ZENGINE II BY WIZEHIVE

APPLICATION, REVIEW, AND SCORING PORTAL

12.13.2023



Agenda

- INTRODUCTION
- CREATING A LOGIN
- GRANT SUMMARY FORM PROCESS FOR APPLICANTS
- WHAT TO EXPECT NEXT

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Applicants

WHAT THIS LOOKS LIKE FOR AN APPLICANT

Creating your login – <u>IMPORTANT NOTE</u>

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| ARE YOU AN APPLICANT? | ARE YOU A CONTRACT GRANT WRITER APPLYING FOR MULTIPLE AGENCIES? | | | | |
|--|---|--|--|--|--|
| email for log in look like this: • U <u>ser id:</u> ttester@abcd.com • <u>Password:</u> tacosarethebest! | <pre>If you are a contract grant writer and you are submitting Grant Summary Forms for multiple agencies this one log in will suffice. user id: ttester@abcd.com Password: tacosarethebest!</pre> | | | | |

NOTE: A link to create your login ID's for the Zengine II Platform will be sent on January 15th, 2024 – the deadline to submit your Grant Summary Form will close February 8th, 2024

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| Send Secure | Paste Clipboard | Painter | - 10 - A <u>U</u> | | | Address Check Book Names | Attach L File≁ | ink Signature | Attach File via Link ~ | Assign Policy > | Low Importance | Dictate Voice | All Apps Apps | Sensitivity | Editor | Immersive Reader Immersive | New Scheduling Poll Find Time | Viva Insights Add-in | View Templates My Templates | | | ~ |
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| | Subject | LINK TO CREATE I | OGIN FOR GRANT | T SUMMARY FORM | M PORTAL PLA | ATFORM | | | | | | | | | | | | | | | | |

Good morning, Applicants,

Please use the link provided below to create your login user ID and password to access AACOG's new Grant Summary Form portal platform.

https://aacogcriminal-justice-grantportals

Please use a valid email address and phone number in order to receive your two-factor authentication code. Using a valid phone number will also allow you to access your information should you forget your login credentials.

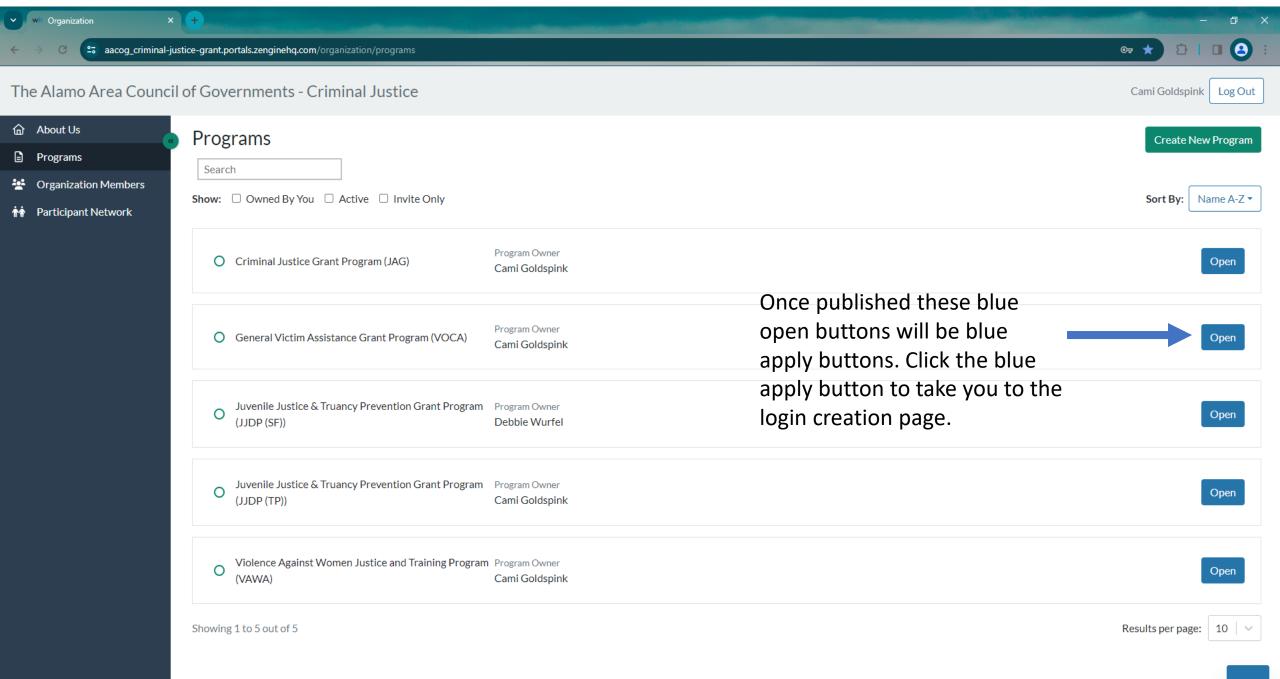
Cami Goldspink Criminal Justice Planner/ The Alamo Area Council of Governments 12625 Wetmore Rd. Suite 436 San Antonio, TX 78247 [c] 210-710-2619



Please take a moment to complete the AACOG Customer Satisfaction Survey

f У in

CONFIDENTIALITY NOTICE: This email transmission and any attached documents contain confidential information, belonging to the sender, that is legally privileged. The individual(s) or entity(ies) listed above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or the taking of any action in reliance on the contents of this information is strictly prohibited. If you have received this email in error, immediately contact the sender.

