

INSTRUCTIONS for Completing the 2016 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.ckodm.com/austin> using your unique username and password to continue.

INSTRUCTIONS for 2016 GTOPS Application Packet – Revised October 2015

The **2016 GTOPs APPLICATION** submission must be **COMPLETED and CERTIFIED** no later than **5pm, CST, December 8, 2015**.

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 8, 2015**, 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 8, 2015 – Last GTOPs Applications Accepted

January 18, 2016 – Written Responses Due by Applicants

February 12, 2016 – Tentative Oral Presentations

March 9, 2016 – 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.

INSTRUCTIONS for 2016 GTOPS Application Packet – Revised October 2015

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

Note: The website <https://www.ckodm.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:

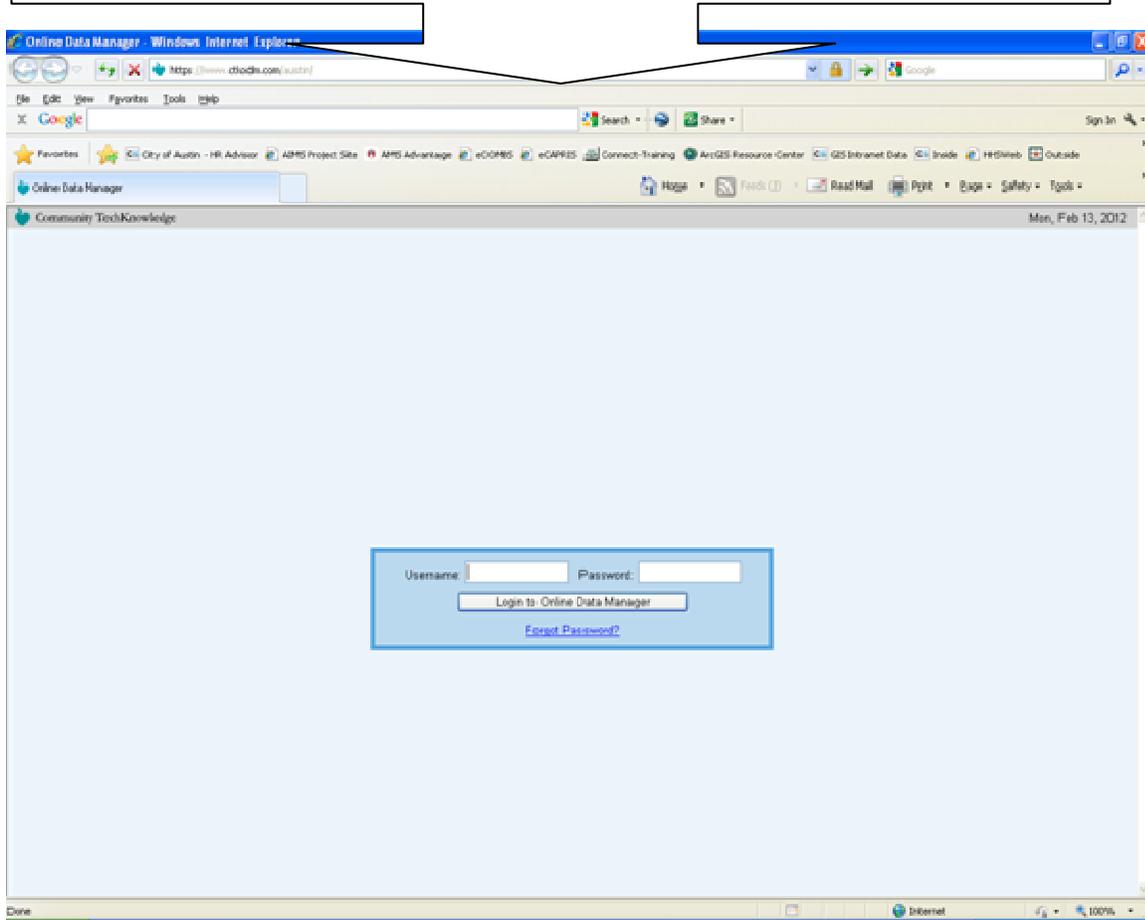
- Own internet connection
- Internet Explorer Browser version 9 or newer
 - If none, see <http://windows.microsoft.com/en-US/internet-explorer/products/ie/home>
- Completely Disable Browser's Pop-Up Blocker
- Completely Disable Add-In Toolbar(s) Pop-Up Blocker(s) (If Any)
- Enable Scripting in the Browser's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



1 Enter <https://www.ckodm.com/austin> in URL Address box



INSTRUCTIONS for 2016 GTOPS Application Packet – Revised October 2015

The screenshot shows a web browser window titled "My ODM Dashboard - Windows Internet Explorer". The address bar shows the URL: <https://www.ctkodm.com/odmexpress/4.3/myodm/index.php?page=1&search=>. The browser's navigation menu is visible at the top. The main content area is titled "My ODM Dashboard" and contains several sections:

- Welcome, Allan McCracken** (Oct 14th, 2015): Includes links for "My Dashboard", "My Preferences", and "My Folders".
- Now Accepting 2016 GTOPs Applications** (DEC 08 - GTOPs 2015 Applications Due): Contains instructions on how to complete the application packet and contact information for John Speirs.
- My Reports** (No Reports Saved): Section for reporting training needs.
- My Files** (No Files Saved): Section for file management.
- My Links** (No Links Saved): Section for saved links.
- Important GTOPs Agency Timeline Dates*** (Sep 15th, 2015): Lists various deadlines for performance certs, expenditure reports, and training sessions.

