

Texas TRACS Notification Procedures

If you decide to submit an application for a federal grant, you need to *immediately* review the RFP to determine if the program is subject to state review under Executive Order (E.O.) 12372. If it is, you need to go to the Texas TRACS website to determine if the program has been selected for review by the State. If it has been selected, you will need to get a state identifier (SAI) number that must be included on the SF 424 (cover sheet) of your application. Your notification should be sent by e-mail to:

*Denise Stines Francis, State Single Point of Contact
Office of the Governor, Division of Budget, Planning & Policy
P.O. Box 12428, Austin, TX 78711
(512) 305-9415 (voice)/ (512) 936-2681 (FAX)
dfrancis@governor.state.tx.us*

Your e-mail notification should include the following information:

1. The federal program name and Catalog of Federal Domestic Assistance (CFDA) number for which you will be applying;
2. The name of the federal agency to which you will submit the application;
3. Whether this is a new or a continuing program application;
4. The due date for submittal of the application to the funding agency;
5. The name and address of your (applicant) organization;
6. The name, title, telephone number, and e-mail address of the person to contact in your organization concerning this notification/application;
7. A *brief* description of your proposed project, including target population and geographic areas to be served (list all counties to be served); and
8. The proposed budget (best estimate), including a breakout stating the federal request, applicant organizations match if any, and other sources of funds anticipated.

Shortly after submission of this notification to the TRACS Coordinator, you will receive a response that will include the State TRACS (SAI) number and a listing of persons or organizations to which you will need to send a copy of the completed application immediately after submittal to the funding source.

For EPCC applications, one of the organizations to which an application copy will invariably need to be sent is the Rio Grande Council of Governments (RGCOG). The EPCC application contact person may receive a request from the RGCOG to attend a Council meeting to answer questions by Council members concerning the application. Upon request, a representative of EPCC's Grants Management Office will attend this meeting with the contact person.

If you have any questions concerning E.O. 12372 or the TRACS system, please contact EPCC's Office of Grants Management.