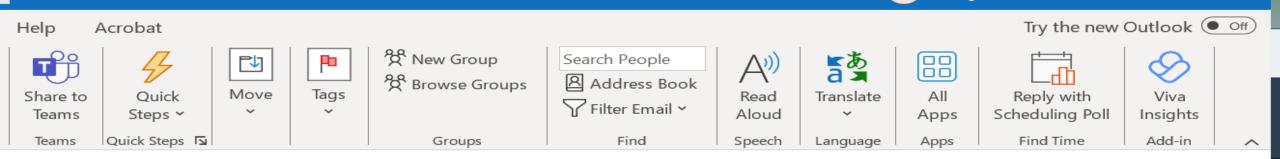


| I'm a new user | I already have an account | | | | | | |
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| Create an account or The Alamo Area Council of Governments Criminal Justice | | | | | | | |
| G Signup wi | G Signup with Google | | | | | | |
| OR | | | | | | | |
| First name | ast name | | | | | | |
| Tester7 | Today | | | | | | |
| Email | | | | | | | |
| cgoldspink+62@aacog.com | | | | | | | |
| Phone | | | | | | | |
| 2107102619 | | | | | | | |
| Password | Confirm | | | | | | |
| •••••• | •••••• | | | | | | |
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| character and one lower case cha | aracter and one digit. | | | | | | |
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| By continuing, you agree to Wize Privacy Policy. | Hive's Terms of Service and | | | | | | |

Select the tab titled "I am a new user" at the top of this page and enter your credentials. Select Create Account.

| Welcome |
|----------------------------------|
| Welcome |
| cgoldspink+4acog.com |
| To continue, verify code sent to |
| cgoldspink+4acog.com |
| |
| Send new code? |
| Next |
| |

The system will email you a sixdigit verification code – go to your email to obtain the sixdigit verification code and enter that code here.



[EXTERNAL]You have been invited to the The Alamo Area Council of Governments - Criminal Justic...



i) If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Right-click or tap and hold nere to download pictures. To You have selected this email address as your new The Alamo Area Council of Governments - Criminal Justice account on Zengine. To verify this email address belongs to you, enter the code below on the email verification page: 164860 This code will expire three hours after this email was sent. Why you received this email. The Alamo Area Council of Governments - Criminal Justice requires verification whenever an email address is selected for an account. Your account cannot be used until you verify it.

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Connected to: Microsoft Exchange 🛛 🗔 🗊

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| cgoldspink aacog.com | | | | | | | |
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| Next | | | | | | | |
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You are starting a new application for General Victim Assistance Grant Program (VOCA)

Who is Applying?



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l am applying on behalf of an organization



Select I am applying on behalf of an organization. For those applying for multiple entities you will have to go through this process for every organization you apply for.





€ ₽∂ Testing Monday Log Out

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The Alamo Area Council of Governments - Criminal Justice