A callout box with a white background and black border points to the "My Folders" section. The text inside the callout box reads: "Select Agency's Name in My Folders".

INSTRUCTIONS for 2016 GTOPS Application Packet – Revised October 2015

The screenshot shows a web browser window with the URL https://www.ckodm.com/odmexpress/4.3/doc_folder.php?ParentFormID=18&ParentDocID=22. The page title is "Agency Intake Folder - Windows Internet Explorer". The main content area is titled "Existing Program Application Forms" and displays a table with the following data:

Agency Name	DBA	Username
CTK Test Agency - do not remove	ALIAS / DBA for Agency	ctk

Below the table, a list of application forms is shown:

- 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)

In the left sidebar, the "Program Application" link is highlighted in orange. A callout box with the text "Select Program Application" points to this link.

INSTRUCTIONS for 2016 GTOPS Application Packet – Revised October 2015

The screenshot shows a web browser window displaying a web application. The browser's address bar shows the URL: https://www.ctodm.com/odmexpress/4.3/doc_folder.php?ParentFormID=18&ParentDocID=22. The browser's title bar reads "Agency Intake Folder - Windows Internet Explorer".

The application interface includes a "Navigation Menu" on the left with the following items: "Back to Search", "Funded Agencies", "Program Application" (highlighted in orange), "Closeout Summaries", "Administrative and Fiscal Review", "Contract Document Uploads", and "Attach Documents".

The main content area is titled "Existing Program Application Forms" and features a table with the following columns: "Agency Name", "DBA", and "Username". The table contains one row of data:

Agency Name	DBA	Username
CTK Test Agency - do not remove	ALIAS / DBA for Agency	ctk

Below the table, there is a list of application forms associated with the selected agency, including "Program Application Checklist (5)", "Program Budget and Narrative (16)", "Program Cover Page (17)", "Program Funding Summary (1)", "Program Performance Measures (12)", "Program Specifications and Time (2)", "Program Subcontractors (1)", "Program Unit Information (1)", "Program Work Order (1)", and "Program Work Order for Deliverables (1)".

A callout box with a black border and white background contains the text "Select Agency's Name". A black arrow points from this box to the "Agency Name" column header of the table.

The browser's status bar at the bottom indicates "Internet | Protected Mode: Off" and "100%" zoom level.

Agency Intake

AFR Submission Status

Username (NOT for Use With Application Tool)

Share latest AFR info with United Way Capital Area? Yes No

Agency Information

*Agency Legal Name

ALIAS / DBA for Agency (enter only if different than legal name above and an "Assumed Name Certificate" is provided to HHSD)

Agency Street Address

Agency City

Agency State

Agency Zip

Agency Tax ID

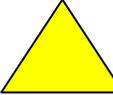
Agency Website http://

Agency Main Phone

Note to Vendors:
If you are an existing vendor registered with the City of Austin, or do not know if you are, [Click Here to Search](#).
If you are a new vendor registered with the City of Austin for the first time, [Click Here to Register Now](#).

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

Please Ensure Everything is Correct Before Creating Next Form



INSTRUCTIONS for 2016 GTOPS Application Packet – Revised October 2015

Agency Intake - Windows Internet Explorer

https://www.ctkodm.com/austin/agency_intake.php?docId=1218ActiveProgram=

File Edit View Favorites Tools Help

Agency Intake

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

Here. Scroll Up and Save.



INSTRUCTIONS for 2016 GTOPS Application Packet – Revised October 2015

Program Application for GTOPs - Windows Internet Explorer
https://www.ctsadm.com/austin/program_application_for_gtops.php?parentDocId=226&ActiveProgram=1

File Edit View Favorites Tools Help

Program Application for GTOPs

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 following (lowest priority)

- Social, Health and Well-being
- Arts, Culture and Community (including professional development and production)
- Education and Workforce (including professional development and skills training)
- Public Access & Civic Engagement (including capacity building for neighborhood and community organizations serving a wide variety of clients needs)

Social, Health, and Well-being [v]
Arts, Culture, and Community [v]
Education and Workforce [v]
Public Access and Civic Engagement [v]

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 [v]

Done Internet | Protected Mode: Off 100%

INSTRUCTIONS for 2016 GTOPS Application Packet – Revised October 2015

i Some fields on “**Program Application for GTOPs**” form will auto-populate with current information from “Agency Intake” form.

