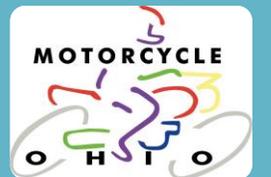


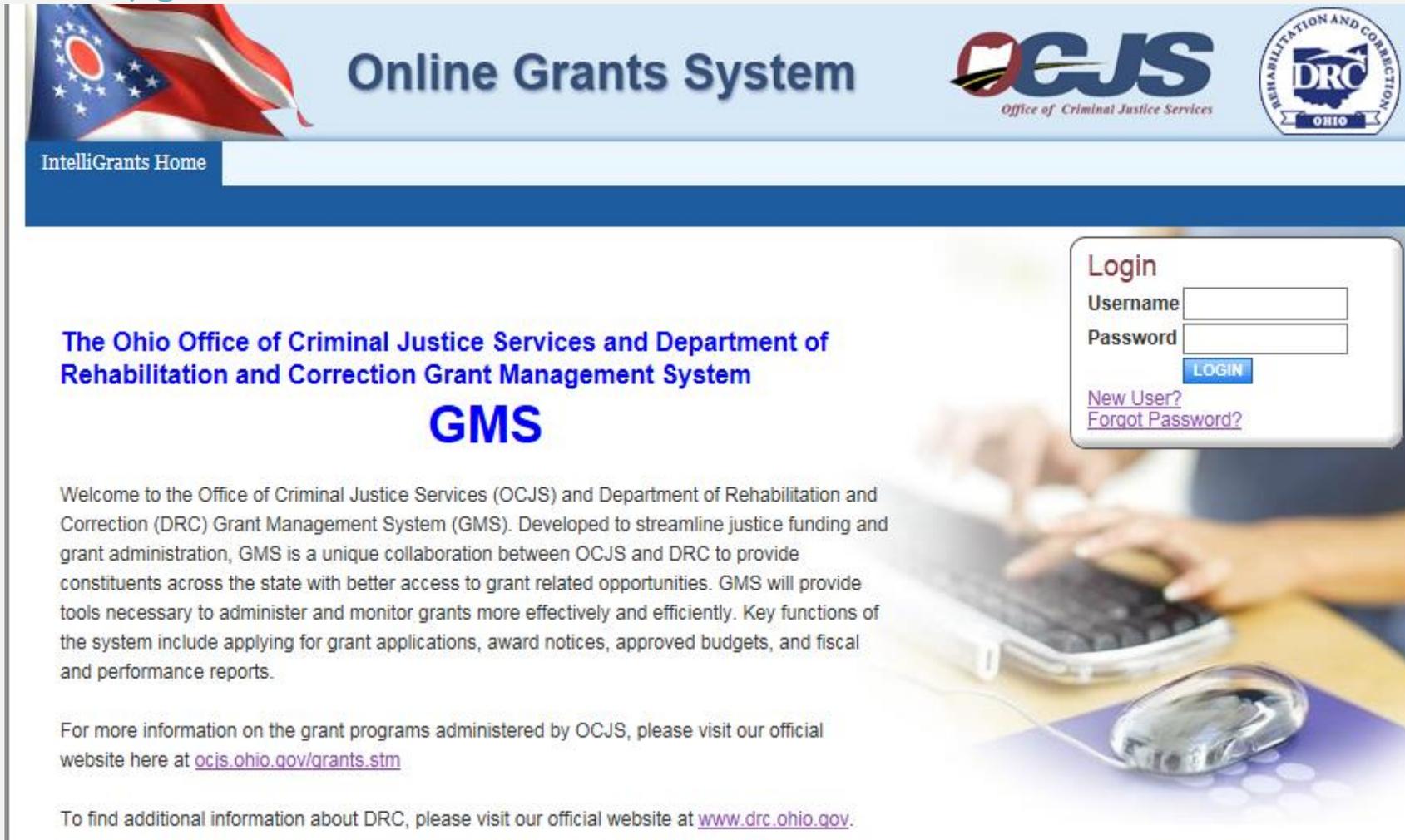


**APPLYING  
FOR A  
MOTORCYCLE  
OHIO  
GRANT**



# LOGIN TO THE OCJS GRANT SYSTEM

- [www.ocjsgrants.com](http://www.ocjsgrants.com)



