INSTRUCTIONS for Completing the

2017 Grant for Technology Opportunities (GTOPs)

APPLICATION PACKET

Funded by the City of Austin's Telecommunications & Regulatory Affairs (TARA) Department as a matching grant program supporting local organizations in their efforts to include all our citizens in an emerging digital society.

⚠ NOTE: Potential applicants to any City of Austin solicitation must be registered as a City of Austin vendor. Don't know if yours is? Don't remember your vendor code? Need to register as a vendor for the very first time? No problem. Just head on over to Vendor Connections now at https://www.austintexas.gov/financeonline/vendor_connection/index.cfm.
Once that is squared away, please continue with these instructions.

If this is your organization's first time applying for GTOPs funding or your agency is not a current recipient of last year's GTOPs funding, we'd like to hear from you. Please contact the City of Austin Digital Inclusion team now at digital.inclusion@austintexas.gov to indicate your interest in applying for this next round of possible funding. Include the following details in your initial email outreach:

Agency's Legal Name
City of Austin Vendor Code
Executive Director's Full Name
Executive Director's Email Address
Executive Director's Primary Phone Number (Include Area Code)

Once this initial email outreach has been sent, your organization's executive director will receive an email by next business day with additional information to continue with the GTOPs application.

If you are currently receiving GTOPs funding, you may log into the website at https://www.ctkodm.com/austin using your unique username and password to continue.

The **2017 GTOPs APPLICATION** submission must be **COMPLETED and CERTIFIED** no later than 5pm, CST, December 6, 2016.

This application consists of accurately creating and/or editing an "Agency Intake" form **AND** completing, uploading supporting attachment files, and certifying a second form entitled, "Program Application for GTOPs."

The first form, entitled "Agency Intake," describes to TARA particular information about your organization, mission, key personnel, organizational services/programs, etcetera.

The second form, entitled "Program Application for GTOPs," is a multi-purpose form, which requires a combination of data-entry and uploading of supporting documentation as file attachments. This second form, "Program Application for GTOPs," should not be started until the "Agency Intake" form is completed and accurate.

You may edit as often as you like through 5:00pm CST, December 6, 2016, or upon organizational certification, whichever comes first.

Do not complete the "Agency Certification of GTOPs Application" section until you are ABSOLUTELY SURE you are ready to do so. Once the "Program Application for GTOPs" form is certified and saved, you may log-out of the website.

The organizational contact identified on the form will receive an auto-generated, message receipt from digital.inclusion@austintexas.gov indicating that your certified application was received. If you did not get this message, either you did not certify or your junk mail settings are set to block the digital.inclusion@austintexas.gov resource account. If it is the later, go into your junk email options settings and make sure "Never Block Sender's Domain" is selected so all messages originated from the city of Austin (i.e., firstname.lastname@austintexas.gov and resourcename@austintexas.gov) are added to your safe senders list.

Please be advised that TARA personnel will make contact with you based on their following schedule:

December 6, 2016 – Last GTOPs Applications Accepted
January 16, 2017 – Written Responses Due from Applicants
February 17, 2017 – Tentative Oral Presentations
March 8, 2017 – Commission Meeting – Awards Recommendations Presented

If you have any questions or concerns, contact the City of Austin Digital Inclusion team including GTOPs Coordinator John Speirs at digital.inclusion@austintexas.gov or (512) 974-3510.

Purpose: To provide guidance to agency level users on how to complete Program-Related forms within the CIODM.

Note: The website https://www.ctkodm.com/austin is a secured site with customized functionality. To ensure an effective, user-interface experience with the server, please confirm the following requisites are enabled/disabled:

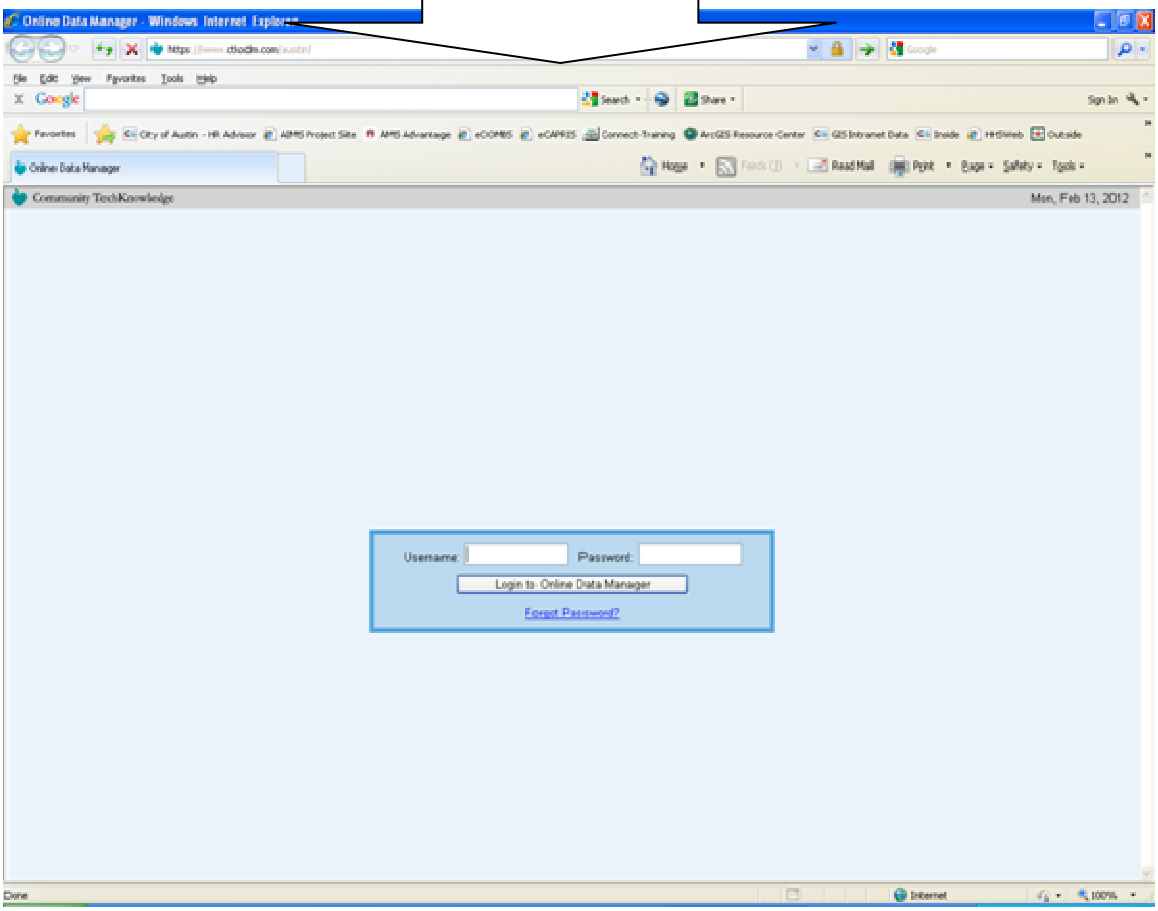
Requisites:

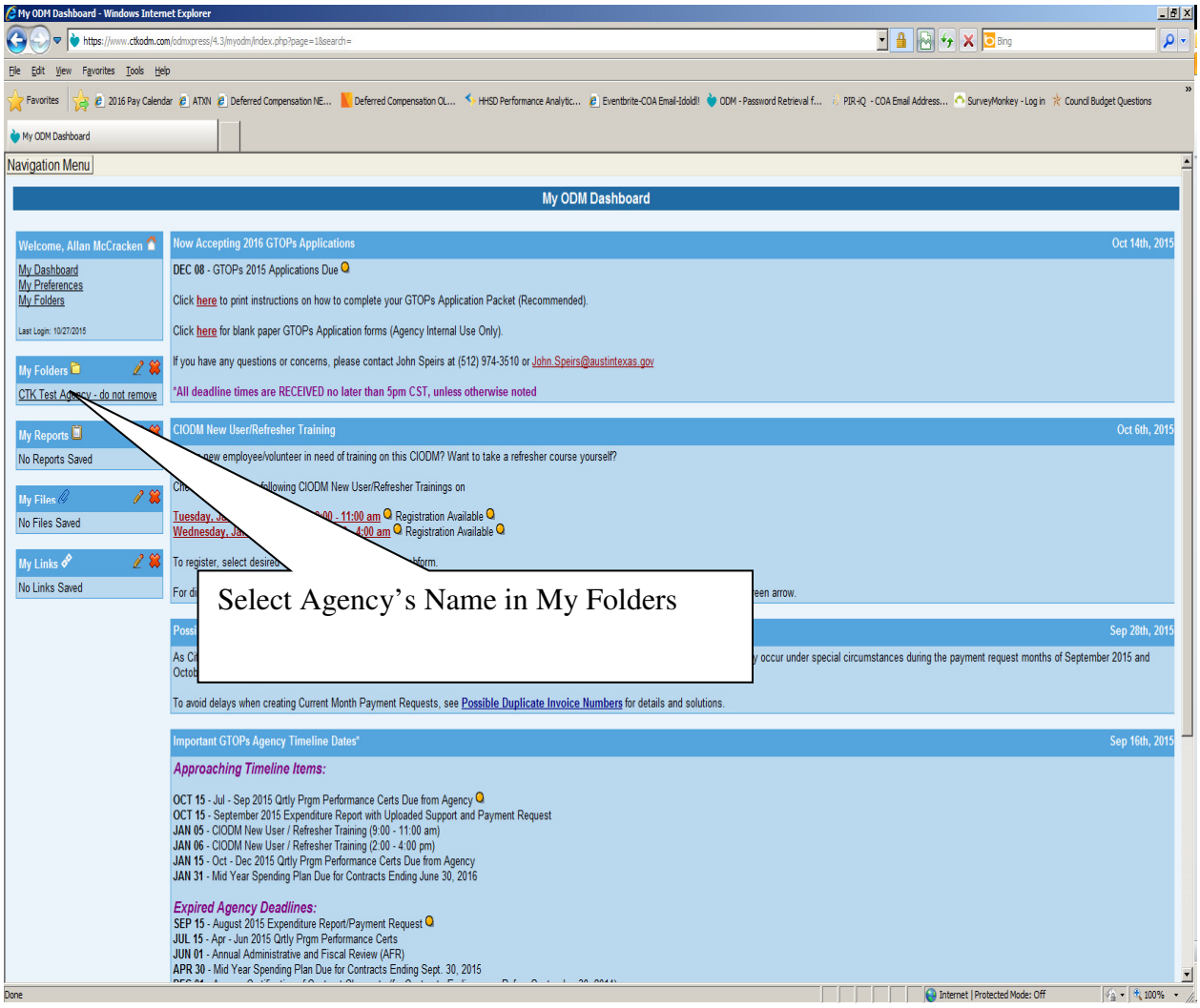
- Own internet connection
- Internet Explorer Browser version 9 or newer
  - If none, see http://windows.microsoft.com/en-US/internet-explorer/products/ie/home
- Completely Disable Browser's Pop-Up Blocker
- Completely Disable Add-In Toolbar(s) Pop-Up Blocker(s) (If Any)
- Enable Scripting in the Browser's Security Settings
- Set Browser's Website Privacy Settings to "Always Allow" the domain "ctkodm.com"
- Add the domain "ctkodm.com" to Browser's Compatibility View Settings