| 2 | | |
|---|---|-------------------|
| | No Organization Profile Associated | |
| | Your account is not associated with an organization. In order to continue with your application, click Create New Organization below. | |
| | Search by Organization Name | |
| | Search by Organization EIN | |
| | Are you a 501(c)(3) nonprofit organization? 3 | |
| | Search Existing Profiles | |
| | OR | Select Create New |
| | Create New Organization | Organization |
| | Back | |
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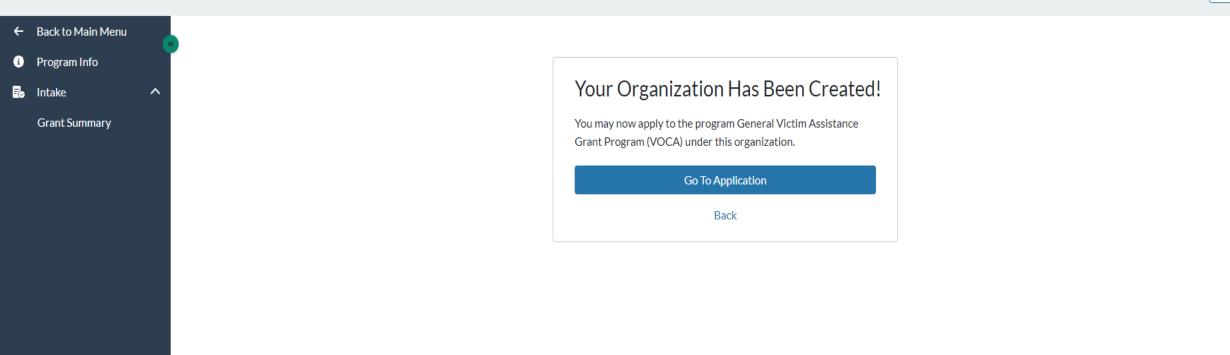
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| | Grant Summary | | |
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| Create Your O | rganization Profile | e | | | |
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| Organization Legal Name | * | | | | |
| Tester 8 Organization | | | | | |
| Type of Organization* | | | | | |
| non-profit organization | | | | | |
| Grant Number* | | | | | |
| 1234567 | | | | | |
| Organization Contacts | | | | | Enter your |
| First Name* | Last Name* | Role or Title | Email Address* | | organizations |
| Tester 8 | Tomorrow | Grant Writer | cgoldspink+63@aacog.cc | × | profile information. |
| First Name* | Last Name* | Role or Title | Email Address* | | |
| First Name is required | Last Name is required | | Email is required | × | |
| Add Contact You car | n add 2 more contacts | | | | |
| Organization Address | | | | | |
| Address Line 1* | | | | | |

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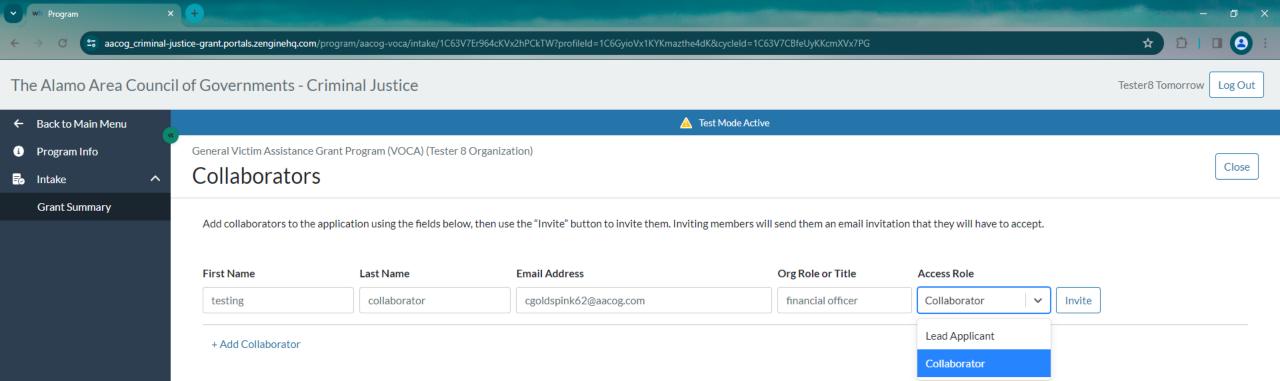
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| City* | k | State/Province/Region* | | |
| tes | st city | Texas | | |
| Posta | al/Zip Code* | | | Select create |
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| | | | Create Organization | been entered. |





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| i | Program Info | | General Victim Assistance Grant Program (VOCA) (Tester 8 Organization) | Do NOT hit the Submit Button until you are | Review |
| đ | Intake | ^ | Grant Summary 🔄 👻 | ready for the CJAC to receive your GSF | Review Submit |
| | Grant Summary | | AACOG Grant Summary Form | | Start |
| | | | Collaboration Please identify any collaboration your agency/department has with others for your grant project only. C the agencies to better serve the community. | ollaboration should be a well documented and coordinated work relationship that provides sha | red benefits to Start |
| | | | Sustainability Please answer all questions based on your project's sustainability plan. A sustainability plan should desc funding. Depending solely on a particular CJD grant funding is NOT a sustainable plan. If you do not have programs. Please also plan for what items can be reduced for your project in the event your project does | e a sustainability plan, please create a realistic plan that can be applied as funds are decreasing f | Start |
| | | | Project Budget Please answer all questions based on this project and your agency/department. | | Start |
| | | | Regional Priorities | | Start |

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| The | e Alamo Area Counc | l of Governments - Criminal Justice | Testing Monday Log Out | | | | | |
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| • | Program Info | You have completed this round already. This is now a read-only version of your submitted content. | | | | | | |
| Đ | Intake ^ | Juvenile Justice & Tru Add/Manage Collaborators JDP (SF)) (T Select this button at any time to add or manage | Download Preview | | | | | |
| | Grant Summary | Grant Summary 😤 🔨 collaborators (people you are working with to fill this | | | | | | |
| | | AACOG Grant Summary Form grant summary form out). | View | | | | | |
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| | | Project Budget Please answer all questions based on this project and your agency/department. | View | | | | | |
| | | Regional Priorities | View | | | | | |



