
Grants Portal Overview


June 2022

Grants Portal Overview

LOGGING INTO THE GRANTS PORTAL

The Grants Portal website is <https://tjtd.fluxx.io> and we recommend using Google Chrome.

On the login page, you will enter your username (email address) and password.

 **TEXAS**
JUVENILE JUSTICE
DEPARTMENT

Welcome to the TJJJ Grants Portal!

Invalid Credentials

Login Now:


Username

Password

[Reset or create password](#)

This computer system is the property of the Texas Juvenile Justice Department and the State of Texas. It is for authorized use only. By using this system, the user agrees NOT to:

1. Forge or manipulate identifiers in order to disguise the origin of any data transmitted to or through the system.
2. Upload, post, email, use, disclose, republish or otherwise transmit any data that is outside of the authorized user's right to transmit under any law or fiduciary duty (such as confidential information learned or disclosed as part of the employment relationship).
3. Disobey any requirements, procedures, policies or regulations of TJJJ or the State of Texas in relation to the system.
4. Collect or store information from this system for unauthorized purposes.

 **FLUXX**

[Privacy Policy](#) [Accessibility](#)

Gaining Access to the Grants Portal

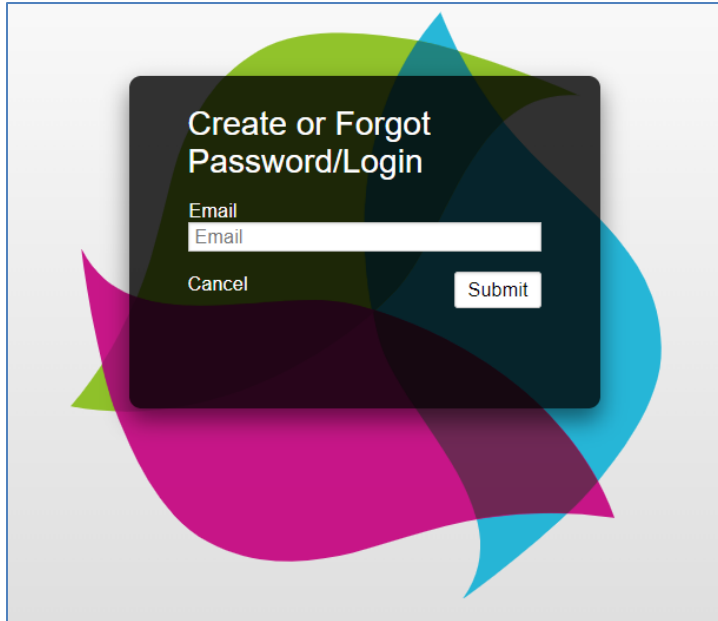
Access to the Grants Portal must be approved by the department chief. The amount of access is determined by specifying one role and one more programs.

1. [Download the AEU-165](#) "TJJJ Grants Portal User Authorization Request" form from the TJJJ website.
2. Complete the top section with information about the new user.
3. Choose one "User Role" based on the access the new user needs.
 - a. Probation Chief – only the chief
 - b. Fiscal Officer – auditors and staff who prepare budgets or expenditures
 - c. Program Coordinator – staff who prepare applications or reports for a grant program
 - d. Data Coordinator – staff who only report on grants
4. Choose one or more "Programs" based on the access the new user needs.
 - a. All Programs
 - b. Directed Grants
 - c. Discretionary State Aid
 - d. Federal Programs
 - e. Juvenile Justice Alternative Education Program
 - f. Regional Diversion Alternatives
5. The form must be signed by the new user and the JPD chief.
6. Scan and send the form to enterprisesupport@tjtd.texas.gov or attach it to a new ticket at the [IT Business Support portal](#).