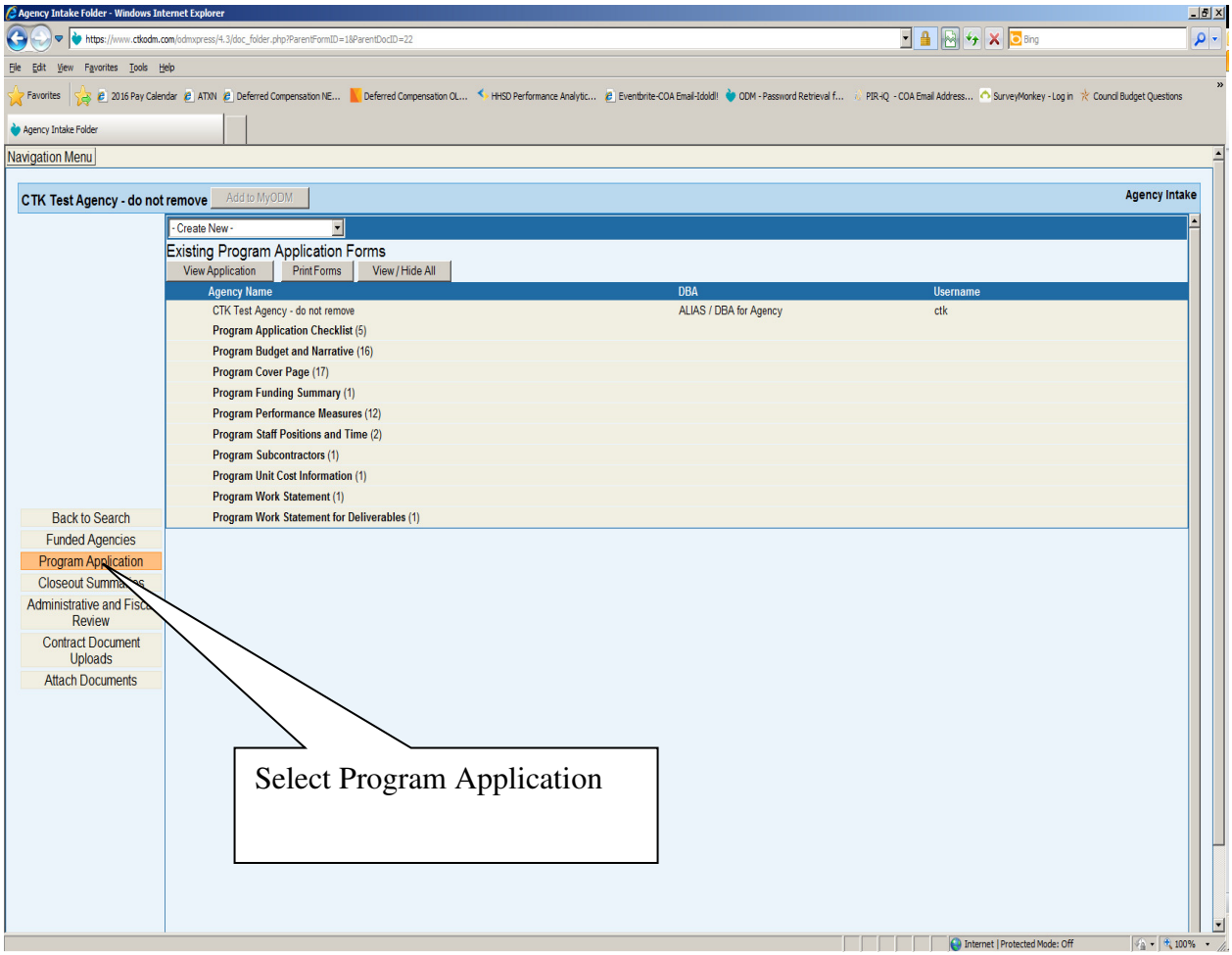
If you need assistance confirming and/or setting up any or all of the above, please contact your organization's Information Technology (IT) Specialist and/or download the guidance "Internet Explorer Optimization" in the bulletin "Guides for Agencies" on the "MY ODM Dashboard" (Screen immediately after log-in).

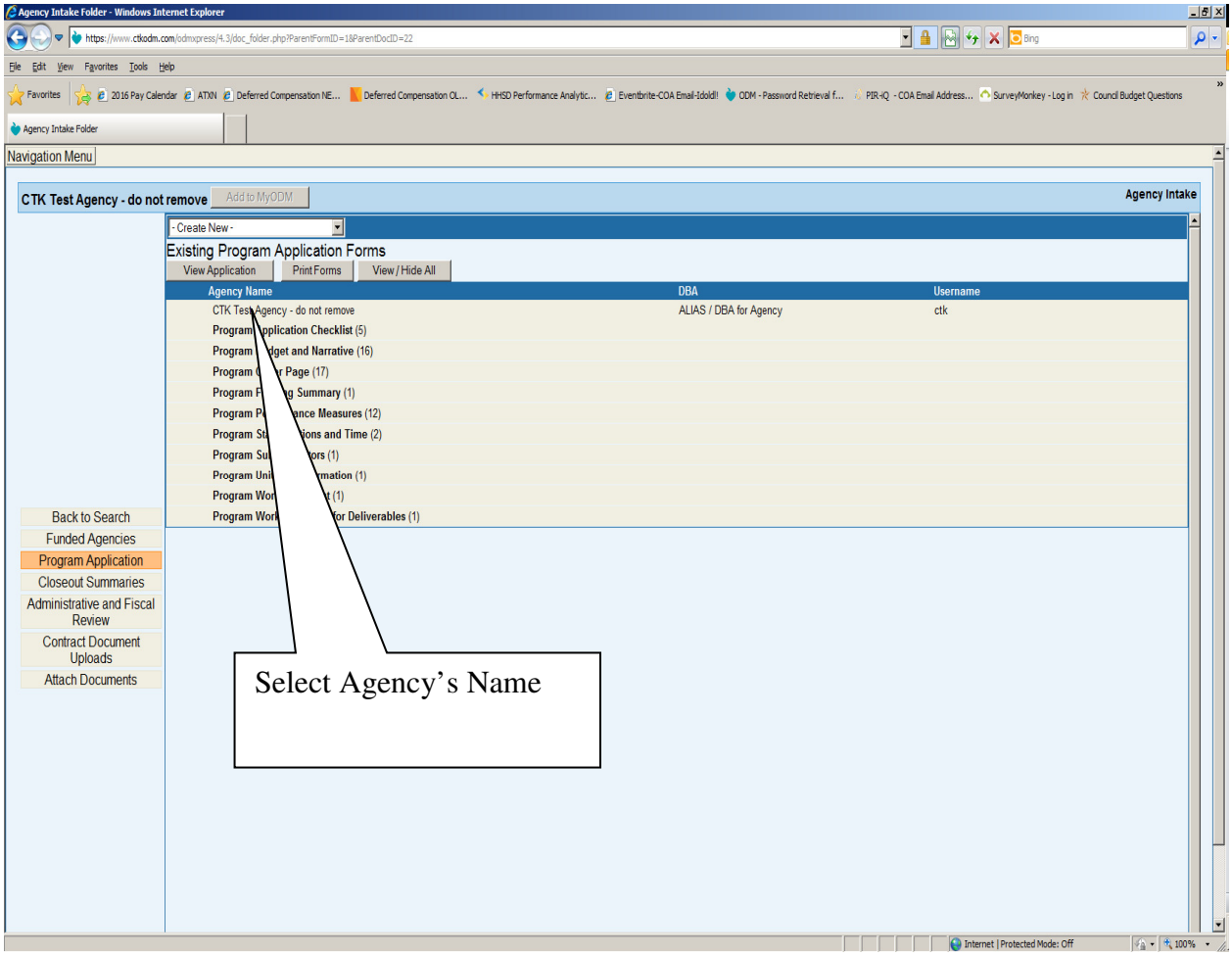
Open the Internet Explorer web browser

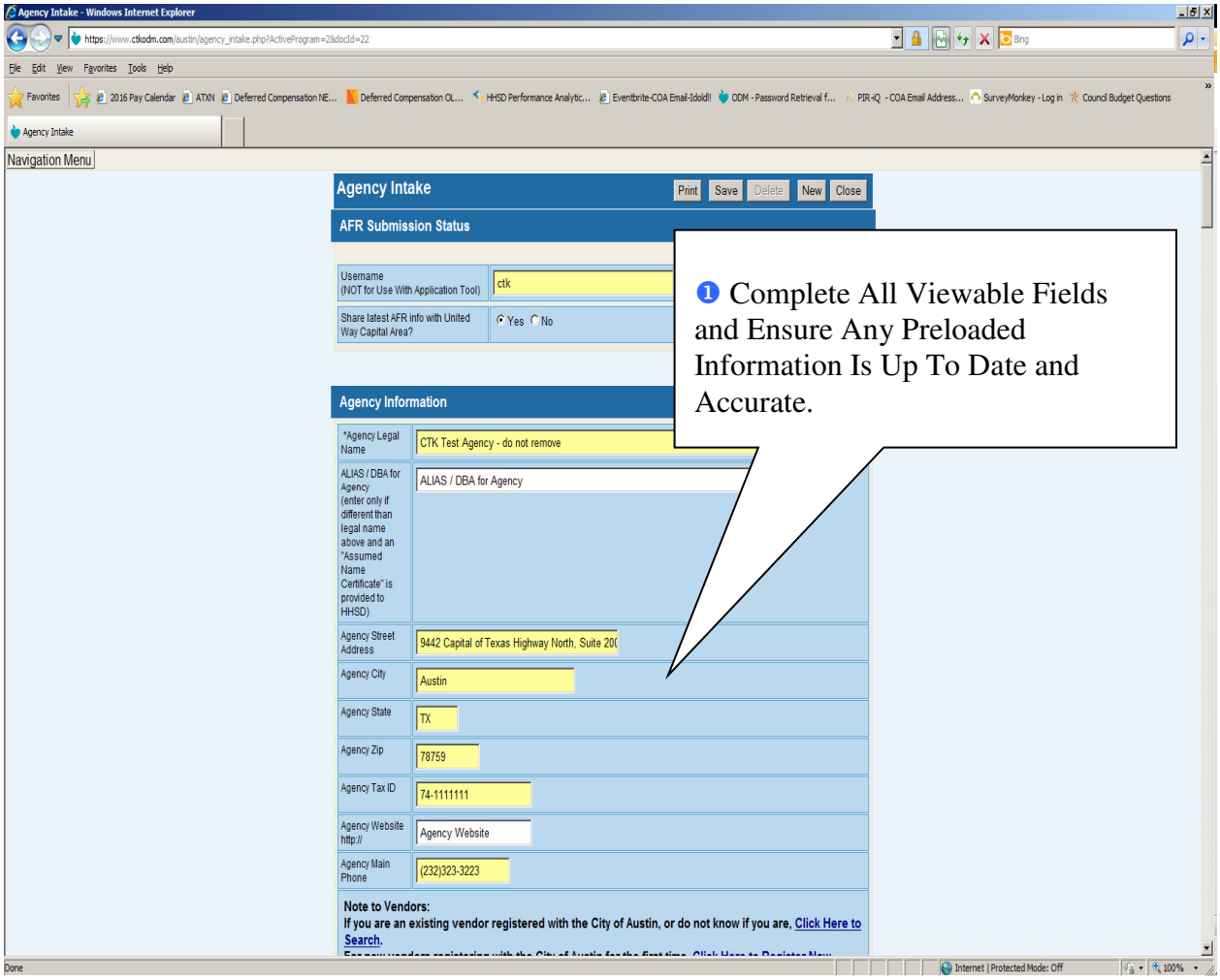
❶ Enter https://www.ctkodm.com/austin in URL Address box