The collaborators button allows you to add people from the agency you are applying for to help collaborate on what you want your grant summary form to tell the CJAC – maybe the financial officer to help provide budget information. They too will receive a link to access this form and provide their feedback on your Grant Summary Form. If you want them to edit your form you can add them as a lead applicant. **Highly recommend having only one lead applicant.**

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| ← Back to Main Menu | A Test Mode Active |
|----------------------------------|---|
| Program Info | General Victim Assistance Grant Program (VOCA) (Tester 8 Organization) |
| ntake 🔨 | Grant Summary 🔄 |
| Grant Summary | AACOG Grant Summary Form Select the start button on the first section of the GSF to take you into the grant summary form |
| | Collaboration Please identify any collaboration your agency/department has with others for your grant project only. Collaboration should be a well documented and coordinated work relationship that provides shared benefits to the agencies to better serve the community. |
| | Sustainability Please answer all questions based on your project's sustainability plan. A sustainability plan should describe how your program will be able to continue once the grant ends or if the projects receives less to no grant funding. Depending solely on a particular CJD grant funding is NOT a sustainable plan. If you do not have a sustainability plan, please create a realistic plan that can be applied as funds are decreasing for all OOG grant programs. Please also plan for what items can be reduced for your project in the event your project does not receive full funding. |
| | Project Budget Start Please answer all questions based on this project and your agency/department. Start |
| | Regional Priorities Start |
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You may scroll

through the

section of the

Grant Summary

Form using the

scroll bar to the

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screen.

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i Program Info

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Grant Summary

Grant Summary 😤

General Victim Assistance Grant Program (VOCA) (Tester 8 Organization)

AACOG Grant Summary Form

Please complete the Grant Summary Form (known as Application). This form is mandatory and should mirror your current application and should not be submitted until your eGrants applications have been submitted to OOG. If your agency/department is applying for more than one Office of the Governor (OOG) funding stream, please complete a separate Grant Summary Form for each grant application. Please remember you are not allowed to submit more than one application for each funding stream.

Be sure you have completed the edit stage and have submitted the form completely. Forms that are not properly submitted will not be accepted and may require revisions to be made.

Upon completion and submission of the Grant Summary Form, your application will go into a review status at which point AACOG Staff will upload the completed summary from your eGrants application submission and attach it to your application in the AACOG application platform.

General Victim Assistance Grant Program (VOCA)

General Information

Confirm this submission is for the General Victim Assistance Grant Program (VOCA)

If "No" please exit the application and go back to the Program selection page to select the correct program.

Clear selection

O Yes

O No

Agency Name

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← Back to Main Menu

i Program Info

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Grant Summary

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General Victim Assistance Grant Program (VOCA) (Tester 8 Organization) Grant Summary

AACOG Grant Summary Form

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General Victim Assistance Grant Program (VOCA)

A Test Mode Active

General Information

Confirm this submission is for the General Victim Assistance Grant Program (VOCA)

If "No" please exit the application and go back to the Program selection page to select the correct program.