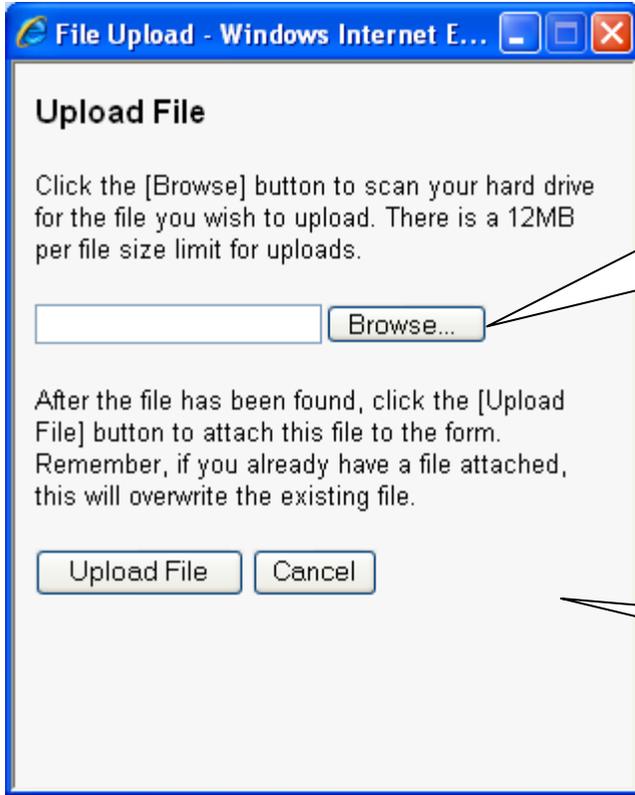
APPLICANT INFO	
Applicant Organization	CTK Test Agency - do not remove
Organization's Federal TAX ID Number	74-1111111
Organization Type	Non Profit 501c3
Contact Person	Allan
Physical Mailing Address	
Mailing Address	Mailing Address
Mailing City	Austin
Mailing State	TX
Mailing Zip Code	78701
Telephone 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	

The screenshot shows a web browser window titled "Program Application for GTOPS - Windows Internet Explorer". The address bar shows the URL: https://www.ctkodm.com/austin/program_application_for_gtops.php?parentDocId=1218&ActiveProgram=1. The browser's Favorites bar includes "Microsoft Office 2010 Traini...", "City of Austin - HR Advisor", and "AIMS Project Site".

The main content area of the application is a form with several sections:

- Section 1:** A text area with the prompt: "program differs from services already available measurable outcomes that you expect to achieve your clients and where possible include demo". A callout box with a blue circle and the number 1 points to this section, containing the text: "1 Complete All Descriptive Narrative Fields".
- Section 2:** A section titled "Describe how your program supports the mission and goals of GTOPs." with a text area below it. Below the text area is an "Attach Mission Narrative Support Here" section with a "Click to upload - Attach Mission Narrative Support Here" button and a "Delete" button.
- Section 3:** A section titled "Please describe how your program will have an ongoing and/or lasting impact". Below the text area is an "Attach Community Impact Narrative Support Here" section with a "Click to upload - Attach Community Impact Narrative Support Here" button and a "Delete" button. A callout box with a blue circle and the number 2 points to this section, containing the text: "2 Upload Supporting Documentation for Each Descriptive Narrative Field (12MB Maximum on Each Upload Field)".
- Section 4:** A section titled "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".

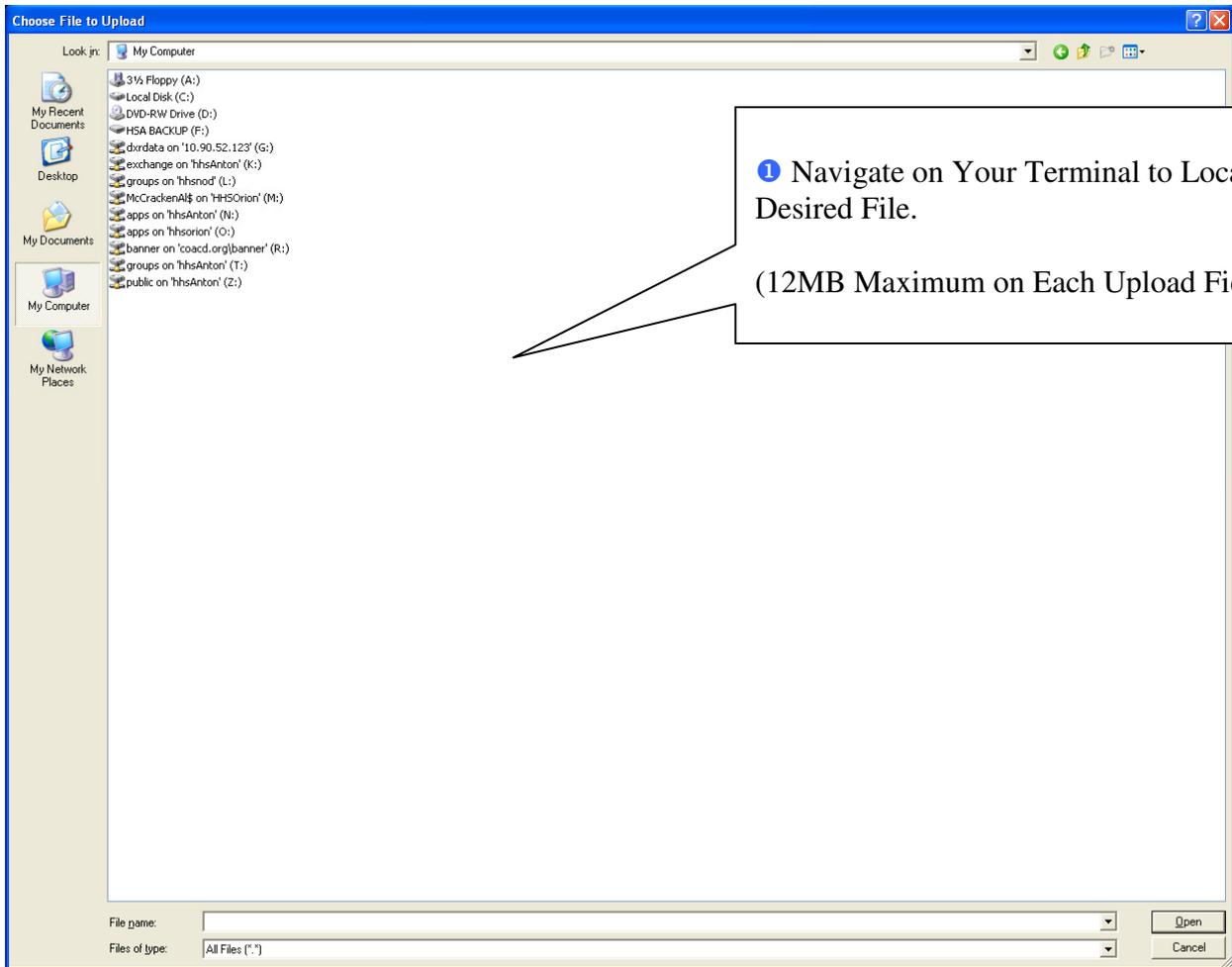
The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

