

Governor's Office of Crime Control & Prevention

Grant Management System

Complete User Manual

Version 5.1

Last Update Date: 5/18/2017

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Document Version Control

Version	Description	Date	Primary Authors
1.6	Initial Draft	4/23/2012	R. Thun, K. Heilveil
1.7	Reformat/Creation of style sheet & tagged content, Updates to latest screens & new Grant Application procedure	6/13/2012	R. Thun, K. Heilveil, D. Sowers
1.75	Updates to revised screens & procedures (Grant Management, Funding Management)	6/24/2012	R. Thun, K. Heilveil, D. Sowers
2.0	Overall procedure rewrites and screen updates for new & modified processes	8/20/2012	R. Thun, K. Heilveil, D. Sowers
3.0	Additional rewrites & screen updates, new sections on GFD & Budget Versioning	8/30/2012	R. Thun, K. Heilveil, D. Sowers
4.0	All content and screens current as of 10/29/2012. Added the following new content: Navigating GMS, Folder Management, Grant Management Main Screen, Address Book, Admin - all new content with new procedures and screens. Updated Application procedure to remove budget revisions and added new section for Budget revisioning.	10/29/2012	R. Thun, K. Heilveil, D. Sowers
4.5	Updated to incorporate all feedback from K. Doyle, S. Houghton, A. Steinly-Marks provided 11/13/2012.	11/15/2012	R. Thun, K. Heilveil, D. Sowers
4.6	Updated to incorporate all feedback from K. Doyle, S. Houghton, A. Steinly-Marks provided 11/20/2012.	11/20/2012	R. Thun
4.7	Updated to incorporate additional feedback from GOCCP provided 11/26/2012.	11/26/2012	R. Thun
4.8	Misc. GOCCP Updates	4/2013	GOCCP
4.9	Updated entire manual to reflect changes in GMS up until and including 12/15/2015.	12/15/2015	D.Sowers
5.0	Updated manual for Team Pulse Feedbacks 17671 and 17672	5/6/2017	D. Sowers
5.1	Revisions to Feedback 17671 – complete	5/18/2017	D. Sowers

1 Introduction

The web-based GOCCP Grant Management System (GMS) provides a single portal through which all of the tasks associated with applying, awarding, and managing of GOCCP grants are performed. Actual access to certain sections of the GMS are based on permissions assigned to each user.

Internal GOCCP staff use the system to:

- Manage all funding programs and grant funding distribution information
- Make funding available for applicants
- View, administer, and manage all grant applications and grant awards
- Manage the contacts and organizations databases
- Administer user access to the system
- Create and process reports

External organizations (sub-recipients) use the system to:

- Input and manage information pertaining to their organization
- View/search for available funding
- Apply for grants
- View the status of grant applications
- Manage / maintain compliance information for awarded grants

1.1 Record Locking

GMS is a multi-user system – many internal and external users may be logged on and working in the system simultaneously. For this reason, GMS uses record-locking to avoid two users editing the same application, award, funding program or other system features at the same time.

- If you attempt to edit a record in GMS and you receive an error message indicating the record is locked, check with other users in your organization to be sure no one else is editing the same record.
- If this does not solve the problem, please email us by clicking the red question mark icon shown in the top right corner of every screen and clicking the **contact support** link.



Figure 1 - Contact Support

2 Purpose

This manual describes all GMS processes and procedures, including the grant application process, and is available only to internal users. Information from this manual that is applicable to external users is provided in a separate manual.

Internal users are members of the GOCCP grant management team and are responsible for the following tasks:

- Identifying and maintaining the GOCCP Organizations and Contacts databases
- Enabling external users and administering rules (user roles and actions)
- Identifying and maintaining the GOCCP Funding Programs, Related Funding Year, GFDs and relative NOFAs
- Defining and managing the Grant Application Process
- Defining and managing the Grant Award Process, including Award notification
- Defining and Managing the Grant Management System Process

3 Getting Started – the GOCCP Grant Management Home Page

The GOCCP Grant Management home page is accessible to the public and provides a summary of the active NOFAs (Notice of Funding Availability) along with an area for authorized users to log into the secure GMS.

- It is a non-secure web page and as such only provides a list of available NOFAs and the parameters associated with each.
- You can view detailed NOFA information upon successful login with a valid Login and Password.



Figure 2 - Public View of GOCCP GMS Website

- Available GOCCP NOFAs are listed on the page with its Eligible community and the Grant Application Deadline date. Each NOFA also contains two additional sources of information for the user:
 - NOFA Detail Summary is accessible from the Information column by clicking the magnifying glass icon. This view provides initial parameters on the available funds such

as Start Date, End Date, Online Application Deadline, Hardcopy Application Deadline, Funding Year, Eligibility Description and Deadline Description.

- If additional documentation for a NOFA is available, a document download icon appears in the Document column of the NOFA record.
- If there are more NOFA records than can be displayed on one page, a page navigation tool is provided at the bottom of the Home Page to help you navigate through the entire list of NOFAs.

 Image: Contract of the state of th

Figure 3 - Page Navigation Tool

Please refer to the section *Navigating GMS* for a more detailed description of navigation features in GMS.

3.1 Register as a GMS User

3.1.1 Create a GMS Login

Create a Login that will uniquely identify you in GMS.

- Choose a user name you will easily remember, for example your first initial + last name
- Use only alphanumeric characters (a-Z, A-Z, 0-9) special characters (#, !, ?, etc.) are not accepted

3.1.2 Create a Password

Your password must be at least **8** characters in length with at least **1** special character (nonalphanumeric characters such as &, \ddagger , #, %, etc.). If the password you enter does not meet these requirements, you will see the following error message:

Password: Minimum characters required: 8 non-alphanumeric characters required: 1

Note: Passwords are case-sensitive.

3.2 Log Into GMS

Enter your Login (GOCCP-assigned User ID) and Password in the top right hand corner of the GOCCP Home page and click on the Login button to access GMS.





3.2.1 I Forgot My GMS Password

Your GMS user account will be locked if you attempt to log in with an incorrect password *five* times in any *ten* minute period.

If you forget your password and have not made enough attempts to cause your account to be locked, you can request a password reset:

- 1. Click on the Forgot Password? link shown in Figure 4.
- 2. Enter your User Name (this is the User ID you log into GMS with, not the email address associated with your User ID) then click the Submit button.



3. The Identify Confirmation dialog box is displayed next. Type the answer to the security question you chose when setting up your GMS account, then click the Submit button.



4. You will then receive a confirmation message that your request has been received.

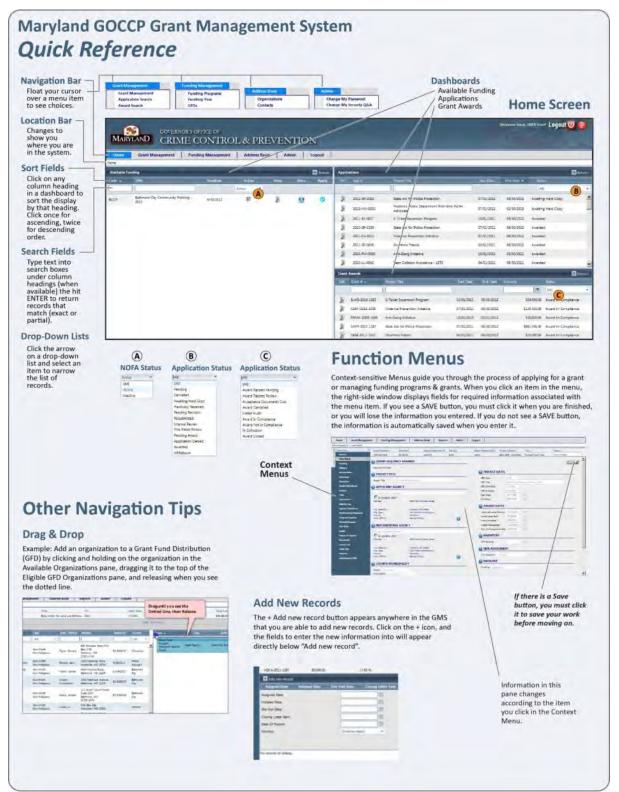


- 5. A new password will be sent to the email address registered with your User ID.
- 6. Return to the GMS Login screen and log in with your User ID and the new password that was emailed to you.

Note: If you've made *five* attempts within a *ten* minute period and your account has been locked, contact GOCCP Admin Support Staff. With proper verification, they will unlock your account and reset your password.

4 Quick Reference

The following quick reference sheet provides a high-level overview of commonly used GMS features:



5 Navigating GMS

5.1 GMS and Your Computer

GMS is a web-based application designed to run entirely from within your web browser. The GMS user community is comprised of many different individuals and organizations using various types of computers, operating systems, monitors, screen resolutions, and web browser settings.