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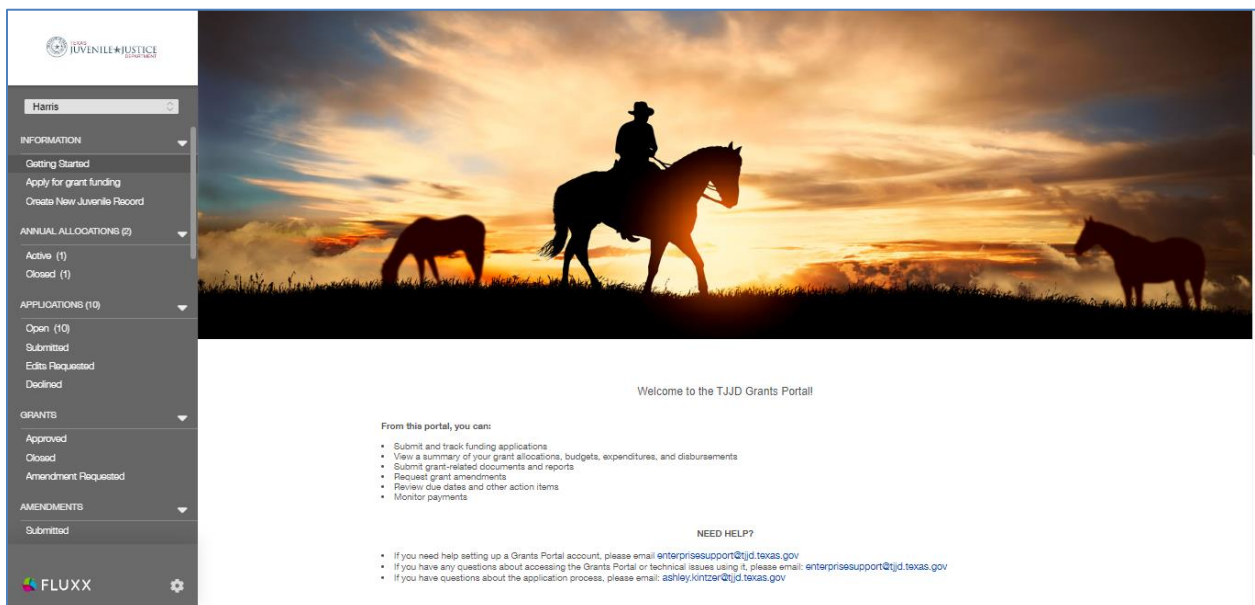
Creating a New Password

If it is your first time to log in or if you have forgotten your password, on the login screen click on **Reset or create password**. The system will ask for your email address then send you a link to choose a new password.



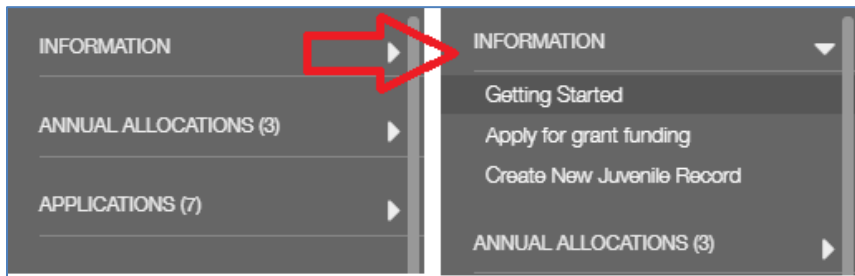
The Dashboard

When you log in, you will see the Welcome page. The links on the left are called the **Dashboard** and are used to navigate the main pages.

