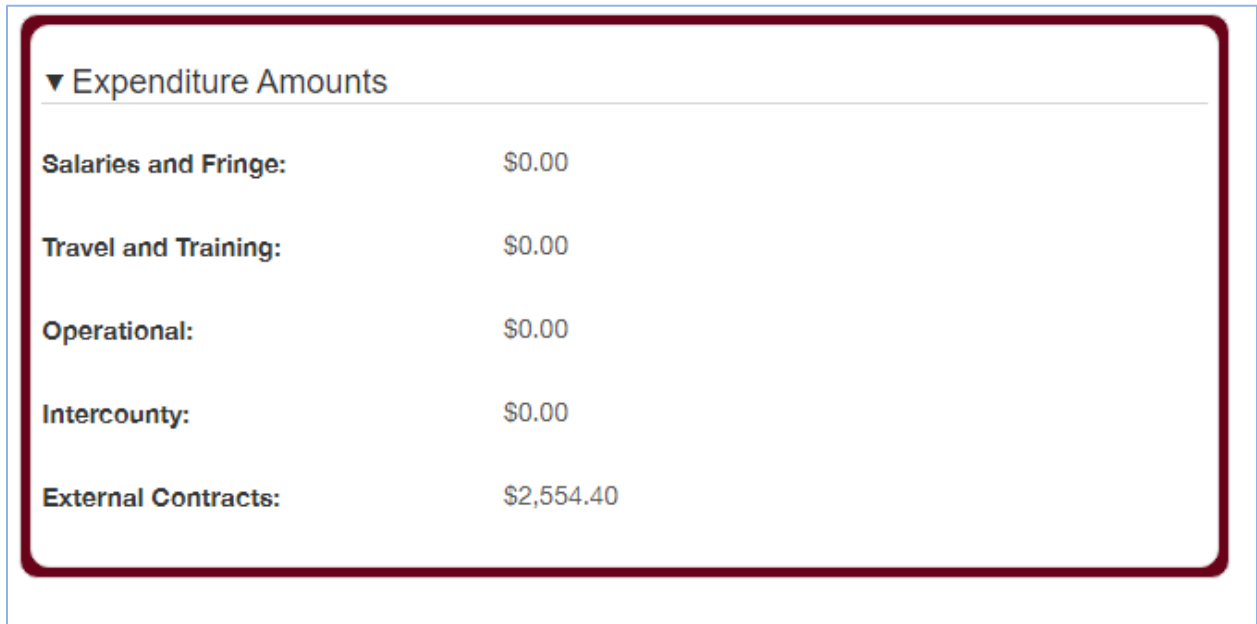
▼ Expenditure Amounts

Salaries and Fringe	<input type="text"/>
Travel and Training	<input type="text"/>
Operational	<input type="text"/>
Intercounty	<input type="text"/>
External Contracts	<input type="text" value="\$2,554.40"/>

Cancel Save and Continue Save and Close

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9. Enter **Submit** at the lower right-hand corner.

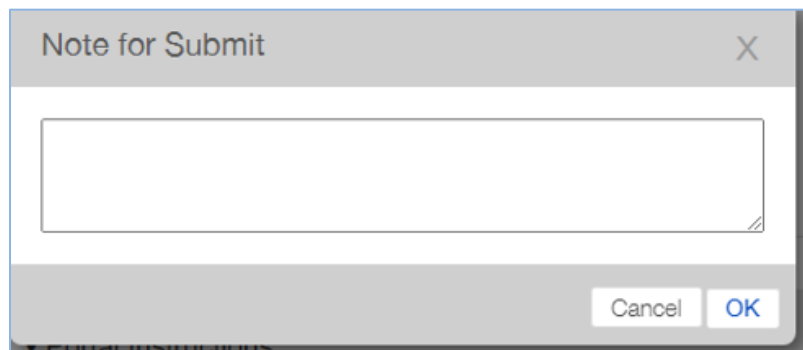


The screenshot shows a section titled "Expenditure Amounts" with a downward-pointing triangle icon. Below the title, there is a list of expenditure categories and their corresponding amounts:

Salaries and Fringe:	\$0.00
Travel and Training:	\$0.00
Operational:	\$0.00
Intercounty:	\$0.00
External Contracts:	\$2,554.40



10. The following dialog box will appear and it will allow you to send a note. This is optional and only TJJ will be able to view this note. Select **OK** and your expenditures will be submitted.