Based on your computing environment, the appearance of some GMS screens can vary from what is shown in this manual. The functionality does not change, but some screens can vary in appearance. For example, on one computer the Grant Award Face Sheet will display data entry fields *beside* their labels, as shown in Figure 5:

fome Grant Managemen	t Funding Manager	nent Address Book	Reports	Admin L	ogout		
t Management > Award Search		WILLIAM AND		Match Rept.	and the second second	-	and the second sec
t Number: App. Numbe -2013-0067 2017-8J-0003	r: Awarded: \$2,665.00	Reported %: 0.00 %	Match: \$0.00	0.00 %		Title: 17 Communication Operator.	Grant Status: Acceptance Documents Due
rant Awatel Menu 4	32,000,000	0.00 /8	30.00	0.00 /5	VERVER EVER - OWNER EV.	27 Communication Operator.	
	GRANT SEQUENCE N	UMBER					Save
Face Sheet	Sequence Number	0057			DEFICIENCY STATUS		
Funding					LI Deficiency		
Officers	PROJECT TITLE				Deficiency Note		
Service Sites	Project Title	Communication Operators' Train	ning - LETS				
Sammary	APPLICANT AGENCY						
Narrative	Pocomoke City Police Departm	nent					
Goals/Objectives	Its service site?			0	Contract and		
Budget	Organization: Address:	Pocomoke City Police Dep 1500 Market Street	artment		PROJECT DATES		
Budget Priority					GFD Code	LETS.	
Print	City, State Zipi	Pocomoke City, MD 21851			GFD Title	Law Enforcement Training Sci	holaship
Documents	Org. Type: County:	Local Government Worcester			Funding Start Date	10/1/2012	
Activity Log	Auth. Official: DUNS Number:	William Harden			Funding End Date Start Date	9/30/2017	
Special Conditions	SAM Expiration Date:	and			End Date	2/1/2017	
Performance Measures						\$738(241)	
Progress Reports	IMPLEMENTING AGE	NCY			PROJECT YEAR		D
Federal Purpose	Pocomoke City Police Departm	pest			Project Year	Only +	
Şide Vişids	Is service site? Organization:	Pocomoke City Police Dep	Litment		AWARD DATES		
Audits	Address:	1500 Market Street	arument		-		
Notice of Dispute					Approved Letter Pending	2/14/2017	
Keywords	City, State Zipi	Pecomoke City, MD 21851 Local Government			Award Letter Sent Award Accepted	5/6/2017	
Grant Links	Org. Type: County:	Worcester			Accept Package Sent	5/6/2017	
Close Out	Auth. Official:	William Harden			Proj Commencement Recvd	THE CAP	
Reports	COUNTY/MUNICIPAL	YTL					
Grant Award GAN	County	Worcester *			REPORTING FREQUEN	NCIES	
	Municipality	Pocomoke City -			Programmatic Frequency:	Quarterly	
	GRANT ROLES				Financial Frequency:	Quarterly =	
	10000		-		INVENTORY		
	Project Director	Valerie Mann	0		PIRF Approved	1	
	Fiscal Officer	Timet Wilson	0				
	GOCCP Regional Monitor GOCCP Funding Manager	Burnaullinik 1			RISK ASSESSMENT		
	GOCCP Fiscal Specialist	Lovill, Tammy			Risk Assessment	Unassigned •	
	social com specimist	Color Land					
					Initiative	[Select One]	

Figure 5 - GMS Screen: Data Fields Appear Beside Labels

While on another computer – one that uses a different screen resolution or different web browser settings – the data entry fields are displayed *below* their labels, as shown in Figure 6:

	VERNOR'S OFFICE RIME CON	eof NTROL & PR	EVI	ENTIC			^{in:} Logout 😈 🤗
Home Grant Managem	ent Funding Ma	anagement Address B	ook	Reports	Admin Lo	gout	
rant Management > Award Search							
rant Number: App. Number:	Awarded: Rej	ported %: Match:	Match	Rept. %: Pro	ject Dates: Title:	_	Grant Status:
AG-2013-0067 2017-BJ-0003	\$2,665.00 0.00	0 % \$0.00	0.00 %	02/	01/2017 - 04/3 Commu	inication O	Acceptance Documents
Grant Award Menu	0						Save
Search	GRANT SEQUEN	ICE NUMBER		0.			
Face Sheet	Sequence Number	0067		O D	FICIENCY STATUS		
Funding	PROJECT TITLE				ficiency		
Officers				Defici	ency Note	-	
Service Sites	Project Title Communication Operat	tors' Training - LET					
Summary		and maning tan					
Narrative	APPLICANT AG	ENCY	_				
Goals/Objectives	Pocomoke City Police L	Department	+	_			
Budget	Is service site?	And the second second		6		_	
Budget Priority	Organization: Address:	Pocomoke City Police Departme 1500 Market Street	101	U PF	ROJECT DATES		_
Print				GFD C		LETS	
Documents	City, State Zip:	Pocomoke City, MD 21851		GFD T		A	
Activity Log	Org. Type: County:	Local Government Worcester		and the second se	nforcement Training Sch ng Start Date		
Special Conditions	Auth. Official:	William Harden			ng End Date	10/1/2012	
Performance Measures	DUNS Number:			Start I		2/1/2017	
Progress Reports	SAM Expiration Date:	E		End D		4/30/2017	
Federal Purpose		AGENCY					
	Pocomoke City Police E	Department		C PE	ROJECT YEAR		
Site Visits	Is service site?			Projec	t Year	Only	
Audits	Organization: Address:	Pocomoke City Police Departme 1500 Market Street	nt	0.			
Notice of Dispute	-	ADAA HUMBER DUCCT		-	WARD DATES		
Keywords	City, State Zip:	Pocomoke City, MD 21851			ved Letter Pending	2/14/2017	- Internet
Grant Links	Org. Type:	Local Government			Letter Sent	5/6/2017	
Close Out	County: Auth. Official:	Worcester William Harden			Accepted	and the second	
Reports		CIDALITY			t Package Sent	5/6/2017	
Grant Award GAN	-		-	F10) C	ommencement Recvd		THE .
	County Municipality	Worcester	*	RI RI	PORTING FREQUEN	ICIES	

Figure 6 - GMS Screen: Data Fields Appear Below Labels

The functionality has not changed – only the location of the data entry fields have.

When differences in displays or resolution cause fields to be pushed down the page, a vertical scroll bar will appear; simply scroll down the page to see the additional fields.

5.2 The GMS Home Page

The secure GMS Home Page is displayed upon successful login:

lom:	Grant Manag	ement Funding Management Ad	idreas Book	Reports Admin	Logeut									MENU BA
allabie Tra	aling				-	B Ment	Applicatio							interest in the second s
fice -	Code	File	Dratline	Active	Dives	Agely	E#	Rep # 2	Freed Trik		Tileyt Gale	Girlow	and the second se	LOCATION
				Active				-	0				141	
8	MYDC	Hayland Victors of Come - 2017	6/30/2003	TF .		0	8	\$220-14-1098	Partitions Police Activity	League (F41) Coordinator	07/01/2000	(6(30/2001	Withdown	
h	AMAE-	Varter Wasest Protection Famil (CAM) - 2053	6/20/2002	(F	ų.	0	2	2012-84-0033	Intervite Courts Wattin S	peciality	67/01/2012	06/30/3013	Pensag	
8	RFC1	Reimbursable funds from DHMH+ for SARC - Rape Crisis Intervention - 2013	6/90/2003			۲	8	2012-00-0001	Neighborhood Commun		02/00/2012	06/92/2013	Alwiting Hard Cody	
5	TARM	Body Annot für Local Law Enforcement - 2013	6/30/2013	T.		0	E	2012-89-0020	Neighborhood Foot Pat	rol Program	01/05/2012	56/30/2013	Aveiling Hard Copy	
k.	1489	Body Armor for Local Lee Botocement - 2012	6/30/2503	<i>a</i> .		۲	R	2012-85-0002	Comprehensive Violence	e Prosecution	(0/01/2012	06/30/2013	Anisting Have Copy	
ξ	8007	Eathmore City Commanny Policing - 2012	619010003	F		0	8	2012-81-0035	Technology Enhanceme	nts and Community Paikeing Program	30/00/2012	(8/30/2013	Peniking	
5	RCFR	Baltimore City finantellinvestigation Violence Provention Program - 2002	6/30/2003			0	8	2012-81-0016	Edmonston - LPR./ Surv	eillance Camera Initiative	09/23/2012	08/32/2013	Application Denied	
-	18CF9	Baltimore City/Foot Famol - 2012	6/30/2013	T.		0	*	2017-01-0046	Dynamic Storage		30/01/2012	09/20/2013	Analong Hard Copy	
v	acve	Beltimore City Violent Crime Control Grant - 2012	6/30/2013	E			8	2012-81-0052	Violence Exposure Asses of Domestic Violence	ument Taoi (VEAT) for Young Victoria	1001/2012	06/90/2013	Pending	
	\$445	Drivel Advocacy Centers - 2012	6/30/2003	17			8	2112-51-0094	Circuit Court for Referen	ere County- Juvenie Drug Court	30/00/0012	06/90/2013	Availing Hard Copy	
5	DEC	Criminal Jultice Coordination Council - 2012	6/20/2013	T.	0									and the second second
5	1509	Convolution Service State Program - 2012	6/30/2003	F	.01	0	No. of Concession, Name	inter and in the second				_	-	PROCESS A
8	DYUP	Demestic Violence Unit Program - 2012	6/30/0003	F	-	0	Grant Ann		Arts 7	Provide Table	-			stant
	GVRG	Gue Violence Resultion Grant - Cesse Fire - 2012	6/30/2003	17			1.5		1	Section 199	- Liste	ala betan	Hait	171
2	FGDG	Printe George's County Drug Gaint - 3012	6/30/2013			0	1	C405-2012-1124	2011-0+0006	Child Advoiacy Center	02/01/	1012 09/30/201	2 \$125000	
	PD/C	Prince George's Courty Vinlerti Crime Drart - 3013	6/30/2003	π	-07-	0	-	15952011-1005	2011-07-0054	Chine Later story Enhancimients	(n/m)			
	RVAA.	Roper Victim Assistance Academy of Maryland -	6/30/2013		-		1	1710-2011-1305	2012-07-0000	Crime Laboratory Enhancement	10/01/			
	SACC	2012 State's Attorney's Coordinating Council - 2012	6/30/2013	F		0	8	1545-2012-1982	1011-05-0002	Volence Revention Inhuting	07/05/			
F		State Contracting Contracting Control - 2012 Sea Offender Control and Enforcement in	6/30/2003			0		(SAF-2012-1983	201-05-0029	Addiction Recovery	67/01/			
a	SOCH	Manjanis - 2012		(E)		-		ENUP-2012-1510	2011-02/-0010	Protective Order Entry/Service	07/00.0			
5	WREC	War Room - Baltimore City - 2012	4/30/2003	μ.		0	3	DWF-2012-1511	2011-09-0004	Protective Order Entry/Service	07/01/			
								0008-2012-1524	2011-09-0017-	Protective Order Entry/Service	07/01/			
							1.00	DVUE-2013-1011	2012 EV 0004	Protective Order Entry Service	07,65,0			
								DNUP-2013-1124	2012-01-0002	Protective Date: Entry/Service	01/05/			
								EE-2011-2002	2011-0/01/0	Cel Phone Inteldiction	01/01/			

