



Grant Management System
(GMS) Manual
2013

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1 INTRODUCTION

1.1 Purpose

The ACJC Grant Management System (GMS) is a web-based application designed to help applicants, grantees and ACJC manage grant programs. It unites all ACJC grant programs under a common system, format and process. GMS also provides grant applicants and funded agencies a single location to apply for, submit and report on ACJC grants.

1.2 Definitions

- Agency - Government or non-profit entity either applying for or receiving grant funds.
- Applicant – Agency completing a request for funding.
- Grantee – Agency awarded grant funds
- User – Person with authority to access the GMS system, such as an applicant, or agency, financial or program point of contact.
- You – refers to a user of the GMS system in the properly assigned role(s).

1.3 Functions

The GMS covers every aspect of ACJC grant administration, including:

- Grant Application: Agencies are able to view and apply for open grant solicitations.
- Grant Adjustments: Sub-grantees can request grant adjustments, which are generated and tracked through the system.
- Reporting: Financial and activity reports are submitted, tracked and approved in GMS .

1.4 Roles

There are three points of contact in GMS. The Agency Point of Contact or ACJC will assign the Financial and Program Points of Contact. Each point of contact has the ability to create and submit a Grant Adjustment. One person may be assigned to multiple roles:

- Agency Point of Contact (APOC): Responsible for submitting the application;
- Financial Point of Contact (FPOC): Responsible for creating and submitting financial reports;
- Program Point of Contact (PPOC): Responsible for uploading activity reports.

1.5 Using This Manual

This manual is arranged in order of the grant's life cycle, beginning with a user's first attempt to access GMS, registering for and completing a grant application, submitting reports and closing the grant. Closing the grant occurs when all financial and program activities have been completed.

Look for the following symbols throughout the manual:



Tips and Tricks: Information following this icon will help make your experience with GMS easier.



Step-By-Step: This icon points to step-by-step instructions detailing how to complete certain tasks in GMS.



Important: Information preceded by this icon must be followed in order to successfully submit documents in GMS.

2 ACCESSING GMS

2.1 ACJC Website

The Grant Management System (GMS) is accessed through the ACJC website located at the following link: <http://www.azcjc.gov/>



Accessing GMS:

Step 1 - Hold your pointer over "Grants" on the left-hand menu bar.

Step 2 - Once the "Grants" menu expands, click on "Grant Management System."

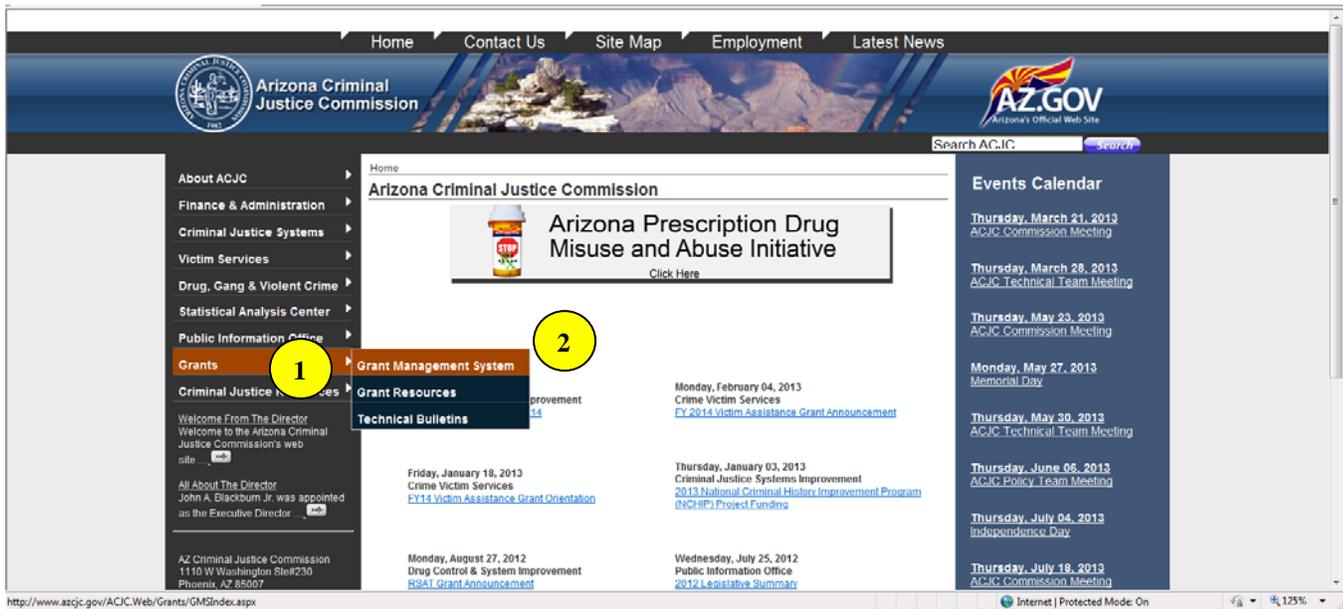


Figure 2.1.1



The ACJC website provides criminal justice related news, events, contact information, statistical reports, legislative updates and grant program information. If you haven't already done so, take the time to look around.

2.2 Registration

To access GMS, all points of contact must be registered. By providing the required information, including a unique e-mail address and password, users are able to do the following in the system:

- Complete and submit grant applications
- Receive e-mail notifications about their grant(s)
- Download grant agreements
- Request Grant Adjustments
- Submit Activity and Financial reports
- Review payment status

There are two ways to access the registration page from the main login screen. They are outlined in red below (Figure 2.2.1).

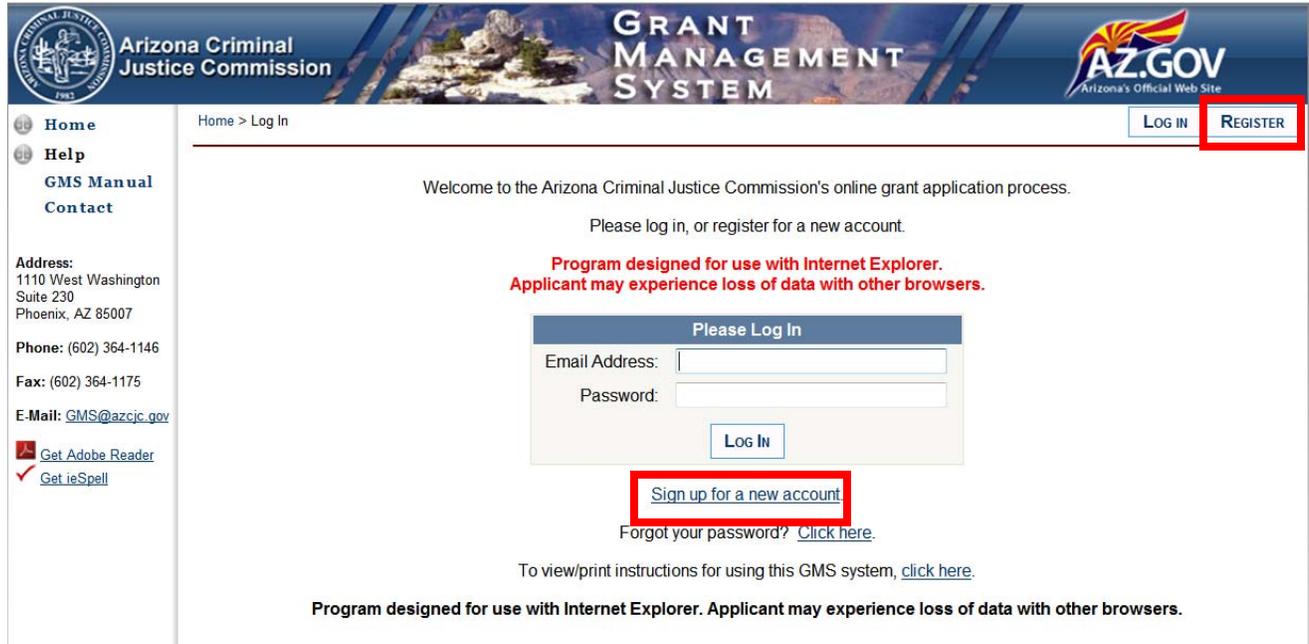


Figure 2.2.1

2.3 Your Information

First-time registrants should provide as much of the information on the registration form as possible.



The program is designed for use with Internet Explorer. Applicants may experience loss of data with other browsers.



Important: Only one GMS account may be created per e-mail address. If the Agency Point of Contact is changed, contact ACJC at GMS@azcjc.gov for assistance.

2.4 Agency Information

The agency information provided when registering should be the agency for which the grant application is being submitted.



Important: Before adding a new agency, check the agency drop-down list first to see if your agency already exists in GMS. If the agency is not already in GMS, add a new agency.