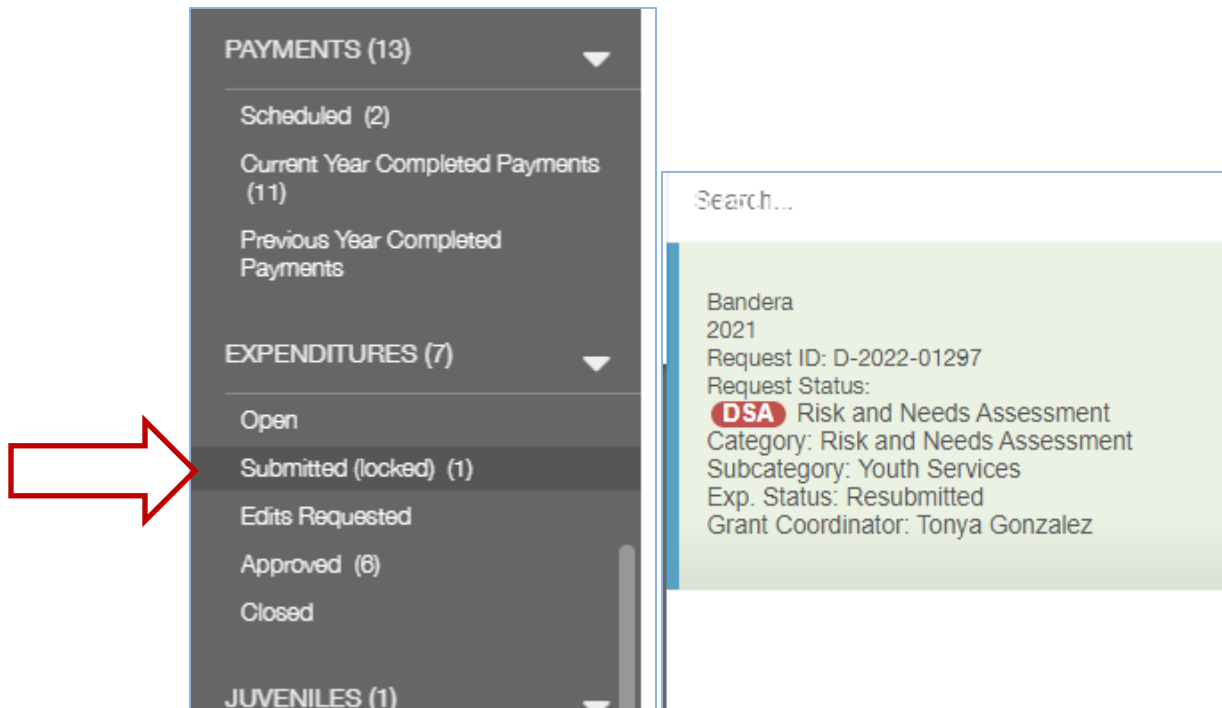


The dialog box is titled "Note for Submit" and has a close button (X) in the top right corner. It contains a large text input field for entering a note. At the bottom right, there are two buttons: "Cancel" and "OK".

11. **Note:** If you click **Cancel** in the note box, you have cancelled the submission process and you will be returned to the original screen to complete the submission process again.