My ODM Dashboard - Windows Internet Explorer
Navigation Menu
My ODM Dashboard
Welcome, Allan McCracken
My Dashboard
My Preferences
My Folders
Last Login: 10/27/2015
My Folders
CTK Test Agency - do not remove
My Reports
No Reports Saved
My Files
No Files Saved
My Links
No Links Saved
Now Accepting 2016 GTOPs Applications
Oct 14th, 2015
DEC 08 - GTOPs 2015 Applications Due
Click here to print instructions on how to complete your GTOPs Application Packet (Recommended).
Click here for blank paper GTOPs Application forms (Agency Internal Use Only).
If you have any questions or concerns, please contact John Speirs at (512) 974-3510 or John.Speirs@austintexas.gov
*All deadline times are RECEIVED no later than 5pm CST, unless otherwise noted
CIODM New User/Refresher Training
Oct 6th, 2015
Select Agency's Name in My Folders
Sep 28th, 2015
To avoid delays when creating Current Month Payment Requests, see Possible Duplicate Invoice Numbers for details and solutions.
Important GTOPs Agency Timeline Dates*
Sep 16th, 2015
Approaching Timeline Items:
OCT 15 - Jul - Sep 2015 Qrtly Prgm Performance Certs Due from Agency
OCT 15 - September 2015 Expenditure Report with Uploaded Support and Payment Request
JAN 05 - CIODM New User / Refresher Training (9:00 - 11:00 am)
JAN 06 - CIODM New User / Refresher Training (2:00 - 4:00 pm)
JAN 15 - Oct - Dec 2015 Qrtly Prgm Performance Certs Due from Agency
JAN 31 - Mid Year Spending Plan Due for Contracts Ending June 30, 2016
Expired Agency Deadlines:
SEP 15 - August 2015 Expenditure Report/Payment Request
JUL 15 - Apr - Jun 2015 Qrtly Prgm Performance Certs
JUN 01 - Annual Administrative and Fiscal Review (AFR)
APR 30 - Mid Year Spending Plan Due for Contracts Ending Sept. 30, 2015

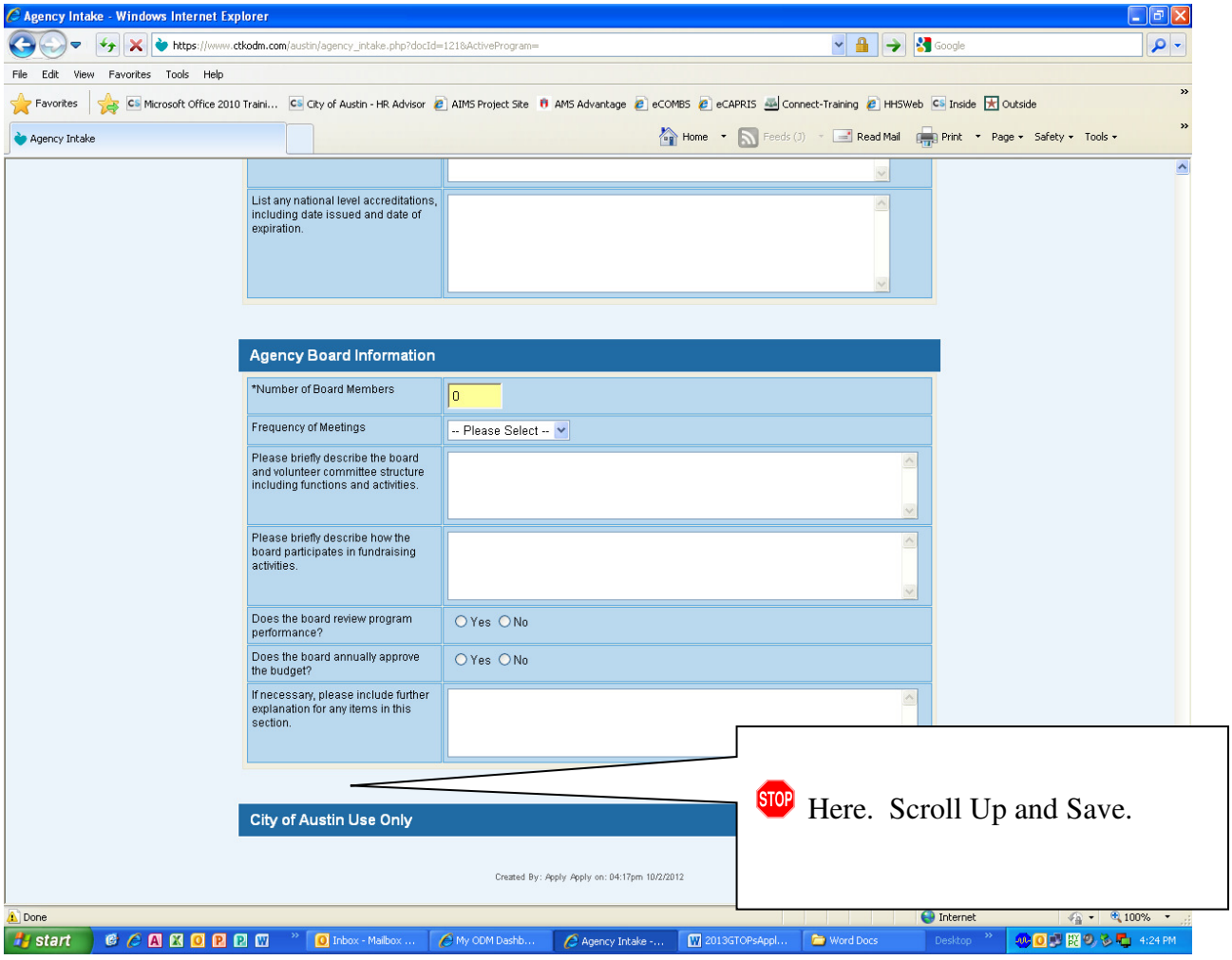

Agency Intake Folder - Windows Internet Explorer
Navigation Menu
CTK Test Agency - do not remove
Add to MyODM
Agency Intake
- Create New -
Existing Program Application Forms
View Application
Print Forms
View / Hide All
Agency Name
DBA
Username
CTK Test Agency - do not remove
ALIAS / DBA for Agency
ctk
Program Application Checklist (5)
Program Budget and Narrative (16)
Program Cover Page (17)
Program Funding Summary (1)
Program Performance Measures (12)
Program Staff Positions and Time (2)
Program Subcontractors (1)
Program Unit Cost Information (1)
Program Work Statement (1)
Program Work Statement for Deliverables (1)
Back to Search
Funded Agencies
Program Application
Contract Document Uploads
Attach Documents
Select Program Application

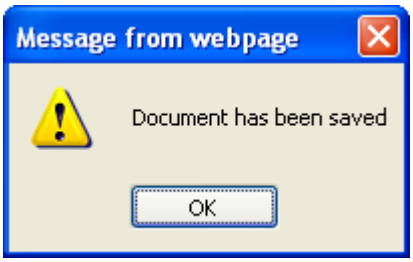

Agency Intake Folder - Windows Internet Explorer
Navigation Menu
CTK Test Agency - do not remove
Add to MyODM
Agency Intake
- Create New -
Existing Program Application Forms
View Application
Print Forms
View / Hide All
Agency Name
DBA
Username
CTK Test Agency - do not remove
ALIAS / DBA for Agency
ctk
Back to Search
Funded Agencies
Program Application
Closeout Summaries
Administrative and Fiscal Review
Contract Document Uploads
Attach Documents
Select Agency's Name

