

Electronic Grant Management System (IGX)

Community Corrective Grant (CCG)

Applying as an Authorized Official

As an Authorized Official, you will be requesting a new user account (one time only). You are then responsible to add any additional people to this specific Grant Application.

The following guide will assist you in creating your new account, adding any additional people to the Application, and step-by-step instructions on filling out the Application.

- Click on the following link to access the online Grants Management System – IGX:
<https://kyjusticeigx.intelligrants.com/IGXLogin/Index?ReturnTo=%2FDashboard>
- To request a new Username, click on the link, “[New User? Register Here!](#)”



Welcome to the online Grants Management System - IGX!

Because this is a new online management system, all organizations will need to register with the system.

Steps to Get Started:

- The initial Registration for your organization must be completed by an Authorized Official (AO) for the organization
- Once the AO registers the organization, they will receive an email *Notification of Access Approval* from the online systems administrator
- The AO can then designate access to your organizational account for additional staff members as they deem appropriate

To visit our official Kentucky Justice and Public Safety Cabinet | GMD grants website, click the following link:
<https://justice.ky.gov/Departments-Agencies/GMD/>

Helpdesk: jugmh@ky.gov

Note: The system times out and returns to the login screen after 20 minutes of inactivity.

Announcements

Username

Please enter your username

Password

Your session has expired. Please log back in to access IGX.

Submit

[Forgot Username/Password!](#)

[New User? Register Here!](#)

- Fill out the registration form and click **Save**.

New User Registration

Page instructions for the registration model

First Name Middle Name

Last Name Prefix Suffix

DLING Search FEIN

Organization Title

Address Address 2

State County

City Zip Code

Email Phone

Phone 2 Fax

Cell Phone Website

Username

Password Verify Password

Notes

Save

Click SAVE to save your registration

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New User? Register Here!

If a person requests a new user account, and the organization is currently in the system, we will DENY their request and have them contact their Agency Authorized Official to add them.

If the only Authorized Official leaves the Agency, please contact:
Dianne.Petrey@ky.gov or Lekita.Barnes@ky.gov

If you have not received notification of approval, contact jusigx@ky.gov

Allow up to 72 hours for Account approval

DO NOT create another user account!

Logging into IGX

1. Once approved by the Grant Management administrator, login to IGX:

Login

Username

Password

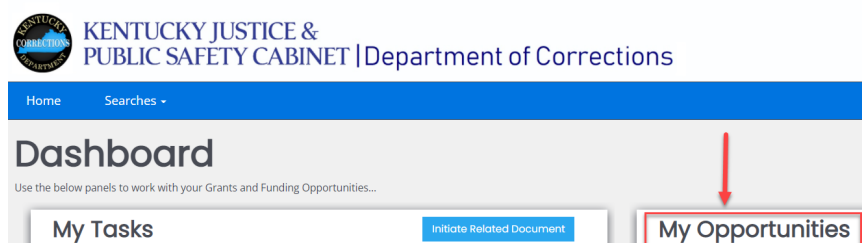
Do NOT copy & paste the username and password, as it will cause a registration error!

[Submit](#)

[Forgot Username/Password!](#)

[New User? Register Here!](#)

2. After you are logged into IGX, your dashboard will load, and you'll see a **“My Opportunities”** box on the right side of the screen.



3. The **Community Corrective Grant (CCG) 2023** will be listed. Click the link to open the CCG application.

My Opportunities

> Filter

Name	Provider	Availability	Description
Community Corrective Grant (CCG) 2023		10/15/2021 12:00:00 AM - 12/31/2023 11:59:00 PM	

4. Click **Proceed** to apply for CCG funding.

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Community Corrective Grant (CCG) 2023

Provided By: KYJPS_DOC Provider Organization

Provided To:

Grant Availability Dates: 10/15/2021 12:00:00 AM - 12/31/2023 11:59:00 PM

Due Date: 12/31/2023 11:59:00 PM

Description
No Summary Provided

[Proceed](#) [Cancel](#)

5. The CCG Document Landing Page will load.

KENTUCKY JUSTICE & PUBLIC SAFETY CABINET | Department of Corrections

Home Searches

Document Landing Page

View document details.