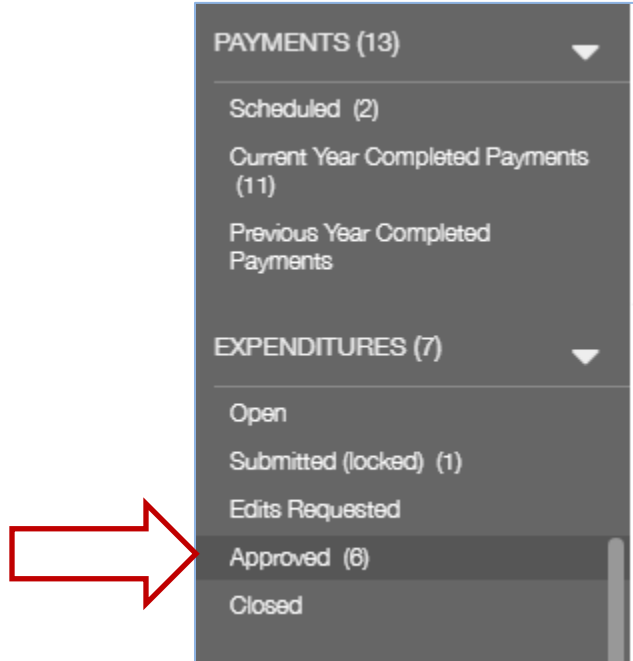
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- Once you have submitted your DSA Expenditure, it will appear under the **Expenditures – Submitted (locked)** option. The middle pane next to the left navigation pane will display all expenditures that have been submitted for approval.



- Once they are approved they will appear under the **Approved** Category.

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HOW TO ENTER A NEW DSA APPLICATION

1. After logging into the TJJG Grants Portal, select **Apply for grant funding** in the left navigation bar and select the green square button named **Discretionary State Aid**.

The screenshot displays the TJJG Grants Portal interface. On the left is a dark grey navigation sidebar with a dropdown menu for 'Bexar'. The sidebar contains the following sections:

- INFORMATION** (dropdown arrow):
 - Getting Started
 - Apply for grant funding** (highlighted with a yellow background)
 - Create New Juvenile Record
- ANNUAL ALLOCATIONS (2)** (dropdown arrow):
 - Active (1)
 - Closed (1)
- APPLICATIONS (10)** (dropdown arrow):
 - Open (5)
 - Submitted (4)
 - Edits Requested
 - Declined (1)

The main content area on the right has a light blue header with the text: *To request additional funding, choose the relevant application type b*. Below this, there is a list of application types:

- Apply for Grant Funding – click here to complete required informati and to apply for new, targeted grants like Discretionary State Aid and section, you will see:
 - o Renewed or Directed Grants – a list of your department’s renewed beginning of the fiscal year. You will need to complete the application program, for these grants and submit for approval before the year’s
 - o Regional Diversion Alternatives – select this button to begin an RD you must first choose ‘Create New Juvenile Record’ from the dashb
 - o Discretionary State Aid – select this button to begin an applicatio

At the bottom of the main content area, there are two green rectangular buttons: 'Regional Diversion Alternatives' and 'Discretionary State Aid'. A red arrow points from the left towards the 'Discretionary State Aid' button.

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2. The application will open, basic directions will appear at the top. Please scroll down to the Organization Information Section and enter the Primary Contact and Chief JPO.
3. Scroll to the Grant Information Section and indicate the grant you are applying for.

The screenshot displays two sections of the application form, each enclosed in a red border. The first section, titled "Organization Information", contains four rows of input fields: "Probation Department" with a text box containing "Bexar" and an "Add New" link; "Location" with a dropdown menu showing "Bexar - headquarters"; "Primary Contact" with a dropdown menu showing "Jill Mata"; and "Chief JPO" with a dropdown menu showing "Jill Mata". The second section, titled "Grant Information", contains one row with the label "What Initiative are you applying for?" and a dropdown menu showing "DSA - Community Projects".

4. In the next section you will need to enter a Program Title following the following format:
Department – Year – Program
5. Please provide a Brief Description of the Program in the Project Summary Field.

The screenshot displays the "Program Focus" section of the application form, enclosed in a red border. It includes a heading "Program Focus:", a sub-heading "Please input the title and summary both in the following format: Department - Year - Program", a "Program Title" text box containing "Bexar - 2021 - DSA Community Proje", and a "Project Summary" text area with the placeholder text "Provide a brief program description here.".