Arizona Criminal Justice Commission

GRANT MANAGEMENT SYSTEM

AZ.GOV
Arizona's Official Web Site

Home > Register LOG IN

User Information
 Email: i.e. jdoe@gmail.com
 Confirm Email:
 First Name:
 Middle Initial:
 Last Name:
 Job Title:

Mailing Address:
 Address Line 1: i.e. 1110 W. Washington
 Address Line 2: i.e. Suite 230
 City: Select a city...
 Zip: i.e. 85007 or 85007-1234
 Phone: i.e. 602-555-1234
 Extension:
 Fax: i.e. 602-555-5678

Agency Information
 Name: Select an agency...
 DUNS Number: N/A if None
 AFIS Vendor ID:
 AFIS Mail Code:
 Registered with CCR? Select

Password:
Re-type Password:

Figure 2.4.1



Adding an agency:

- Step 1 – Select the “Add New Agency Button.” (Figure 2.4.1)
- Step 2 – Provide as much of the information as possible including agency “Type” and “Level.”
- Step 3 – Select the “Department” from the drop down list or “Add New Department”.
- Step 4 – Enter your agency’s DUNS number. If one does not exist enter “N/A”.
- Step 5 – Select Yes or No from drop down list for “Registered with CCR” (Sam.gov).
- Step 6 – Complete the remainder of the registration.
- Step 7 - Create a password.
- Step 8 – Select the “Register” button at the bottom of the page.
- Step 9 - Scroll to the top of the web-page to see the status of the registration.

2.5 Making Changes

It is important that user profiles are kept up-to-date. Once a user has successfully logged on to the system, changes can be made to the user profile by clicking on the “Edit Profile” link at the top right of the GMS window.

2.6 Logging on to GMS



How to log on to GMS:

Step 1 – The login screen of GMS can be found at the following link:

<http://www.azcjc.gov/GMS3/Login.aspx>

Step 2 – Enter your registered e-mail address and password into the appropriate fields of the login form.

Step 3 – Select “Login.”



If you forget your password you can select the “Forgot your password? [click here](#)” link located underneath the login box. Once you enter your registration e-mail address and select “Request Password,” your password will automatically be e-mailed to you.



GMS includes a session timer that will automatically log you out of the system after 30 minutes of inactivity. GMS will save all data before automatically logging out.

2.7 Logging out of GMS

It is important that all users log out of GMS. Failure to do so properly may result in a loss of data. To log out of GMS, select the “Log out” link at the top right-hand side of the GMS window.



Figure 2.7.1

3 GMS HOMEPAGE

After successfully logging into the system, the GMS homepage is displayed. The GMS homepage is made up of three distinct areas (Figure 3.1):

- ② **Left-hand menu bar:** This area includes links to all accessible areas of GMS, including “Home”, “Applications”, “Point of Contact”, “Activity Reporting”, “Financial Reporting” and “Help”.
- ② **Top of the page navigation:** The user name, “Edit Profile” and “Log out” links, and active session timer are displayed on the right side of the screen. The left side of the navigation screen shows the screen name and allows you to navigate quickly back to the previous screen, in this case “Home”.
- ③ **Main content window:** This area displays the main content of a particular area of GMS. For example, this area on the Home screen will display My Record Documents, which may contain documents that ACJC has made available for you to view.

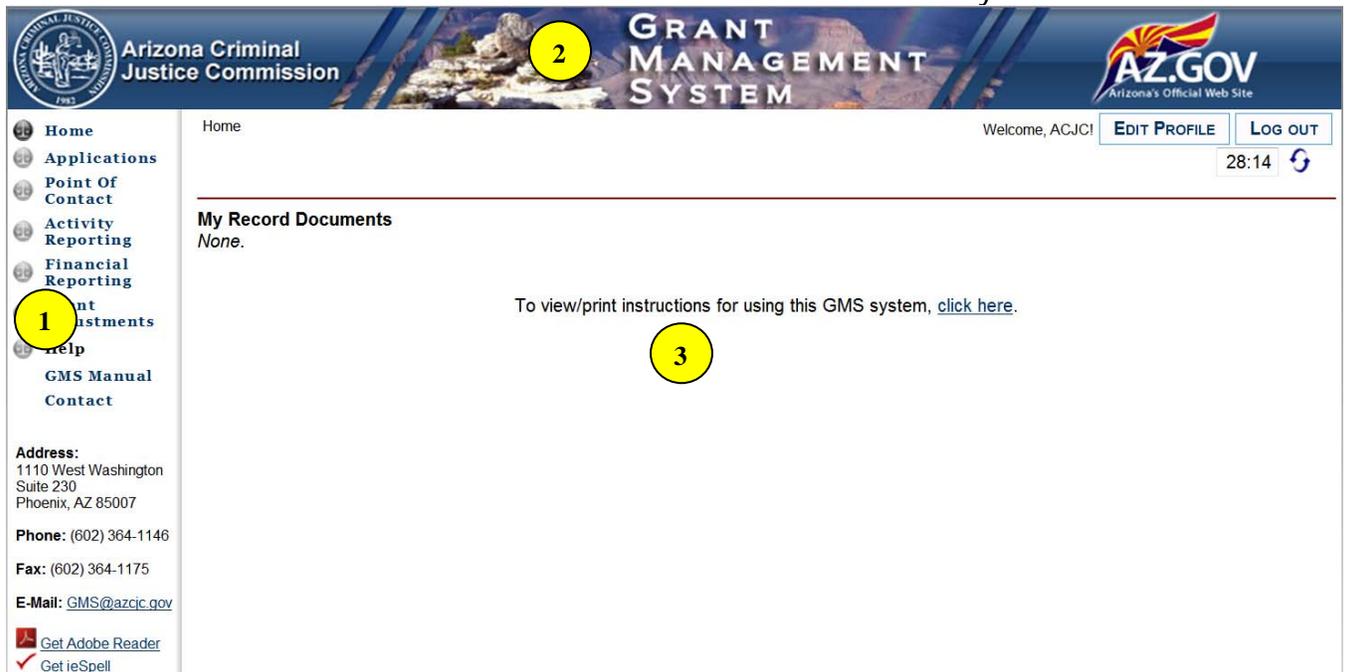


Figure 3.1



Adobe Acrobat Reader  and **IE Spell**  are some additional software tools that are available to use in conjunction with GMS. Check with your IT department for assistance in downloading these applications. Most of the support documents and grant announcements are only available in PDF format and require Adobe Acrobat Reader to open. IE Spell is a tool that is added to your browser and will check the spelling in all form fields and rich text boxes used throughout GMS, this is an optional download and is not required to use GMS.

4 APPLYING FOR GRANTS

Grant applications for all ACJC grant programs are accessed through the “Applications” page of GMS. To open the “Applications” page, select “Applications” from the left-hand menu bar.

4.1 Applications Page

The “Applications” page of GMS is divided into two sections:

- 1 **My Applications:** If this is a user’s first time accessing GMS, this section will be blank. By selecting “Apply” from the list of current grants, an application for that grant program will be created.

Once an application has been created, the table displays the grant program name, the applicant project name, the grant period, the purpose area, the solicitation period, the application’s status, the creation date, the submission date, date status of the application changed, and date the application was last updated.



Starting a grant application:

Step 1 – Select “Applications” from the left-hand menu bar.

Step 2 – Find the program you would like to apply for under “Current Grants” and select the “Apply” link to the left of the grant name.

This takes you directly into the application. When you access the “Applications” page again the application just created will appear under “My Applications” with a status of “In Progress.”

- 2 **Current Grants:** This table lists all of the grant programs currently open to receive applications. This table displays the grant program name, the grant period (i.e. FY or Cycle), and the grant solicitation period. Grant documents such as the grant announcement, grant specific instructions, and any supplemental documents are included in the table and can be downloaded or viewed by selecting the “View Document” link. Not all grant programs will include all additional document types.



Continuing an open grant application:

Once a grant application has been started and saved, it is considered to be “open”. Any additional work on this application after you’ve logged out and back in is “continuing”

Step 1 – Select “Applications” from the left-hand menu bar.

Step 2 – To continue a grant application that is “In Progress,” select the “View/Edit” link at the far left of the “My Applications” table.

Figure 4.1.1



Warning: The “Delete” link to the left of the grant name under “My Applications” will completely remove the application and all the information it contains.

4.2 Application Status

An application passes through several steps as it progresses through GMS. Each of these steps has an application status associated with it. An application’s status is displayed in the “Status” column of the “My Applications” section on the “Applications” page of GMS.

My Applications										
	Grant Name	Project Name	Period	Purpose Area	Solicitation Period	Status	Created	Submitted	Last Status Change	Last Update
View/Edit Delete	ACJC Crime Victim Assistance Program Grant	Hopi County Advocacy Program	FY 2009		01/01/2008 - 07/31/2008	In Progress	2/27/2008 10:14:59 AM		2/27/2008 10:14:59 AM	2/27/2008 10:15:30 AM

Figure 4.2.1

Below is a list of the application statuses, with a brief description:

- In Progress: Once you select "Apply" under Current Grants, the application is moved into the "My Applications" section and the status is "In Progress". In this status, users are able to make changes to the content of an application as long as the grant solicitation period is open.
- Submitted: Once an application is submitted by a user, its status changes to "Submitted." A submitted application can only be viewed by the user, ACJC score team or ACJC system administrators. No changes to the application can be made while in this status.
- Score Pending: When a submitted application is assigned to a scoring team, the application's status changes to "Score Pending."
- Committee/Commission Review Pending: After an application has been scored, the status changes to "Committee/Commission Review Pending." Applications remain in this status until the grant program funding allocation is approved by the Commission.
- Funded: Those applications that are approved for funding move into "Funded" status.
- Not Funded: Those applications not approved for funding move into "Not Funded" status. These applications are maintained in the system.
- Change Requested: ACJC system administrators can release a submitted application back to a user for corrections or additional information. This status allows users to make the necessary changes and resubmit the application.
- Expired: If an application is "In Progress" and is not submitted by 3:00 p.m. on the day the grant solicitation period closes, then the application is moved into "Expired" status. These applications cannot be edited or submitted.
- Extended: Similar to the "Change Requested" status, an application that has been "Extended" may be edited and submitted beyond the close of the grant solicitation period. An extension can only be granted by an ACJC system administrator.