Clear selection

O Yes

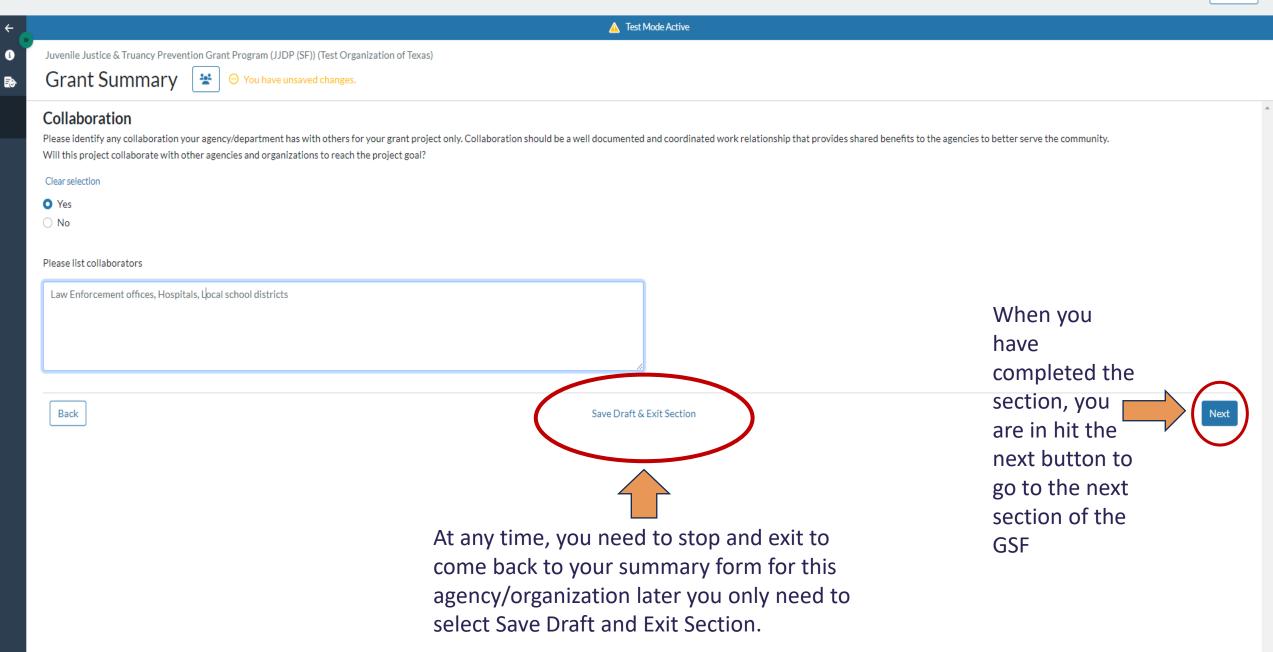
🔿 No

Agency Name

Please enter your agency's full name, i.e. City of San Antonio

Tester 8 Organization

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| i | Program Info | Ÿ | General Victim Assistance Grant Program (VOCA) (Tester 8 Organization) | | |
| Đ | Intake 🔨 | | Grant Summary 🔄 😁 You have unsaved changes. | | |
| | Grant Summary | | Collaboration Please identify any collaboration your agency/department has with others for your grant project only. Collaboration she better serve the community. Will this project collaborate with other agencies and organizations to reach the project goal? Clear selection • Yes • No Please list collaborators Local Law Enforcement Agencies Hospitals Area Non-Profit Agencies | nould be a well docum | This Collaboration section is not to be confused with the collaborators button at the top of the screen. When asked to list the agencies or organizations your program collaborates with this does not mean financially. This means the agencies and organizations your company collaborates with on a regular basis. |
| | | | Back Save Draft & Ex | it Section | Example: If your program works with juvenile truancy prevention you likely collaborate with Local Law Enforcement Agencies – please list anyone you work with to make your program successful throughout the year. |

Grant Summary

Regional Priorities

Community stakeholders updated Regional Criminal Justice Priorities through participation in the survey and through meeting discussions on available resources and knowledge. Stakeholders were completely voluntary in both survey and meeting participation, lending to how the priorities were determined by community active agencies and organizations. Provided in this section are the main priorities for each discipline for the AACOG Region and Regional Criminal Justice Strategic Plan. For a detailed list of the Regional Priorities, please visit the AACOG website.

Which Regional Priorities will this project address?

NOTE: You must scroll down to see all of the Regional Priorities

Victim Issues Priority × Mental Health and Substance Abu... × ×

Submission Instructions

Please click Save Draft & Exit Section below. Before submitting your Grant Summary Form please review, and make necessary edits. Once you complete your review you may click the Submit button. By submitting the Grant Summary Form, you are confirming the information provided is true and that your organization has completed/followed all regional requirements. Once submitted you will no longer be able to edit the Grant Summary Form unless a request is approved by AACOG Staff. No revisions or changes can be made after the tentative date of February 12, 2024 (TBD from OOG Requirements).



When you reach the end of the grant summary form you will see submission instructions listed. Follow those instructions to be led to the final Submit button.