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- The next sections of the application should look very similar to our paper application since it mirrors that form. Please enter the Target Population, Supporting Data, and Total Amount Requested. A description of what should be included in these fields is provided above the text box.

Target Population:
Describe the problem to be addressed with the proposed project, including target population and service gap(s) to be filled. Detail how the proposed target population and program was determined, how it addresses the grant project goals identified in the request for application and how it will benefit the region. Applicants for regional service projects must demonstrate the level of regional support for the proposed project. Applicants for other projects may include letters of support from other programs in the region.

Target Population

Supporting Data:
Provide documentation to support the extent of the problem to be addressed by the proposed program. Upload an attachment using the + icon below or input information in the text area below. If you upload an attachment, it will appear in the Documents section below.

Supporting Documentation +
Supporting Data

Amount Requested

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7. In the Program Measures of Success Section, please complete the fields for Performance Management, Data Management and Sustainment, providing the data requested in the description above the field title.

▼ Program Measures Of Success:

Performance Management:
Define program output objectives and how they are applicable to the grant project's stated performance measures.

Performance Management

Data Management:
Detail the program's plan and methods to collect, track, maintain and report data relative to the grant project's stated performance measures.

Data Management

Sustainment:
Describe the project's plan to sustain the program during and after the grant period.

Sustainability

8. The Additional Program Information field in this section is optional:

Additional Program Information:
Please provide any additional narrative information you believe would be helpful in understanding the proposed program or service.

Other Details

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- Please complete the fields in the Program Approach Section for Approach/Interventions, Trauma Informed Care, Research-Based Program, Risk/Needs/Responsivity Focus and Capacity and Capability in the same way the fields were completed above providing the information requested in the description above the text box.

▼ Program Approach:

Approach/Interventions:
Describe the proposed program in detail, including specific program interventions, treatment approaches and curricula to be used, and intensity and frequency of services to be provided.

Approach

Trauma Informed Care:
Describe the program's approach to trauma informed care, and the manner in which the approach is infused throughout the system to include all staff who interact with youth.

Trauma Informed Care

Research-Based Program
Describe how the proposed services are consistent with data-driven and research-based practice for the target population. Applicants may include attachments demonstrating that a proposed program or service is research-driven.

Research

Risk/Needs/Responsivity Focus:
Describe the way in which a youth's risk and treatment needs will be identified and how the program will be responsive to individual youth strengths and needs.

Risk/ Needs/ Responsivity

Capacity And Capability:
Provide details regarding the expected level of licensure and/or training of the service providers. Describe the organizational structure in place to support implementation of approaches and interventions with fidelity.

Capacity

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10. The next section of the application provides the opportunity to enter a high-level budget. This should reflect the projected budget for the first year of the program. If subsequent years are expected to vary, they can be included as an attachment in the documents section. To open a category please select the green **plus sign**.

▼ High Level Budget

Program or Service

Purpose	No.to be Served	Time Frame	Rate	Requested Total Cost
+				

Salaries & Fringe

Position Title	Monthly Salary &/or Fringe	Requested Total Cost
+		

Travel & Training

Purpose	No. of People	Type of Expenditure	Time Frame	Requested Total Cost
+				

Supplies or Equipment

Item(s)	Item Cost	Comments	Requested Total Cost
+			

Other (please describe)

Description	Requested Total Cost
+	

11. After clicking the plus sign the field will appear, see the sample below. To add multiple fields under each category, please select the **plus sign** again.