5 COMPLETING AN APPLICATION



Important: Each ACJC grant program has different application requirements. While the functions of GMS grant applications are uniform throughout the system, application requirements, such as attachments and narrative content may vary from program to program. It is important that users download and read the grant's instructions before completing an application. Grant instructions are available under the "Instructions" column of the "Current Grants" table on the "Applications" page of GMS.

5.1 Application Pages

All applications are made up of different sections or pages. Those pages include the following:

- General Information: Includes agency information and project contact information.
- Program Information (Victim Assistance Only): This includes detailed information on the program requesting funding.
- Project Narrative: The problem statement, project description, and mission statement are included in this section.
- Goals and Objectives: Includes detailed information on the project's goals and objectives for the grant period.
- Budget: This section includes a budget divided into budget categories. Each budget category includes a budget narrative section to justify the requested expenses.
- Administration: This section is a self assessment of an agency's internal controls.
- Attachments: Any additional required documentation (i.e. audit reports, letters of support) can be attached and uploaded here.
- Special Conditions: All applicants must agree to the conditions listed in this section before an application can be submitted. This page links to the application review and allows you to print and export to Word and validate your application before submittal.

5.2 Navigation

To move from one section of the grant application to another, simply select the section name at the top of the application in the Main Content Window of GMS (Figure 5.1.1). The system will automatically save any changes made to the current page before continuing to the selected page. Selecting "Next Page" brings up the section immediately following the current section.



Figure 5.1.1

5.3 Saving your Application

There are three buttons that allow you to save your application. These are located at both the top and bottom of the each application page:



Figure 5.3.1

- Save: This button saves the application and returns you to the same page.
- Next Page: Pressing this button saves the application and moves you to the next page of the application.
- Save and Finish Later: Selecting this button saves the application, and returns the user to the "Applications" section of GMS.



In most cases, when navigating through an application, GMS will automatically save your work. However, it is always a good idea to save your application periodically.

5.4 Required Fields

Required fields are identified throughout GMS by the  icon. Once a required field is completed and the application is saved, the red flag should disappear. GMS will not allow an application to be submitted if any required information is missing.

5.5 Rich Text Boxes (RTB)

Most of the narrative content of an application will be entered into Rich Text boxes (Figure 5.5.1). These text boxes allow formatting of the text including font size, bold, italic, underline, and bullets and numbering. Rich Text boxes can be typed into directly or content can be pasted into a RTB from another program such as Microsoft® Word.



It is recommended to draft all narrative text in a program such as Microsoft® Word, and then copy and paste the text directly into the RTB.

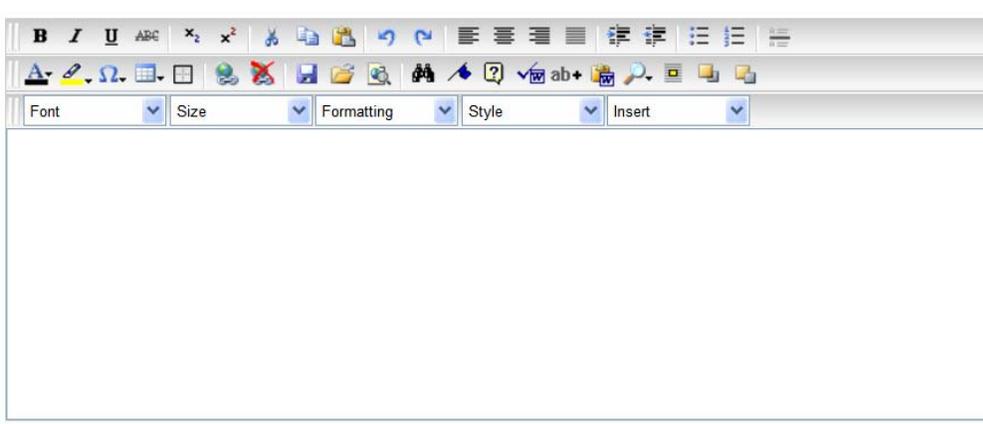


Figure 5.5.1



Pasting text into a Rich Text Box:

- Step 1 – Compose and format your narrative response in another program such as Microsoft® Word. It is better to keep the formatting simple before copying.
- Step 2 – Highlight and copy the text to the clipboard by right-clicking the highlighted text and selecting “copy” or pressing ctrl+c on your keyboard.
- Step 3 – In GMS, select the RTB where you want to paste the text and right-click select “paste” or press ctrl+v on your keyboard.

If the text is not pasted automatically, you may see the following message:



- Step 4 – Select “Allow access.” If you are copying the text from Microsoft® Word, the following message may appear:



- Step 5 – It is recommended that you select “Cancel.” The clean-up box that appears if you say “OK” only allows you to remove text which can also be done in the RTB.
- Step 6 – The fully formatted narrative text should now appear in the RTB.

5.6 Working with tables

Tables are used in the “Goals and Objectives” and the “Budget” sections of the application. While the content of these tables is very different, the way the tables are accessed and the functions they use are very similar.

5.7 Goals and Objectives Tables

The following is an example of a “Goals and Objectives” table in the standard application:

Goal:

[Remove This Goal](#)

Objectives (please complete at least 1):

Description	%	#	Performance Measure
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add](#) [Cancel](#)

[Add New Goal](#)

Below is an example of a “Goals and Outcomes” table from the Crime Victim Assistance grant application:

Goal:

Outcomes (please select at least 3):

Description	%	#	
Number and percentage of victims reporting an increased knowledge of services available.	89%	1,335	Edit
Number and percentage of victims who report having increased feelings of well being.	%		Edit
Number and percentage of victims who report they know how to access short and long term resources available to meet their needs.	%		Edit
Number and percentage of victims reporting the provider's services increased their ability to cope.	80%	1,200	Edit
Number and percentage of victims completing treatment plan objectives.	%		Edit

[Add](#) [Cancel](#)

The functions that users should be familiar with when using "Goals and Objectives" tables include the following:

- Rich Text Boxes: Allow users to enter text to describe a goal, objective, outcome, or performance measure. In the Victim Assistance application the only text box available to edit is in the last row of each table and is used to add a custom outcome related to the goal.
- Edit: Users can edit the content of a row in a table. Selecting "Edit" switches that row into edit mode. If a row in a table is in edit mode, no other changes can be made to the table until the "Save" or "Cancel" links are selected in the row in Edit Mode.
- Save: Saves the changes made to a row in edit mode and returns to the original page view.
- Cancel: Cancels the changes entered into a text, number, or percentage field.
- Add: Found at the end of a table row, this link adds the row's content to the table. Once the content has been added this link changes to "Edit."
- Add New Goal: Creates a new "Goals and Objectives" table to enter goal, objective, and performance measure data into. (Does not apply to Victim Assistance application).
- Remove This Goal: Removes the selected "Goals and Objectives" table. (Does not apply to Victim Assistance application).



Each Objective/Outcome must have either a % or # in the respective columns. It is important to click "Save" after editing the line.

Goal: [Remove This Goal](#)

Objectives (please complete at least 1)

Description	%	#	Performance Measure
<input type="text"/>	<input type="text" value="100%"/>	<input type="text"/>	<input type="text"/> Save Cancel

[Add New Goal](#)

5.8 Budget Tables

Below is an example of a "Budget" table in the standard application:

Consultant/Contractual Services
Enter narrative below:

Expense Type	Hours	Rate	Total	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		Add Cancel

Total: \$0.00

The following is an example of a "Budget" table from the Crime Victim Assistance grant application:

Personnel
Enter narrative below:

Full Time/Part Time

Match	Position Title	# Pos (FTE)	Annual Salary	Subtotal Salary	ERE Amount	Total
<input type="checkbox"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	Add Cancel

Match Total: \$0.00
Nonmatch Total: \$0.00

The functions that users should be familiar with when using "Budget" tables include the following:

- Narrative Rich Text Boxes: A detailed explanation of the requested program costs should be included for each requested budget category and is located above the detailed expense information section.
- Add: Found at the end of a table row, this link adds the row's content to the table. Once the content has been added, this link changes to "Edit."
- Delete: Once a row has been added, this link will delete the selected row.
- Cancel: Cancels the changes entered into the fields of the selected row.

5.9 Including Attachments

Most ACJC grant programs will require additional documents be submitted with the application. GMS allows applicants to attach the documents and upload them into the system; this is done on the "Attachments" page. There is no limit to the number of files that can be attached to an application; however, each file uploaded cannot be more than 10 megabytes.

Arizona Criminal Justice Commission

GRANT MANAGEMENT SYSTEM

AZ.GOV
Arizona's Official Web Site

Home > Applications > Application Detail

Welcome, ACJCI [EDIT PROFILE](#) [LOG OUT](#)

29:55

General Information > Project Narrative > Goals and Objectives > Budget > Administration > Attachments > Special Conditions

[SAVE](#) [NEXT PAGE](#) [SAVE AND FINISH LATER](#)

Please upload any additional documentation here. You may upload multiple files if necessary.