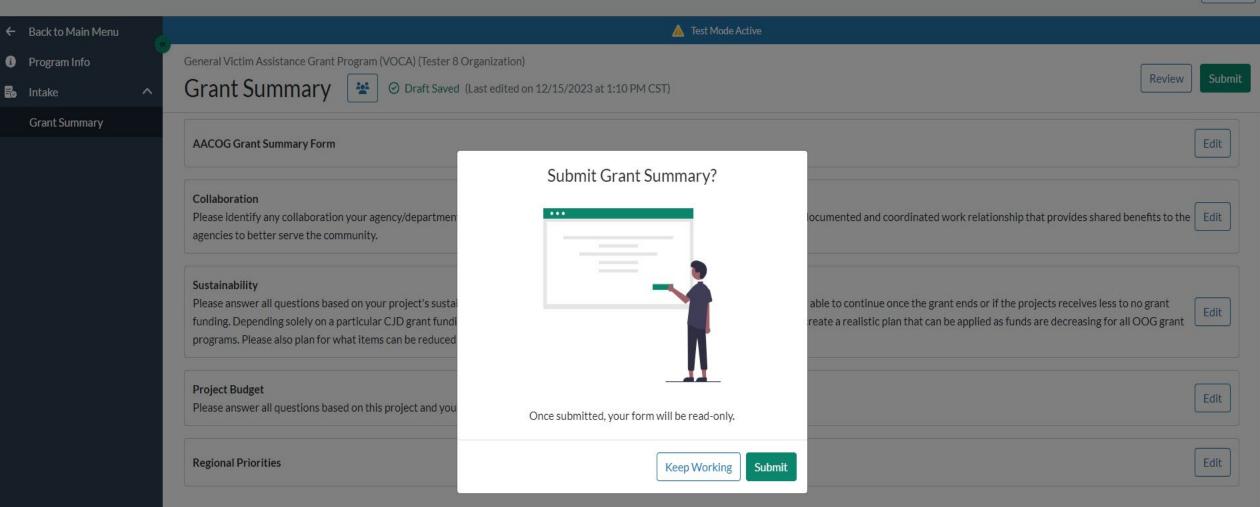
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| | Grant Summary | You will see a small directional box advising to | Got it | | | | | |
| | | AACOG Grant Summary Form make sure you complete all of your required | | Edit | | | | |
| | | Sustainability Please answer all questions based on your project's sustainability plan. A sustainability plan should describe how your program will be able to continue once the grant ends or if the projects receives less to no grant funding. Depending solely on a particular CJD grant funding is NOT a sustainabile plan. If you do not have a sustainability plan, please create a realistic plan that can be applied as funds are decreasing for all OOG grant programs. Please also plan for what items can be reduced for your project in the event your project does not receive full funding. | | | | | | |
| | | Project Budget Please answer all questions based on this project and your agency/department. | | Edit | | | | |
| | | Regional Priorities | | Edit | | | | |

PLEASE NOTE Only hit the submit button once you are finished with each section of the form and you are COMPLETELY SURE you are ready for the CJAC to review your Grant Summary Form.

| The Alamo Area Council | of Governments - Criminal Justice | Tester8 Tomorrow Log Out |
|------------------------|--|--|
| ← Back to Main Menu | A Test Mode Active | Hit the Green Submit Button |
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| Grant Summary | AACOG Grant Summary Form | Edit |
| | Collaboration Please identify any collaboration your agency/department has with others for your grant project only. Collaboration should be a well do agencies to better serve the community. | cumented and coordinated work relationship that provides shared benefits to the Edit |
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| | Project Budget Please answer all questions based on this project and your agency/department. | Edit |
| | Regional Priorities | Edit |
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YOU GET ONE LIFELINE – HIT ***KEEP WORKING*** IF YOU ARE ONLY MEANING TO REVIEW AND EDIT.

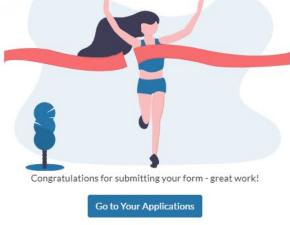
AACOG STAFF CANNOT GET THIS BACK FOR YOU IF YOU ACCIDENTALLY HIT SUBMIT.

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| The Ala | amo Area Council of Governments - Criminal Justice | Testing Monday |
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| 0 | You have completed this round already. This is now a read-only version of your submitted content. | |
| | Juvenile Justice & Truancy Prevention Grant Program (JJDP (SF)) (Test Organization of Texas) Grant Summary Submitted (Last edited on 12/4/2023 at 9:43 AM CST) | Download Pre |
| | AACOG Grant Summary Form | Viev |
| l | Collaboration Please identify any collaboration your agency/department has with others for your grant project only | Viev |
| | Sustainability Please answer all questions based on your project's sustainability plan. A sustainability plan should d NOT a sustainable plan. If you do not have a sustainability plan, please create a realistic plan that can | 1 Viev |

Project Budget Please answer all questions based on this project and your agency/department.

Regional Priorities

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CONGRATULATIONS!!!! You have submitted your first Grant Summary Form via the new platform!

| The | he Alamo Area Council of Governments - Criminal Justice About Us Your Applications | | | | | | | | |
|-----------------|--|---|--|-------------------------|--------------------|-----------|---------|--|--|
| | About Us Programs | « | Your Applications | Plications | | | | | |
| Ē | Organization Profile | | List of Applications | | | | ∇Filter | | |
| | Your Applications | | Program Name | Applicant | Cycle | Status | | | |
| $\mathbf{\Phi}$ | Your Awards | | General Victim Assistance Grant Program (VOCA) | 😬 Tester 8 Organization | VOCA Grant Summary | Submitted | View | | |