▼ High Level Budget

Program or Service

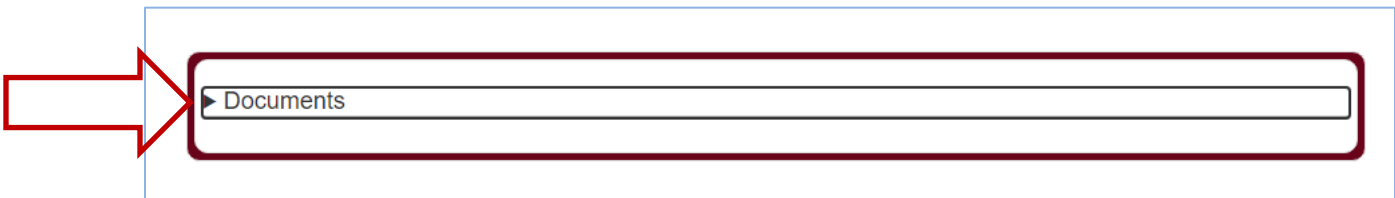
Purpose	No.to be Served	Time Frame	Rate	Requested Total Cost	
1	Counseling	10	1 month, weekly	\$65/session	2,600
2					

+

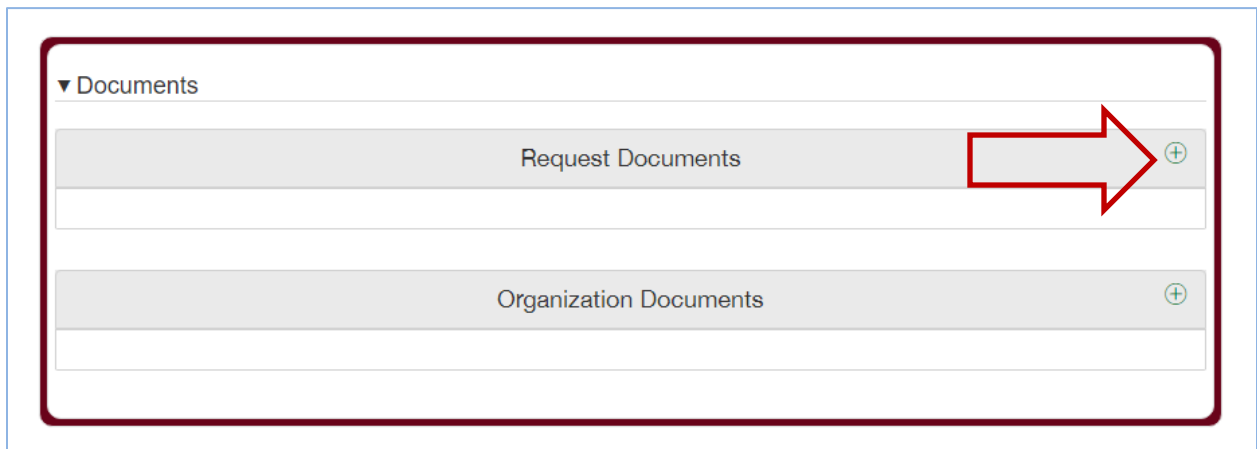
Salaries & Fringe

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12. Please ensure the High-Level Budget provided across the various categories: Program or Service, Salaries and Fringe, Supplies or Equipment, and Other account for the total amount requested. Please see the sample data entered as an example of the format used for these fields. There are free form text fields so there is considerable freedom how data is entered.
13. The Documents Section will allow you to add attachments to your application. We request that you attach the Logic Model here and any other attachments the department deems necessary. Please click on the **black arrow** on the left side of the field to expand the section. This expansion functionality works in all other sections as well.