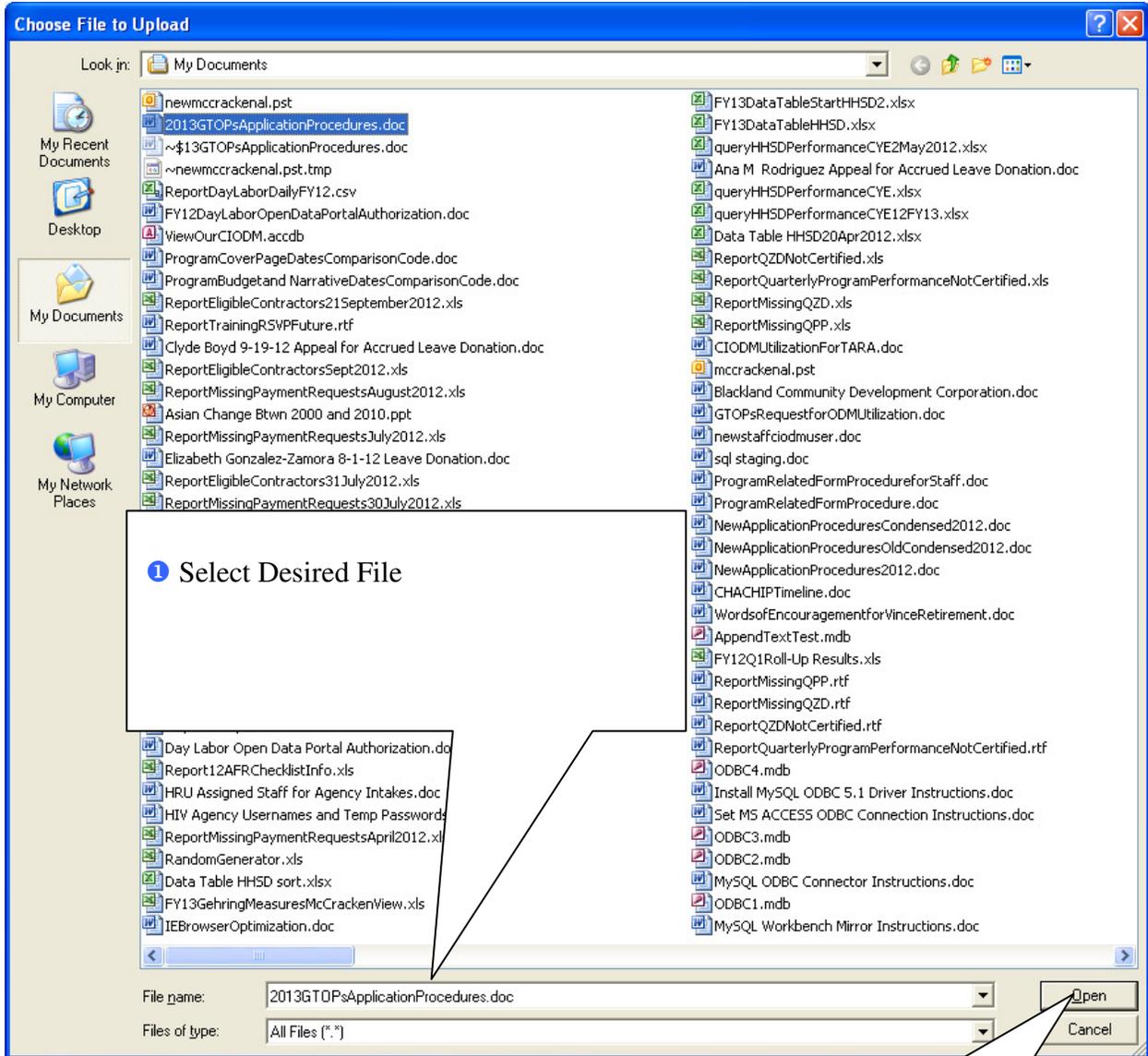


1 Browse for file on remote computer.
(12MB Maximum on Each Upload Field)

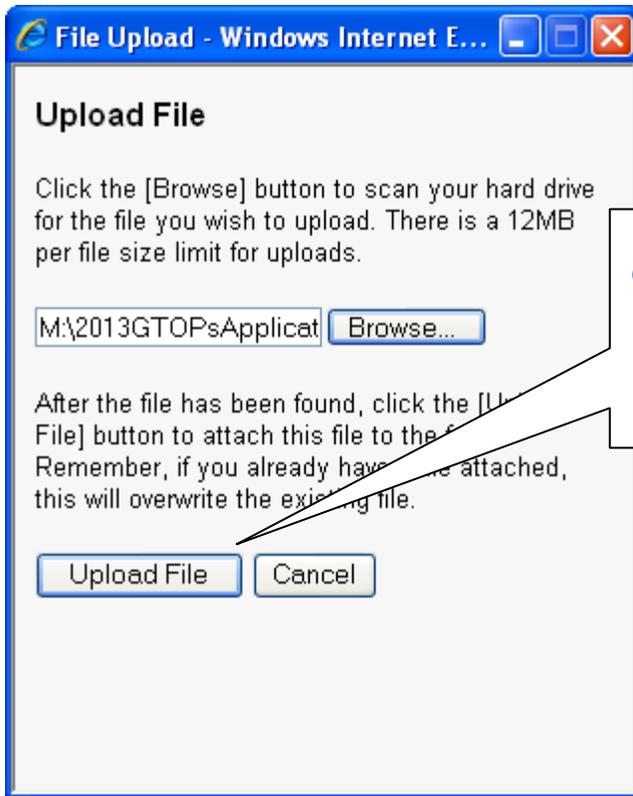
2 If Unable To See Upload File Pop-Up,
Hover Over Internet Icon on Start Task Bar
to See If It Is Hidden Behind Web Page







2 Select Open to Attach File
(12MB Maximum on Each Upload Field)



1 Select Upload File

The screenshot shows a web browser window titled "Program Application for GTOPs - Windows Internet Explorer". The address bar shows the URL: https://www.ctkodm.com/austin/program_application_for_gtops.php?parentDocId=1218&ActiveProgram=1. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows several items, including "Microsoft Office 2010 Traini...", "City of Austin - HR Advisor", "AIMS Project Site", "AMS Advantage", and "eCOMBS".

The main content area of the application is titled "Program Application for GTOPs" and contains several sections for entering narrative information. Each section includes a text input field and an "Attach Narrative Support Here" section with a "Click to upload" button and a "Delete" button.

Section 1: The text prompt is "program differs from services already available in the community. Where measurable outcomes that you expect to achieve if the program is supported. Please also identify your clients and where possible include demographic and geographic information." Below this is a large text input field.

Section 2: The text prompt is "Describe how your program supports the mission and goals of GTOPs." Below this is a large text input field.

Section 3: The text prompt is "Please describe how your program will have an ongoing and/or lasting impact". Below this is a large text input field.

Section 4: The text prompt is "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". Below this is a large text input field.

Two callout boxes are present:

- Callout 1:** A box with a blue circle containing the number "1" and the text "Complete All Descriptive Narrative Fields". A line points from this box to the first text input field.
- Callout 2:** A box with a blue circle containing the number "2" and the text "Repeat Uploading of Supporting Documentation for Each Descriptive Narrative Field Until Complete." A line points from this box to the "Click to upload" button of the third section.

The browser's status bar at the bottom shows "Done" on the left and "Internet" on the right, along with a 100% zoom level.

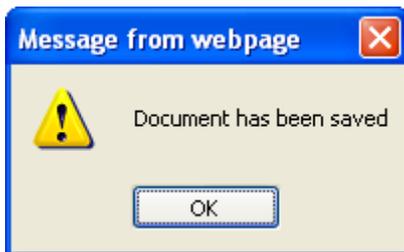
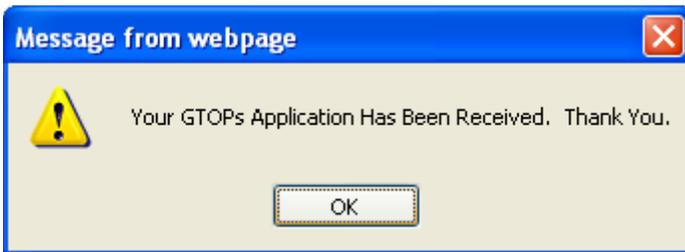
INSTRUCTIONS for 2016 GTOPS Application Packet – Revised October 2015

The screenshot shows a Windows Internet Explorer browser window displaying a web form titled "Program Application for GTOPs". The browser's address bar shows the URL: https://www.ctkodm.com/austin/program_application_for_gtops.php?parentDocId=1218ActiveProgram=1. The form contains several sections:

- Organizational Description Narrative Support Here**: A text area for providing organizational details.
- RE: Attachments**: A section for uploading files, with a note: "The printed brochures, videotapes, fliers, photographs or other material will be discarded."
- Agency Certification of GTOPs Application**: A section with the following fields:
 - Full Name of Signatory:
 - Signatory Title:
 - Date of Certification: / /
- (End of Application)**: A section with the instruction: "[Please Scroll Up and Save Form]"

Two callout boxes are overlaid on the form:

- Callout 1** (top left): "1 When You Are ABSOLUTELY Certain You Are Ready to Certify an Accurate Completion of Your GTOPs Application, Enter Full Name, Title, and Certification Date." This box points to the signature fields.
- Callout 2** (bottom right): "2 Scroll Up and Save." This box points to the "(End of Application)" section.