Figure 7 - GMS Home Page

The GMS interface consists of the *Header Bar, Navigation Menu Bar,* and *Location Bar* which are fixed in place and appear at the top of every screen throughout GMS. The *Process Area* changes based on the task you are currently performing.

5.2.1 Header Bar

The Header Bar displays the GOCCP logo and appears at the top of every screen in GMS. It contains links for logging in & out of GMS, accessing a PDF version of this manual, and contacting customer support.



- Click the Logout button at any time to leave GMS, which will log you out regardless of where
- you are in the system. Be sure to SAVE your work BEFORE clicking the button.
 Click on the Help button (question mark in the red bubble) if you need help with a procedure or wish to contact technical support at any time while using GMS.



Figure 9 - GMS Help Button

- Within the Help button pop up box, click the *Download User Guide* link to download a PDF version of the GMS User Manual, or
- Click the *Contact Support* link to send an email to support. Doing this will create a new message addressed to *GMSsupport@goccp.state.md.us* using your default email program. NOTE: If your default email program does not open when you click on the Contact Support link, you can copy this email address, create a new email as you normally would, and paste this email address into the TO: line.

Note: You can hide the Header Bar at any time by clicking on the center-arrow on the bottom border of the Header:



Figure 10 – Header Bar Center-Arrow

Click the center-arrow once to hide the Header Bar:

	https://us	a getadvantage.com/BLISGC P	🔒 🗟 😽 🗙 👔	GOCOP	-	×						
	WLANI	GIGINIE	CONTRO	DL &		/EN'I	TION	i		Welcome back,	JimLauchert Logo	ut 😈 🤗
me	Gran	it management Add	ress book A	iamin	Logout		Collapse/expa	nd the top pane				
vailable f	Funding		-	-		Refresh	Applicatio	ns				🙆 Refre
View	Code +	Title	Click Arro Collapse To	100 P	Docs	Apply	Edit	App = .	Project Title		Start Date	Enc
			(Hides Head									
R	BARM	Body Armor for Local Law Enforcement - 2013	A COLOR OF COLOR		J	0	X	-	Body Armor Trial		07/01/2012	06/
X	DOOM	Yet another multi-fund GFD	8/31/2013	-		0	R	2	Health Care Resp Violence	onse to Domestic	07/01/2012	06/
N	FUND	Testing UA Public 11-1-12	1/2/2013	12	0	0	8	2012-8A-0033	Test again 10-1-1	ź	07/01/2012	06/
8	TEST	testing	11/21/2012	T.	0	0	R	2012-BA-0041	Test Application		07/01/2012	06/
							R	2012-BC-0001	Neighborhood Co Program	mmunity Policing	07/01/2012	06/
							-		ringram			
							Grant Aw	urds			-	🙆 Refr
							Edit	Grant ≠ ▲	App #	Project Title		Start Date
							8		2012-8A-0030	Testing 9-27-12		07/01/201
							R	-	2012-BA-0031	Testing 10-1-12		07/01/201
							R	-	2012-BA-0034	Testing 10-4-12		07/02/201
							8		2012-8A-0035	Testing 10-9-12		07/01/201
							R	-1	2012-BA-0036	Testing 10-11-12		07/01/201
							1 1		2012-BA-0039	Testing 10-15-12		07/01/2013

Figure 11 – Click Center-Arrow to Hide Header Bar

Click the center-arrow again to show the Header Bar:

Home	Gran	t Management Addre	ss Book	Admin	Logout		olapse/expan	d the top pane				
vailable f	Funding	-				Refresh	Applicatio	ons				🙆 iletres
View	Code +	Title	Deadline	Active	Docs	Apply	Edit	App # 🕳	Project Title	1	Start Date	End
				Active -								
R	BARM	Body Armor for Local Law Enforcement - 2013	11/30/2012	R		0	R		Body Armor Trial	Application	07/01/2012	06/3
R	DOOM	Yet another multi-fund GFD	8/31/2013	N		0	8	*	Health Care Respo Violence	inse to Domestic	07/01/2012	06/3
8	FUND	Testing UA Public 11-1-12	1/2/2013			0	8	2012-84-0033	Test again 10-1-12	r i	07/01/2012	06/3
8	TEST	testing	11/21/2012	17		۲	8	2012-84-0041	Test Application		07/01/2012	06/3
							8	2012-BC-0001	Neighborhood Co Program	mmunity Palicing	07/01/2012	.06/
							R	2012-BF-0001	Neighborhood Fo	ot Patrol Program	07/01/2012	06/
							8	2012-51-0002	Comprehensive Vi	olence Prosecution	07/01/2012	06/
							4	_	_		1	
							Grant Aw	ards				🙆 Refr
							Edit	Grant # .	App #	Project Title		Start Date
							R	-	2012-BA-0030	Testing 9-27-12		07/01/201
							8		2012-BA-0031	Testing 10-1-12		07/01/201
							8	=1	2012-BA-0034	Testing 10-4-12		07/02/201
							R	4	2012-BA-0035	Testing 10-9-12		07/01/201
							8		2012-8A-0036	Testing 10-11-12		07/01/201
							8	21	2012-84-0039	Testing 10-15-12		07/01/201
							R	4	2012-8A-0042	Testing 10-25-12		07/01/201
							al D		0110 A. 0010	Danissonapt Dades Associ		יחר/ זהודה

Figure 12 – Header Bar Hidden

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ne	- Oran	n management / Mare			ogout							
vailable l	Funding				1	Refresh	Applicatio	ns				🙆 Refre
View	Code +	Title	Deadline	Active	Docs	Apply	Edit	App # +	Project Title		Start Date	En
	1			Active •								
2	BARM	Body Armor for Local Law Enforcement - 2013	11/30/2012	67		0	X	-	Body Armor Trial	444	07/01/2012	06/
X	DOOM	Yet another multi-fund GFD	8/31/2013	17		0	R		Health Care Resp Violence	onse to Domestic	07/01/2012	06/
R	FUND	Testing UA Public 11-1-12	1/2/2013	Æ	0	0	8	2012-BA-0033	Test again 10-1-1	ż	07/01/2012	06/
8	TEST	testing	11/21/2012	T		0	R	2012-BA-0041	Test Application		07/01/2012	06/
							8	2012-BC-0001	Neighborhood Co Program	ommunity Policing	07/01/2012	06/
							1		Program		-	
							Grant Aw	ards		-		🙆 Refr
							Edit	Grant # 🔺	App #	Project Title		Start Date
							8	4.	2012-8A-0030	Testing 9-27-12		07/01/201
							8	-	2012-BA-0031	Testing 10-1-12		07/01/201
							R	2	2012-BA-0034	Testing 10-4-12		07/02/201
							8		2012-8A-0035	Testing 10-9-12		07/01/201
							R	-	2012-BA-0036	Testing 10-11-12		07/01/201
									2012-BA-0039	Testing 10-15-12		07/01/201

Figure 13 – Header Bar Shown

5.2.2 Navigation Menu Bar

The Navigation Menu Bar displays links to the different functional areas of GMS as menu and sub-menu items, and appears below the Header Bar on every screen in the GMS.