**Online Grants System**

**OCJS**  
Office of Criminal Justice Services

**DRC**  
REHABILITATION AND CORRECTION  
OHIO

IntelliGrants Home

**The Ohio Office of Criminal Justice Services and Department of Rehabilitation and Correction Grant Management System**

## GMS

Welcome to the Office of Criminal Justice Services (OCJS) and Department of Rehabilitation and Correction (DRC) Grant Management System (GMS). Developed to streamline justice funding and grant administration, GMS is a unique collaboration between OCJS and DRC to provide constituents across the state with better access to grant related opportunities. GMS will provide tools necessary to administer and monitor grants more effectively and efficiently. Key functions of the system include applying for grant applications, award notices, approved budgets, and fiscal and performance reports.

For more information on the grant programs administered by OCJS, please visit our official website here at [ocjs.ohio.gov/grants.stm](http://ocjs.ohio.gov/grants.stm)

To find additional information about DRC, please visit our official website at [www.drc.ohio.gov](http://www.drc.ohio.gov).

**Login**

Username

Password

**LOGIN**

[New User?](#)  
[Forgot Password?](#)



# SELECTING THE GRANT

- View Current Solicitations
  - View Current Solicitations

## View Current Solicitations

You have 50 My Current Solicitations available.

Select the **View Current Solicitations** button below to see what is available to your organization.

**VIEW CURRENT SOLICITATIONS**



- Scroll down the page until you get to Motorcycle Ohio Project 2018
  - Click “Apply Now”

**Motorcycle Ohio Project 2017 \* Date will change to reflect the Fiscal Year**

Offered By:  
OHOGS\_CJS

OCJS Project Availability Dates:  
02/10/2016-open ended

OCJS Project Period:  
01/01/2016-open ended

OCJS Project Due Date:  
not set

**Description:**

Apply funding to hold motorcycle training in the state of Ohio. Section 4508.08 of the Ohio Revised Code, requires that a motorcycle safety and education program be established within the Ohio Department of Public Safety. In order to be eligible for grant funding, a grantee can be a new or existing motorcycle training and education grantee, operated by either a public or non-profit organization (government entity) whose principal mission is to provide services to the general public. MO will evaluate each grant proposal to determine its funding eligible based on meeting the submission deadline; meet the minimum proposal requirements, and be willing to change any submission fee to meet budget restraints. MO will award grants based on the amount of funding available to MO; the total number of proposals submitted to MO; and past performance of grantee applications. In FY 2017 the Motorcycle Ohio program will continue to be a grant administered program, reimbursing government or not-for-profit agencies wishing to provide the motorcycle training courses and community education for safe riding.

[APPLY NOW](#)

[NOT INTERESTED](#)



- Select “I Agree” to continue applying for the grant

## Agreement

Please make a selection below to continue.

---

I confirm I do wish to apply for the Motorcycle Ohio training grant.

**I AGREE**

**I DO NOT AGREE**

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- Select “View Forms” under “View, Edit and Complete Forms”

## View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

**VIEW FORMS**



- Complete all necessary Proposal Forms & Upload Necessary Documents

## Motorcycle Ohio Project 2018 Menu - Forms

Please complete all required forms below.

Document Information: [MO-2018-Victim Services Org-00001](#)

[Details](#)