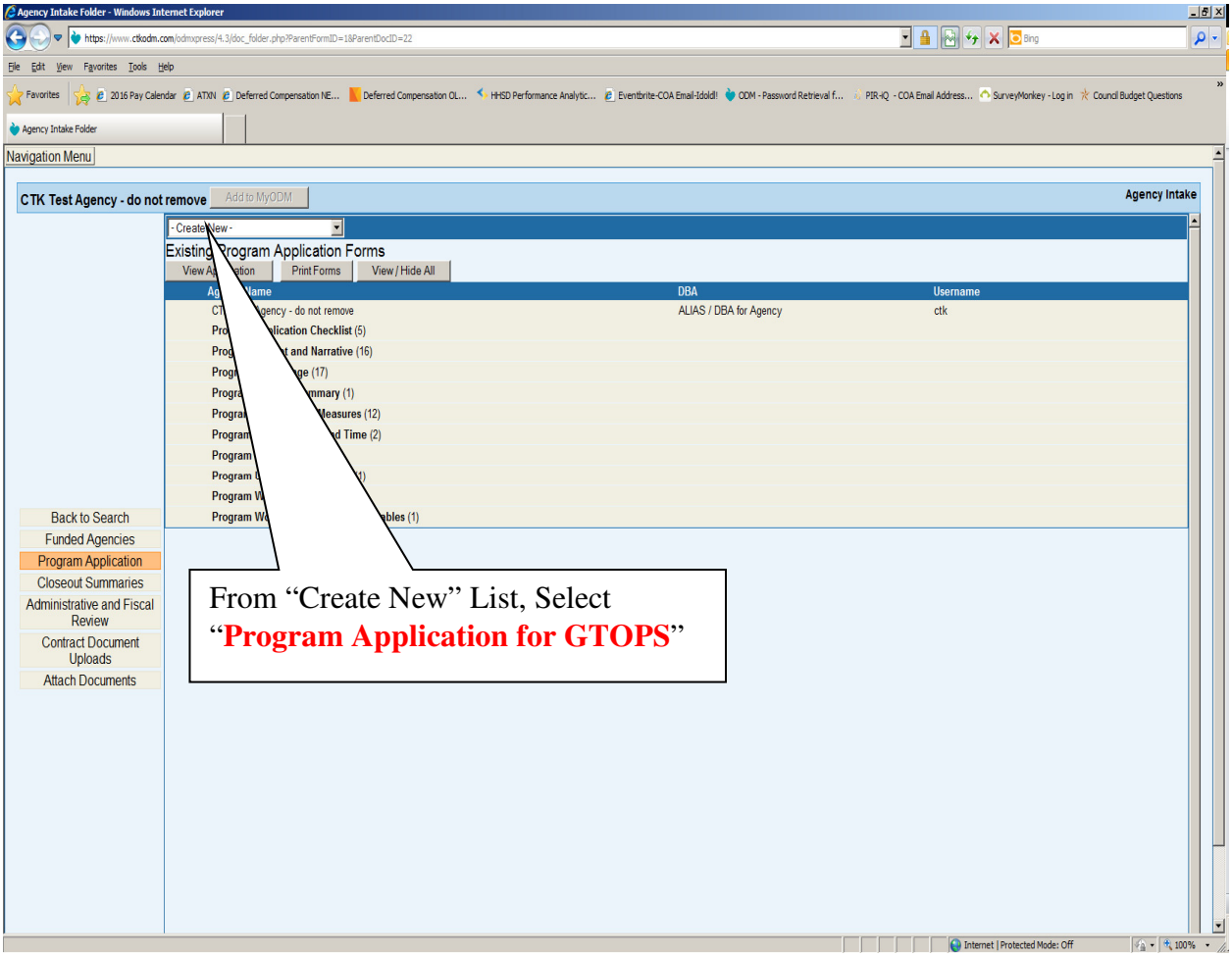


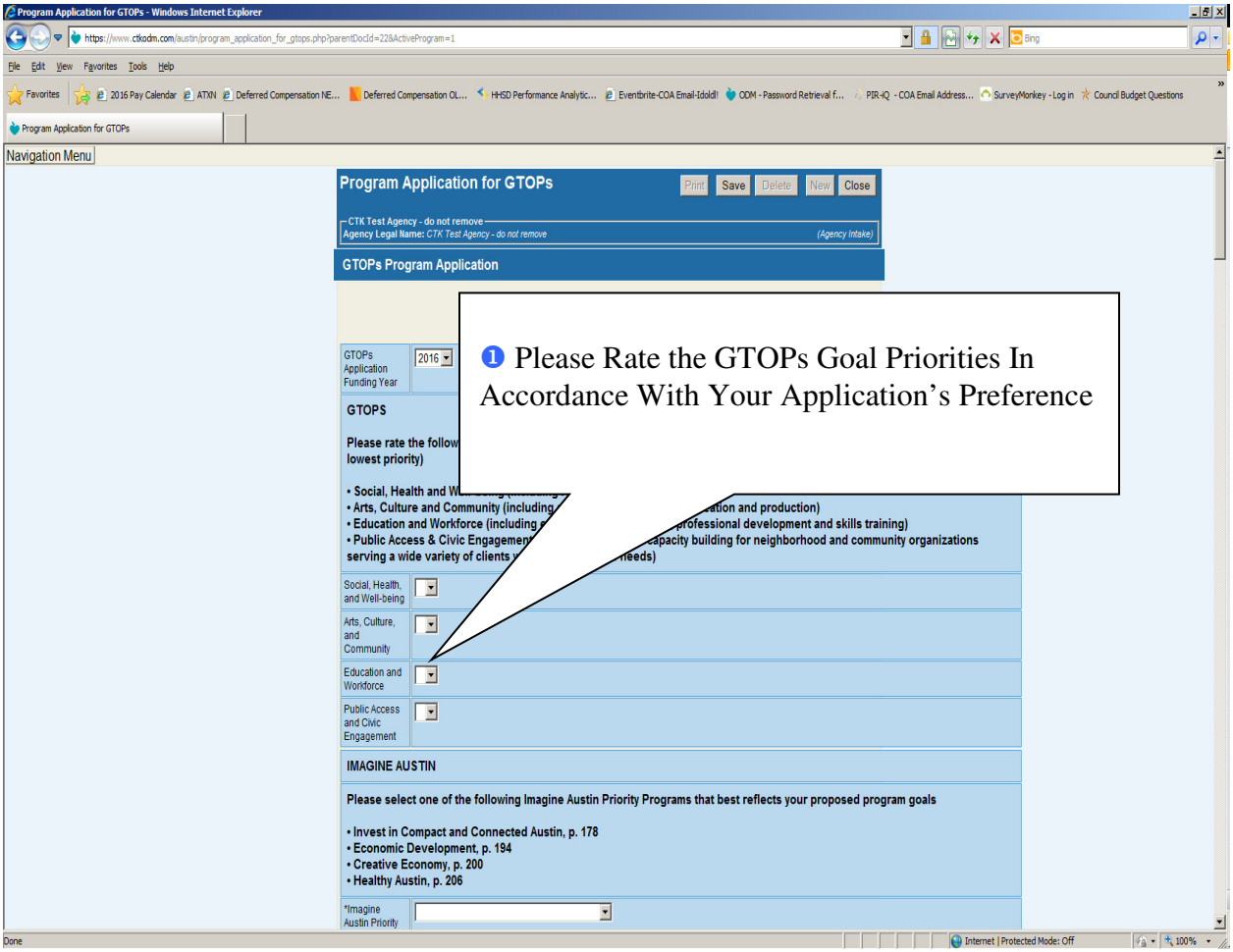
Note: Information From This Form Will Populate Into Your Next Form.

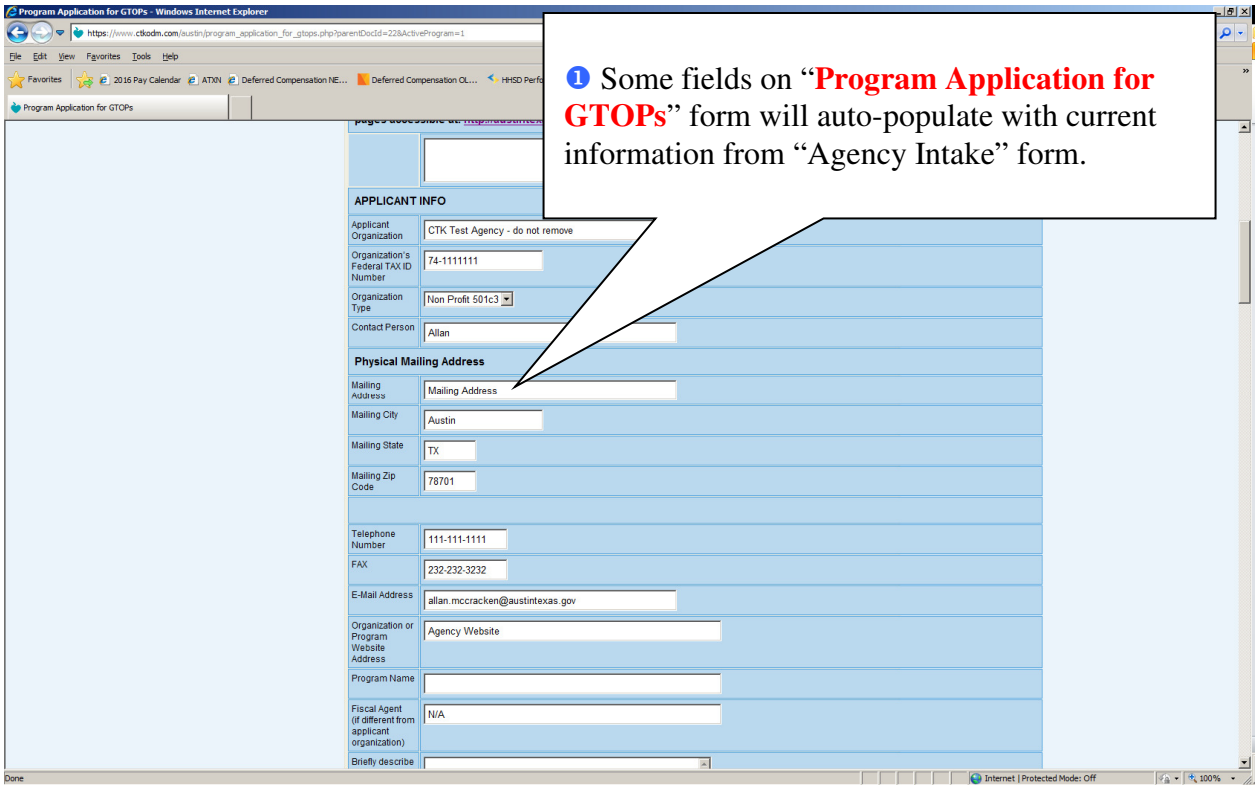
Please Ensure Everything is Correct Before Creating Next Form

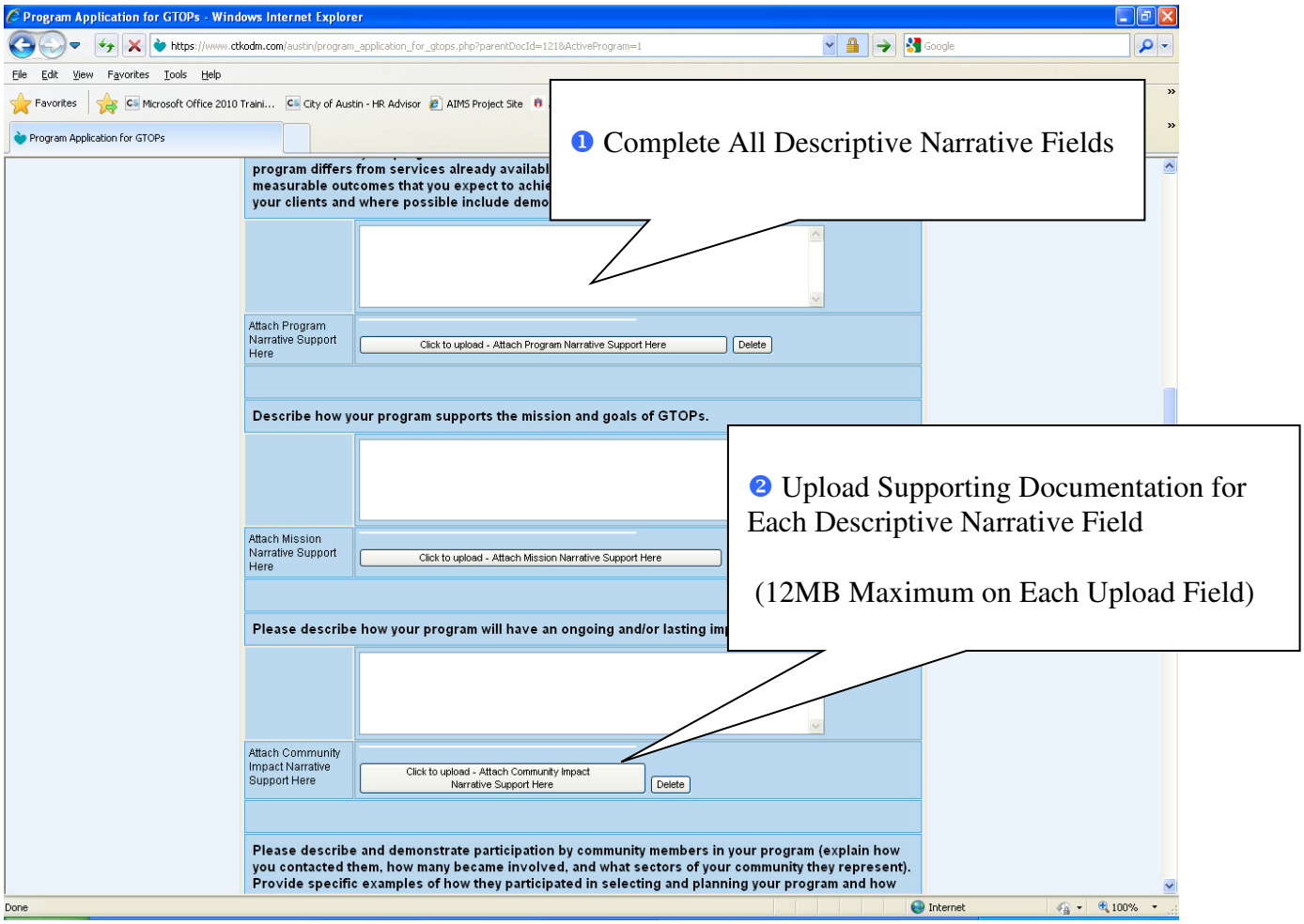

Agency Intake - Windows Internet Explorer
List any national level accreditations, including date issued and date of expiration.
Agency Board Information
*Number of Board Members
0
Frequency of Meetings
-- Please Select --
Please briefly describe the board and volunteer committee structure including functions and activities.
Please briefly describe how the board participates in fundraising activities.
Does the board review program performance?
Yes No
Does the board annually approve the budget?
Yes No
If necessary, please include further explanation for any items in this section.
City of Austin Use Only
Created By: Apply Apply on: 04:17pm 10/2/2012
STOP
Here. Scroll Up and Save.