INSTRUCTIONS for 2016 GTOPS Application Packet – Revised October 2015

The screenshot shows a web browser window with the URL https://www.ctodm.com/odmexpress/4.3/doc_folder.php?ParentFormID=18&ParentDocID=22&ActiveProgram=1. The page title is "Agency Intake Folder - Windows Internet Explorer". The main content area is titled "CTK Test Agency - do not remove" and "Agency Intake". It features a "Create New" dropdown menu and a section for "Existing Program Application Forms". This section includes tabs for "View Application", "Print Forms", and "View / Hide All". Below these tabs is a table with the following data:

Agency Name	DBA	Username
CTK Test Agency - do not remove	ALIAS / DBA for Agency	ctk
Program A		
Program B		
Program C		
Program D		
Program E		
Program F		
Program G		
Program H		
Program I		
Program J		
Program K		
Program L		
Program M		
Program N		
Program O		
Program P		
Program Q		
Program R		
Program S		
Program T		
Program U		
Program V		
Program W		
Program X		
Program Y		
Program Z		
Program AA		
Program AB		
Program AC		
Program AD		
Program AE		
Program AF		
Program AG		
Program AH		
Program AI		
Program AJ		
Program AK		
Program AL		
Program AM		
Program AN		
Program AO		
Program AP		
Program AQ		
Program AR		
Program AS		
Program AT		
Program AU		
Program AV		
Program AW		
Program AX		
Program AY		
Program AZ		
Program BA		
Program BB		
Program BC		
Program BD		
Program BE		
Program BF		
Program BG		
Program BH		
Program BI		
Program BJ		
Program BK		
Program BL		
Program BM		
Program BN		
Program BO		
Program BP		
Program BQ		
Program BR		
Program BS		
Program BT		
Program BU		
Program BV		
Program BV		
Program BW		
Program BX		
Program BY		
Program BZ		
Program CA		
Program CB		
Program CC		
Program CD		
Program CE		
Program CF		
Program CG		
Program CH		
Program CI		
Program CJ		
Program CK		
Program CL		
Program CM		
Program CN		
Program CO		
Program CP		
Program CQ		
Program CR		
Program CS		
Program CT		
Program CU		
Program CV		
Program CW		
Program CX		
Program CY		
Program CZ		
Program DA		
Program DB		
Program DC		
Program DD		
Program DE		
Program DF		
Program DG		
Program DH		
Program DI		
Program DJ		
Program DK		
Program DL		
Program DM		
Program DN		
Program DO		
Program DP		
Program DQ		
Program DR		
Program DS		
Program DT		
Program DU		
Program DV		
Program DW		
Program DX		
Program DY		
Program DZ		
Program EA		
Program EB		
Program EC		
Program ED		
Program EE		
Program EF		
Program EG		
Program EH		
Program EI		
Program EJ		
Program EK		
Program EL		
Program EM		
Program EN		
Program EO		
Program EP		
Program EQ		
Program ER		
Program ES		
Program ET		
Program EU		
Program EV		
Program EW		
Program EX		
Program EY		
Program EZ		
Program FA		
Program FB		
Program FC		
Program FD		
Program FE		
Program FF		
Program FG		
Program FH		
Program FI		
Program FJ		
Program FK		
Program FL		
Program FM		
Program FN		
Program FO		
Program FP		
Program FQ		
Program FR		
Program FS		
Program FT		
Program FU		
Program FV		
Program FW		
Program FX		
Program FY		
Program FZ		
Program GA		
Program GB		
Program GC		
Program GD		
Program GE		
Program GF		
Program GG		
Program GH		
Program GI		
Program GJ		
Program GK		
Program GL		
Program GM		
Program GN		
Program GO		
Program GP		
Program GQ		
Program GR		
Program GS		
Program GT		
Program GU		
Program GV		
Program GW		
Program GX		
Program GY		
Program GZ		
Program HA		
Program HB		
Program HC		
Program HD		
Program HE		
Program HF		
Program HG		
Program HH		
Program HI		
Program HJ		
Program HK		
Program HL		
Program HM		
Program HN		
Program HO		
Program HP		
Program HQ		
Program HR		
Program HS		
Program HT		
Program HU		
Program HV		
Program HW		
Program HX		
Program HY		
Program HZ		
Program IA		
Program IB		
Program IC		
Program ID		
Program IE		
Program IF		
Program IG		
Program IH		
Program II		
Program IJ		
Program IK		
Program IL		
Program IM		
Program IN		
Program IO		
Program IP		
Program IQ		
Program IR		
Program IS		
Program IT		
Program IU		
Program IV		
Program IW		
Program IX		
Program IY		
Program IZ		
Program JA		
Program JB		
Program JC		
Program JD		
Program JE		
Program JF		
Program JG		
Program JH		
Program JI		
Program JJ		
Program JK		
Program JL		
Program JM		
Program JN		
Program JO		
Program JP		
Program JQ		
Program JR		
Program JS		
Program JT		
Program JU		
Program JV		
Program JW		
Program JX		
Program JY		
Program JZ		
Program KA		