### Forms

Status	Page Name	Note	Created By	Last Modified By
<b>Proposal Forms</b>				
	<a href="#">Title Page</a>		Ken Burns 9/22/2016 8:37:01 AM	Michele Piko 10/18/2016 10:51:46 AM
	<a href="#">Basic Rider Skills (Single)</a>		Ken Burns 9/22/2016 9:02:07 AM	Ken Burns 9/22/2016 9:03:33 AM
	<a href="#">Basic Rider Skills (Double)</a>		Ken Burns 9/22/2016 9:05:23 AM	Ken Burns 9/22/2016 9:06:31 AM
	<a href="#">Basic Rider Skills for Returning Riders</a>		Ken Burns 9/22/2016 9:26:22 AM	Ken Burns 9/22/2016 9:30:21 AM
	<a href="#">Basic Rider Skills - 2</a>		Ken Burns 9/22/2016 9:40:40 AM	Ken Burns 9/22/2016 10:11:38 AM
	<a href="#">Advanced Rider Skills</a>		Ken Burns 9/22/2016 10:14:41 AM	Ken Burns 9/22/2016 10:15:10 AM
	<a href="#">Miscellaneous Fixed Cost</a>		Ken Burns 9/22/2016 10:16:28 AM	Ken Burns 9/22/2016 10:17:31 AM
	<a href="#">Grant Submission Documents</a>		Ken Burns 6/28/2017 11:18:43 AM	Ken Burns 6/28/2017 11:26:44 AM
<b>Budget</b>				
	<a href="#">Budget Request By Resource &amp; Cost Category</a>		Ken Burns 9/22/2016 10:19:36 AM	Ken Burns 9/22/2016 10:22:27 AM
	<a href="#">Request to Purchase (2)</a>			
<b>Awards and Denials</b>				
	<a href="#">Award Certificate Upload</a>		Michele Piko 9/22/2016 10:34:56 AM	Ken Burns 9/22/2016 10:35:28 AM



# COMPLETING THE TITLE PAGE

**A. Title of Project:**  \*

**B. Project Period:**  \* to:  \*

**C. Budget Summary:** OCJS Funds:  
Cash Match:  
Inkind Match:  
**Total Budget:**

**D. Financial Officer:** *Please list the Financial Officer that will serve as the fiduciary agent for the grant.*

**Fiscal Individual who is responsible for signing the Award Certificate**

Prefix:  \* First Name:  \* M.I.:  Last Name:  \* Suffix:

Title:  \* Agency:  \*

Address:  \* City:  \* Zip:  \* -

Phone:  \* Ext.  Fax:  \*

Email:  \* County:  \*

**E. Project Director:** *The project director listed must be the main contact for this project and the person with whom OCJS can regularly communicate.*

Prefix:  \* First Name:  M.I.:  Last Name:  \* Suffix:

Title:  Agency:

Address:  City:  Zip:  -

Phone:  Ext.  Fax:

Email:  County:  **Must select a County**

**Primary Place of Performance:**

City:  **City, State and Zip of the training site**

State:

Zip:  -

OAKS Vendor ID:

OAKS Address Code:

Purchase Order Number:

Vendor Location:

Address where reimbursement payments are sent



- After completing the title page
    - Complete the pages for the courses you will be conducting for the year
    - Complete the Miscellaneous Fixed Cost
    - Upload necessary documents under Grant Submission Documents
- \* Please remember to save your worksheets, if you do not save frequently, you may lose your information.

## SAVE TITLE PAGE

Instructions:

- All required fields are marked with an \*.
- Use the **Save** button to save text and calculate data on each page.
- Hit **Save** before you proceed to another page.
- Save at least every 30 minutes to avoid losing data.

A. Title of Project:

B. Project Period: \* to: \*

C. Budget Summary: OCJS Funds: \$0  
Cash Match: \$0  
Inkind Match: \$0  
Total Budget: \$0

C. Project Director:

Prefix:  First Name:  M.I.:  Last Name:  Suffix:

*The project director listed must be the main contact for this project and the person with whom OCJS can regularly communicate.*

Title: \* Agency: \*

Address: \* City: \* Zip: \* -

Phone: \* Ext.  Fax: \*

Email: \* County: \*

Primary Place of Performance:

OAKS Vendor ID:  OAKS Address Code:  City: \*

Purchase Order Number:  Vendor Location:  State: \*

Zip: \* -

## COMPLETE WORKSHEETS

Status	Page Name
<b>Proposal Forms</b>	
	<a href="#">Title Page</a>
	<a href="#">Basic Rider Skills (Single)</a>
	<a href="#">Basic Rider Skills (Double)</a>
	<a href="#">Basic Rider Skills for Returning Riders</a>
	<a href="#">Basic Rider Skills - 2</a>
	<a href="#">Advanced Rider Skills</a>
	<a href="#">Miscellaneous Fixed Cost</a>
	<a href="#">Grant Submission Documents</a>



After completing the worksheets click on the Forms Menu then select “Budget Request By Resource & Cost Category”

[Back](#)

Document Information: [MO-2017-Victim Services Org-00023](#)

[Details](#)

You are here: > [Motorcycle Ohio Project 2017 Menu](#) > **Forms Menu** > Proposal Forms

---

### MISCELLANEOUS FIXED COST

Instructions:

- All required fields are marked with an \*.
- Use the **Save** button to save text and calculate data on each page.
- Save at least every 30 minutes to avoid losing data.
- This proposal form will calculate a per student cost.

[Back](#)

### Motorcycle Ohio Project 2017 Menu -

Please complete all required forms below.

Document Information: [MO-2017-Victim Services Org-00023](#)

[Details](#)

---

Forms

Status	Page Name
<b>Proposal Forms</b>	
	<a href="#">Title Page</a>
	<a href="#">Basic Rider Course (Single)</a>
	<a href="#">Basic Rider Course (Double)</a>
	<a href="#">Basic Rider Course for Returning Riders</a>
	<a href="#">Basic Rider Course - 2</a>
	<a href="#">Advanced Rider Course</a>
	<a href="#">Miscellaneous Fixed Cost</a>
	<a href="#">Grant Submission Documents</a>
<b>Budget</b>	
	<b><a href="#">Budget Request By Resource &amp; Cost Category</a></b>
	<a href="#">Request to Purchase</a>



# UPDATE REQUEST BY RESOURCE & COST CATEGORY

Enter the amounts from the Total Funds Approved amount into the MOG Funds Requested and save. Total Project Budget for MOG Funds Requested need to match Total Funds Approved

	MOG Funds Requested	Total Funds Approved
1. BRS-Single	\$1,173.12	\$1,173.12
2. BRS-Double		\$0
3. BRS - Returning Rider		\$0
4. BRS - 2		\$0
5. Advanced Rider Skills		\$0
6. Fire Extinguisher	\$200.00	\$200.00
7. Range Paint	\$200.00	\$200.00
8. Paint Striper	\$150.00	\$150.00
9. Advertisement	\$800.00	\$800.00
10. Re-Test	\$2,000.00	\$2,000.00
11. Community Outreach	\$300.00	\$300.00
12. First Aid Supplies	\$200.00	\$200.00
13. Easel Pads	\$300.00	\$300.00
14. Storage Container		\$0
15. Motorcycle Parts	\$1,000.00	\$1,000.00
16. Mileage	\$26.00	\$26.00
17. Miscellaneous Item (describe)		\$0
18. Miscellaneous Item (describe)		\$0
19. Miscellaneous Item (describe)		\$0
20. Miscellaneous Item (describe)		\$0
21. Miscellaneous Item (describe)		\$0
22. Miscellaneous Item (describe)		\$0
23. Miscellaneous Item (describe)		\$0
24. Miscellaneous Item (describe)		\$0
25. Miscellaneous Item (describe)		\$0
<b>26. Total Project Budget</b>	<b>\$6,349.12</b>	<b>\$6,349.12</b>

After completing the Forms and Budget Request By Resource & Cost Category form, select the Document Information Number

 [Back](#)

Document Information: **MO-2017-Victim Services Org-00023**

 [Details](#)

You are here: > [Motorcycle Ohio Project 2017 Menu](#) > [Forms Menu](#) > Proposal Forms

## MISCELLANEOUS FIXED COST

### Instructions:

- All required fields are marked with an \*.
- Use the **Save** button to save text and calculate data on each page.
- Save at least every 30 minutes to avoid losing data.
- This proposal form will calculate a per student cost.