Home	Grant Management	Funding Management	Address Book	Reports	Admin	Logout

Figure 14 - GMS Navigation Menu Bar

Move your pointer over a menu item to highlight it. If a menu item has a sub-menu, it will automatically appear. When the menu or sub-menu item you wish to choose is highlighted, click the left mouse button.

ome	Gra	int Management	Funding Mar	nagement	Addre	ss Book	Reports	1	Admin					Logo
ot. ()-		Grant Management Application Search	Funding P Funding Y			anizations	đ	-	Permissions Roles					e,
		Award Search	GFDs						Users	1	Add New User			
	100	Folder Management				- 10			Reference Type		Permission Types			
											Address Types			
								1						and bergenerations
								1			Email Address Types			
						-11					Phone Number Types Document Classification			
								1			Doc Classification Group			-1
									File Location					
									Reporting Requ	irements	General Conditions	1		
											Special Conditions			
											Performance Measures			
											Progress Report Questions			
											Federal Purpose Areas Reporting Requirement Types			
								100	Budget Categor	v 1	inclosed and inclosed and it is the			
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<i>.</i>									Business Proces	ses				
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								1.10			hanging production products			

Figure 15 - Navigation Menu and Sub-Menu Items (Not all items are available to all users.)

NOTE: The menu and sub-menu items available to you depend upon the permissions assigned to your User ID. For example, a GOCCP Funding Manager will see the Funding Management menu & sub-menu, while an organization external to the GOCCP who is applying for a grant will not, and the Admin menu & sub-menu items will only be available to GOCCP and system administrators.

- Clicking *Home* on the Navigation Menu Bar will return you to your GMS Home Page from wherever you are in the system.
- Clicking *Logout* on the Navigation Menu Bar will log you out of GMS and return you to the GOCCP Home Page.

5.2.3 Location Bar

The Location Bar is a road map that shows you where you are within GMS. Like the Header Bar and Navigation Menu Bar, the Location Bar is fixed in place and appears on every GMS screen.

Grant Management >	Application Search

Figure 16 - GMS Location Bar

• For example, if you select *Application Search* from the *Grant Management* menu, you are taken to the GMS Application Search screen and the location bar will be updated to indicate your new location within the system, as shown in Figure 16.

5.2.4 Process Area

The Process Area is located beneath the Location Bar and is the primary working area within GMS. Its appearance changes based on where you are in the system – every task that you perform in GMS has one or more screens associated with it, and those screens are displayed in the Process Area.



Figure 17 - GMS Process Area

5.2.4.1 Dashboards

The Process Area of your GMS Home Page is divided into three sections called Dashboards:

nailable fr	unding					Refresh	Applications					10 R
Vinw	Lode	Title	Quadline	Active	Dans	Αρρίγ	Ent: App=.	Project This		Star & Date	End Date	Skahin
				Arther •								[AII]
8	MVOC	Maryland Victors of Crime - 2013	6/30/2013	10	0	0	2000-88-004	Part-time Police Activi	ty League (PAL) Coordinatos	07/01/2000 0	6/30/2001	Withdrawn
8	VWPF	Victors Witness Protection Fund (CAM) - 2013	6/30/2018	F		0	A 2012-84-003	Avenue Courts Victor	Specialist	07/01/2012	6/10/2013	Pending
8	RFCI	Reintbursable funds from DHMH for SARC - Rape Crisis Intervention - 2013	6/30/2013			0	2012-80-000	Neights	APPLICATIO	NIC	6/30/2013	Awaiting Hard Copy
9	BARM	Body Armor for Local Law Enforcement - 2013	6/30/2013	17		0	2012-81-000	Neighb	APPLICATIO	IN S	6/30/2013	Awathog Hard Copy
8	BARM	Body Armor for Local Law Enforcement - 2012	6/30/2013	12		0	2012-65-000	Compre	DASHBOAR	D	6/30/2013	Awaiting Hard Copy
8	RCCP	Baltimore City Community Policing - 2012	6/30/2013	π		0	2012-8-003	Techno			8/30/2013	Pending
8	BCFI	Baltimore Annual				•	R 2012-81-003	Edmonston - LPR / Su	rveilarce Camara Initiative	09/23/2012 0	8/31/2013	Application Derived
Û.	BCto	Battered AVAILA	BLE				2012-81-004	a second second		10/01/2012 0	9/30/2013	Awaiting Hard Copy
e 9	REVE						A 2012-81-005	Violence Exposure Ass of Domestic Violence	seament Tool (VEAT) for Young Victims	10/01/2012 0	0/30/2013	Pending
8	CACS	Child Ad	ING		69	0	2012-81-006	Circuit Court for Beltin	nore County-Juvenile Divg Court	10/01/2012 0	6/30/2013	Awating Hard Copy
e N	EKE	Comman DASHBO	APD		ē	0						
8	C939-	Commut	MAND		-	0	and the state of the					B 1
8	DVUP	Domestic Violence Unit Program - 2012	6/90/2011				Grant Awards		Print Tite			
8	GVRG	Gun Violence Reduction Grant - Cease Fire - 2012	6/30/2013	p		0	Tat Claim + A	Nep -	Present rue	- State Deep	D.G. Lait	49444
8	RGDG	Prince George's County Drug Grant - 2012	6/90/2013	12		0	E CACS-2012-11	20 2011-CH-0008	Child Advocacy Centre:	02/01/2012	09/30/2012	2 \$12500.00
8	POVC	Frince George's County Violent Crime Grant - 2012	6/30/2013	it.		0	CESI-2011-10		Crime Laboratory Enhancements	10/01/2021	09/30/201	
8	EVAA	Roper Victim Assistance Academy of Maryland - 2012	6/30/2013	10		0	CESI-2011-15			DDC	00/30/201	541.835.00
5	SACC	State's Attorney's Coordinating Council - 2012	6/30/2012	9		0	E CSAF-2012-15		GRANT AWA	RDS	06/30/201	\$137,975.00
6	SOCM	Sex Offender Compliance and Enforcement in	6/30/2013				R CIAF-2012-18	80 XX	DASHBOAL	RD	06/30/201	2 \$49,000.00
0	WRITE	Maryland - 2012 War Room - Baltimore City - 2012	6/30/2018	IF.	2		P DAUP-2012-15	10 20	DASTIDOA		06/30/201	\$6,196.00
6	laune-	and points - sectore with - sole	# 401X013	<i>P</i> ²		-	A DOLR-2012-15	11 2011-04-0009	Protective Order Entry/Tenice	07/01/2011	06/30/201	2 \$27,005.00
							DAR-2012-13	24 2011-DV-0017	Protective Order Entry/Service	07/01/2011	06/30/201	534,325.00
							DAR-2011-1	2012-07-0004	Protective Order Entry/Service	07/01/2012	05/35/201	\$27.005.00
							N DVLP-2013-11	24 2012-09-0002	Protective Order Entry/Service	07/01/2012	06/30/201	\$38,326,00
-		_					¥ HH-2011-100	2011-81-0186	Cell Phone Interdiction	01/01/2012	13/30/201	\$121,067,00
6 1	2.3.4.5	M Page size: 20 -			535	teris in 27 (Japes	-				-	

Figure 18 - GMS Home Page Dashboards

- The Available Funding Dashboard displays a list of current funding opportunities. The Applications Dashboard contains a list of grant applications your organization has created.
- The Grant Awards Dashboard displays a list of grants your organization has been awarded.

Each dashboard presents information in a format similar to a table or a spreadsheet – in *rows* and *columns*, and is made up of the following components shown in Figure 19:

	Applica	itions				🙆 Refresh	- DASHBOARD HEADER
	Edit	App # 🔺	Project Title	Start Date	End Date	Status	- COLUMN HEADINGS
						[All] •	- SEARCH/FILTER FIELD
++	2	2000-BR-0046	Part-time Police Activity League (PAL) Coordinator	07/01/2000	06/30/2001	Withdrawn	1
	8	2012-BA-0033	Juvenile Courts Victim Specialist	07/01/2012	06/30/2013	Pending	RECORDS

Figure 19 - GMS Home Page Dashboard Components

- Dashboard Header: Identifies the dashboard
- Column Headings: The columns determine which fields of a record are displayed. For example, a complete grant application record may contain over 20 fields of information, but in the Applications dashboard only the high-level information is shown (the Application Number, Project Title, Start Date, End Date, and Status fields). NOTE: You can sort the records in your dashboard by the column headings refer to the section *Sorting Records in GMS* for instructions.
- Search/Filter Fields: Using these fields, you can search for specific records or narrow the list of
 records shown by creating a filter. Refer to the section *Filtering and Searching for Records in
 GMS* for instructions on searching and filtering records.