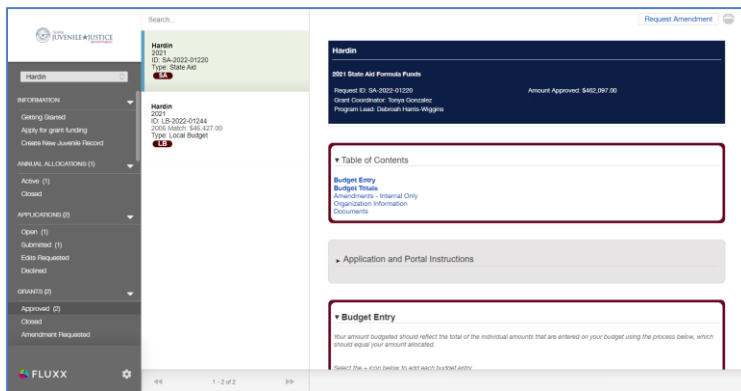


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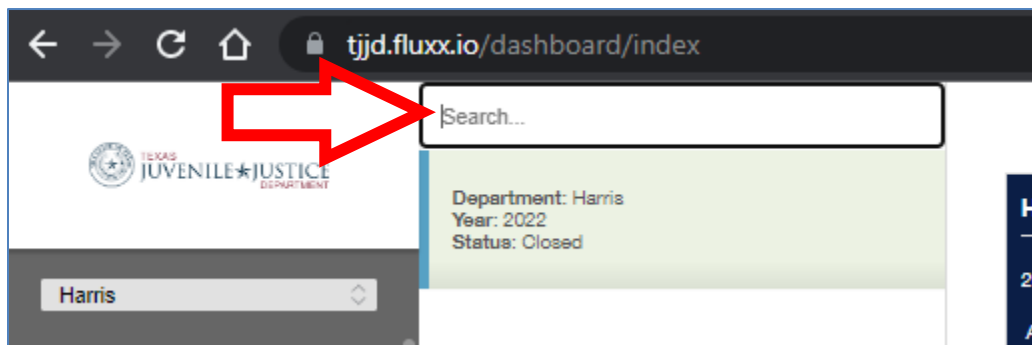
One or more sections of the Dashboard might need to be expanded to see all the choices. If the triangle arrow next to a section is pointing right (instead of down), click it to expand the section.



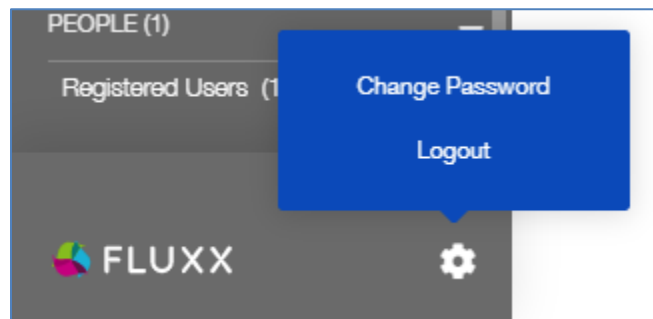
Once you click on an item, list view will open immediately to the right of the Dashboard, where you may select the form you want to view or edit.



At the top of the list view is a search bar to help you find the specific records in the list view.



To change your password or log out, click the **gear icon** near the bottom left of the window and choose one of the options.

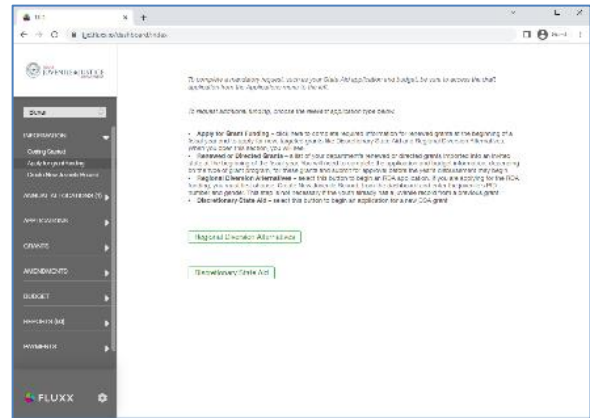


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Dashboard Sections

Information Section

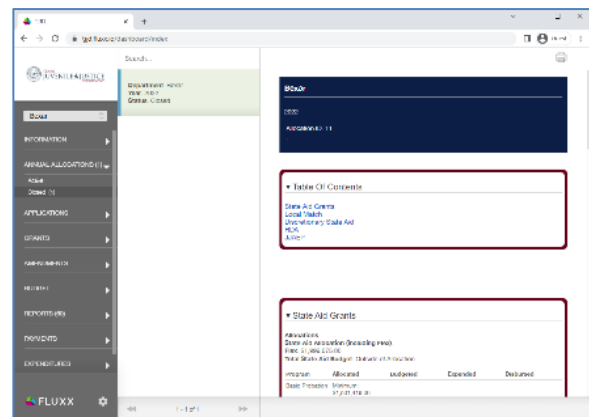
- **Getting Started** – provides a written overview of all the dashboard sections and how to use them for your future reference.
 - If you have any questions about accessing the Grants Portal or technical issues using it, please email enterprisesupport@tjtd.texas.gov or open a new ticket at the [IT Business Support portal](#)
 - If you have any questions about the application process, please email ashley.kintzer@tjtd.texas.gov
- **Apply for Grant Funding** – click here to apply for new, targeted grants like Discretionary State Aid and Regional Diversion Alternatives. When you open this section, you will see:
 - **Regional Diversion Alternatives** – select this button to begin an RDA application. If you are applying for the RDA funding, you must first choose ‘**Create New Juvenile Record**’ from the dashboard and enter the juvenile’s PID number and gender. This step is not necessary if the youth already has a juvenile record from a previous grant.
 - **Discretionary State Aid** – select this button to begin an application for a new DSA grant.
- **Create New Juvenile Record** – click here to add a juvenile into the system when you want to apply for youth-specific grants like Regional Diversion Alternatives. Once you have created the new juvenile record, you are then able to complete the RDA application for that juvenile.