Template Community Corrective Grant (CCG) 2023	Instance Community Corrective Grant (CCG) 2023	Process Grant
Document Name CCG-2023-00007	Document Status Application in Process	
Organization	Your Role Agency Authorized Official	Period Date 10/15/2021 12:00:00 AM 12/31/2021 11:59:00 PM
		Due Date 12/31/2023 11:59:00 PM

➤ If at any time you exit out of IGX and log back in, your 'open' application will be located under 'My Tasks.'

KENTUCKY JUSTICE & PUBLIC SAFETY CABINET | Department of Corrections

Home Searches

Dashboard

Use the below panels to work with your Grants and Funding Opportunities...

My Tasks

[Initiate Related Document](#)

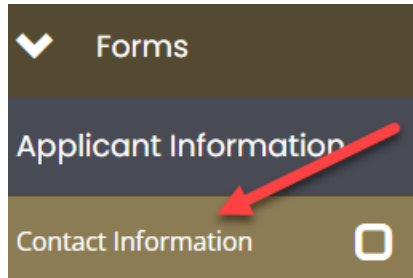
CCG-2023-Bluegras-00006	Community Corrective Grant (CCG) 2023	Bluegrass	Application in Process	9/20/2021 10:44:29 AM
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Filling out the forms – Applicant Information

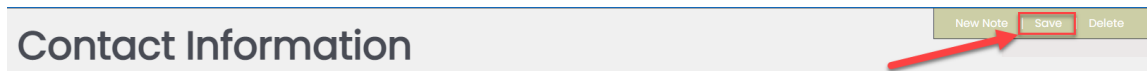
(To move from Form to Form, you can select the **Next Form** or **Previous Form** at the bottom of the pages)



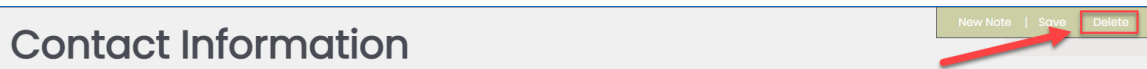
1. Under the Forms, **Applicant Information**, select **Contact Information**.



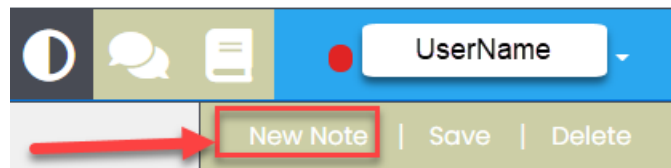
- Most fields are **required** on this page. After you fill out each field, select **Save** (top right of page) to save the page.



- If you need to delete the page and start over, select **Delete** (top right of page) and it will remove the information from all fields on the form.



- If you need to create a Note (on any form), click on **New Note** (top right of page).

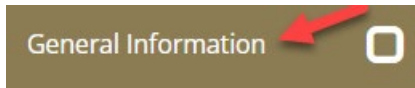


All Notes will **ONLY** appear in the **Notes** tab of this Application.

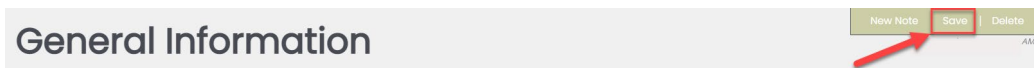
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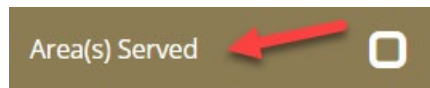
2. Next, select **General Information**.



- All fields are '**required**' on this page.
 - a. After entering your information on the page, select **Save** (top right of page) to save this page.



3. Next, select **Area(s) Served**.

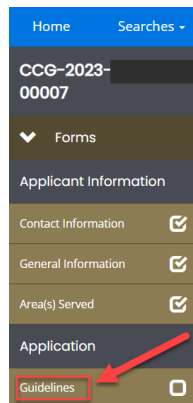


- There are two '**required**' fields on this page.
 - a. Once you make your selections, select **Save** (top right of page) to save the page.