- **Records**: Individual funding opportunities, grant applications, or grant awards, depending on which dashboard you are viewing. Each record is displayed in it's own row.
- Action Columns: Each dashboard may have one or more columns which display an icon in each record. In these columns, the fields do not contain information about a record, but rather allow you to perform an action on the record. For example, in the Application dashboard shown in Figure 19, the first column is the Edit action column; clicking the icon in that column in a specific row will allow you to edit that application.
- Scroll Bars: If a dashboard has more columns than will fit in the current frame, a horizontal scroll bar will appear. By moving your pointer over the scroll bar then clicking and holding the left mouse button down, you can drag the scroll bar to the right in order to view any columns that don't fit within the frame. The same is true for records if the dashboard contains more rows than will fit in the frame, a vertical scroll bar will appear which will allow you to scroll up and down through the records.

sh VERT	🙆 Refres					Awards	Grant /
/ SCRO	Amount	End Date	Start Date	Project Title	App #	Grant # 🔺	Edit
T /							
-/	\$12,500.00	09/30/2012	02/01/2012	Child Advocacy Center	2011-CH-0008	CACS-2012-1120	8
/	\$42,228.00	09/30/2012	10/01/2011	Crime Laboratory Enhancements	2011-CF-0004	CFSI-2011-1005	8
	\$41,835.00	09/30/2012	10/01/2011	Crime Laboratory Enhancement	2011-CF-0006	CFSI-2011-1506	R

Figure 20 - GMS Home Page Dashboard Scroll Bars

• **Resizable Frames**: Each dashboard is surrounded by a thin frame. You can change the number of columns or rows displayed in a dashboard by moving your pointer over the frame until it changes to the double-sided arrow, clicking and holding the left mouse button, dragging the frame to either side or up/down, then releasing the mouse button.

NOTE: You can re-size the width of any column by placing your pointer between columns in the Headings Section:

licatio	ns		
Edit	App # 🔺	Project Title	Drag to resize
R		Health Care Response to Domestic Violence	07/01/2
-		Part-time Police Activity League (PAL)	

Figure 21 - Resize Dashboard Column Headings

• **Page Navigation Tool**: The Available Funding dashboard displays a tool at the bottom of the frame which allows you to change the number of records shown per page and easily navigate to any page. Figure 22 shows the action each button performs:

	GO TO FIRST PAGE GO TO PREVIOUS PAGE GO TO PREVIOUS PAGE SHOW PREVIOUS FIVE PAGE NUMBERS GO DIRECTLY TO PAGE CURRENT PAGE INDICATOR SHOW NEXT FIVE PAGE NUMBERS GO TO NEXT PAGE GO TO LAST PAGE NUMBER OF RECORDS TO DISPLAY PER PAGE NUMBER OF PAGES TOTAL NUMBER OF RECORDS	
K 6 7 8 9 10 . Page siz	r 20 -	535 items in 27 pages

Figure 22 - Page Navigation Tool

This navigation tool is shown throughout GMS where there are many records to navigate (for example in the Application Search and Award Search screens).

- Control the number of records displayed in the current frame by clicking on the dropdown list beside Page Size and selecting 10, 20, or 50. The total number of records stays the same, but the number of pages (shown in the lower right side) updates based on how many records per page you select.
- Click on any of the navigation arrow boxes to move through the pages of records, or select a specific page by clicking on the page number as shown in Figure 22.

5.2.4.1.1 The Available Funding Dashboard

The Available Funding dashboard displays a list of funding programs (Notice of Funding Availability – NOFAs) that you can use to apply for a grant, as shown in Figure 23.

View	Code 🔺	Title	Deadline	Active	Docs	Apply
				Active		
8	CJCC	Criminal Justice Coordination Council - 2012	6/30/2013	N		0
8	CSGP	Community Service Grant Program - 2012	6/30/2013	নি	0	0
8	DVUP	Domestic Violence Unit Program - 2012	6/30/2013	Re.		0

Figure 23 - GMS Home Page - Available Funding Dashboard

The following fields are shown in columns for each NOFA record:

View:

Click the magnifying glass icon in this column to display a popup window the basic parameters of the funding program as shown in Figure 24, including a Summary, Start and End Date, Grant Application Deadline Dates, and Eligibility Requirements.

Vedence Acount Warney - 2012	-
Summary,	
We are bounding for sub-respinent the implement consequences and are sensitive to the results of a stephy of times and the hose phenomes accouncies for their strinkes. Programs should seek to carry such these strategies by Voging Larring organizations, and by inclusing of communitys to look beyond traditional resources and low to revue particulate bases and and and and other strength and low to revue particulates and an advect and external traditional resources model vigitational to the strength and and and and we have and model vigitation to the strength and and and and the strength and the model vigitation to the strength and the strength and the strength model vigitation of the strength is extended and the strength and the progettion to support the Strength and investigation and the strength and the progettion to support the Strength and investigation and the strength and the strength and the strength and particulation and and the strength and the strength and particulations are also provided to advect and an assault frances or particulation and and the strength and the strength and the strength and particulations are also particulated and the strength and the strength and the strength and the strength and the strength and the strength and the strength and the strength and the strength and the strength and the strength and the strength and the strength and the strength and the strength and the strength and the strength and the strength and t	
Share Data:	
19/1/2012	
End Data:	
9/30/2013	
Online Application Deadline:	
7/90/2013	
Hardcopy Application Ceadine	

Figure 24 - NOFA Basic Parameter Information Pop-up Window

Code: Title: Deadline:	A 4-letter code assigned by GOCCP to each funding opportunity. The title of the NOFA – the name of the funding program and the funding year. The date that all grant applications based on the NOFA must be submitted by.
Active:	The checkbox in this column indicates whether or not the NOFA is currently active. To view only NOFA records that are active, select <i>Active</i> from the drop-down box directly beneath the column heading.
Docs:	A blue marble icon is shown in this field if a NOFA has supporting documentation associated with it. Click on the icon to download and review the document.
Apply:	Click on the checkmark icon in this field to create an application for a grant based on this NOFA. Refer the section <i>Apply for a Grant</i> for detailed instructions.

You can sort/filter and search for records shown in this dashboard using the column headings and fields directly below them. Refer to the section *Sorting, Filtering, and Searching for Records* for details.

5.2.4.1.2 The Applications Dashboard

The Applications Dashboard contains a list of grant applications your organization has created. NOTE: Applications that you submitted, which have been approved and awarded to your organization, are not shown in this dashboard.

Applica	tions				🙆 Refresh
Edit	Арр # 🔺	Project Title	Start Date	End Date	Status
					[All]
8	2000-BR-0046	Part-time Police Activity League (PAL) Coordinator	07/01/2000	06/30/2001	Withdrawn
8	2012-BA-0033	Juvenile Courts Victim Specialist	07/01/2012	06/30/2013	Pending
8	2012-BC-0001	Neighborhood Community Policing Program	07/01/2012	06/30/2013	Awaiting Hard Copy
8	2012-BF-0001	Neighborhood Foot Patrol Program	07/01/2012	06/30/2013	Awaiting Hard Copy

Figure 25 - GMS Home Page - Applications Dashboard

The following fields are shown in columns for each Application record:

- Edit:
- Click the magnifying glass icon in this column to view/edit an application's contents. You will leave your GMS home page and be taken to the Grant Application Menu where you can continue working on the application.

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Dar Jack and Dan.	A Anno Anno	Executed Facelo E.S. NYON	Matrik Parlam 9900	Null Project Des 1915		Tanan Tanàna dia kaominina dia m	Application States Westman	
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	G IMPLEMENTING	AGENCY			PREPARER INFORMA	TION		
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	Op taskin Op task Cast	Contract Mill Deer Torphic Linguist						

Figure 26 - Grant Application Menu

- Refer to the section *Apply for a Grant* for detailed instructions on how to use this screen.
- You can return to your home page and dashboards at any time by clicking Home on the Navigation Menu Bar.
- App #:The unique identifier code assigned to an application when you create it. The format
represents the year you applied, the funding application code and a four-digit system
generated number. The application number is underlined; click on it to view summary
information about the application, as shown in Figure 27.

2012-F	App. Number: Requested Funds: Match Funds: % of Project Cost: Project Dates: Title:	\$0.00
2012-6		

Figure 27 - Application Summary Popup

Project Title:The title your organization provided for the grant application when creating it.Start Date:The date the project will start (defined by NOFA).End Date:The date the project will end (defined by NOFA).Status:Shows the status of each grant application in the dashboard. Each application shown in
the dashboard will be in one of the following four statuses:•Pending: The application is still in progress and has not yet been submitted.

- **Pending Revision**: The application was submitted but returned to the applicant for revision.
- Awaiting Hardcopy: The application has been submitted electronically and the GOCCP is currently awaiting the paper copy.

You can sort/filter and search for records shown in this dashboard using the column headings and fields directly below them. Scrolling up/down or left/right is available to access all information provided. For example, you can filter the list of records to only display those with a status of *Awaiting Hardcopy*. Refer the section *Sorting, Filtering, and Searching for Records* for details.

The Applications dashboard does not show applications that have been approved and awarded as grants. However, you can view all applications your organization has created regardless of status using the Application Search feature of GMS.