NOTE:
Non-profit organizations can demonstrate its non-profit status in any one of four methods. Please attach one of the following to this application:

1. Submission of proof of 501(c)(3) status from the Internal Revenue Service.
2. Submission of a statement from the state taxing authority or state Secretary of State, or other similar official certifying that the organization is a non-profit operating within the state, and that no part of its net earnings may lawfully benefit any private shareholder or individual.
3. Submission of a certified copy of the applicant's certificate of incorporation or similar document.
4. Submission of any item above, if that item applies to a state or national parent organization, together with a statement by the state or parent organization that the applicant is a local nonprofit affiliate.

Max size per upload 10MB.

[Browse...](#) [UPLOAD SELECTED FILE](#)

[ACJC_GMS_Manual.pdf](#) [Remove This File](#)

[SAVE](#) [NEXT PAGE](#) [SAVE AND FINISH LATER](#)

Address: 1110 West Washington Suite 230 Phoenix, AZ 85007
Phone: (602) 364-1146
Fax: (602) 364-1175
E-Mail: GMS@azcjc.gov
[Get Adobe Reader](#)
[Get ieSpell](#)

Figure 5.9.1



Attaching a File:

Step 1 - Select the "Browse" button and find the file on your computer you want to attach. After you select "Open", the file location and name should appear in the box.

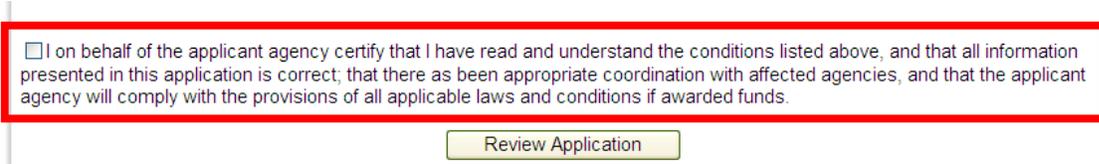
Step 2 - Select the "Upload Selected File" button. The screen should refresh, but may take up to a minute depending on the size of the file. After the screen refreshes, the file name will appear below the file field.

If an uploaded file needs to be removed from GMS, select "Remove This File" to the right of the file name.

6 SUBMITTING AN APPLICATION

6.1 Special Conditions

The final page of all grant applications in GMS is a list of grant specific conditions. All applicants must agree to these conditions before the application can be reviewed or submitted. To agree to the grant conditions select the check box at the bottom of the list of conditions. After selecting the check box and "Review Application" button, you will be able to review, validate and submit your application.



6.2 Summary View

After agreeing to the grant conditions and selecting "Review Application," users are shown a summary view of the entire application. The summary view contains all sections of the application in the sequence they appear to ACJC. Users should carefully review the entire application for completeness and accuracy. If any changes need to be made to a section of the application, there are links available next to the section titles or at the top of the summary page. Changes cannot be made in the summary view.

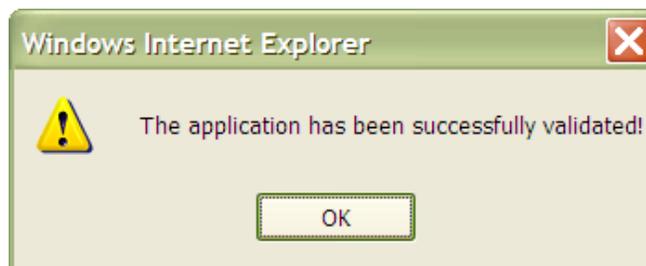
6.3 Validating the Application

Before an application can be submitted in GMS, its content must be validated. Validation confirms that all required fields have been completed.



Important: To validate an application, select the "Validate Application" button at the bottom of the application summary view.

Once the GMS validates that all of the required content has been entered, the following message will appear:



Once a user selects "OK," the summary view refreshes showing the bottom of the summary page. The "Submit Application" button is now active and the application may be submitted.

6.4 Addressing Errors

If there are incomplete required fields, GMS will generate a list of validation errors.

Application Validation

The application cannot be submitted because one or more errors exist that must be corrected. Select "Go to section" and review and/or update the error producing field(s). Return to this section to revalidate the application.

	Section	Field Name	Description
Go to section	General Information	Project Official	First Name
Go to section	Program Information	Volunteer hours	Must be greater than zero
Go to section	Project Narrative	Project Summary	Required

[Validate Application](#) [Submit Application](#) [Cancel](#)

Each error must be addressed/corrected before the system will allow a user to submit the application. The far left column of each validation error provides a link to the section of the application that requires correction. Once corrections have been made, users must return to the summary view and revalidate the application. If all errors have been addressed, the application may be submitted.

6.5 Submission

To submit an application, select the "Submit Application" button at the bottom of the summary view page. Once validation is successful, the "Submit Application" button will be activated and the application may be submitted.

ethnicity, sex, age, and disability.

21. The applicant assures that it will comply with all applicable state and federal drug-free workplace requirements.

22. The applicant assures that it will comply with all state and federal laws regarding privacy during the course of the program. All information relating to clients should be treated with confidentiality. Information shall be disclosed to the Commission, when requested, in compliance with the Crime Victim Assistance Program Rules, state and federal laws, and the grant agreement.

I on behalf of the applicant agency certify that I have read and understand the conditions listed above, and that all information presented in this application is correct; that there as been appropriate coordination with affected agencies, and that the applicant agency will comply with the provisions of all applicable laws and conditions if awarded funds.

[Validate Application](#) [Submit Application](#) [Cancel](#)



Warning: Once an application is submitted it can no longer be edited or corrected, and is available to view and print only.

6.6 Printing/Saving

The print view can be accessed through the link at the top of the summary view page.

Arizona Criminal Justice Commission

GRANT MANAGEMENT SYSTEM

AZ.GOV
Arizona's Official Web Site

Welcome, ACJC! [EDIT PROFILE](#) [LOG OUT](#)

29:33 ↻

[Click here for a printer friendly version](#)

Scroll down to review each section. To make changes, select 'Edit this section'.

When completed, click 'Validate Application' at the bottom of this page.

If there are any errors, correct them and try again.

If there are no errors, the 'Submit Application' button will be enabled.

Click this button to submit the application to ACJC.

Address:
1110 West Washington
Suite 230
Phoenix, AZ 85007

Phone: (602) 364-1146

Fax: (602) 364-1175

General Information | Project Narrative | Goals and Objectives | Budget | Administration | Attachments | Special Conditions

Application Created: 9:20 AM, 3/14/2013

General Information ([Edit this section](#))

Figure 6.6.1

It is highly recommended that users print or save a copy of the submitted application for their records. Once an application has been submitted, it can be accessed for viewing and printing through the "Applications" page of GMS.

7 POINT OF CONTACT

7.1 Assigning Points of Contact

After an application has been approved for funding, the grant record is created. At this point, the person who submitted the application is listed as the Agency Point of Contact.

This section allows the Agency Point of Contact (APOC) to assign those responsible for Activity and Financial reporting for each grant. The Financial and Program Points of Contact must be registered GMS users for the agency prior to being assigned to the grant. If a Points of Contact works for an agency other than the applicant agency, contact ACJC for assistance.

- Financial Point of Contact (FPOC): Is able to create and submit financial reports and Grant Adjustments for assigned grants.
- Program Point of Contact (PPOC): Is able to upload and submit activity reports and create Grant Adjustments for assigned grants.



Assigning Points of Contact:

Step 1 - Select "Point of Contact" on the left-hand menu bar (Figure 7.1.1)

Step 2 – Filter by grant program assigned to the APOC:

Option 1: "Filter" by Program and/or Year (Figure 7.1.2, 7.1.3 & 7.1.4)

Option 2: "Filter" by Agency Name only (Figure 7.1.5)

Step 3 – Click the "Select" button for the grant to assign the FPOC and PPOC (Figure 7.1.6)

Step 4 – Select a name from the drop down menus next to the "Financial Contact" and "Program Contact" (Figure 7.1.7)

Step 5 – Click the "Update" button (Figure 7.1.7)

The screenshot shows the Arizona Criminal Justice Commission Grant Management System interface. The header includes the Arizona Criminal Justice Commission logo, the text "Arizona Criminal Justice Commission", and the "GRANT MANAGEMENT SYSTEM" title. The AZ.GOV logo is also present. The left-hand menu bar contains the following items: Home, Applications, Point Of Contact, Activity Reporting, Financial Reporting, Grant Adjustments, Help, and GMS Manual. The main content area displays "Home > Point Of Contact" and "Welcome, ACJCI". There are buttons for "EDIT PROFILE" and "LOG OUT". The time "26:13" and a refresh icon are shown. The form includes a "Agency Name" dropdown menu with "Maricopa County Attorney's Office" selected, a "Program:" dropdown menu, and a "Year:" dropdown menu. A "FILTER" button is located below the form fields.