Filling out the forms – Application

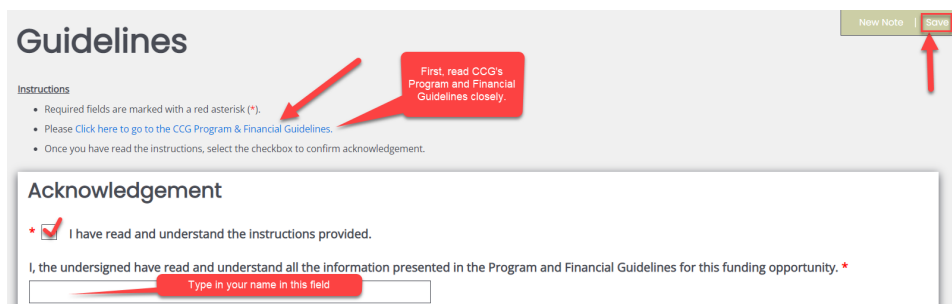
The next section is the **Application** forms.

1. Click on **Guidelines** to access the first form of the Application.

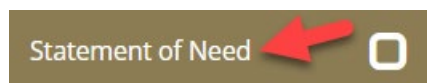


➤ Read the information on this page.

- a. After you fill out the required fields (and typed in your signature to confirm), select **Save** (top right of page) to save the page.



2. Next, select **Statement of Need**.



You will describe the program purpose and list the goals and objectives of the project.

- a. Describe in detail in each of the text boxes provided.
- The only required field is (at the bottom of the page).
- b. Upload a Community Corrections Plan, by following the directions below.

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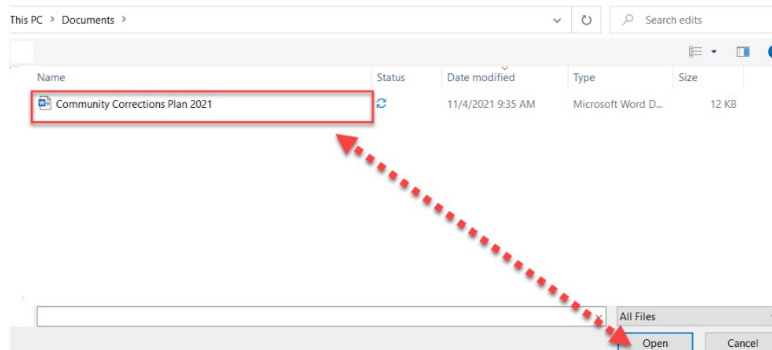
CCG

c. Click on **Select**.

Applicants are required to attach a community corrections plan pursuant to KRS 196.720. *



d. Find the file on your computer and select **Open**.



e. Select **Save** to save the page.

3. Next, select **Service(s) Provided**.



- a. Type in the type(s) of service(s) that will be provided through this grant.
- b. Type in a detailed description in the **Description of Service** text box.
- c. Select **Save** to save the page.

4. Next, select **Supporting Agencies**.



- a. Type in the **Supporting Agency** that will assist in accomplishing the grant project goals.
- b. Type in the **Description of Supporting Service(s)** that will be provided by the supporting agency or agencies listed.



c. Select **Save** to save the page.

5. Next, select **Board of Directors**.



a. Upload each file (required) and **Save** the page.

Board of Directors

Instructions

- Use the space provided below to attach supporting documentation for the specified application information.

Board Member Representation

- Attach a list of the Board of Directors and their area of representation.

Select *

Letter of Good Standing

- Attach the most recent Letter of Good Standing with the state.

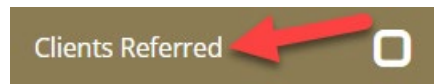
Select *

Articles of Incorporation

- Attach the most recent Articles of Incorporation.

Select *

6. Next, select **Clients Referred**.



- Describe how and by whom clients are referred to this grant project and describe the assessment progress.
- Select **Save** to save the page.

7. Next, select **Performance Indicators**.



- In the box provided (**can click on the + to the right to add another box**), list what will be used as indicators to determine if the grant project activities are reducing overcrowding in jails and prisons.
- Select **Save** to save the page.

8. Next, select **Acknowledgment Signatures**.



- From each field, use the **Select** link to upload the required letters of acknowledgement and support for this project from each entity listed.