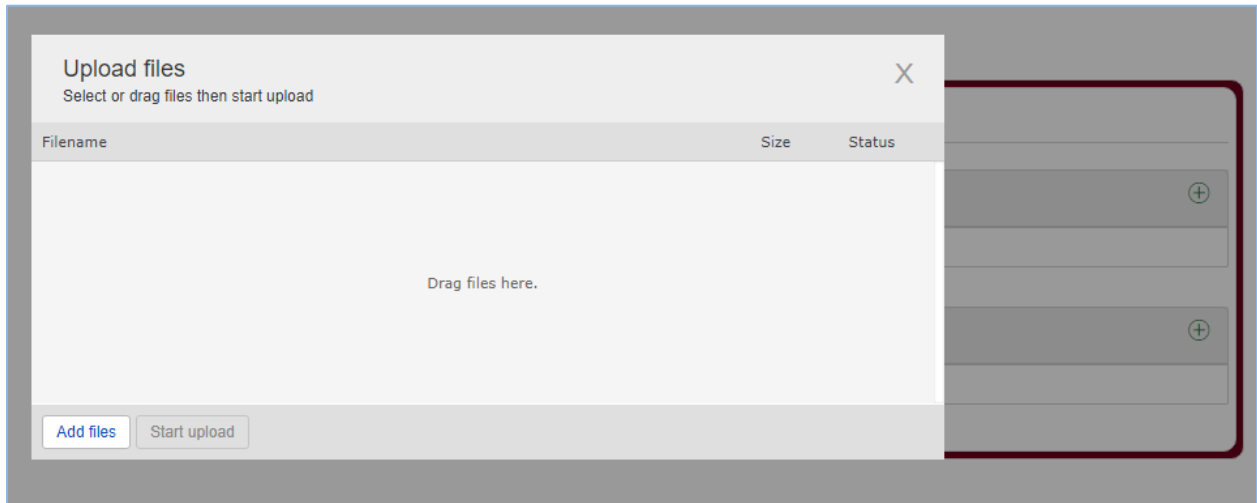


14. Once expanded it provides 2 sections to attach documents: Request Documents and Organization Documents. Request documents are attachments exclusive to this application. Organization Documents will attach to this application and future applications.
15. Please select the **green plus** to add attachments to this application.

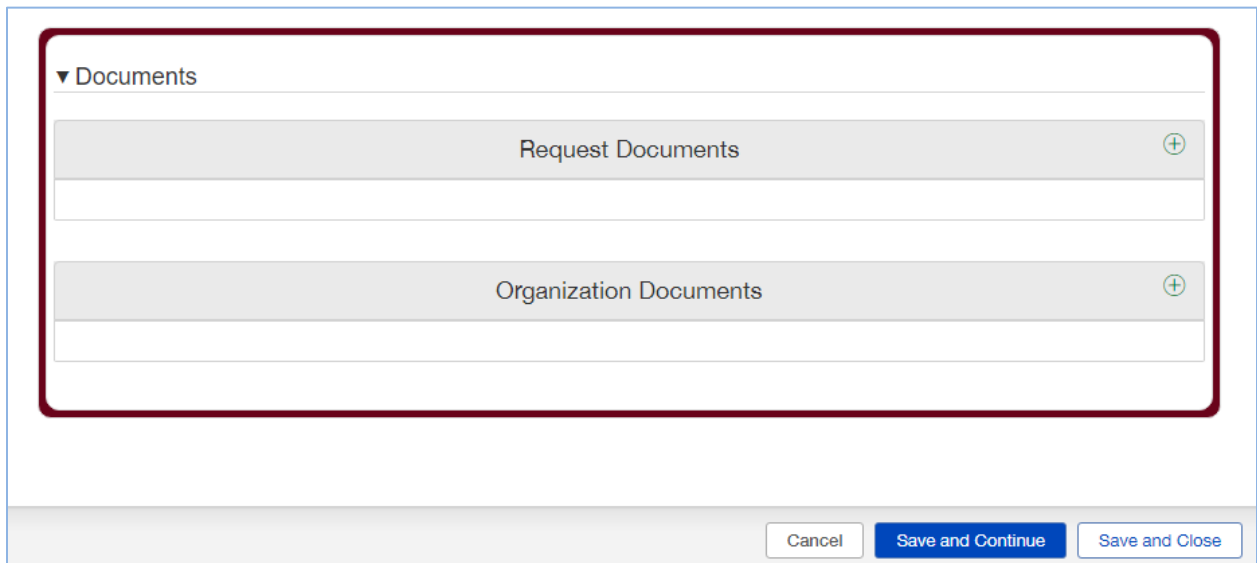


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16. A dialog Box appears and you may add files here.