From your GMS Home Page, select Application Search from the Grant Management menu:

Mary	LAND		OR'S OFFICE OF 1E CON'I	
Home	Grant Ma	nagement	Address Book	Admin
Home	Appli	cation Search		
Available Fun	Aware	d Search	Application Search	3

Figure 28 - Access the Application Search Feature

This displays the Application Search screen, which is a more detailed listing than shown in the Applications dashboard:

		Address Sectors	demin Jeann					_			
Her	North Address		Admin Legnut								
	-	-						-			24
	App # -	Application Agency	Anglement of Special	Negat Tile	las (bai	(Million	Propert Climitan		frame.	-	and the second sec
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8	2010.027	Anterior Courty Vingiant	Johnson Linety, Salar Separations	Annas (a-homos (armsty)	11.01.0000	2/10/080	famil lain	and load at	Rational Courty	dial Spec	Ana
2	25.6.25	Baltroom Courty Harpanit	Bellevic Courty Gegettives (Proven	Minister Rosen Sub-Apresso	1010-020	10012581	Section!	58.58.00	Internations!	-Rates Byoki	Anapat
x	200 49 (2/3)	Service Carry mapping	Internet Lowery Dear trees of result	Batterner Do Rosenna Dary Driet.	541.039	10111-0251	Genial Ahatoot	10/44	-	Superior disease	dentes -
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8	100-51-009	Testerinizio futur Department	National City Pallan Department	Domesic Violence Providers Order Time	1181,728.	11/02/2000	Dell Vennine	LABOR	Trainer	Sale See, Spice	Annalas
8	2008-20-2008	(Ap of differences	Interior Roles Department	Bellymore Doewhold Stationae Periorship: Drive Bring & Device Informer	.1090.099	100.000	109 Mar.	0380	Among Car	Interdimentingion	Arizabil
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Figure 29 - Application Search Screen

You can return to your home page and dashboards at any time by clicking Home on the Navigation Menu Bar.

5.2.4.1.3 The Grant Awards Dashboard

The Grant Awards dashboard displays a list of grants your organization has been awarded.

Grant	Awards						🙆 Refre
Edit	Grant # +	App #	Project Title	Start Date	End Date	Amount	Status
						T	[All] •
8	GVRG-2013-1910	2012-GV-0020	Overtime Support	07/01/2012	06/30/2013	\$40,000.00	Award Packets Pending
8	GVRG-2013-1940	2012-GV-0021	Personnel Support	07/01/2012	06/30/2013	\$84,875.00	Award In Compliance
8	JABG-2009-1101	2011-JG-0003	Juvenile Drug Court	07/01/2011	05/30/2012	\$131,965.00	Acceptance Documents Due
R	JINT-2009-1304	2011-JG-0022	Respondent Notification	07/01/2011	06/30/2012	\$32,839.00	Acceptance Documents Due

Figure 30 - GMS Home Page - Grant Awards Dashboard

The following fields are shown in columns for each Grant Award record:

Edit:Click the magnifying glass icon in this column to view/edit an award. You will leave yourGMS home page and be taken to the Grant Award Menu where you can manage the
award and perform programmatic and financial reporting.

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	T la service dist Maine	Davidding .				
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Figure 31 - Edit Grant Award Information

- Refer to the section **Error! Reference source not found.** for detailed instructions on ow to use this screen.
- You can return to your home page and dashboards at any time by clicking Home on the Navigation Menu Bar.
- **Grant #**: The unique identifier code assigned to a grant when it is awarded. The grant award number is underlined; click on it to view summary information about the award.

inant	Grant Number:	BARM-2012-1005	
	Awarded:	\$3,353.00	
	Award Reported %:	100.00 %	
-	Match:	\$3,353.00	
BARK	Match Reported %:	100.00 %	
_	Designed Determ	07/01/2011 - 06/30/2012	
BARM	Title:	Replacement Body Armor	
BARM			
DHUN			

Figure 32 – Grant Award Summary Popup

App #: The application number of the application that the grant award was based on. The application number is underlined; click on it to view summary information about the application for this grant award.

Edit	Grant # +	App #	App. Number: Requested Funds:	2011-8A-0010 \$3,353.00		ł
8	BARM-2012-1005	2011-84-0	Match Funds: % of Project Cost: Project Dates:	\$3,353.00 50.00 % 07/01/2011 - 06/30/2012		ł
R	BARM-2012-1719	2011-8A-00		Replacement Body Armor		l
8	BARM-2013-0001	2012-BA-00				l
8	84RM-2013-0002	2012-BA-00	Classes 1 Apro Taxt		0770122012	J

Figure 33 - Application Summary Popup for a Grant Award

Project Title:	The title of the awarded grant.
Start Date:	The start date of the grant award.
End Date:	The end date of the grant award.
Amount:	The grant funds awarded to the grant.
Status:	Shows the status of each grant award in the dashboard. Each award shown in the dashboard will be in one of the following three statuses:
	• Acceptance Documents Due: The grant has been awarded and the GOCCP is currently awaiting the acceptance documents from your organization.

• Award in Compliance: The grant award terms are currently satisfied.

• Award Not in Compliance: The grant award terms are currently not satisfied – often this indicates that financial and programmatic reports are overdue.

You can sort/filter and search for records shown in this dashboard using the column headings and fields directly below them. For example, you can filter the list of records to only display those with a status of *Award Not in Compliance*. Refer to the section *Sorting, Filtering, and Searching for Records* for details.

The Grant Awards dashboard does not show awards that have been closed, or are in a status other than the three described above. However, you can view all awards your organization has received regardless of status by using the Award Search feature of the GMS.

From your GMS Home Page, select Award Search from the Grant Management menu:

MARY	and the second se	governe CRIM			ROL
Home	Grant Mana	gement	Addre	ss Book	Admin
Home	Applicat	ion Search			
Available Fu	Award 5	earch	k	-	-

Figure 34 - Access the Award Search Feature

This displays the Award Search screen, which is a more detailed listing than shown in the Grant Awards dashboard:

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Figure 35 - Award Search Screen

You can return to your home page and dashboards at any time by clicking Home on the Navigation Menu Bar.

5.3 Sorting, Filtering, and Searching for Records

The screens, as well as the columns available to you, will vary based on your permissions as a GMS user, but the procedures described in this section work the same way in every area of GMS that presents a list of records, including the Home Page dashboards and the Application and Award Search screens.

The Award Search screen is used for the examples in this section. GOCCP personnel can use this screen to search for all grants awarded through the agency, while external organizations (sub-recipients) will see only grants that have been awarded to their organization.

ne	Gra	ant Management	Funding #	Management Address Book	Reports Admin Log	out							
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	Reports	Grant # +	Appl	Applicant Agency	Implementing Agency	Project Table	Sket Date	End Date	Project Director	Amurt	County	Nonitor	Such
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	01		2015-81-0042	Governor's Office of Crime Control and Dravertion	Governor's Office of Crime Control and Dravention	GOCCP Human Trafficking Policy Analyst	05/01/2015	05/20/2016	Buthanan-Tisdale, Valarie		\$0.00 Anne Arundel	Stenly-Markz, Amy	Avaid Cancelled
	1		2015-81-0079	Baltimore Police Department	Battmore Police Department	Blue Force Tracker	10/01/2016	06/30/2017	Gomes Leonardo		\$5.00 Battimore City	Blonder, Dien	Award Cancelled
	11		2015-81-0079	Satimore Police Department	Batimore Police Department	Blue Force Tracker	10/01/2016	06/80/2017	Gomes Leonardo		\$5.00 Baltimore City	Blonder, Blen	Award Cancelled
	1		2018-81-0079	Baltimore Police Department	Batimore Police Department	Blue Force Tracker	10/01/2016	06/90/2017	Gomes Leonardo		\$0.00 Battimore City	Blonder, Blen	Award Cancelled
	11		2010-07-0004	Maryland State Police	Maryland State Police	Forensis Enhancements	01/01/2017	10/31/2017	Unnenan, Patrick		\$200 Battimore Court	ty Jang Sun	Award Cancelled
			2017-1-0.0004	100 Good Men	100 Good Mare	Example for Documentation	07/01/2017	05/30/2015	Morse Joseph		\$255.00 Wicemice	Carpinsieri, Angela	New Grant
	01	1.0	2017-81-0014	100 Good Men	100 Good Men	Documentation once again searching for a note with 25 cents in it	04/02/2013	04/02/2099	Mige Joseph		\$1.00 Wicomico	Carpirties, Angela	Ne: Grant
			2016-0-2024	Mayor's Office of Employment Development (MOED)	Mayor's Office of Employment Development (MDED)	Evening Reporting Center	07/01/2016	06/30/2017	Dorsey, Dinest		50.00 Baltimore City	Dhanraj, Tara	Aviard Cancelled
	1		2015-1-0.0050	Calvert County Health Department	Calvert County Health Department	Medication Aplitted Treatment Reentry	01/01/2017	09/20/2027	Gale David		\$0.00 Calvert	Lovill, Tammy	Award Cancelled
	0		2017-8-0001	Agape Deliverance Church Youth Ministry	Agape Deliverance Church Youth Ministry	Documentation Example - DWS	07/01/2017	06/30/2018	Small, Emanuel		\$250.00 Calvert	Lovill, Tarryny	Nex Grant
		AS91-2000-0001	2003-85-0001	Frustand Community Center	Fruitland Community Center	Frustiand Youth Out	08/01/1999	08/31/2001	Colts. George	4	130.000.00 Wicomico	Alexander, Andrea	Award Dosed
		A577.2000.0002	2003-AS-0002	Boys & Gits Outs of Hartord County Maryland Inc	Boys & Girls Clubs of Harford County Mansland Inc.	Project Learn	08/01/1999	06/30/2000	Crawford, Michelie	1	130,000.00 Harford	Alexander, Andrea	Award Cosed
	11	AST1.2000.0003	2003-A5-0003	Ler's Make A Change Inc. (LMAC)	Leris Make & Dunge Sic (JMAC)	Latchivey Affersichool Program	08/01/1999	06/70/2000	Washington Jaanne	5	30,000.00 Trivite Setrige's	Alexander, Andrea	Anird Costd
		A581-2000-0004	2003-45-0004	Big Brothers & Big Sisters of Frederick County, Inc.	Big Brothers & Big Sisters of Frederick County: Inc.	Enrichment Plus After School Program	10/05/1999	06/90/2000	Bhattacharjee Sushi	3	10.000.00 Frederick	Alexander, Andrea	Award Closed
	61	ASR1-2000-0005	2003-AS-0005	Easton Housing Authority	Easton Housing Authority	Dovebrook Does Better	05/01/1999	05/30/2000	(Libb. Don	1	10.003.00 Talbot	Alexander, Andrea	Award Closed
		A585-2000-0006	2003-45-0008	St. Mary's County Public Schools	St. Mary's County Public Schools	Safe and Smart Together Club	08/01/1999	09/30/2000	Smith, Mark	3	10.000.00 St Mary's	Alexander, Andrea	Award Cosed
	2	A120-2000-0007	2003-45-0007	Boys & Girls Clubs of Washington County, Inc.	Boys & Girls Clubs of Washington County, Inc.	Boys & Girls Club After School Program - Pennsylvania Avenue	05/01/1399	06/30/2000	Browning, Buck	1	130.000.00 Wathington	Alexander Andrea	Award Occed
	0	A521-2000-0008	2003-45-0008	Family Services Agency, Sric	Family Services Agency: Inc.	Parents in Caring	08/01/1999	06/30/2000	Jones Sany	1	190.000.00 Montgomery	Alexander, Andrea	Award Closed
		ACR. 2000.0009	2003-45-0009	Catholic Charities of the Archolicolose of	Family Services Agency, Inc.	Woodand Springs Attenschool Program	08/01/1999	06/35/2000	Harr Thomas		154.841.89 Montgomery	Alexander, Andrea	Avard Dosed

