APPLYING FOR A MOTORCYCLE OHIO GRANT
LOGIN TO THE OCJS GRANT SYSTEM

- www.ocjsgrants.com

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.htm

To find additional information about DRC, please visit our official website at www.drc.ohio.gov.
SELECTING THE GRANT

- View Current Solicitations
  - View Current Solicitations
• Scroll down the page until you get to Motorcycle Ohio Project 2018
  – Click “Apply Now”

* Date will change to reflect the Fiscal Year
• Select “I Agree” to continue applying for the grant
• Select “View Forms” under “View, Edit and Complete Forms”
• Complete all necessary Proposal Forms & Upload Necessary Documents

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*Motorcycle Ohio Project 2018 Menu - Forms*
COMPLETING THE TITLE PAGE

Example: FY2018 Motorcycle Ohio Grant
7/01/2017          6/30/2018

Address where reimbursement payments are sent

Fiscal Individual who is responsible for signing the Award Certificate

City, State and Zip of the training site

Must select a County
• 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.
After completing the worksheets click on the **Forms Menu** then select “Budget Request By Resource & Cost Category”
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.
After completing the Forms and Budget Request By Resource & Cost Category form, select the **Document Information Number**.

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

**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”
• Agreement
  – If you are ready to submit – select “I 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

Selecting the Application
SIGNING AND ATTACHING THE AWARD CERTIFICATE

• View, Edit and Complete Forms
  – View Forms

• Select “Award Certificate Upload”
  – You may also want to print off the Award letter.
VIEW AND PRINT AWARD CERTIFICATE

• Select the attachment link in the gray box under OCJS Uploads the signed Award Certificate below:’
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
## SAMPLE OF THE AWARD CERTIFICATE

Date: June 30, 2016 - July 31, 2017

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

**Grantor:**  
Tech School  
3234 Tech St  
Columbus, OH 43223

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**Total Award:** $102,920.00

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.

**Kathleen A. 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**  
**Date**

**Business Office**  
Tech School

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**Mission Statement:** To save lives, reduce injuries and accidents, to enforce 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

• Change the Status

• Apply Status under “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
614-466-4041