Message from webpage
Document has been saved
OK


Agency Intake Folder - Windows Internet Explorer
Navigation Menu
CTK Test Agency - do not remove
Add to MyODM
Agency Intake
- Create New -
Existing Program Application Forms
Print Forms
View / Hide All
DBA
Username
ALIAS / DBA for Agency
ctk
Back to Search
Funded Agencies
Program Application
Closeout Summaries
Administrative and Fiscal Review
Contract Document Uploads
Attach Documents
From "Create New" List, Select
"Program Application for GTOPS"


Program Application for GTOPs - Windows Internet Explorer
Navigation Menu
Program Application for GTOPs
Print
Save
Delete
New
Close
CTK Test Agency - do not remove
Agency Legal Name: CTK Test Agency - do not remove
(Agency Intake)
GTOPs Program Application
GTOPs Application Funding Year
2016
GTOPS
Please rate the follow
lowest priority)
• Social, Health and W
• Arts, Culture and Community (including
• Education and Workforce (including
• Public Access & Civic Engagement
serving a wide variety of clients
ation and production)
professional development and skills training)
apacity building for neighborhood and community organizations
needs)
Social, Health, and Well-being
Arts, Culture, and Community
Education and Workforce
Public Access and Civic Engagement
IMAGINE AUSTIN
Please select one of the following Imagine Austin Priority Programs that best reflects your proposed program goals
• Invest in Compact and Connected Austin, p. 178
• Economic Development, p. 194
• Creative Economy, p. 200
• Healthy Austin, p. 206
*Imagine Austin Priority
❶ Please Rate the GTOPs Goal Priorities In Accordance With Your Application's Preference

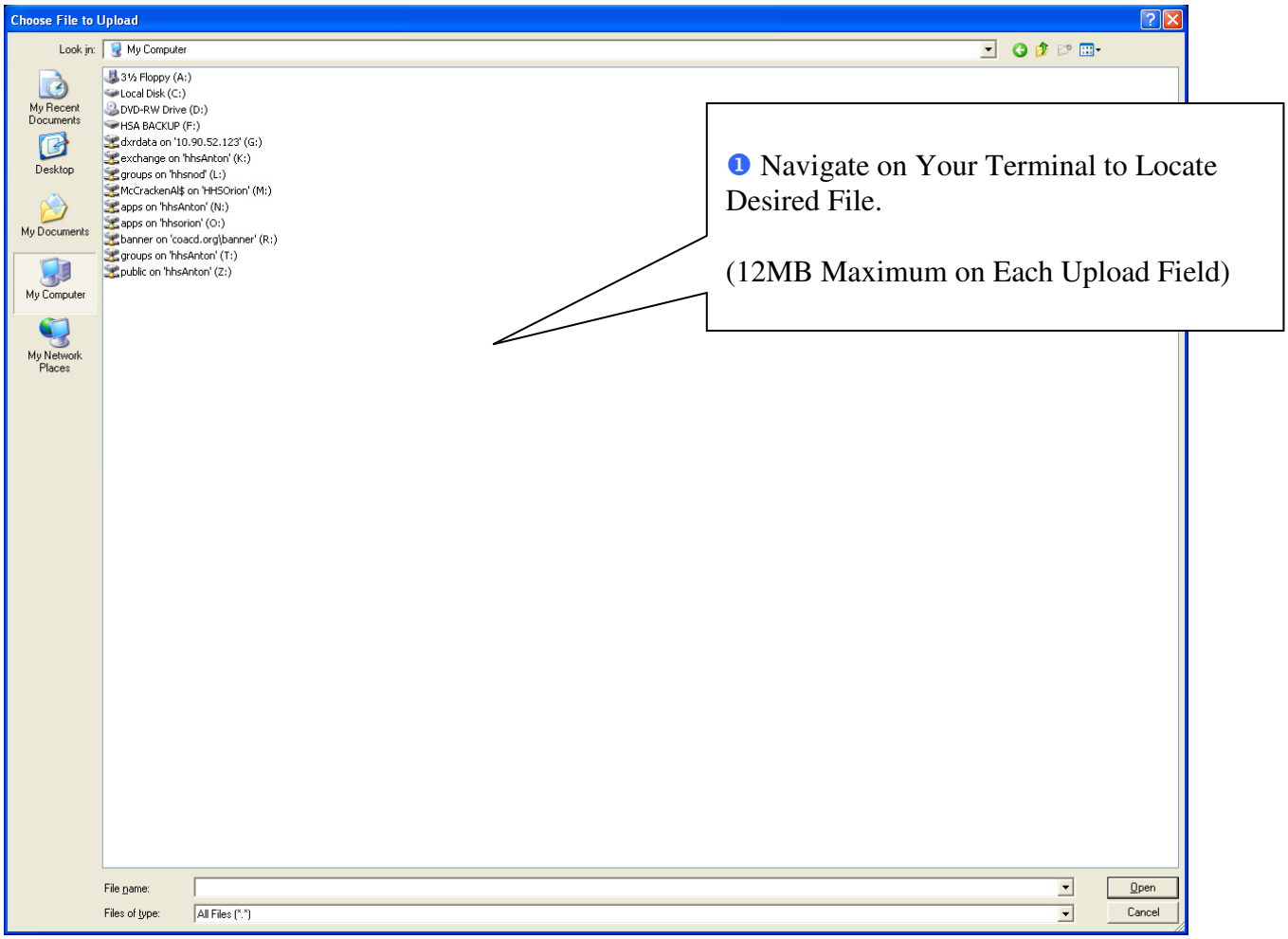

Program Application for GTOPs - Windows Internet Explorer
❶ Some fields on "Program Application for GTOPs" form will auto-populate with current information from "Agency Intake" form.
APPLICANT INFO
Applicant Organization
CTK Test Agency - do not remove
Organization's Federal TAX ID Number
74-1111111
Organization Type
Non Profit 501c3
Contact Person
Allan
Physical Mailing Address
Mailing Address
Mailing Address
Mailing City
Austin
Mailing State
TX
Mailing Zip Code
78701
Telephone Number
111-111-1111
FAX
232-232-3232
E-Mail Address
allan.mccracken@austintexas.gov
Organization or Program Website Address
Agency Website
Program Name
Fiscal Agent (if different from applicant organization)
N/A
Briefly describe

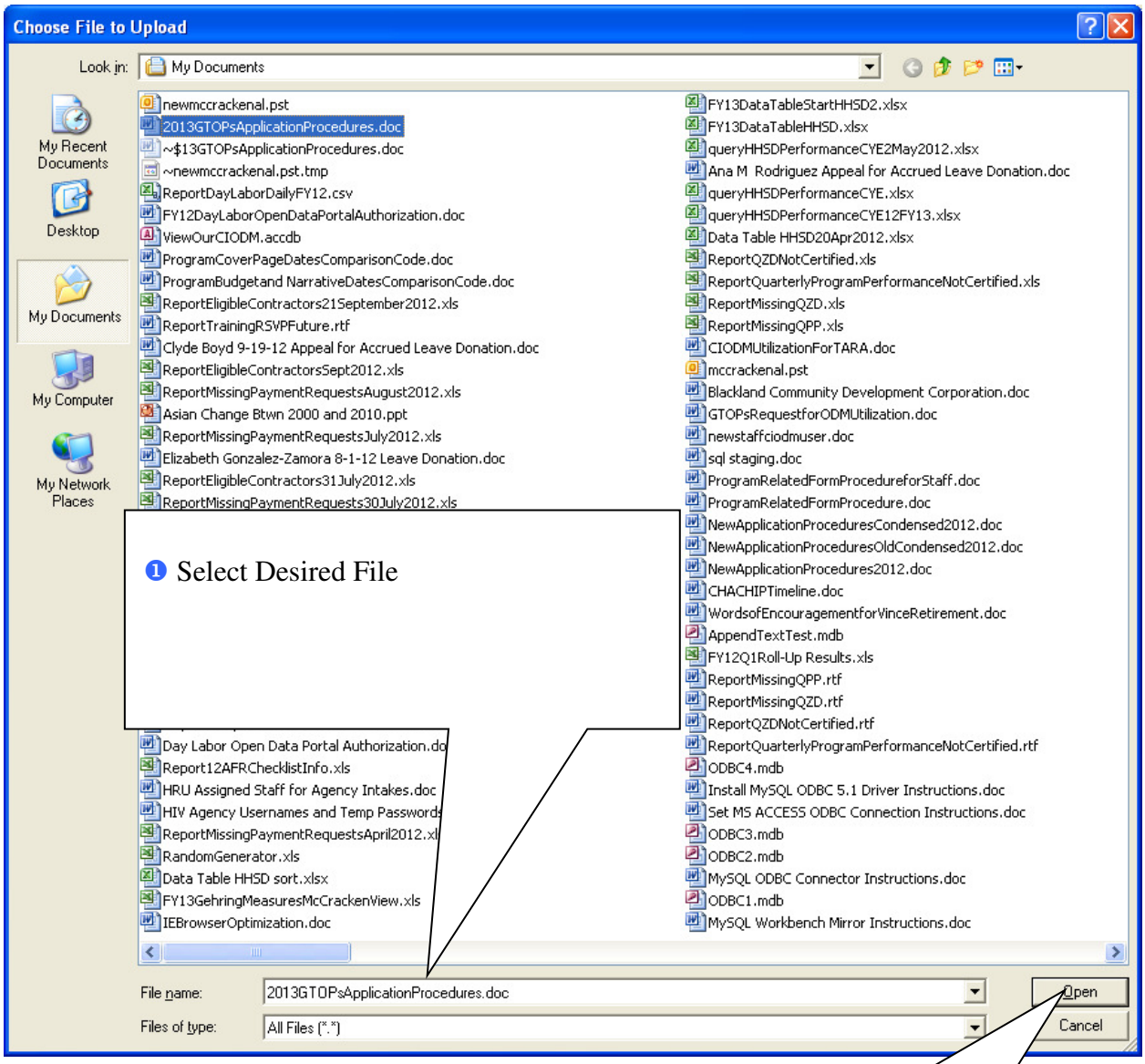

Program Application for GTOPs - Windows Internet Explorer
Program Application for GTOPs
program differs from services already availabl
measurable outcomes that you expect to achie
your clients and where possible include demo
Attach Program Narrative Support Here
Click to upload - Attach Program Narrative Support Here
Delete
Describe how your program supports the mission and goals of GTOPs.
Attach Mission Narrative Support Here
Click to upload - Attach Mission Narrative Support Here
Please describe how your program will have an ongoing and/or lasting im
Attach Community Impact Narrative Support Here
Click to upload - Attach Community Impact Narrative Support Here
Delete
Please describe and demonstrate participation by community members in your program (explain how you contacted them, how many became involved, and what sectors of your community they represent). Provide specific examples of how they participated in selecting and planning your program and how
Done
Internet
100%
❶ Complete All Descriptive Narrative Fields
❷ Upload Supporting Documentation for Each Descriptive Narrative Field
(12MB Maximum on Each Upload Field)