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<u>Circuit Judge *</u> <input type="button" value="Select"/> <i>Drag Files Here</i>	<u>Commonwealth Attorney *</u> <input type="button" value="Select"/> <i>Drag Files Here</i>	<u>Chief Executive Officer(s) of Local Government(s) *</u> <input type="button" value="Select"/> <i>Drag Files Here</i>
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b. Select **Save** to save the page.

9. Next, select **Attachments**.



- a. From each of the **required** fields, use the **Select** link to upload the supporting documentation.
- b. If you have additional documentation/files to upload, use the **Other** box at the bottom of the page to load the files. Click on the plus (+) button to add more files.

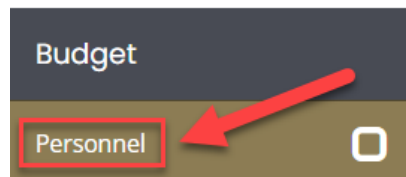
Other	
Title/Description	Attachment
<input type="text"/>	<input type="button" value="Select"/> <i>Drag Files Here</i>
0 of 250	<input type="button" value="+"/>

c. Select **Save** to save the page.

Filling out the forms – Budget

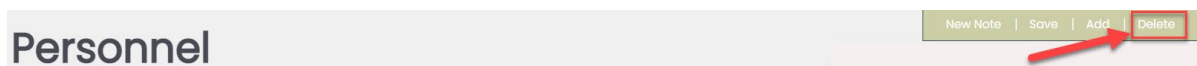
The next section is the **Budget** forms.

1. Select **Personnel** to select the Personnel form.

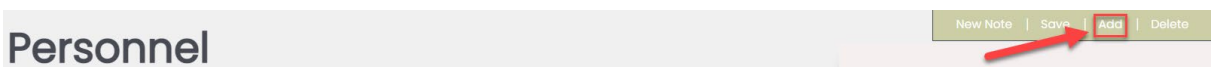


If you are NOT applying for **Personnel funds**, DO NOT enter data on this page.

If the page is created or saved in error, you can **DELETE** the page by using the **DELETE** button on the top right of the page.



- a. Enter information in the fields provided. If you need to add additional personnel, (after saving the page), click on the **ADD** button to the far right of the page to add another personnel page.



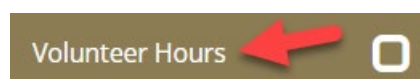
- b. Upload the 'required' files under **Personnel Documents**.

Job Description *	Select Drag Files Here
Job Resume *	Select Drag Files Here
Licensure *	Select Drag Files Here

- c. Enter a **Detailed Explanation** of this personnel request in the box provided. *(This is a required field).*

- d. Select **Save** to save the page.

2. Next, select **Volunteer Hours**.



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a. Enter the total number of Volunteer hours and an hourly volunteer rate.

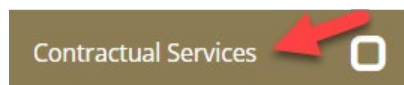
 **Subgrantees are required to contribute 50 volunteer hours, whether the hours are used as match or not.**

b. If your agency is unable to use volunteers and you intend to request a waiver, check the box at the bottom of the page.


My agency is unable to use volunteers and I intend to request a waiver of the volunteer requirement if this application is approved for funding.

c. Select **Save** to save the page.

3. Next, select **Contractual Services**.



 If you are NOT applying for **Contractual Services**, DO NOT enter data on this page.

 If the page is created or saved in error, you can **DELETE** the page by using the **DELETE** button on the top right of the page.

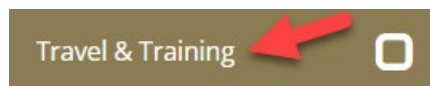
a. Enter information in the fields (or N/A where applicable).

b. Enter a **'detailed explanation'** for these contractual services in the box provided (this is a required field).


c. Upload supporting documentation.

d. Select **Save** to save the page.

4. Next, select **Travel & Training**.



 If you are NOT applying for **Travel & Training funds**, DO NOT enter data on this page.

 If the page is created or saved in error, you can **DELETE** the page by using the **DELETE** button on the top right of the page.

a. Enter all training or travel expenses.



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- b. Enter a '**detailed explanation**' of this travel and training request in the box provided. (This is a required field).
- c. Select **Save** to save the page.