Figure 7.1.1

Filter by Program:

Arizona Criminal Justice Commission

GRANT MANAGEMENT SYSTEM

AZ.GOV
Arizona's Official Web Site

Home > Point Of Contact

Welcome, ACJCI | [EDIT PROFILE](#) | [LOG OUT](#)

29:57

Agency Name:

Program:

Year:

	AGENCY NAME	PROGRAM NAME	YEAR	GRANT NUMBER	PROJECT TITLE
<input type="button" value="SELECT"/>	MARICOPA COUNTY ATTORNEY'S OFFICE	DRUG, GANG, AND VIOLENT CRIME CONTROL	2012	DC-12-033	DRUG, GANG, AND VIOLENT CRIME PROSECUTION
<input type="button" value="SELECT"/>	MARICOPA COUNTY ATTORNEY'S OFFICE	DRUG, GANG, AND VIOLENT CRIME CONTROL	2011	DC-11-109	GANG PROSECUTION
<input type="button" value="SELECT"/>	MARICOPA COUNTY ATTORNEY'S OFFICE	DRUG, GANG, AND VIOLENT CRIME CONTROL	2009	DC-09-011	DRUG, GANG & VIOLENT CRIME PROSECUTION

Address:
1110 West Washington
Suite 230

Home

Applications

Point Of Contact

Activity Reporting

Financial Reporting

Grant Adjustments

Help

GMS Manual Contact

Figure 7.2

Filter by Year:

Arizona Criminal Justice Commission

GRANT MANAGEMENT SYSTEM

AZ.GOV
Arizona's Official Web Site

Home > Point Of Contact

Welcome, ACJCI | [EDIT PROFILE](#) | [LOG OUT](#)

29:56

Agency Name:

Program:

Year:

	AGENCY NAME	PROGRAM NAME	YEAR	GRANT NUMBER	PROJECT TITLE
<input type="button" value="SELECT"/>	MARICOPA COUNTY ATTORNEY'S OFFICE	CRIME VICTIM ASSISTANCE GRANT PROGRAM	2012	VA-12-024	VICTIM ASSISTANCE PROGRAM
<input type="button" value="SELECT"/>	MARICOPA COUNTY ATTORNEY'S OFFICE	CRIMINAL JUSTICE RECORDS IMPROVEMENT PROGRAM	2012	CRI11-12-003	DISPOSITION BACKLOG REDUCTION
<input type="button" value="SELECT"/>	MARICOPA COUNTY ATTORNEY'S OFFICE	DRUG, GANG, AND VIOLENT CRIME CONTROL	2012	DC-12-033	DRUG, GANG, AND VIOLENT CRIME PROSECUTION
<input type="button" value="SELECT"/>	MARICOPA COUNTY ATTORNEY'S OFFICE	VICTIM COMPENSATION PROGRAM	2012	VC-12-056-S	VICTIM COMPENSATION STATE
<input type="button" value="SELECT"/>	MARICOPA COUNTY ATTORNEY'S OFFICE	VICTIM COMPENSATION PROGRAM	2012	VC-12-056-F	VICTIM COMPENSATION FEDERAL

Address:
1110 West Washington
Suite 230
Phoenix, AZ 85007

Phone: (602) 364 1146

Home

Applications

Point Of Contact

Activity Reporting

Financial Reporting

Grant Adjustments

Help

GMS Manual Contact

Figure 7.3

Filter by Program and Year:

The screenshot shows the 'GRANT MANAGEMENT SYSTEM' interface. The header includes the Arizona Criminal Justice Commission logo and 'AZ.GOV Arizona's Official Web Site'. The user is logged in as 'Welcome, ACJCI' with options for 'EDIT PROFILE' and 'LOG OUT'. The time is 29:50. The left sidebar contains navigation links: Home, Applications, Point Of Contact, Activity Reporting, Financial Reporting, Grant Adjustments, Help, GMS Manual, and Contact. The main content area shows filters: Agency Name: Maricopa County Attorney's Office, Program: Drug, Gang, and Violent Crime Control, and Year: 2012. A 'FILTER' button is present. Below the filters is a table with the following data:

	AGENCY NAME	PROGRAM NAME	YEAR	GRANT NUMBER	PROJECT TITLE
<input type="button" value="SELECT"/>	MARICOPA COUNTY ATTORNEY'S OFFICE	DRUG, GANG, AND VIOLENT CRIME CONTROL	2012	DC-12-033	DRUG, GANG, AND VIOLENT CRIME PROSECUTION

Figure 7.4

Filter by Agency Name:

The screenshot shows the 'GRANT MANAGEMENT SYSTEM' interface with the same header and sidebar as Figure 7.4. The filters are: Agency Name: Maricopa County Attorney's Office, Program: (empty), and Year: (empty). A 'FILTER' button is present. Below the filters is a table with the following data:

	AGENCY NAME	PROGRAM NAME	YEAR	GRANT NUMBER	PROJECT TITLE
<input type="button" value="SELECT"/>	MARICOPA COUNTY ATTORNEY'S OFFICE	CRIME VICTIM ASSISTANCE GRANT PROGRAM	2012	VA-12-024	VICTIM ASSISTANCE PROGRAM
<input type="button" value="SELECT"/>	MARICOPA COUNTY ATTORNEY'S OFFICE	CRIME VICTIM ASSISTANCE GRANT PROGRAM	2011	VA-11-024	VICTIM ASSISTANCE
<input type="button" value="SELECT"/>	MARICOPA COUNTY ATTORNEY'S OFFICE	CRIME VICTIM ASSISTANCE GRANT PROGRAM	2010	VA-10-024	CRIME VICTIM ASSISTANCE
<input type="button" value="SELECT"/>	MARICOPA COUNTY ATTORNEY'S OFFICE	CRIMINAL JUSTICE RECORDS IMPROVEMENT PROGRAM	2012	CRI11-12-003	DISPOSITION BACKLOG REDUCTION
<input type="button" value="SELECT"/>	MARICOPA COUNTY ATTORNEY'S OFFICE	DRUG, GANG AND VIOLENT CRIME CONTROL - RECOVERY ACT	2010	DC-10-033	PROSECUTION OF DRUG, GANG & VIOLENT CRIME
<input type="button" value="SELECT"/>	MARICOPA COUNTY ATTORNEY'S OFFICE	DRUG, GANG, AND VIOLENT CRIME CONTROL	2012	DC-12-033	DRUG, GANG, AND VIOLENT CRIME PROSECUTION
<input type="button" value="SELECT"/>	MARICOPA COUNTY ATTORNEY'S OFFICE	DRUG, GANG, AND VIOLENT CRIME CONTROL	2011	DC-11-109	GANG PROSECUTION

Additional information in the sidebar includes: Address: 1110 West Washington Suite 230 Phoenix, AZ 85007; Phone: (602) 364-1146; Fax: (602) 364-1175; E-Mail: GMS@azcjc.gov; and links for Get Adobe Reader and Get ieSpell.

Figure 7.5

Arizona Criminal Justice Commission

GRANT MANAGEMENT SYSTEM

AZ.GOV
Arizona's Official Web Site

Home > Point Of Contact

Welcome, ACJC! [EDIT PROFILE](#) [LOG OUT](#)

29:50

Agency Name:

Program:

Year:

AGENCY NAME	PROGRAM NAME	YEAR	GRANT NUMBER	PROJECT TITLE	
<input type="button" value="SELECT"/>	MARICOPA COUNTY ATTORNEY'S OFFICE	DRUG, GANG, AND VIOLENT CRIME CONTROL	2012	DC-12-033	DRUG, GANG, AND VIOLENT CRIME PROSECUTION

Figure 7.6

Arizona Criminal Justice Commission

GRANT MANAGEMENT SYSTEM

AZ.GOV
Arizona's Official Web Site

Home > Point Of Contact

Welcome, ACJC! [EDIT PROFILE](#) [LOG OUT](#)

25:17

Agency: Maricopa County Attorney's Office(None) Program: Drug, Gang, and Violent Crime Control

Year: 2012 Grant Number: DC-12-033

Project Title: Drug, Gang, and Violent Crime Prosecution

Financial Contact:

Program Contact:
AC.IC. Garcia

Address:
1110 West Washington
Suite 220

Figure 7.7

8 ACTIVITY REPORTING

8.1 Uploading and Submitting Activity Reports

This section allows the Program Point of Contact (PPOC) to upload and submit activity reports for the grant programs assigned.



How to upload and submit activity reports:

Step 1 - Select "Activity Reporting" on the left-hand menu bar

Step 2 – Filter by grant program assigned to the PPOC: (Figure 8.1.1)

Option 1: "Filter" by Program and/or Year

Option 2: "Filter" by Agency Name

Arizona Criminal Justice Commission

GRANT MANAGEMENT SYSTEM

Home > Activity Reporting

Welcome, ACJCI [EDIT P](#)

Agency Name: Maricopa County Attorney's Office

Program:

Year:

[FILTER](#)

	AGENCY NAME	PROGRAM NAME	YEAR	GRANT NUMBER	PROJECT TITLE
SELECT	MARICOPA COUNTY ATTORNEY'S OFFICE	DRUG, GANG, AND VIOLENT CRIME CONTROL	2012	DC-12-033	DRUG, GANG, AND VIOLEN
SELECT	MARICOPA COUNTY ATTORNEY'S OFFICE	VICTIM COMPENSATION PROGRAM	2012	VC-12-056-S	VICTIM COMPENSATION S

Address:

Figure 8.1.1

Step 3 – Click the "Select" button for the grant

Step 4 - Select the "Browse" button and find the file on your computer you want to attach. After you select "Open" the file location and name should appear in the box (Figure 8.1.2)

Arizona Criminal Justice Commission

GRANT MANAGEMENT SYSTEM

Home > Activity Reporting

Welcome, John! [EDIT PROFILE](#) [LOG OUT](#)

29:50

Agency: Maricopa County Attorney's Office(None) Program: Drug, Gang, and Violent Crime Control
 Year: 2012 Grant Number: DC-12-033
 Project Title: Drug, Gang, and Violent Crime Prosecution

REPORT	REPORT TYPE	PERIOD	REPORT DUE DATE	SUBMITTED DATE	STATUS	DAYS LATE
GMS TRAINING ACTIVITY REPORT Q1.XLSX	ACTIVITY	JUL-SEPT 2011	10/15/2011	10/12/2011	PM APPROVED	0
GMS TRAINING ACTIVITY REPORT Q2.XLSX	ACTIVITY	OCT-DEC 2011	01/15/2012	01/15/2012	PM APPROVED	0
<input type="text"/>	ACTIVITY	JAN-MAR 2012	04/15/2012	04/12/2012	NOT SUBMITTED	0

Address: 1110 West Washington Suite 230 Phoenix, AZ 85007
 Phone: (602) 364-1146
 Fax: (602) 364-1175
 E-Mail: GMS@azcjc.gov

Figure 8.1.2

Step 5 - Select the "Upload" button; the screen should refresh. This may take some time depending on the size of the file. After the screen refreshes the file name should appear as a hyperlinked document and the Submitted Date will be generated (Figure 8.1.3)

- o If a report is submitted late, GMS will calculate the number of days late for each report and total number of late reports.