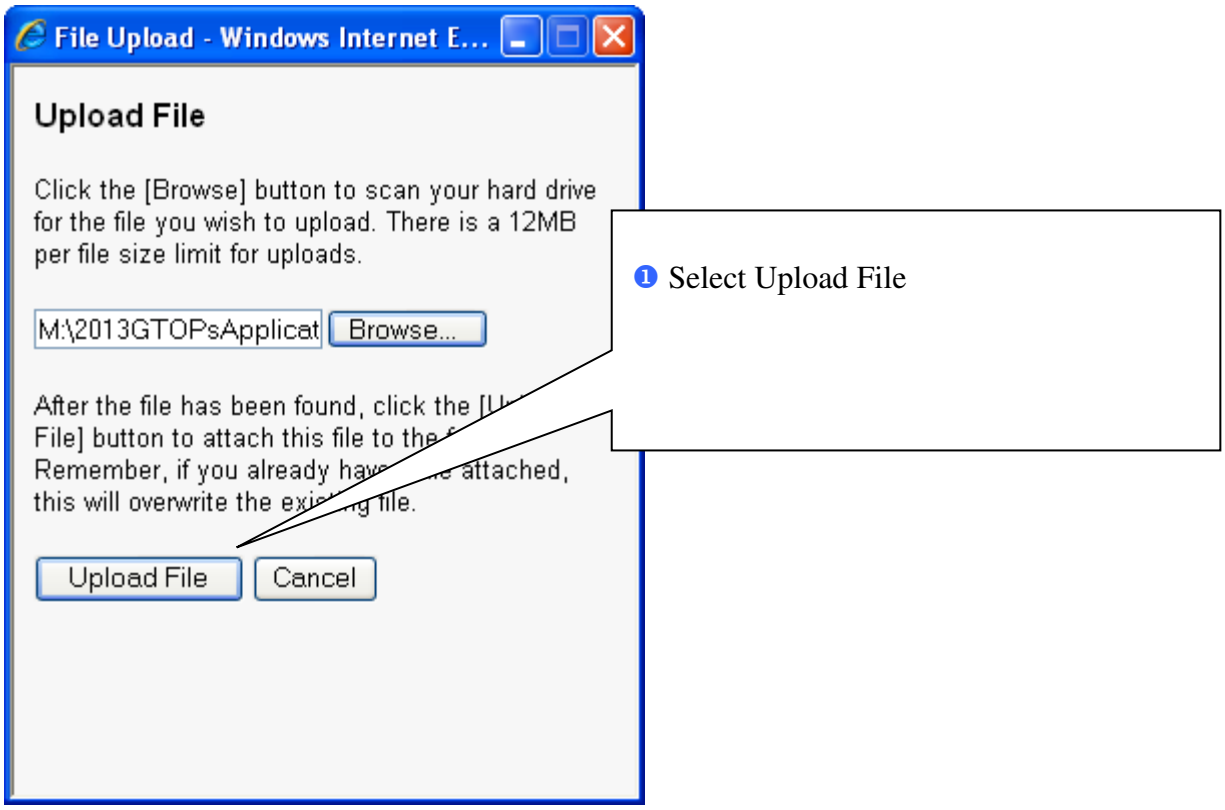
❶ Browse for file on remote computer.

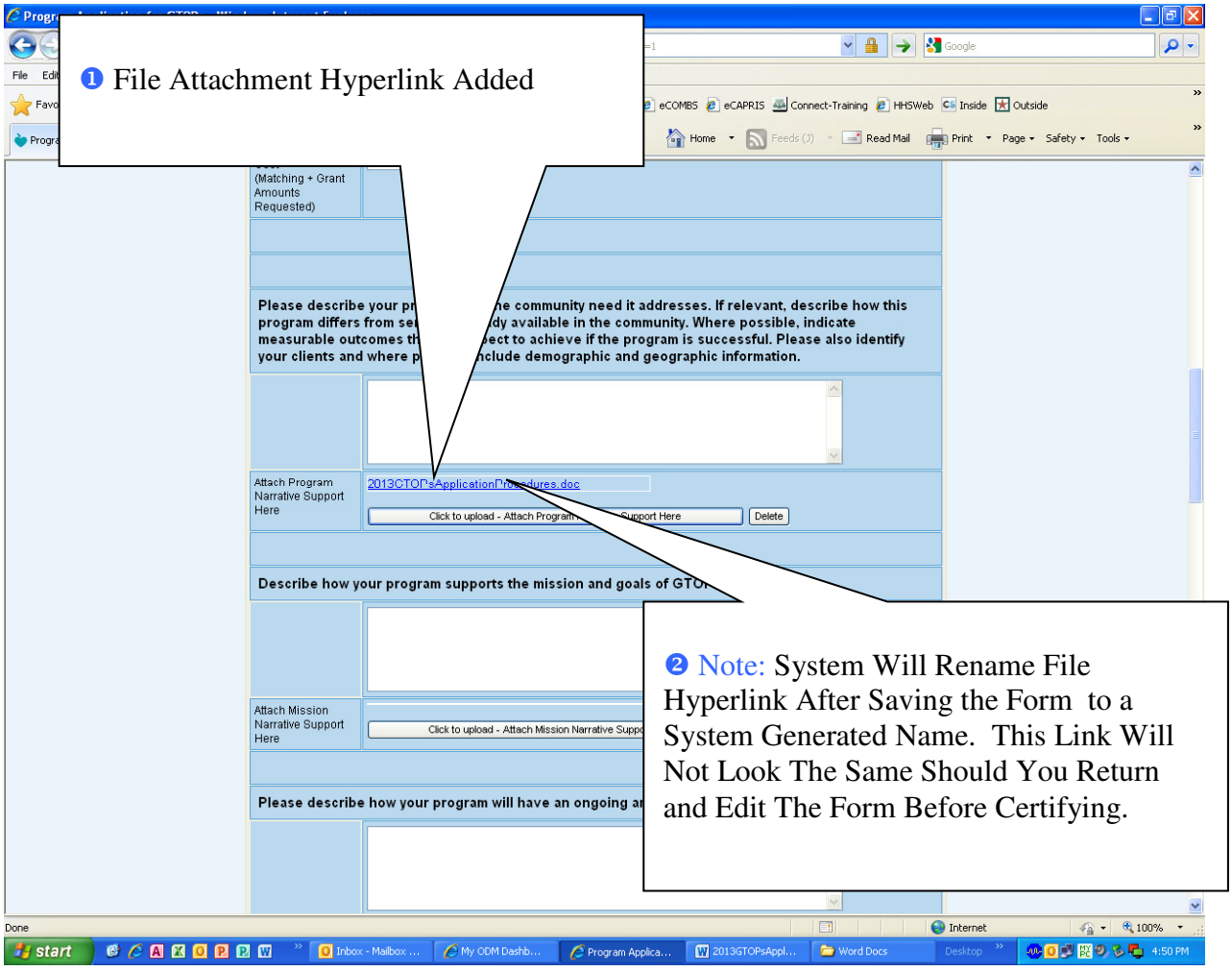
(12MB Maximum on Each Upload Field)

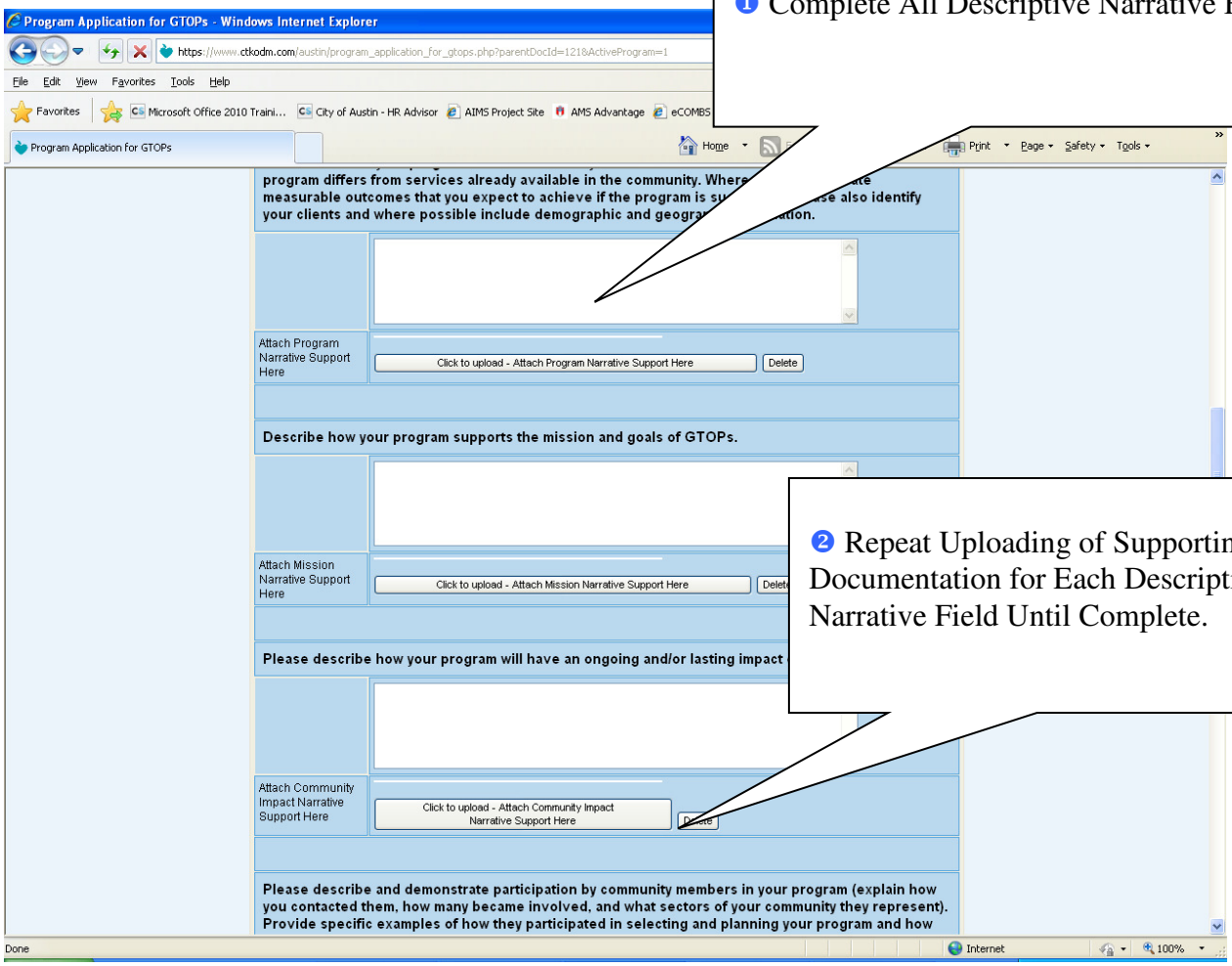
❷ If Unable To See Upload File Pop-Up, Hover Over Internet Icon on Start Task Bar to See If It Is Hidden Behind Web Page


Choose File to Upload
Look in: My Computer
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
3½ Floppy (A:)
Local Disk (C:)
DVD-RW Drive (D:)
HSA BACKUP (F:)
dxrdata on '10.90.52.123' (G:)
exchange on 'hhsAnton' (K:)
groups on 'hhsnod' (L:)
McCrackenAl$ on 'HHSOrion' (M:)
apps on 'hhsAnton' (N:)
apps on 'hhsorion' (O:)
banner on 'coacd.org\banner' (R:)
groups on 'hhsAnton' (T:)
public on 'hhsAnton' (Z:)
File name:
Files of type: All Files (*.*)
Open
Cancel
❶ Navigate on Your Terminal to Locate Desired File.
(12MB Maximum on Each Upload Field)