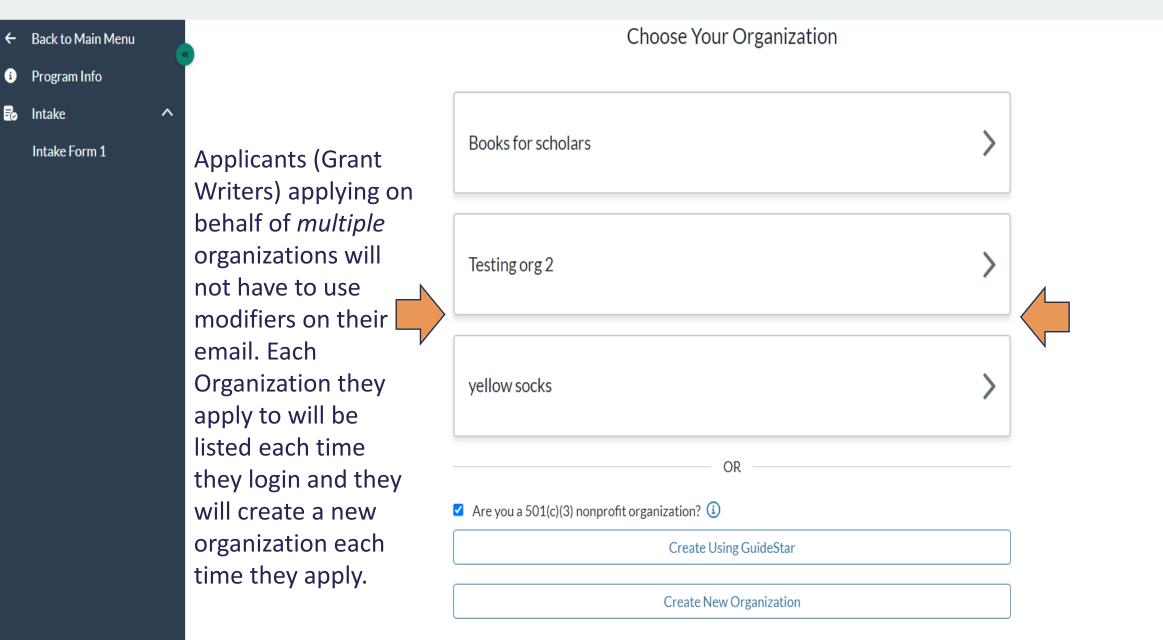
1. You will be able to see your applications from the <u>Your Applications</u> tab on your menu bar on the left side of the screen.

2. This message button will take you to a help desk form to get in touch with Zengine II by WizeHive. Only message them if you are having technical issues.

Questions related to the Grant Summary Form or the Grant Application Process please contact AACOG Staff.

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Debbie's Test Org on Stage

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About Us Your Applications Programs List of Applications **V**Filter **Organization Profile** Your Applications **Program Name** Applicant Cycle Status yellow socks Default Copy 1 Your Awards Awarding - published Submitted View Awarding - published 罟 Testing org 2 Default Copy 1 Submitted View

> As well as each application will display in their portal for them to review. Under applicant that is the name of the organization. This will work for Departments within organizations as well. If you have the applicant create an organization for each department. So if you have one organization with multiple departments that need to apply, the applicant will create multiple organizations and use a single email address to apply. No need for modifiers.