Program KB		
Program KC		
Program KD		
Program KE		
Program KF		
Program KG		
Program KH		
Program KI		
Program KJ		
Program KK		
Program KL		
Program KM		
Program KN		
Program KO		
Program KP		
Program KQ		
Program KR		
Program KS		
Program KT		
Program KU		
Program KV		
Program KW		
Program KX		
Program KY		
Program KZ		
Program LA		
Program LB		
Program LC		
Program LD		
Program LE		
Program LF		
Program LG		
Program LH		
Program LI		
Program LJ		
Program LK		
Program LL		
Program LM		
Program LN		
Program LO		
Program LP		
Program LQ		
Program LR		
Program LS		
Program LT		
Program LU		
Program LV		
Program LW		
Program LX		
Program LY		
Program LZ		
Program MA		
Program MB		
Program MC		
Program MD		
Program ME		
Program MF		
Program MG		
Program MH		
Program MI		
Program MJ		
Program MK		
Program ML		
Program MM		
Program MN		
Program MO		
Program MP		
Program MQ		
Program MR		
Program MS		
Program MT		
Program MU		
Program MV		
Program MW		
Program MX		
Program MY		
Program MZ		
Program NA		
Program NB		
Program NC		
Program ND		
Program NE		
Program NF		
Program NG		
Program NH		
Program NI		
Program NJ		
Program NK		
Program NL		
Program NM		
Program NN		
Program NO		
Program NP		
Program NQ		
Program NR		
Program NS		
Program NT		
Program NU		
Program NV		
Program NW		
Program NX		
Program NY		
Program NZ		
Program OA		
Program OB		
Program OC		
Program OD		
Program OE		
Program OF		
Program OG		
Program OH		
Program OI		
Program OJ		
Program OK		
Program OL		
Program OM		
Program ON		
Program OO		
Program OP		
Program OQ		
Program OR		
Program OS		
Program OT		
Program OU		
Program OV		
Program OW		
Program OX		
Program OY		
Program OZ		
Program PA		
Program PB		
Program PC		
Program PD		
Program PE		
Program PF		
Program PG		
Program PH		
Program PI		
Program PJ		
Program PK		
Program PL		
Program PM		
Program PN		
Program PO		
Program PP		
Program PQ		
Program PR		
Program PS		
Program PT		
Program PU		
Program PV		
Program PW		
Program PX		
Program PY		
Program PZ		
Program QA		
Program QB		
Program QC		
Program QD		
Program QE		
Program QF		
Program QG		
Program QH		
Program QI		
Program QJ		
Program QK		
Program QL		
Program QM		
Program QN		
Program QO		
Program QP		
Program QQ		
Program QR		
Program QS		
Program QT		
Program QU		
Program QV		
Program QW		
Program QX		
Program QY		
Program QZ		
Program RA		
Program RB		
Program RC		
Program RD		
Program RE		
Program RF		
Program RG		
Program RH		
Program RI		
Program RJ		
Program RK		
Program RL		
Program RM		
Program RN		
Program RO		
Program RP		
Program RQ		
Program RR		
Program RS		
Program RT		
Program RU		
Program RV		
Program RW		
Program RX		
Program RY		
Program RZ		
Program SA		
Program SB		
Program SC		
Program SD		
Program SE		
Program SF		
Program SG		
Program SH		
Program SI		
Program SJ		
Program SK		
Program SL		
Program SM		
Program SN		
Program SO		
Program SP		
Program SQ		
Program SR		
Program SS		
Program ST		
Program SU		
Program SV		
Program SW		
Program SX		
Program SY		
Program SZ		
Program TA		
Program TB		
Program TC		
Program TD		
Program TE		
Program TF		
Program TG		
Program TH		
Program TI		
Program TJ		
Program TK		
Program TL		
Program TM		
Program TN		
Program TO		
Program TP		
Program TQ		
Program TR		
Program TS		
Program TT		
Program TU		
Program TV		
Program TW		
Program TX		
Program TY		
Program TZ		
Program UA		
Program UB		
Program UC		
Program UD		
Program UE		
Program UF		
Program UG		
Program UH		
Program UI		
Program UJ		
Program UK		
Program UL		
Program UM		
Program UN		
Program UO		
Program UP		
Program UQ		
Program UR		
Program US		
Program UT		
Program UU		
Program UV		
Program UW		
Program UX		
Program UY		
Program UZ		
Program VA		
Program VB		
Program VC		
Program VD		
Program VE		
Program VF		
Program VG		
Program VH		
Program VI		
Program VJ		
Program VK		
Program VL		
Program VM		
Program VN		
Program VO		
Program VP		
Program VQ		
Program VR		
Program VS		
Program VT		
Program VU		
Program VV		
Program VW		
Program VX		
Program VY		
Program VZ		
Program WA		
Program WB		
Program WC		
Program WD		
Program WE		
Program WF		
Program WG		
Program WH		
Program WI		
Program WJ		
Program WK		
Program WL		
Program WM		
Program WN		
Program WO		
Program WP		
Program WQ		
Program WR		
Program WS		
Program WT		
Program WU		
Program WV		
Program WW		
Program WX		
Program WY		
Program WZ		
Program XA		
Program XB		
Program XC		