Figure 36 - Sorting, Filtering, and Searching using the Award Search Screen

5.3.1 Sorting Records in GMS

Record lists can be sorted by a column in ascending order (A at the top, Z at the bottom), descending order (Z at the top, A at the bottom) or not at all. If a scrollbar is present at the bottom or to the right, there are additional items to select from.

When a list is sorted by a column, a small white arrow is displayed to the right of the column heading text.

- If the arrow points upward, the list is sorted by the values in this column in ascending order.
- If the arrow points downward, the list is sorted by the values in this column in descending order.
- If there is no arrow beside the column heading text, the list is not sorted by the values in this column.



Figure 37 - Click Column Heading Text to Sort

If a listing of records in GMS is sorted by default, the arrow right is displayed immediately when you first access the screen. In Figure 37 the grant awards list is sorted by Grant Number, in ascending order, by default.

To sort your list by a specific column:

- 1. Move your pointer directly over the text description in the column heading until it changes into the hand shape.
- 2. Click the left mouse button.

3. Click again to change the sort order from ascending to descending, and once again to remove the column from sorting.

By clicking on the text description in a column heading repeatedly, you can cycle through sorting your list by that column in ascending order, descending order, or not at all.

5.3.1.1 Additive Sorting

You can sort your list of records by more than one column. For example, to sort all grant awards by End Date (most recent first), and sort those results by Status, do the following:

- 1. Click the End Date column heading once to sort the list in ascending order
- 2. Click End Date again to sort in descending order
- 3. Click the Status column heading once to sort in ascending order

Notice in Figure 32 the descending arrow beside the End Date column heading and the ascending arrow beside the Status column heading.

	Start Date	End Date -	Pt ject Director	Amount	Courty	Monitor	Status 🔺
					[All] •	[All]	[All]
nce again searching for a s in it	04/02/2013	04/02/2099	Morse, Joseph	\$1.00	Wicomico	Carpintieri, Angela	New Grant
unds	10/01/2016	09/30/2019	Steinly-Marks, Amy	\$20,000.00	Anne Arundel	Carpintieri, Angela	Award In Compliance
auma	10/01/2016	09/30/2018	Streets, Alicia	\$41,560.00	Garrett	Jones, Quentin L	Award In Compliance
ces Project.	10/01/2016	09/30/2018	Hanline, Heather	\$253,261.00	Garrett	Jones, Quentin L	Award In Compliance
ect Services	10/01/2016	09/30/2018	Frankenberry, Shannon	\$51,945.00	Allegany	Jones, Quentin L	Award In Compliance
Assistance Advocacy	10/01/2016	09/30/2018	DiEdoardo, Ross	\$85,072.00	Harford	Jones, Quentin L	Award In Compliance
	10/01/0014	00/20/0010	and the second	F1 205 617.00	100000	territ alerrates	And the shares of

Figure 38 - Grant Award List Sorted by End Date (Descending) and Status (Ascending)

The result is a list of all the grant awards sorted by end date, where all the awards with the same end date are sorted by status.

5.3.1.2 Reordering Columns

At times you may wish to see one column beside another to make viewing pertinent information easier. Using the example from Figure 38, to move the Status column in front of the End Date column:

1. Move your pointer into the heading of the Status column until your pointer changes to the 4way directional arrow.

	🙆 Refresh
	Status 🔺 🕁
•	[All] Drag to group or reorder
	Award In Compliance

- 2. When your pointer changes to this shape, click and hold your mouse button down.
- 3. Drag the column to its desired location until you see the text popup that says Drop Here To Reorder.



4. Release the mouse button. The column will appear in the new location.

ite	Status 🔺	End Date 👻	Proje
	[AII] •		
012	Award In Compliance	11/30/2013	Hitch
012	ہر Acceptance Documents Due	06/30/2013	Solon
012	Acceptance Documents Due	06/30/2013	Wilso
012	Award In Compliance	06/30/2013	Widg

It's important to note that by re-ordering columns, you have not changed how the list was sorted. In this example, the list was sorted first by End Date, then by Status. Even though the Status column was moved in front of the End Date column, the list is still sorted first by the End Date, then within those results, by Status.

5.3.1.3 Clearing the Sort

Additive (multi-column) sorting in GMS is a powerful tool that can help you view data exactly the way you want, and it can also produce complex results.

If the results of a multi-column sort don't display the anticipated data, look at all the column headings and make sure only the columns you wish to sort by contain an ascending or descending arrow beside the heading text.

- If you sort by a column, the records will continue to be sorted by that column until you clear it by clicking on the heading text until the sort arrow disappears.
- For example, from the sort shown in Figure 37 above, the Grant Award Search screen is automatically sorted ascending by Grant#. By not clearing Grant# as a sort column first, the actual result of that sort would be the list of records sorted first by Grant#, then End Date, then Status as shown below instead of just End Date then Status.

Grant # 🔺	Арр 🛙	Applicant Agency	Implementing Agency	Project Title	Start Date	Status	End Date 🔺
						(All) •	
BCFI-2013-1801	2012-81-0001	Office of the State's Attorney for Baltimore City	Office of the State's Attorney for Baltimore City	Comprehensive Violence Prosecution	07/01/2012	Acceptance Documents Due	06/30/2013
SBSE-2013-1521	2012-55-0047	Baltimore County, Maryland	Baltimore County Police Department	Targeted Patrols/Public Awareness	08/01/2012	Acceptance Documents Due	05/30/2013
-	2012-BA-0034	Frederick City Police Department	Frederick City Police Department	Testing 10-4-12	07/02/2012	Award In Compliance	06/29/2013
141	2012-BA-0030	Frederick City Police Department	Frederick County Board of Education	Testing 9-27-12	07/01/2012	Award In Compliance	05/29/2013
	2012-84-0036	Frederick City Police Department	Frederick City Police Department	Testing 10-11-12	07/01/2012	Award In Compliance	06/30/2013
	2012-8A-0039	Frederick City Police Department	Frederick County Board of Education	Testing 10-15-12	07/01/2012	Award In Compliance	06/30/2013
	2012-8A-0031	Frederick City Police Department	Frederick County Department of Social Services	Testing 10-1-12	07/01/2012	Award In Compliance	06/30/2013

5.3.2 Filtering and Searching for Records in GMS

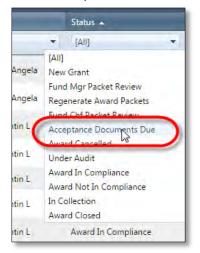
In addition to sorting, you can use filtering to find specific records or to narrow the list down based on criteria that you can type in or select from a drop-down list.

Any columns that you can use to filter your list have a white text box directly below the column heading. Boxes that have an arrow in them are drop-down lists with specific values in them that you can select.

5.3.2.1 Filtering by Selecting Values from a Drop-down List

For example, if you want to see all grant awards in your list which have a status of Acceptance Documents Due:

- 1. Click on the arrow on the drop-down box under the Status column heading.
- 2. Click on Acceptance Documents Due in the list.