Important: Once a file is uploaded you cannot delete it. To update an activity report after submission contact ACJC. If the report has not been approved by the Grant Coordinator or Program Manager ACJC can Reject the report and a new one can be uploaded. If the report has been approved email the new document to your grant coordinator for replacement.

- [Home](#)
- [Applications](#)
- [Point Of Contact](#)
- [Activity Reporting](#)
- [Financial Reporting](#)
- [Grant Adjustments](#)
- [Help](#)
- [GMS Manual](#)
- [Contact](#)

Address:
 1110 West Washington
 Suite 230
 Phoenix, AZ 85007

Phone: (602) 364-1146

Fax: (602) 364-1175

E-Mail: GMS@azcjc.gov

-  [Get Adobe Reader](#)
-  [Get ieSpell](#)

Home > Activity Reporting

Welcome, John! [EDIT PROFILE](#) [LOG OUT](#)
29:50 

Agency: Maricopa County Attorney's Office(None) **Program:** Drug, Gang, and Violent Crime Control
Year: 2012 **Grant Number:** DC-12-033
Project Title: Drug, Gang, and Violent Crime Prosecution

REPORT	REPORT TYPE	PERIOD	REPORT DUE DATE	SUBMITTED DATE	STATUS	DAYS LATE
GMS TRAINING ACTIVITY REPORT Q1.XLSX	ACTIVITY	JUL-SEPT 2011	10/15/2011	10/12/2011	PM APPROVED	0
GMS TRAINING ACTIVITY REPORT Q2.XLSX	ACTIVITY	OCT-DEC 2011	01/15/2012	01/15/2012	PM APPROVED	0
<input type="text"/>	ACTIVITY	JAN-MAR 2012	04/15/2012	04/12/2012	NOT SUBMITTED	0

THERE ARE 0 LATE REPORTS.

Figure 8.3

9 FINANCIAL REPORTING

9.1 Creating and Submitting Financial Reports

This section allows the Financial Point of Contact (FPOC) to create and submit financial reports for the grant programs assigned.



How to create and submit a financial report:

Step 1 - Select “Financial Reporting” on the left-hand menu bar

Step 2 – Filter by grant program (Figure 9.1.1):

Option 1: “Filter” by Program and/or Year.

- It is recommended to filter by Year.

Option 2: “Filter” by Agency Name

	AGENCY NAME	PROGRAM NAME	YEAR	GRANT NUMBER	PROJECT TITLE
<input type="button" value="SELECT"/>	MARICOPA COUNTY ATTORNEY'S OFFICE	DRUG, GANG, AND VIOLENT CRIME CONTROL	2012	DC-12-033	DRUG, GANG, AND VIOLENT CRIME I

Figure 9.1.1

Step 3 – Click the “Select” button for the grant (Figure 9.1.1)

- This screen will allow you to create, view and print financial reports.

Step 4 - Select the “Create” button next to the “Report Period” due. It will bring you to the financial report entry screen in Figure 9.1.2.



Important: The budget reporting category header fields can be expanded or contracted to help make this screen easier to view. If any of the fields are highlighted in **green**, it means your agency is funded in that budget category.

For example, the “Operating Expenses” budget category shown below in Figure 9.1.3 is highlighted in green, signifying that this category has been awarded funds and the grantee can spend grant funds in this area. If you expand the category by either selecting the header “Operating Expenses” or the “+” sign below, this section will expand. Once the category has been expanded, you will be able to see the available funds in the “Balance” field at the bottom of the screen



Arizona Criminal Justice Commission

GRANT MANAGEMENT SYSTEM



Arizona's Official Website

Home » Financial Reporting

Welcome, ACJC [Edit Profile](#)

Agency: Maricopa County Attorney's Office (None)	Program: Drug, Gang, and Violent Crime O	Grant Number: DC-12-033
Year: 2012	Grant Number: DC-12-033	Taxpayer ID: 868000472 (Taxpayer ID/ACH ID)
Project Title: Drug, Gang, and Violent Crime Prosecution	Taxpayer ID: 868000472	Program Income Approved %: 0.00 %
Total Grant: \$1,982,804.00	Percent: 0.00 %	
State Award: \$0.00	Percent: 100.00 %	
Federal Award: \$1,982,804.00	Percent: 0.00 %	
Total Match: \$0.00	Percent: 0.00 %	
Award Period: 7/1/2011 - 6/30/2012		

Address:
1110 West Washington
Suite 230
Phoenix, AZ 85007

Phone: (602) 364-1148
Fax: (602) 364-1175
E-Mail: GMS@azcjc.gov

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	Budget Period	PERSONNEL		OVERHEAD	PROFESSIONAL & OUTSIDE SERVICES PERSONNEL (NON-AGENCY)	TRAVEL	OTHER	OPERATING EXPENSES	EQUIPMENT	Total Reported	Auditor Payment	Misc. PROGRAM INCOME	
		SALARY	TRAVEL EXPENSES (FOR SALARY UNDER OVERHEAD)									+	+
	July 2012 Dur: 6/30/2012										\$0.00	-	-
	Aug 2012 Dur: 6/30/2012										\$0.00	-	-
	Sept 2012 Dur: 10/25/2012										\$0.00	-	-
	Oct 2012 Dur: 11/25/2012										\$0.00	-	-
	Nov 2012 Dur: 12/25/2012										\$0.00	-	-
	Dec 2012 Dur: 01/25/2013										\$0.00	-	-
	Jan 2013 Dur: 02/25/2013										\$0.00	-	-
<input type="button" value="Edit"/>	Feb 2013 Shows Dur: 03/25/2013	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$0.00	-	-
<input type="button" value="Cancel"/>	Mar 2013 Dur: 04/25/2013										\$0.00	-	-
Total Reported		\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$0.00	-	-
Approved Budget		\$1,290,519.00	\$51,105.00	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$1,802,004.00	\$1,802,004.00	-	-
BALANCE		\$1,290,119.00	\$51,925.00	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$1,802,004.00	\$1,802,004.00	-	-

Figure 9.1.2



GRANT MANAGEMENT SYSTEM



Home • Financial Reporting

Welcome, ACJC [Exit Page](#)

Agency: Maricopa County Attorney's Office (None) Year: 2012 Project Title: Drug, Gang, and Violent Crime Prosecution Total Grant: \$1,982,804.00 State Award: \$0.00 Federal Award: \$1,982,804.00 Total Match: \$0.00 Award Period: 7/1/2011 - 6/30/2012	Program: Drug, Gang, and Violent Crime Con Grant Number: DC-12-033 Taxpayer ID: 866000472 (Taxpayer ID (ACH) tool) Program Income Approved %: 0.00 %	
--	---	--

Address:
1110 West Washington
Suite 230
Phoenix, AZ 85007

Phone: (602) 364-1148
Fax: (602) 364-1175
e-Mail: GMS@gacj.com

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Report Period	PERSONNEL			PROFESSIONAL & OUTSIDE/ SERVICES PERSONNEL (NON-AGENCY)		TRAVEL	OTHER	OPERATING EXPENSES			EQUIPMENT	Total Expenses	Available Revenue	NET PROGRAM INCOME	
	Salary	Travel Expense (For Salary (Include overtime))	Overtime	+	+			COURT/CITY FEE	SUPPLIES	EXPANDED TRAINING				OTHER	+
July 2012 Dup: 06/25/2012													\$0.00	-	-
Aug 2012 Dup: 06/25/2012													\$0.00	-	-
Sept 2012 Dup: 10/25/2012													\$0.00	-	-
Oct 2012 Dup: 11/25/2012													\$0.00	-	-
Nov 2012 Dup: 12/25/2012													\$0.00	-	-
Dec 2012 Dup: 01/25/2013													\$0.00	-	-
Jan 2013 Dup: 02/25/2013													\$0.00	-	-
Dec 2012 Dup: 03/25/2013	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1750.00	\$0.00	-	-
Jan 2013 Dup: 04/25/2013													\$0.00	-	-
Total Expenses	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1750.00	\$0.00	-	-
Available Revenue	\$1,290,519.00	\$542,165.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$1,902,004.00	\$1,902,004.00	-	-
BALANCE	\$1,290,119.00	\$541,925.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$1,902,004.00	\$1,902,004.00	-	-

Figure 9.1.3

Step 5 – Enter your actual expenses for the reporting period. Entry will only be allowed in approved budget categories (Figure 9.1.4).