INSTRUCTIONS for 2016 GTOPS Application Packet – Revised October 2015

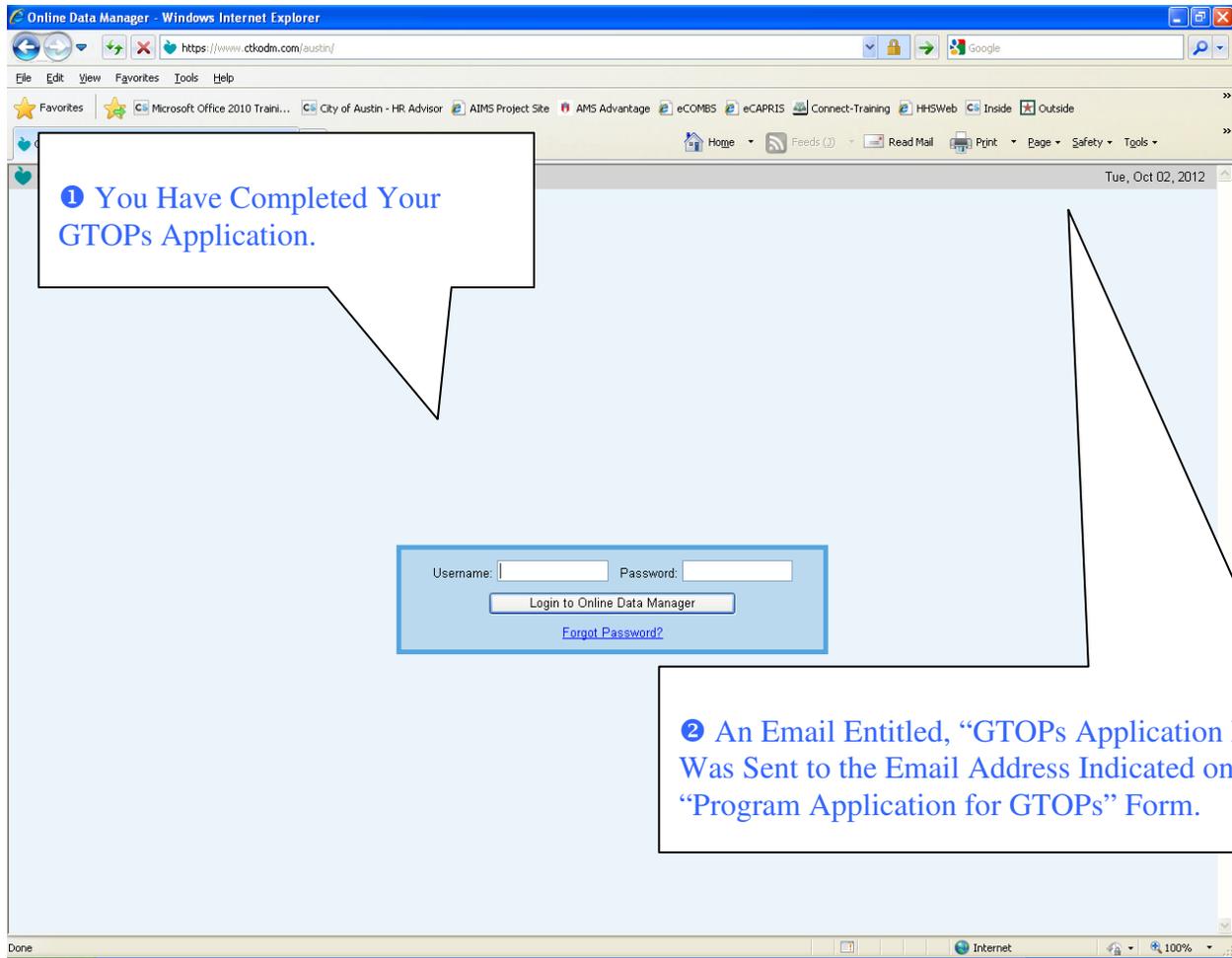
The screenshot shows a web browser window with the following elements:

- Navigation Menu (Left):**
 - Back to Search
 - Funded Agencies
 - Program Application** (highlighted)
 - Closeout Summaries
 - Administrative and Fiscal Review
 - Contract Document Uploads
 - Attach Documents
- Table: Program Application Forms**

Agency	DBA	Username
CTK Test Agency	ALIAS / DBA for Agency	ctk
Program Application		
Program Budget and M...		
Program Cover Page (17)		
Program Funding Summary (1)		
Program Perform...		
Program Staff Po...		
Program Subcom...		
Program Unit Co...		
Program Work S...		

A callout box with a blue 'i' icon and the text "Select 'Logout' from 'Navigation Menu'" points to the "Logout" option in the "Navigation Menu".

INSTRUCTIONS for 2016 GTOPs Application Packet – Revised October 2015



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.