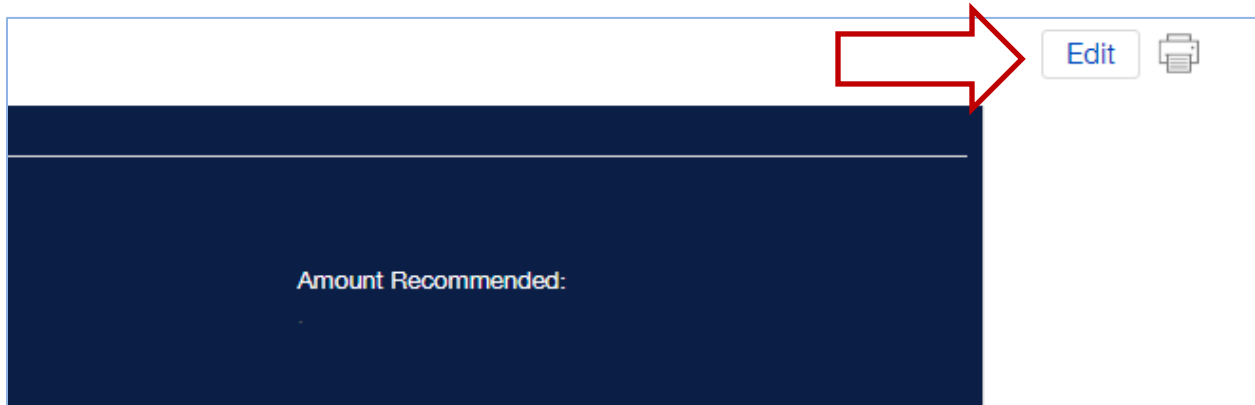


17. Once your application is complete select **Save and Close** at the bottom right hand corner of the page.

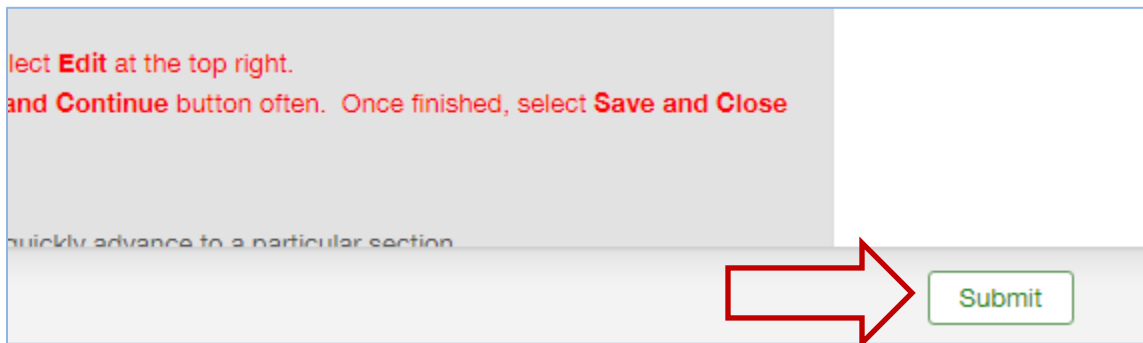


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18. This will take you out of Edit Mode and return you to the top of the application. Please review and select the **Edit** button at the Top right to make any changes.