Tester8 Tomorrow Log Out

About Us

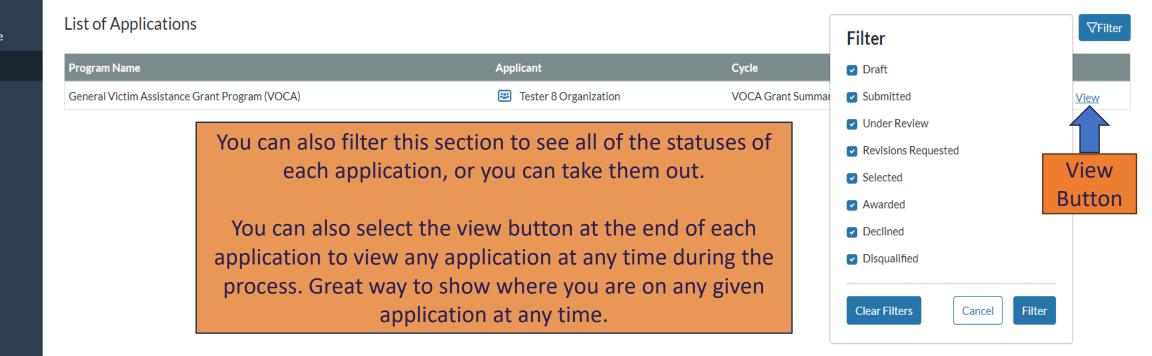
Programs

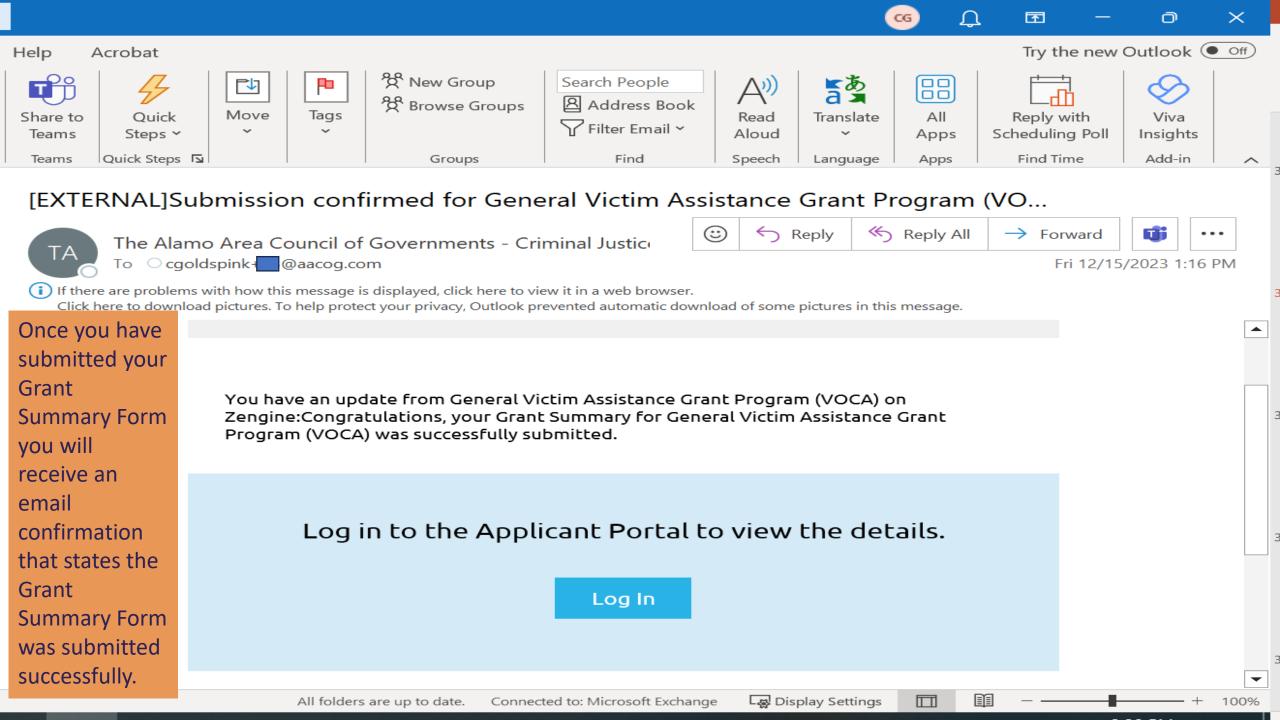
Your Applications



I Your Applications

Your Awards







What to expect NEXT

LOOKING AHEAD

AACOG Staff Admin Round:

Once the Grant Summary Form Deadline of February 8th, 2024 at 5:00 p.m. hits, the portal platform <u>WILL NOT</u> allow you to submit or make changes to your Grant Summary Form. It will be in a read only status from that point on.

The AACOG Staff will now begin taking the **Grant Summary from the eGrants** applications that are in a "pending approval" status and will upload those as a PDF into the Grant Summary Form platform. They will also upload the **Workshop Acknowledgement Form** you are signing and submitting today. This will allow the CJAC to review them on the day of the Scoring and Prioritization event.

Review Round 2 – Scoring and Prioritization by the CJAC:

During this round, the Criminal Justice Advisory Committee (CJAC) will be able to review the Grant Summary Form you submitted on the portal, the Grant Summary from eGrants, and the Workshop Acknowledgement Form you are signing and submitting today.

April 15^h and 16th, 2024 (NOTE THIS DATE HAS BEEN CHANGED DUE TO SOLAR ECLIPSE EVENT) be prepared to give a three (3) minute presentation at the Scoring and Prioritization Meetings.

timeline

| | Q1 | | Q2 | | | Q3 | | | Q4 | | |
|---|---|-----|-----|---|-----------------------------------|---|--------------------------|---|---|--|---|
| JUL | AUG | SEP | ОСТ | ΝΟν | DEC | JAN | F E B | MAR | APR | ΜΑΥ | JUN |
| AACOG Sta and contr their Zeng appli | <u>PRODUCT</u> <u>LAUNCH</u> AACOG Staff sought out, met with, and contracted with WizeHive for their Zengine II Portal to use as the application, scoring, and prioritization platform. | | | <u>DUCT</u> <u>BU</u> 2023 platforr n, November tation and test re date of Dec 2023. | n building 2023 sting began | <u>A P</u> December Grant W February | orkshops wi and March | <u>O N</u> anuary 2024 Il be held, 2024 CJAC on Trainings | <u>CO</u> April 20 Scoring me and June | PRODUC MPLETI 24 Prioritiza eetings will b 2024 finaliz f grant seaso place. | — <u>O N</u> tion and e held. May ation and |

THANK YOU



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