5. Next, select **Operating Expenses**.

Operating Expenses 

-  If you are NOT applying for **Operating Expenses**, DO NOT enter data on this page.
-  If the page is created or saved in error, you can **DELETE** the page by using the **DELETE** button on the top right of the page.
 - a. Enter all operating expenses.
 - b. Enter a '**detailed explanation**' of these expenses in the box provided. (This is a required field).
 - c. Select **Save** to save the page.

6. Next, select **Equipment**.

Equipment 

-  List items with a unit price of \$5,000 and over, and usefulness greater than one year, in the fields available.
-  If you are NOT applying for **Equipment Expenses**, DO NOT enter data on this page.
-  If the page is created or saved in error, you can **DELETE** the page by using the **DELETE** button on the top right of the page.
 - a. Enter all equipment expenses.
 - b. Enter a '**detailed explanation**' of these expenses in the box provided. (This is a required field).
 - c. Upload any supporting documentation.

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d. Select **Save** to save the page.

7. Next, select **Source of Match**.

A screenshot of a dark brown rectangular button with the text "Source of Match" in white. A red arrow points from the right towards the text, and a white square icon is on the right side of the button.

a. Enter a detailed explanation of the match source (this is a required field).

b. Enter any additional funding you will be receiving.

c. Select **Save** to save the page.

8. Next, select **Budget Narrative**.


A screenshot of a dark brown rectangular button with the text "Budget Narrative" in white. A red arrow points from the right towards the text, and a white square icon is on the right side of the button.

a. In the box provided, enter a '**detailed narrative**,' detailing calculation methods and necessity of all project costs listed on the budget forms (This is a required field).

b. You may also add additional funding sources at the bottom of the page.

9. Next, select **Budget Summary**.

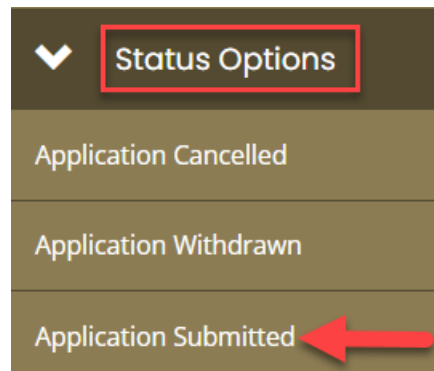
A screenshot of a dark brown rectangular button with the text "Budget Summary" in white. A red arrow points from the right towards the text, and a white square icon is on the right side of the button.

 This page automatically calculates the expenses listed in the forms of this Application.

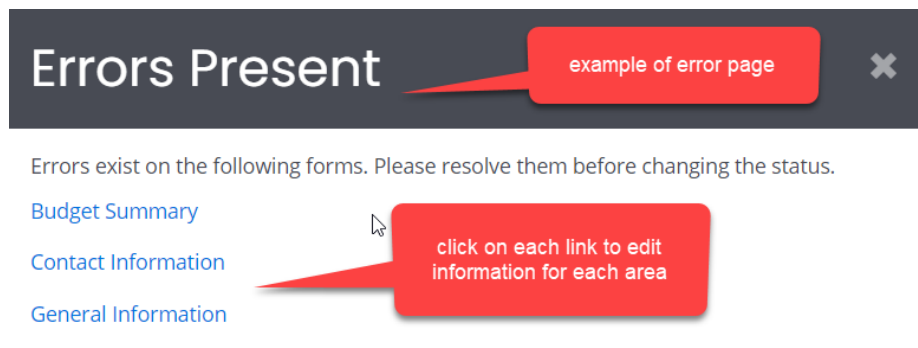
a. Review this page and **Save**.

Submitting the Application

1. To SUBMIT the application, under **STATUS OPTIONS**, select **Application Submitted**



- If you have incomplete information in the application, or need to add/edit information within the application, you will receive an error message, detailing the areas that need attention:



- Once you have completed the edits, go back to the Status Options and select **Application Submitted** again.

Next Steps

After submitting your application, your Program or Financial Coordinator will reach out to you to give you the next steps in the application process.

If you experience any technical difficulties during this process, please contact Dianne Petrey at dianne.petrey@ky.gov or Lekita Barnes at lekita.barnes@ky.gov