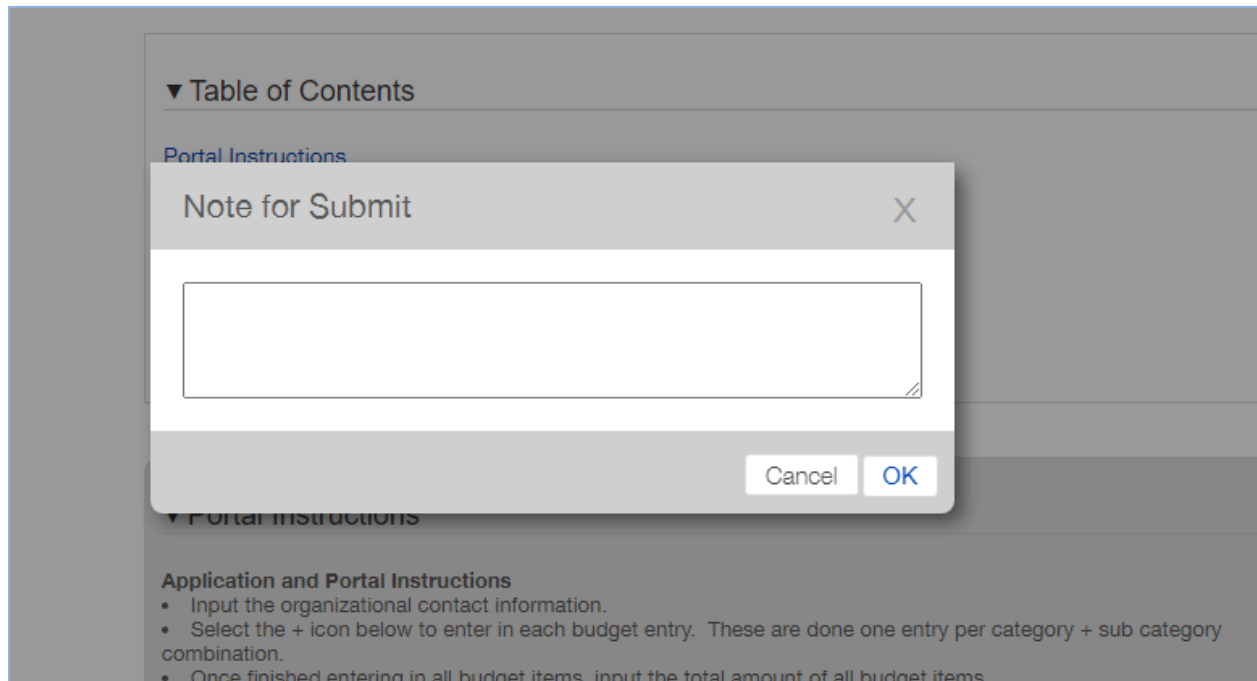


19. Once you are satisfied with the application, please select **Submit** on the bottom right hand corner of the screen.



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20. The following dialog box will appear and it will allow you to send a note. This is optional and only TJJD will be able to view this note. Select **OK** and the application will be submitted.



21. **Note:** If you click **Cancel** in the note box, you have cancelled the submission process and you will be returned to the original screen to complete the submission process again.

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22. Once the application has been submitted, it will appear on the navigation column under **Applications – Submitted**.

The screenshot displays a web application interface. On the left is a dark grey navigation sidebar with a search bar containing 'Bexar' and a 'Create New Juvenile Record' button. Below the search bar are several expandable categories: 'ANNUAL ALLOCATIONS (2)' with sub-items 'Active (1)' and 'Closed (1)'; 'APPLICATIONS (11)' with sub-items 'Open (5)', 'Submitted (5)', 'Edits Requested', and 'Declined (1)'; 'GRANTS (19)' with sub-items 'Approved (1)', 'Closed (18)', and 'Amendment Requested'; 'AMENDMENTS (3)' with sub-items 'Submitted (1)', 'Edits Requested', and 'Declined'; and 'BUDGET (33)'. A red arrow points to the 'Submitted (5)' option. On the right, a light green header bar contains the text 'Bexar 2021 Request ID: D-2022-01301 Regional: Jim Wilson' and a red 'DSA' icon followed by 'Community Programs - Risk and Needs Assessment'. Below this are four white cards, each representing an application with the same header information and a red 'DSA' icon followed by 'Community Programs - Community Projects'.

23. This particular example shows 5 submitted applications. If you select here it will show all the submitted applications that are pending.

24. You may select the one for the recently completed application, and it will take you back to the application submitted.

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25. Any time your grant moves to a new stage of the process that requires action by you, you will receive an email. It may advise you to go to the TJJJ Grants Portal and edit an application, enter a budget for an approved application, or enter expenditures.