Choose File to Upload
Look in: My Documents
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
newmccrackenal.pst
2013GTOPsApplicationProcedures.doc
~$13GTOPsApplicationProcedures.doc
~newmccrackenal.pst.tmp
ReportDayLaborDailyFY12.csv
FY12DayLaborOpenDataPortalAuthorization.doc
ViewOurCIODM.accdb
ProgramCoverPageDatesComparisonCode.doc
ProgramBudgetand NarrativeDatesComparisonCode.doc
ReportEligibleContractors21September2012.xls
ReportTrainingRSVPFuture.rtf
Clyde Boyd 9-19-12 Appeal for Accrued Leave Donation.doc
ReportEligibleContractorsSept2012.xls
ReportMissingPaymentRequestsAugust2012.xls
Asian Change Btwn 2000 and 2010.ppt
ReportMissingPaymentRequestsJuly2012.xls
Elizabeth Gonzalez-Zamora 8-1-12 Leave Donation.doc
ReportEligibleContractors31July2012.xls
ReportMissingPaymentRequests30July2012.xls
FY13DataTableStartHHSD2.xlsx
FY13DataTableHHSD.xlsx
queryHHSDPerformanceCYE2May2012.xlsx
Ana M Rodriguez Appeal for Accrued Leave Donation.doc
queryHHSDPerformanceCYE.xlsx
queryHHSDPerformanceCYE12FY13.xlsx
Data Table HHSD20Apr2012.xlsx
ReportQZDNotCertified.xls
ReportQuarterlyProgramPerformanceNotCertified.xls
ReportMissingQZD.xls
ReportMissingQPP.xls
CIODMUtilizationForTARA.doc
mccrackenal.pst
Blackland Community Development Corporation.doc
GTOPsRequestforODMUtilization.doc
newstaffciodmuser.doc
sql staging.doc
ProgramRelatedFormProcedureforStaff.doc
ProgramRelatedFormProcedure.doc
NewApplicationProceduresCondensed2012.doc
NewApplicationProceduresOldCondensed2012.doc
NewApplicationProcedures2012.doc
CHACHIPTimeline.doc
WordsofEncouragementforVinceRetirement.doc
AppendTextTest.mdb
FY12Q1Roll-Up Results.xls
ReportMissingQPP.rtf
ReportMissingQZD.rtf
ReportQZDNotCertified.rtf
ReportQuarterlyProgramPerformanceNotCertified.rtf
ODBC4.mdb
Install MySQL ODBC 5.1 Driver Instructions.doc
Set MS ACCESS ODBC Connection Instructions.doc
ODBC3.mdb
ODBC2.mdb
MySQL ODBC Connector Instructions.doc
ODBC1.mdb
MySQL Workbench Mirror Instructions.doc
Day Labor Open Data Portal Authorization.do
Report12AFRChecklistInfo.xls
HRU Assigned Staff for Agency Intakes.doc
HIV Agency Usernames and Temp Passwords
ReportMissingPaymentRequestsApril2012.xl
RandomGenerator.xls
Data Table HHSD sort.xlsx
FY13GehringMeasuresMcCrackenView.xls
IEBrowserOptimization.doc
File name: 2013GTOPsApplicationProcedures.doc
Files of type: All Files (*.*)
Open
Cancel
❶ Select Desired File
❷ Select Open to Attach File
(12MB Maximum on Each Upload Field)

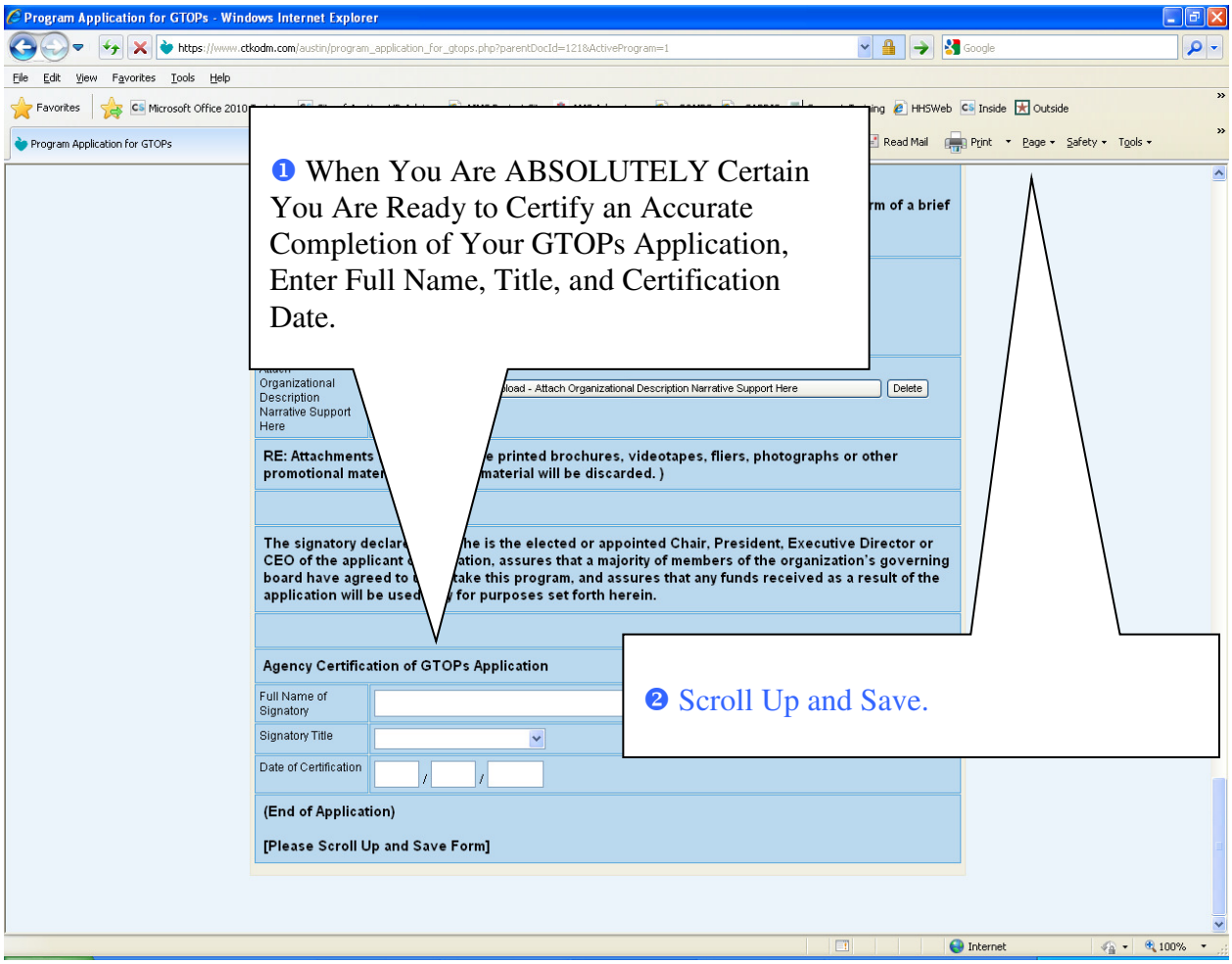

File Upload - Windows Internet E...
Upload File
Click the [Browse] button to scan your hard drive for the file you wish to upload. There is a 12MB per file size limit for uploads.
M:\2013GTOPsApplicat
Browse...
Upload File
Cancel
❶ Select Upload File

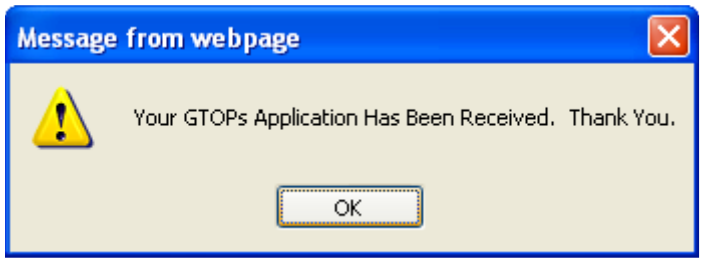

❶ File Attachment Hyperlink Added
(Matching + Grant Amounts Requested)
Please describe your pr
he community need it addresses. If relevant, describe how this program differs from se
dy available in the community. Where possible, indicate measurable outcomes th
ect to achieve if the program is successful. Please also identify your clients and where p
nclude demographic and geographic information.
Attach Program Narrative Support Here
2013GTOPsApplicationProcedures.doc
Click to upload - Attach Program
Support Here
Delete
Describe how your program supports the mission and goals of GTO
Attach Mission Narrative Support Here
Click to upload - Attach Mission Narrative Suppo
Please describe how your program will have an ongoing ar
❷ Note: System Will Rename File Hyperlink After Saving the Form to a System Generated Name. This Link Will Not Look The Same Should You Return and Edit The Form Before Certifying.

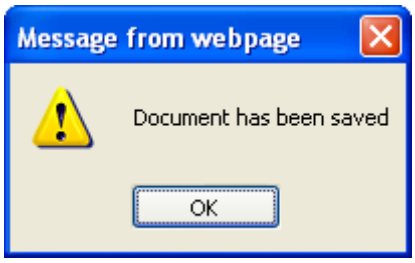


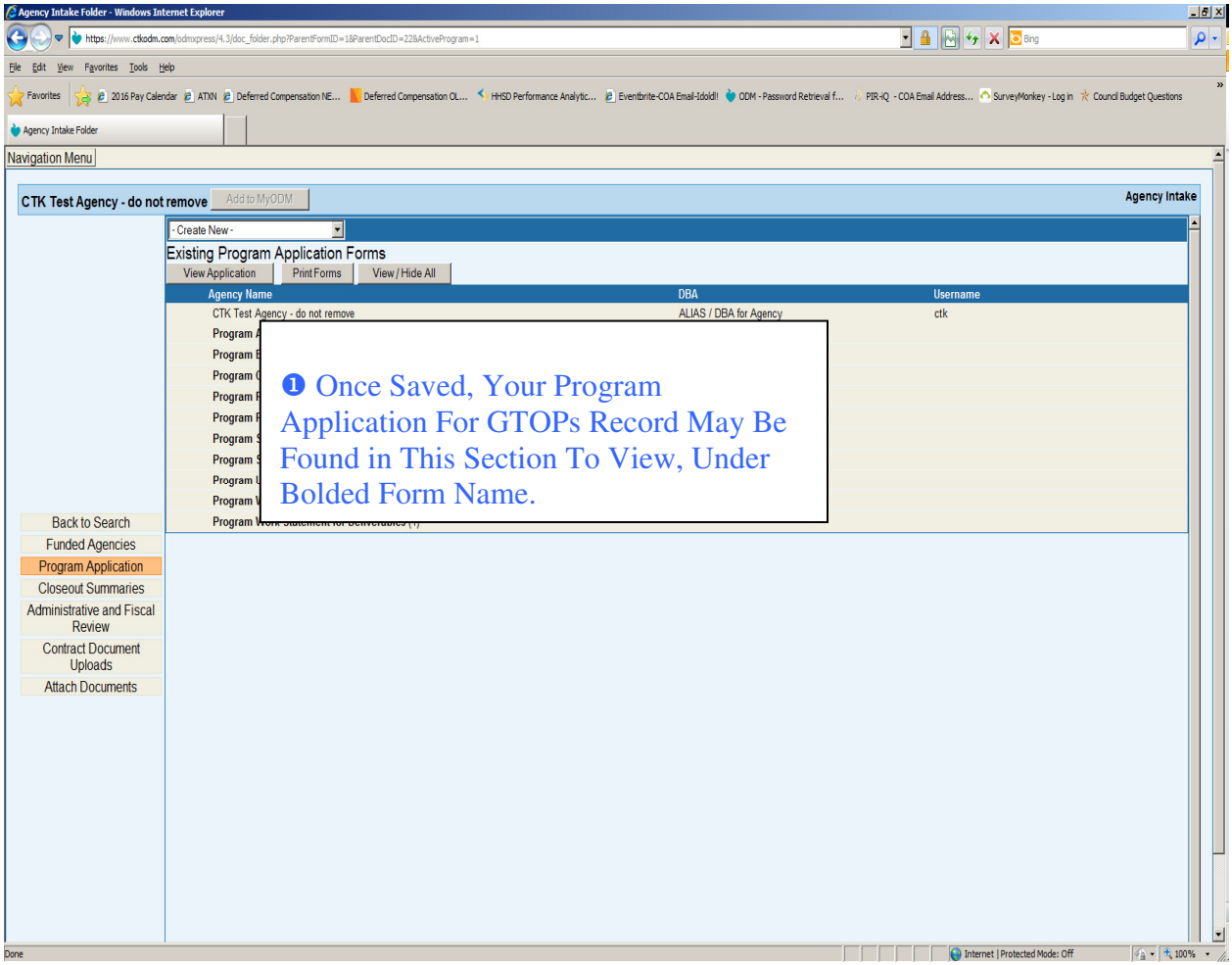
❶ Complete All Descriptive Narrative Fields