**Motorcycle Ohio will require justification for purchases over \$200.00.**



- Once you are ready to submit your application
  - Select “View Status Options” under “Change the Status”

 [Back](#)

## Motorcycle Ohio Project 2017 Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [MO-2017-Victim Services Org-00023](#)

 [Details](#)

### Possible Statuses

APPLICATION SUBMITTED

[APPLY STATUS](#)

APPLICATION CANCELLED

[APPLY STATUS](#)



- Agreement
  - If you are ready to submit – select “I agree”

## Agreement

Please make a selection below to continue.

---

By selecting the "I Agree" button below, I attest that I am a duly authorized representative of the applicant, and have been authorized by Applicant to make all representations, attestations and certifications contained in this application and all Addenda, if any issued, and to execute this application document on behalf of applicant. I also attest that the applicant is eligible to apply.

If you would like to include notes about this status change, please supply them below.

0 of 2000

**I AGREE**

**I DO NOT AGREE**





# SIGNING AND ATTACHING THE AWARD CERTIFICATE

- After Motorcycle Ohio Approves the applications
  - Select “My Applications”
    - Application Type - “Motorcycle Ohio Project (year you are applying for)”
    - Status – OCJS: Requires Signature

## Finding the Application that Requires a Signature

[Back](#)

### My Applications

Use the search functionality below to find a specific Applications.

Search Applications

Applications Types **Motorcycle Ohio Project 2017**

Applications Name

Status **OCJS Project: Requires Signatures**

Year

Export Results to **Screen** Sort by: **-- Select --**

Number of Results 1

Document Type	Organization	Name	Current Status	Year
Motorcycle Ohio Project 2017	<a href="#">Victim Services Org</a>	<a href="#">MO-2017-Victim Services Org-00023</a>	Requires Signatures	2017

## Selecting the Application

[Back](#)

### My Applications

Use the search functionality below to find a specific Applications.

Search Applications

Applications Types **Motorcycle Ohio Project 2017**

Applications Name

Status **OCJS Project: Requires Signatures**

Year

Export Results to **Screen** Sort by: **-- Select --**

Number of Results 1

Document Type	Organization	Name	Current Status	Year
Motorcycle Ohio Project 2017	<a href="#">Victim Services Org</a>	<b><a href="#">MO-2017-Victim Services Org-00023</a></b>	Requires Signatures	2017

# SIGNING AND ATTACHING THE AWARD CERTIFICATE

- View, Edit and Complete Forms
  - View Forms

[Back](#)

## Motorcycle Ohio Project 2017 Menu

Document Information: [MO-2017-Victim Services Org-00023](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Motorcycle Ohio Project 2017	<a href="#">Victim Services Org</a>	Project Director	Requires Signatures	01/01/2016 - N/A N/A

[View, Edit and Complete Forms](#)

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

- Select “Award Certificate Upload”
  - You may also want to print off the Award letter.

### Awards and Denials

-  [Award Commitment](#)
-  [Award Letter](#)
-  [Award Certificate Upload](#)

Michele Piko  
10/24/2016 12:03:28 PM



# VIEW AND PRINT AWARD CERTIFICATE

- Select the attachment link in the gray box under OCJS Uploads the signed Award Certificate below:”

[Back](#)

Document Information: [MO-2017-Victim Services Org-00023](#)

[Details](#)

You are here: > [Motorcycle Ohio Project 2017 Menu](#) > [Forms Menu](#) > Awards and Denials

---

**AWARD CERTIFICATE UPLOAD**

OCJS Uploads the signed Award Certificate below:

Award Certificate from OCJS  Browse...  DELETE\*

[57355-Granteesignedawardletter.pdf](#)

Grantee downloads Award Certificate from OCJS, and will upload the signed Award Certificate below:

Award Certificate Signed by Grantee  Browse...\*



# ATTACHING THE SIGNED AWARD CERTIFICATE

- After you have the award certificate signed you will need to upload and send back to Motorcycle Ohio
  - Attach the signed Award Certificate to “Award Certificate Signed by Grantee” (blue box) and save

[Back](#)

Document Information: [MO-2017-Victim Services Org-00023](#)