Arizona Criminal Justice Commission

GRANT MANAGEMENT SYSTEM



Arizona's Official Web Site

Home > Financial Report

Welcome, ACJC! [Edit Profile](#)

ARIZONA CRIMINAL JUSTICE COMMISSION FINANCIAL REPORT

Agency: Maricopa County Attorney's Office (None)

Year: 2012

Project Title: Drug, Gang, and Violent Crime Prosecution

Total Grant: \$1,982,804.00

State Award: \$0.00

Federal Award: \$1,982,804.00

Total Match: \$0.00

Award Period: 7/1/2011 - 6/30/2012

Program: Drug, Gang, and Violent Crime Control

Grant Number: DC-12-033

Taxpayer ID: 866000472 ([Taxpayer ID \(ACH lookup\)](#))

Program Income Approved %: 0.00 %

Report Status:

REPORT PERIOD	PERSONNEL	SALARY	FRINGE BENEFITS (FOR SALARY AND/OR OVERTIME)	OVERTIME	PROFESSIONAL & OUTSIDE SERVICES PERSONNEL (NON-AGENCY)		TRAVEL	OTHER	OPERATING EXPENSES		EQUIPMENT	TOTAL REPORTED	AMOUNT REIMBURSED/ALLOTTED/ADVANCED/PAYED
					+	-			+	-			
Mar 2012		\$0.00	\$0.00	\$0.00								\$0.00	

COMMENT:

ATTACHMENT: [CLICK HERE TO LOAD AND VIEW ATTACHED DOCUMENT](#)

NOTES:

* THE CATEGORIES WHICH HAVE A \$0.00 APPROVED BUDGET ARE DISABLED. IF YOU NEED TO MAKE CHANGES TO YOUR APPROVED BUDGET, INCLUDING SHIFTING MONEY INTO THESE CATEGORIES TO SUBMIT A GRANT ADJUSTMENT NOTICE (GAN) FOR APPROVAL TO SUBMIT A GAN, USE THE LEFT SIDE MENU OR CLICK HERE.

Figure 9.1.4

9.2 Entering Equipment



Equipment:

- Step 1 - When you click in either of the "Equipment" categories you will be taken to a different screen for data entry. Your report will automatically be saved when the equipment screen is opened (Figure 9.2.1)

Arizona Criminal Justice Commission MANAGEMENT SYSTEM

Home > Financial Report

Welcome, ACJC! [EDIT PROFILE](#)

ARIZONA CRIMINAL JUSTICE COMMISSION FINANCIAL REPORT

Agency:	Maricopa County Attorney's Office (None)	Program:	Drug, Gang, and Violent Crime Cor
Year:	2012	Grant Number:	DC-12-033
Project Title:	Drug, Gang, and Violent Crime Prosecution	Taxpayer ID:	866000472 (Taxpayer ID (ACH tool))
Total Grant:	\$1,982,804.00	Percent	Program Income Approved %: 0.00 %
State Award:	\$0.00		Report Status:
Federal Award:	\$1,982,804.00	100.00 %	
Total Match:	\$0.00	0.00 %	
Award Period:	7/1/2011 - 6/30/2012		

Financial report saved.

Equipment

This is the list of equipment purchased.

Total Capital:	\$0.00
Total Non-Capital:	\$0.00

[ADD](#) [CLOSE](#)

Figure 9.2.1

- Step 2 – Select the “Add” button to enter the expenses. A table will appear requesting detailed information about the expense
- Step 3 – Select “Equipment Type” from the drop-down list
- Step 4 - Enter a description of the item purchased in the “Description” field
- Step 5 – Enter the number of items purchased in the “Quantity” field
- Step 6 – Enter the total cost of the items purchased (including tax and shipping) in the “Total Amount” field.
- Step 7 – Select the “Update” button to save. You can make changes by selecting the “Edit” button prior to submitting the report. (Figure 9.2.2)

Arizona Criminal Justice Commission MANAGEMENT SYSTEM AZ.GOV

Home > Financial Report

Welcome, ACJC! [EDIT PROFILE](#) [Logout](#) 28:36

ARIZONA CRIMINAL JUSTICE COMMISSION FINANCIAL REPORT

Agency: Maricopa County Attorney's Office (None) **Program:** Drug, Gang, and Violent Crime Control
Year: 2012 **Grant Number:** DC-12-033
Project Title: Drug, Gang, and Violent Crime Prosecution **Taxpayer ID:** 866000472 ([Taxpayer ID \(ACH lookup\)](#))
Total Grant: \$1,982,804.00 **Percent:** **Program Income Approved %:** 0.00 %
State Award: \$0.00 0.00 % **Report Status:**
Federal Award: \$1,982,804.00 100.00 %
Total Match: \$0.00 0.00 %
Award Period: 7/1/2011 - 6/30/2012

Financial report saved.

Equipment

This is the list of equipment purchased.

Total Capital: \$0.00
Total Non-Capital: \$10,000.00

EDIT	DELETE	EQUIPMENT TYPE	DESCRIPTION	QUANTITY	TOTAL AMOUNT (IN AN)
		NON-CAPITAL	TEST EQUIPMENT	1	\$

[Add](#) [Close](#)

Figure 9.2.2

- Step 8 - If additional items need to be reported, select the “Add” button to open a new table. Repeat steps 3 to 7 above.
- Step 9 – When all items have been entered select the “Close” button to return to the financial report entry screen.

9.3 Additional Reporting Categories

If applicable, additional reporting categories can be found by expanding the Misc. and Program Income section headers.

- Under Misc., you can report encumbrances and interest earned.
- Under Program Income you will be able to report “Total Project Program Income” and “Program Income Expenditures”. The “Total Grant Related Program Income” will be automatically calculated from the “Program Income Approved %” and Federal percentage of grant award.

A “Comment” field is available if the user would like to provide any notes or comments.

9.4 Include Attachments

To include Attachments, select the "Browse" button and find the file on your computer you want to attach. After you select "Open" the file location and name will appear in the box.

Select the "Attach File" button; the screen should refresh. This may take some time depending on the size of the file. After the screen refreshes a hyperlink will appear above the "Attachment" field that allows you and ACJC to view the document.

- The file cannot be deleted after attaching it, but can be overwritten by following the instructions to attachments above.

9.5 Submitting a Report

Choose one of the following buttons:

- "Save": Will allow you to save your work. Your report is **not** submitted yet.
- "Validate": Will verify if funds are available for the expense entered or if applicable within the 10% allowable budget. If you receive an error message, prompting you to either update the report or submit a grant adjustment request. Once the errors have been resolved, you will be able to validate the report. See Section 10: Grant Adjustments to submit a grant adjustment request.
- "Go Back": Will cancel any unsaved work and return you to the financial report entry screen.

9.6 Validating the Financial Report

After the report has been successfully validated, the following buttons will appear:

- "Save": Will allow you to save your work.
- "Submit" – Submits the report to ACJC for review and approval. Once submitted the report will be available to the grantee in "view only" status.
- "Close Grant/Final" – **Use this button with caution.** If all funds have been expended or the project is complete and you are certain you will not have additional expenses to report, this button will allow you to submit a final report and automatically generate all remaining reports with zero expenditures. Once submitted, the report(s) will be available to the grantee in "view only" status. **Note:** If your agency is required to report program income, **do not** use this button.
- "Go Back": Will return you to the financial report entry screen.

After the report is submitted, print the report and have your agency's authorized official sign the "Signature Page". Maintain this signed report in your grant files or as an attachment in GMS; **do not** submit it to ACJC via email, fax or mail.

9.7 Financial Report Status

When you return to the financial report screen you will be able to view:

- Approval status:
 - "Saved" – Report has **not** been submitted to ACJC
 - "Submitted" – Report has been submitted to ACJC and is awaiting further action.
 - "GC Approved" – The ACJC Grant Coordinator has approved the report and is awaiting Program Manager Approval.
 - "PM Approved" - The report has been approved and sent to ACJC's Finance department for payment processing.
 - "Re-Opened"– ACJC has returned the report to the grantee for revisions or additional information.

9.8 Common icons

-  Comment – This icon will appear if a comment has been entered on the financial report entry screen.
-  Attachments – This icon will appear if an attachment has been entered on the financial report entry screen.
-  Signature Page – As soon as a report is saved the signature page is available for printing. Click this icon to view, save and/or print the report.

9.9 Payment Status

- "Status of Payment" –
 - "N/A" – Before payment is processed
 - "Processed" – Payment is being processed
 - "Paid" – Payment has been processed and sent to the agency either via check or ACH (direct deposit).

 Next to the Taxpayer ID number at the top of the financial report page is a link to the AZ Department of Administration Vendor Payment Search. This screen will assist you in researching payments made to your agency.
- "Advance/Allocation or Reimbursement" –
 - "AD" – Advance payment is generally a one-time pre-payment made to the grantee. It may be a partial payment of the grant award or the entire grant award amount.
 - "AL" – Allocation/Allotment is generally a fixed dollar amount that is disbursed to the grantee agency at regular intervals (i.e. monthly or quarterly).
 - "RE" – Reimbursement is defined as payment of actual expenses (excluding match if applicable).

- “Warrant/ACH Sent Date” – This is the date payment was processed.