Annual Allocations

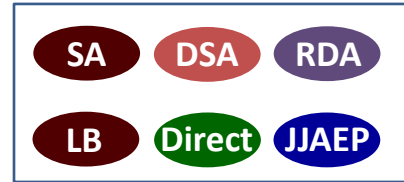
View a read only copy of your department’s grant allocations for a fiscal year.

- **Active** – view the fiscal years associated with active grants.
- **Closed** – view prior fiscal years where all grants have been closed.



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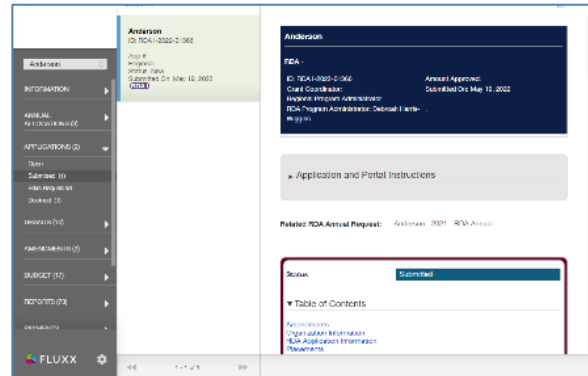
HINT: Each record in all of the dashboard sections we're about to review will have a color-coded grant badge in the lower left hand corner that lets you know the major grant category for the record.



Applications

All of your grant applications (State Aid, DSA, RDA, JJAEP, etc.) sit in this section and are divided into four sub-groups:

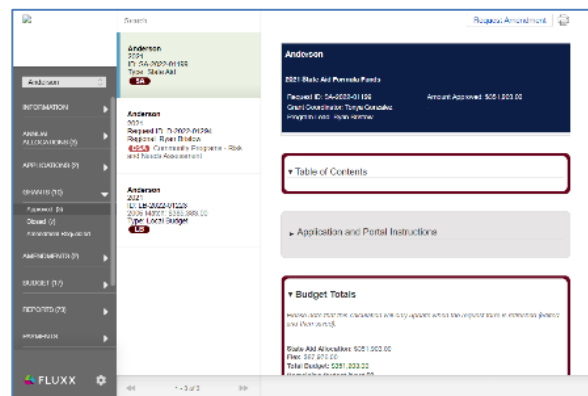
- **Open** – view editable versions of your applications that have not yet been submitted.
- **Submitted** – view applications that you have turned in to TJJJ for evaluation that have not yet been approved or declined.
- **Edits Requested** – view applications that have been initially reviewed by TJJJ and returned for some additional information, revision or clarification before the application evaluation continues.
- **Declined** – view applications that were not approved for funding by TJJJ.



Grants

Once all applications are approved and made into a grant, the applications will be moved to this section.

- **Approved** – view active grants.
- **Closed** – view grants that have been closed by TJJJ.
- **Amendment Requested** – view approved grants which are being re-evaluated for approval because your department has requested an amendment.

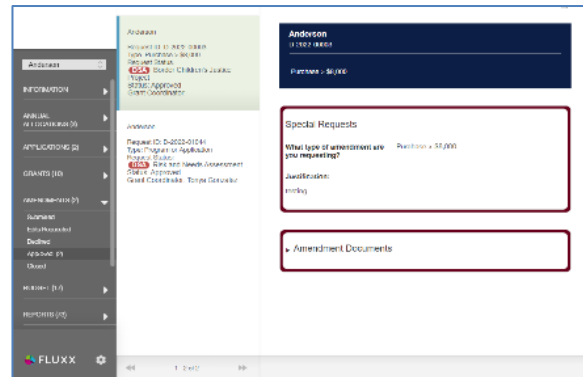


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Amendments

All of your grant amendments are in this section and divided into the following sub-groups:

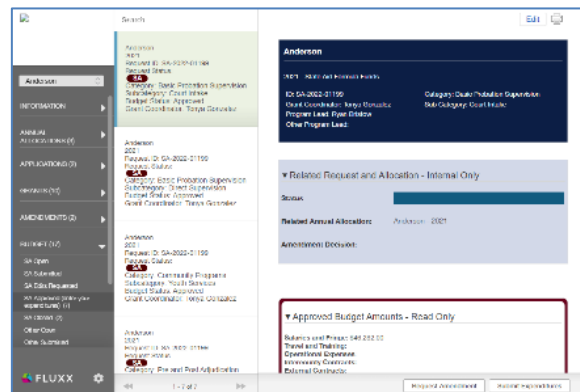
- **Open** – view amendments that you are working on, but have not yet submitted.
- **Submitted** – view amendments that you have turned in to TJJJ for evaluation that have not yet been approved or declined.
- **Edits Requested** – view amendments that have been reviewed by TJJJ and returned to you for some revision or clarification before the amendment evaluation continues.
- **Declined** – view amendments that were not approved by TJJJ.
- **Approved** – view amendments that have been submitted or re-submitted by your department and approved by your grant coordinator.
- **Closed** – view amendments that have been closed by TJJJ.



Budget

All of your grant budgets sit in this section and are divided into sub-groups as follows:

- **SA Open** – view grant budgets that you are working on, but have not yet submitted.
- **SA Submitted** – view grant budgets that you have turned in to TJJJ for evaluation that have not yet been approved or declined.
- **SA Edits Requested** – view grant budgets that have been reviewed by TJJJ and returned to you for some revision or clarification before the budget review continues or opened by TJJJ for your requested changes.
- **SA Approved** – view grant budgets that have been submitted by your department and approved by your grant coordinator.
- **SA Closed** – view amendments that have been closed by TJJJ.
- **Other Open** – view grant budgets that you are working on, but have not yet submitted.
- **Other Submitted** – view grant budgets that you have turned in to TJJJ for evaluation that have not yet been approved or declined.
- **Other Edits Requested** – view grant budgets that have been reviewed by TJJJ and returned to you for some revision or clarification before the budget review continues.
- **Other Re-Opened** – view grant budgets that have been re-opened by your grant coordinator for you to make a requested budget adjustment in the grant system.



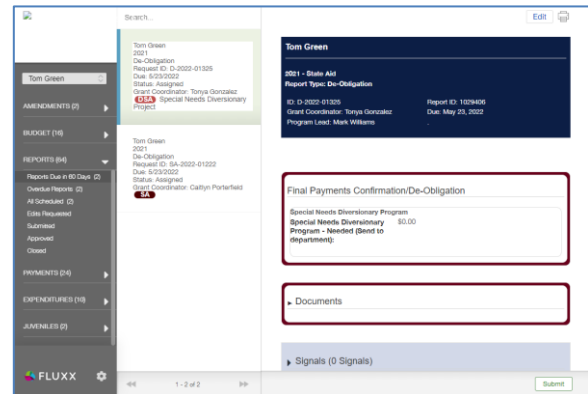
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- **Other Re-Submitted** – view grant budgets that you have adjusted and re-submitted to TJJD, but are not yet reviewed and approved by your grant coordinator in the grant system. Once approved, these budgets will return to the approved sub-group.
- **Other Approved** – view grant budgets that have been submitted or re-submitted by your department and approved by your grant coordinator.
- **Other Closed** – view grant budgets

Reports

View all grant-related reports in this section, divided into five sub-groups:

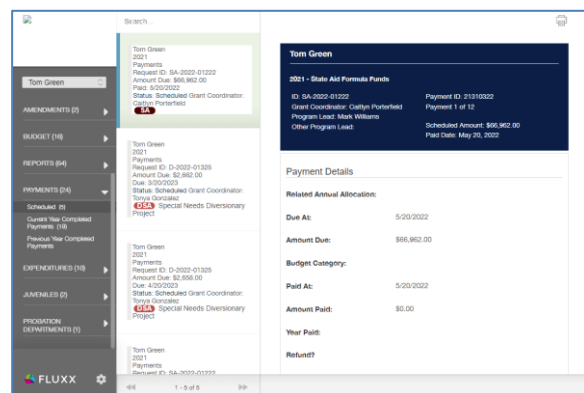
- **Reports Due in 60 Days** – view all reports that have a due date within 60 days.
- **Overdue Reports** – view all un-submitted reports that are past their due date.
- **All Scheduled** – view all reports scheduled for all your active grants, regardless of due date.
- **Edits Requested** – view reports that have been previously submitted to TJJD, reviewed by TJJD and returned with a request for some revision, additional information or clarification before the review continues.
- **Submitted** – view reports that your department has submitted to TJJD.
- **Approved** – view reports that have been submitted by your department and approved by your grant or program coordinator.
- **Closed** – view reports associated with closed grant applications.



Payments

This is a read only section that lists your department's grant payments, divided into the following sub-groups:

- **Scheduled Payments** – view all payments that are scheduled, but have not yet been sent to your department.
- **Current Year Completed Payments** – view the current fiscal year payments that have been made to your department.
- **Previous Year Completed Payments** – view the previous fiscal year payments that have been made to your department.



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Expenditures

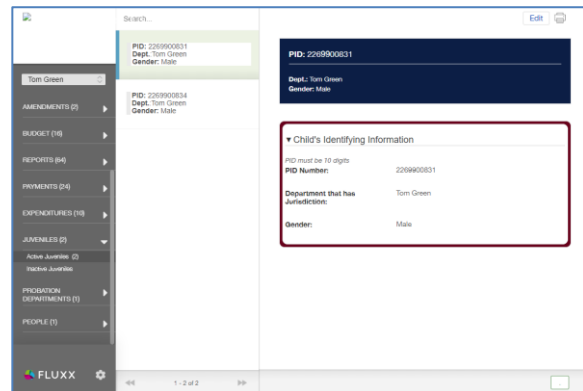
This sections contains the expenditures your department reports to TJJD, divided into six sub-groups:

- **Open** – view grant expenditures that you are working on, but have not yet submitted.
- **Submitted (locked)** – view grant expenditures that you have turned in to TJJD for evaluation that have not yet been approved or declined.
- **Edits Requested** – view grant expenditures that have been reviewed by TJJD and returned to you for some additional information, revision or clarification before the budget review continues.
- **Approved** – view grant expenditures that have been submitted or re-submitted by your department and approved by your grant coordinator.
- **Closed** – view expenditures associated with closed grant applications.

Juveniles

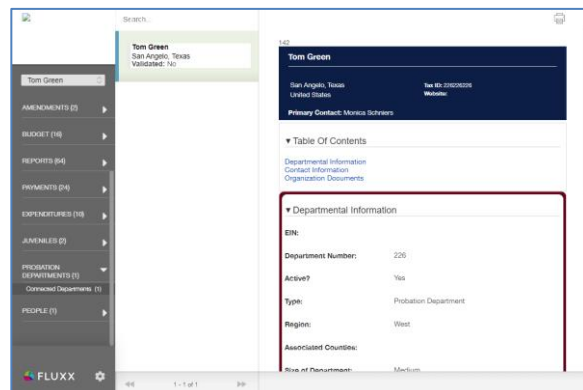
This section shows the juveniles you have registered in the system for youth-specific grants like RDA. You will only see records associated with your department. You may edit these records as needed

- **Active Juveniles** – view juveniles associated with an active youth-specific grant.
- **Inactive Juveniles** – view juveniles associated with a youth-specific grant that has been closed in the grant system.



Probation Departments

This section lists any juvenile probation departments associated with this particular account. Most accounts will only have one connected juvenile probation department, but those that manage multiple departments may have more than one entry under Connected Departments.



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People

This sections shows the various users from the probation departments associated with your grants portal account. Each user approved by the chief juvenile probation officer for access to all sections or a particular section of the portal is listed under Registered Users. If a user needs to be added, please fill out and submit the appropriate authorization form (see [Gaining Access to the Grants Portal](#) above). If a user needs to be removed, notify enterprisesupport@tjcd.texas.gov or open a new ticket at the [IT Business Support portal](#).