[Details](#)

You are here: > [Motorcycle Ohio Project 2017 Menu](#) > [Forms Menu](#) > Awards and Denials

---

### AWARD CERTIFICATE UPLOAD

OCJS Uploads the signed Award Certificate below:

Award Certificate from OCJS    DELETE\*

Grantee downloads Award Certificate from OCJS, and will upload the signed Award Certificate below:

Award Certificate Signed by Grantee



# SAMPLE OF THE AWARD CERTIFICATE



- Administration
- Bureau of Motor Vehicles
- Emergency Management Agency
- Emergency Medical Services
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol



John R. Kasich, Governor  
John Borm, Director  
Karhlton F. Moore  
Executive Director  
Office of Criminal Justice Services  
1970 West Broad Street  
P.O. Box 182632  
Columbus, Ohio 43218-2632  
(614) 466-7782  
www.ocjs.ohio.gov

MO-2017-Victim Services Org-00023  
June 30, 2016-July 1, 2017

In accordance with the Sections 4508.08 of the Ohio Revised Code, requires that a motorcycle safety and education program be established within the Ohio Department of Public Safety, the Office of Criminal Justice Services, as the duly authorized State Agency, hereby approves the grant application submitted for the fiscal year indicated in the subgrant number above and awards to the subgrant as follows:

Main Signer  
Tech School  
1234 Tech St  
Columbus OH 43223

Grantee:	Tech School	
Award Periods:	07/01/2016 to 06/30/2017	
Closeout Date:	06/30/2017	
	Basic Rider Skills Course Single:	\$31,080.00
	Basic Rider Skills Course Double:	
	Basic Rider Skills Course - Returning Rider:	\$9,936.00
	Basic Rider Skills Course - 2:	
	Advanced Rider Skills Course:	\$9,094.00
	Miscellaneous Fixed Cost:	
	Grant Total:	

The Grant shall become effective as of the award date, for the period indicated, upon return to OCJS of this Grant Award Agreement executed on the behalf of the Grantee's and Implementing Agency's authorized official in the space provided below.

\_\_\_\_\_  
Karhlton F. Moore, Executive Director

\_\_\_\_\_  
Award Date

The Grantee agrees to serve as the official recipient of the award, agrees to provide the required match as indicated above, and assumes overall responsibility for compliance with the terms and conditions of the award. I hereby accept this Grant on behalf of the Grantee. I hereby accept this Grant on behalf of the Implementing Agency.

\_\_\_\_\_  
Fiscal Officer  
Tech School

\_\_\_\_\_  
Date

#### Mission Statement

*"to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available."*



- Send the application back to Motorcycle Ohio
  - Click on Document Information link

 [Back](#)  
 Document Information: **MO-2017-Victim Services Org-00023**  
 [Details](#)  
 You are here: > [Motorcycle Ohio Project 2017 Menu](#) > [Forms Menu](#) > Awards and Denials

---

**AWARD CERTIFICATE UPLOAD**

OCJS Uploads the signed Award Certificate below:

Award Certificate from OCJS    DELETE\*

Grantee downloads Award Certificate from OCJS, and will upload the signed Award Certificate below:

Award Certificate Signed by Grantee  \*

- Change the Status

 **Change the Status**  
 Select the **View Status Options** button below to

- Apply Status under “Signatures Submitted”

**Possible Statuses**  
**SIGNATURES SUBMITTED**



# MOTORCYCLE OHIO HAS AWARDED THE FISCAL YEAR GRANT

- Application will go into the Grant Awarded Status and you will be ready to start processing claims.
- To view your approved application/grant there are 3 ways to view:
  - Under My Tasks
    - Find the Name of the grant or the Current Status “Grant Awarded”
  - My Organizations
  - My Applications



**MOTORCYCLE  
OHIO  
GRANT  
NOW  
AVAILABLE**

# QUESTIONS?

MICHELE PIKO

[MAPIKO@DPS.OHIO.GOV](mailto:MAPIKO@DPS.OHIO.GOV)

614-466-4041