9.10 Report totals and grant balance:

There are three lines at the bottom of the financial report screen:

- “Total Reported” – The total of all reports entered by budget category.
- “Approved Budget” – The most recently approved budget by category.
- “Balance” – This is the balance of your grant funds: the difference between the “Approved Budget” and the “Total Reported” by budget category.

10 GRANT ADJUSTMENTS

10.1 Creating Grant Adjustments

This section allows any Point of Contact to create and submit Grant Adjustment requests for assigned grant programs.



How to create a Grant Adjustment:

Step 1 - Select "Grant Adjustments" on the left-hand menu bar (Figure 10.1.1)

Step 2 – Filter by grant program:

Option 1: "Filter" by Program and/or Year.

- It is recommended to filter by Year.

Option 2: "Filter" by Agency Name

Step 3 – Click the "Select" button for the grant (Figure 10.1.2)

- This screen will allow you to both view and print your Grant Adjustments. Grant Adjustments from the prior version of GMS will be displayed as a "Legacy". New Grant Adjustments will be displayed as "New V2".

Step 4 - Select the "Create New GAN" option. Types of Grant Adjustments that can be requested (Figure 10.1.3):

1 GAN Type 1: An extension to the end date of the grant award can be requested by entering a new date in the "New End Date" field.

2 GAN Type 2: A budget change that does not change the total amount of the award can be requested by entering a positive number in a budget category that you want to increase and a negative number in the budget category you want to decrease in the "Requested Budget Change" column.



The "Requested Budget Change" column "Total" should equal \$0.00. The "Adjusted Budget Amount" column will automatically calculate. The "Current Budget Amount" and "Adjusted Budget Amount" totals should be equal.

3 GAN Type 3: Other non-budget related changes can be requested utilizing the "Justification" field; such as a Change in Scope Grant Adjustment request.

- Change in Scope - Alters the purpose of the project, such as changing from personnel conducting law enforcement activity to administrative or changing from a multi-agency task force to a single agency.
- Other non-budget related – These may include changes to the grant that do not impact the budget, such as changes in personnel

or total FTEs (full time equivalents), or purchasing additional or different types of equipment or supplies.

Step 5 – The “Justification” field is a required field for all Grant Adjustment requests and should include an explanation of why the change is needed and how it will impact your project.

Step 6 - In the “Approved by” field, enter the name of the person of the Project Official who has approved this request.

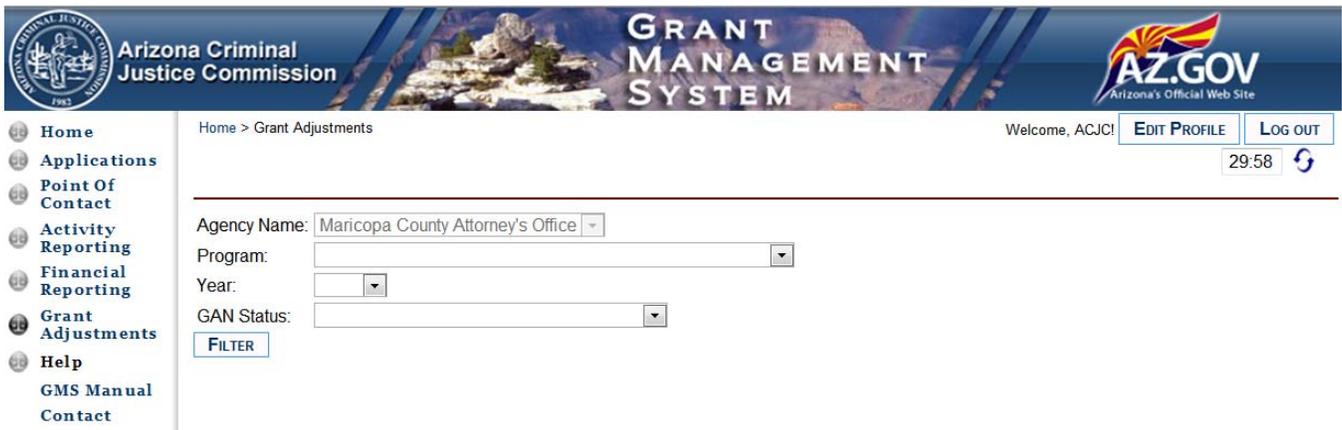


Figure 10.1



Figure 10.2



**Arizona Criminal
Justice Commission**

GRANT MANAGEMENT SYSTEM



Arizona's Official Web Site

Welcome, ACJC
Edit Profile
Log Out
29:30

Grant Number CFDA Number Grantee Manager

Grantee Name and Address

John Garcia
 Maricopa County Attorney's Office (None) (Administration)
 301 W. Jefferson
 Suite 900
 Phoenix, AZ 85003

Date Adjustment Number

Project Title

Victim Assistance Program

Adjusted Grant Award Amount

Previous Award Amount	<input type="text" value="\$104,400.00"/>
Grant Award Amount Adjustment	<input type="text" value="\$0.00"/>
New Grant Award Amount	<input type="text" value="\$0.00"/>

Adjusted Grant Period

Start Date <input type="text" value="7/1/2011"/>	Current End Date <input type="text" value="6/30/2012"/>	New End Date <input type="text" value="6/30/2012"/>
--	---	---

Budget Adjustment

Category	Current Budget Amount	Requested Budget Change	Adjusted Budget Amount
Personnel (Full Time/Part Time)	<input type="text" value="\$73,707.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Personnel (Overtime)	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Personnel (ERE)	<input type="text" value="\$30,693.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Consultant/Contractual Services	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Travel (In State)	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Travel (Out of State)	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Match	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Operating Expenses (Supplies)	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Operating Expenses (Registration/Training)	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Operating Expenses (Other)	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Equipment Purchases (Capital)	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Equipment Purchases (Non-Capital)	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Total	<input type="text" value="\$104,400.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Justification -

ACJC Comments

Prepared by: ACJC Garcia Approved by:

Approved by Grant Coordinator: N/A Approved by Program Manager: N/A

Figure 10.3

10.2 Including Attachments

If additional material is needed to further explain your grant adjustment request, you can attach documents in the "Attachments" field by selecting the "Browse" button and finding the file on your computer that you want to attach. After you select "Open", the file location and name will appear in the box.

Select the "Attach File" button; the screen should refresh. This may take some time depending on the size of the file. After the screen refreshes, the file name will appear. Once the documents have been attached they cannot be removed unless the Grant Adjustment request is deleted by the agency.

10.3 Submitting a Grant Adjustment

Choose one of the following buttons:

- "Save": Will allow you to save your work.
- "Save and Return": Will save your work and return you to the Grant Adjustment page.
- "Delete": This will delete this request and attachments.
- "Submit": This will validate that all necessary fields have been entered, and lets you know if any errors exist. Necessary changes must be made to the request before GMS will allow you to submit the request to ACJC.
- "Cancel": Will cancel any unsaved work and return you to the Grant Adjustment page.

10.4 Grant Adjustment Status

Once your grant adjustment request has been successfully submitted, you will be able to view or print your request. The following are the various statuses:

- "Request Pending" - Request has been submitted to ACJC for consideration and is pending review and approval.
- "GC Approved" – The ACJC Grant Coordinator has approved the request and is awaiting Program Manager Approval.
- "PM Approved": Your request has been approved by ACJC.

11 Reversion

Reversions are grant funds that are being returned to ACJC. There are three reasons funds may be reverted to ACJC.

- Underspent – An agency has completed their grant objectives and monies still remain. This may be initiated by either the grantee or ACJC staff.
- Unallowable – Generally found during a financial or programmatic review of the grant program by ACJC staff. This can result from either spending in a non-approved budget category, violation of program rule or on unallowable expenses.
- Overreported – Grantee may discover this during a reconciliation of their account or during an ACJC financial review. This may be initiated by either the grantee or ACJC staff.

An additional financial report will be created by ACJC staff in order to account for the reversion. A check will need to be processed and mailed back to ACJC within 30 days.

12 Closeout

Closeout is to be completed within 60 days of the end of the grant period.

Financial closeout process –

There are three options for closing the grant financially:

- By filing the last quarterly or monthly financial report.
- The grantee can request a “Final” financial report due no later than 60 days after the end of the grant period. An additional financial report will be created by ACJC staff.
- If the grantee fully expends the grant prior to the end of the grant period, they can select the “Close Grant/Final” button on the financial report. This will automatically submit zero reports for remaining financial reports.
- Program Income (if applicable) – All “Grant Related Program Income” must be expended prior to closing out the grant. Work with your GC if additional time is needed to expend program income.

Final Activity report or Annual report closeout process

- Is completed by submitting the last quarterly or annual activity report.

After ACJC reviews and process all financial and activity reports, a closeout letter will be posted on the “My Record Documents” on the GMS home page.

13HELP/TECHNICAL ASSISTANCE

Select the "Contact" link on in the left-hand menu bar to e-mail ACJC for assistance. Include your contact information, grant program and grant number.

Arizona Criminal Justice Commission

GRANT MANAGEMENT SYSTEM

AZ.GOV
Arizona's Official Web Site

Home

Welcome, ACJCI

EDIT PROFILE LOG OUT

29:56

My Record Documents
None.

To view/print instructions for using this GMS system, [click here.](#)

- Home
- Applications
- Point Of Contact
- Activity Reporting
- Financial Reporting
- Grant Adjustments
- Help**
 - GMS Manual
 - Contact

Figure 11.1