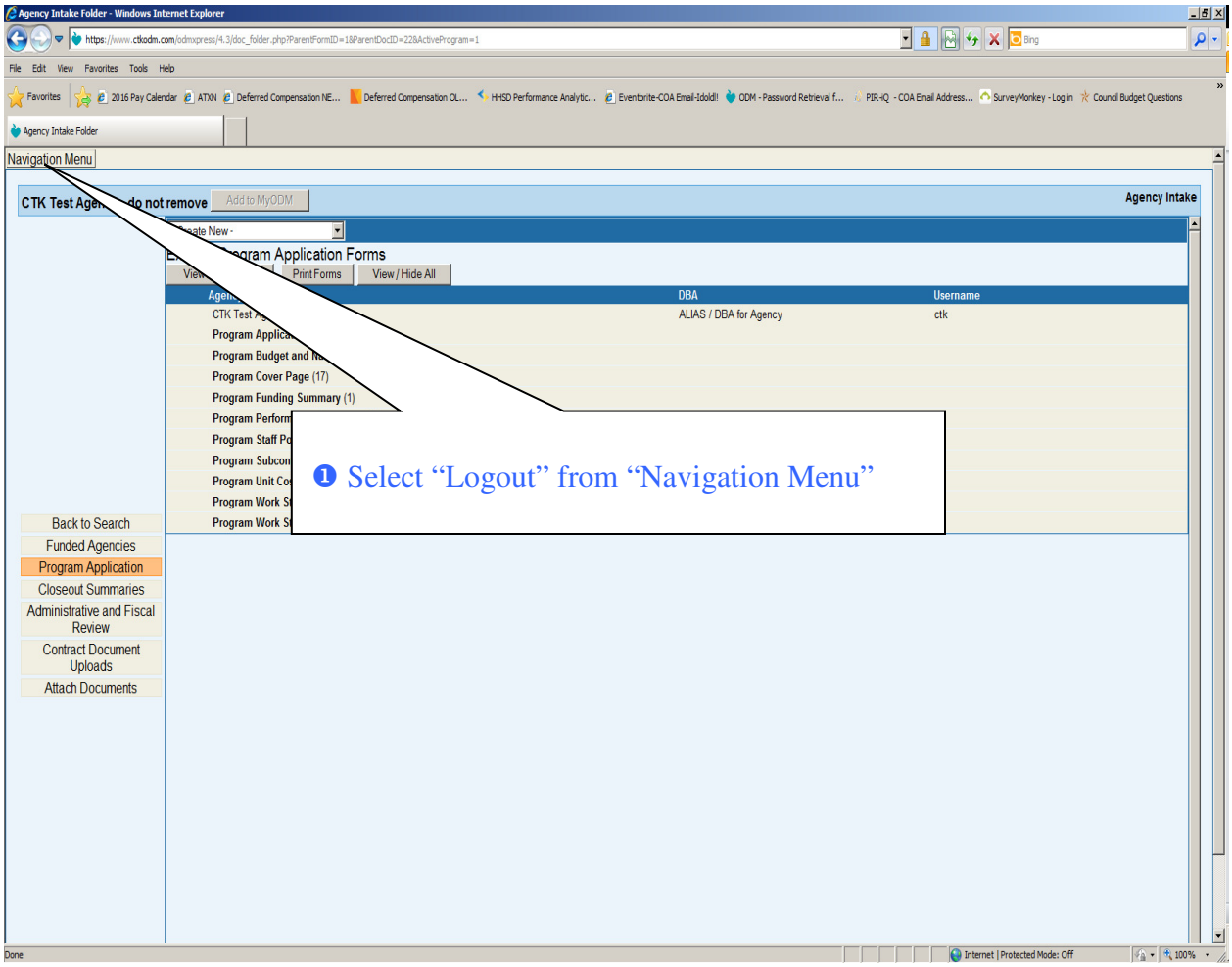
❷ Repeat Uploading of Supporting Documentation for Each Descriptive Narrative Field Until Complete.

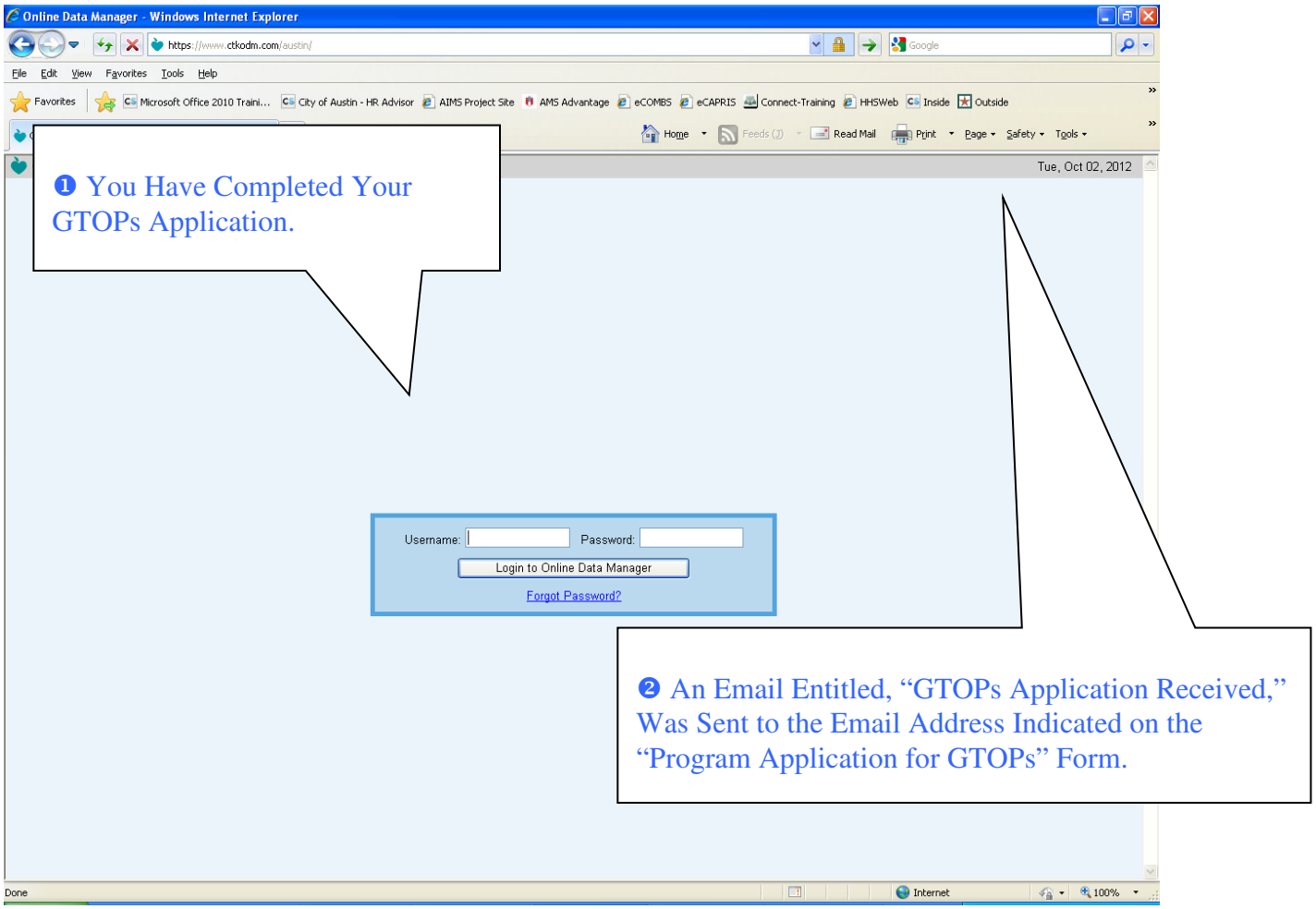

Program Application for GTOPs - Windows Internet Explorer
❶ When You Are ABSOLUTELY Certain You Are Ready to Certify an Accurate Completion of Your GTOPs Application, Enter Full Name, Title, and Certification Date.
Organizational Description Narrative Support Here
Delete
RE: Attachments
printed brochures, videotapes, fliers, photographs or other promotional mater
material will be discarded.)
The signatory declar
he is the elected or appointed Chair, President, Executive Director or CEO of the applicant
ation, assures that a majority of members of the organization's governing board have agreed to
take this program, and assures that any funds received as a result of the application will be used
for purposes set forth herein.
Agency Certification of GTOPs Application
Full Name of Signatory
Signatory Title
Date of Certification
(End of Application)
[Please Scroll Up and Save Form]
❷ Scroll Up and Save.


Message from webpage
Your GTOPs Application Has Been Received. Thank You.
OK


Message from webpage
Document has been saved
OK


Agency Intake Folder - Windows Internet Explorer
Navigation Menu
CTK Test Agency - do not remove
Add to MyODM
Agency Intake
- Create New -
Existing Program Application Forms
View Application
Print Forms
View / Hide All
Agency Name
DBA
Username
CTK Test Agency - do not remove
ALIAS / DBA for Agency
ctk
❶ Once Saved, Your Program Application For GTOPs Record May Be Found in This Section To View, Under Bolded Form Name.
Back to Search
Funded Agencies
Program Application
Closeout Summaries
Administrative and Fiscal Review
Contract Document Uploads
Attach Documents


Agency Intake Folder - Windows Internet Explorer
Navigation Menu
Add to MyODM
Agency Intake
Print Forms
View / Hide All
DBA
Username
ALIAS / DBA for Agency
ctk
Program Cover Page (17)
Program Funding Summary (1)
❶ Select "Logout" from "Navigation Menu"
Back to Search
Funded Agencies
Program Application
Closeout Summaries
Administrative and Fiscal Review
Contract Document Uploads
Attach Documents



Thank You For Applying to GTOPs.

Your Effort Is Appreciated and Good Luck!

Need a Helping Hand? No problem.

- Things didn't work out quite as planned?
- What you viewed on your screen did not work as described in this guidance?

Contact CityHS@austintexas.gov or call (512) 972-5075 for assistance.