This has filtered the list so that now the only records displayed are those that have a status of Acceptance Documents Due:

Director	Amount	County	Monitor	Status 🔺
	T	[All]	[AII] -	Acceptance Documents 🔻
arol	\$0,95	Baltimore County	Jang, Sun	Acceptance Documents Due
Kevin	\$54,000.00	Baltimore County	Jang, Sun	Acceptance Documents Due
Sarah	\$8,507.00	Allegany	Jones, Quentin L	Acceptance Documents Due

Figure 39 - Grant Award Records Filtered by Status

Important: Note that the results of the filter shown in Figure 39 are still being sorted by the End Date and Status columns as shown in the previous example (Figure 38). This is another example of *additive* sorting and filtering – the records were originally sorted by End Date, then Status and lastly filtered to show only one status.

5.3.2.2 Filtering using Dates

Filtering by Date is a two step process. For example, to see all grants that were awarded that end on or after January 1st 2013:

1. Type 1/1/2013 into the date box below the End Date column heading, or alternatively choose the date by clicking on the calendar icon, navigating to the month and year, and selecting the day.

	End	Dat	e		Proj	ect [)irect	tor
1/1/	2013			T				
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	S	м	т	w	т	F	S	ŀ
1	30	31	J.	2	3	4	5	L
2	6	7	Tue	sday,	Janu	ary 0:	1, 201	3
3	13	14	15	16	17	18	19	Г
4	20	21	22	23	24	25	26	
5	27	28	29	30	31	1	2	
6	3	4	5	6	7	8	9	

2. Click the filter icon beside the calendar and click on GreaterThanOrEqualTo in the list.

te	End Date Pr	oject Dir
•	NoFilter	
12	EqualTo	eronio
12	NotEqualTo GreaterThan	eronic
12	LessThan	eronio
12	GreaterThanOrEqualTo	eronio
12	LessThanOrEqual b IsNull	eronio
12	NotisNull	eronio
12	06/30/2013 Dir	ne, Kim

This has filtered the list so that now the only records displayed are those that have an End Date of 1/1/2013 or later.

11.	Grant # 🔺	App #	Applicant Agency	Implementing Agency	Project Title	Start Date	Frui Date	
				[]	[]		1/1/2013	т
	BARM-2013-1301	2012-BA-0032	Frederick City Police Department	Frederick City Police Department	Testing 10-1-12 v2	07/01/2012	06/30/2013	
	BCF1-2013-1801	2012-81-0001	Office of the State's Attorney for Baltimore City	Office of the State's Attorney for Baltimore City	Comprehensive Violence Prosecution	07/01/2012	06/30/2013	
	CSAF-2012-1982	2011-CS-0002	Baltimore County, Maryland	Baltimore County Police Department	Violence Prevention Initiative	07/01/2011	06/30/2013	
	DVUP-2013-1011	2012-DV-0004	Baltimore County, Maryland	Baltimore County Police Department	Protective Order Entry/Service	07/01/2012	06/30/2013	
	DVUP-2013-1124	2012-DV-0002	Baltimore Police Department	Baltimore Police Department	Protective Order Entry/Service	07/01/2012	06/30/2013	
	EIFI-2011-1002	2011-BJ-0186	Office of the State's Attorney for Baltimore City	Office of the State's Attorney for Baltimore City	Cell Phone Interdiction	01/01/2012	11/30/2013	
	GVRG-2013-1012	2012-GV-0004	Baltimore County, Maryland	Baltimore County State's Attorney's Office	Prosecution Support	07/01/2012	06/30/2013	
	GVRG-2013-1715	2012-GV-0012	Office of the State's Attorney for Baltimore City	Office of the State's Attorney for Baltimore City	Project EXILE	07/01/2012	06/30/2013	
	GVRG-2013-1910	2012-GV-0020	Baltimore County, Maryland	Baltimore County Police Department	Overtime Support	07/01/2012	06/30/2013	
	GVRG-2013-1940	2012-GV-0021	Baltimore Police Department	Baltimore Police Department	Personnel Support	07/01/2012	06/30/2013	
				Ratimore County Local Management				

Figure 40 - Grant Award Records Filtered by End Date

To clear filter data from Date fields, you don't need to remove the date you typed in - just click on the filter icon and select No Filter.

3	NoFilter	
	EqualTo	eron
	NotEqualTo	eron
	GreaterThan	
	LessThan	eron
	GreaterThanOrEqualTo	eron
	LessThanOrEqualTo IsNull	eron
	NotisNull	eron
	06/30/2013	line Kim

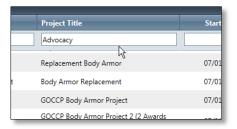
5.3.2.3 Partial and Full Match Searching/Filtering

Any columns that you can use to search/filter your list have an empty white text box directly below the column heading.

- You can enter a full text string so that the resulting list contains only those records that contain the exact string in that column, or
- You can enter just a few characters so all records that contain those characters in that field will be displayed.

For example, if you are searching for a specific grant award and you don't know the Grant # but you know that the Project Title contains the word Advocacy, you can narrow the list of records as follows:

1. Type the word Advocacy into the text box beneath the Project Title column heading.



2. Press the Enter key to perform the search/filter.

This has filtered the list so that now the only records displayed are those that have the word Advocacy in the Project Title.

Implementing Agency	Project Title	Start Date
	Advocacy	
Baltimore County Department of Social Services	Child Advocacy Center	02/01/201
Office of the State's Attorney for Baltimore City	Domestic Violence Advocacy & Support	05/01/200
Office of the State's Attorney for Baltimore City	Domestic Violence Advocacy & Support	10/01/200
Office of the State's Attorney for Baltimore City	Domestic Violence Advocacy, Prosecution, and Support	02/01/201

Figure 41 - Grant Awards Filtered with Partial Match

NOTE: To clear a search, you must delete the text you typed into the filter field and press the Enter key. The resulting list will no longer be filtered by the text only *AFTER THE ENTER KEY IS PRESSED*.

5.3.3 Combining Sorting and Filtering

The following example illustrates combining sorting and filtering to produce exact search results. To see a list of Grant Award records, sorted by End Date (most recent first) for which the Implementing Agency contains Baltimore, the Project Title contains the word Armor, and the award End Date is on or after 1/1/2006, you would do the following:

- 1. Click on the Grant # column heading TWICE (by default, the list is sorted ascending by Grant # so you must click the heading twice to remove sorting by this column).
- 2. Type Baltimore into the text box below the Implementing Agency column heading.
- 3. Press the Enter Key.
- 4. Type Armor into the text box below the Project Title column heading.
- 5. Press the Enter Key
- 6. Type 1/1/2006 into the text box below the End Date column heading.
- 7. Click on the filter icon beside the calendar icon and select GreaterThanOrEqualTo.
- 8. Click on the End Date column heading TWICE (first click makes the sort Ascending, second makes it Descending).



Figure 42 - Grant Award List - Multicolumn Filter and Sort

6 Funding Management (Accessibility based on permissions)

6.1 Introduction

The Funding Management process makes Federal and State dollars awarded to GOCCP available in the GOCCP GMS for specific programs and/or projects throughout the State of Maryland. GOCCP traditionally initiated funding in the form of Notice of Funding Availability documents. While NOFAs will still exist, they will be preceded by a GFD (Grant Funding Distribution) which will allocate the funding for each relative NOFA.

GFDs are made available to sub-recipients in the Available Funding Dashboard of the GMS home screen, which will provide parameters of the available funds. Each GFD has a NOFA document attached to it that sub-recipients can view for details and application requirements.

6.2 Funding Programs

6.2.1 Create a Funding Program

Creating a new Funding Program is the first step to creating a record of monies administered by GOCCP.

6.2.1.1 Add a New Funding Program Record

1. From the Funding Programs list, click on the *Add new record* link in the upper left hand corner of the Funding program process area, above the column headers.

Add new record					
Edit	Grant Code 🔺	Program Title			
1	ASPI	After School Program In			

Upon clicking Add new record, a data entry screen appears:

Home		Aanagement	Funding Management Address Book Reports	Admin Logout							
Add new rec											20 Aut
Edit	V .~~	Grant Code -	Program Title	Funding Agency	_	funting Schopmer	OTDA	Funding Code	App Cushi	Artier	(relete
-	-			[All]		(AR)	- 11	11	1) 15	hithe 7	
Sizert Code					GOCCP Orly1			15			
rogram Title		1			Funding Code:			[Select One]			
inding Agency:		Select			App Code:			L			
inding Subager FDA	Q.	ISelect	(Ove] •		Programmatic Report Financial Reporting F			Moetily *			
				1	restances reporting in	respond).		Minory			- 21
Qill Description		-		11	Notes						
bCby the		F									-
											1
1	8	.45Ft	Lifter School Program Indiative	Temp Value		Temp Volue	State	01 - State	#S		×
3	2	BARM	Body Amor for Local Law Enforcement	Bureau of Justice Statistics (B/S)		Terrip Value	State	01 - State	9A.	15	×
1	8	BCCP	Baltimore City Community Policing	Temp Volue		Temp Value	State	01 - State	8C	(#	×
1	k	800	Battimore City Firearm Investigation Violence Prevention Program	Tenso Volue		Temp Value	State	09 - Reimbursable	an .	E.	20
1	8	BCRP	Baltimore City Foot Patrol	Temp Value		Terrp Value	State	01 - State	4.1	10	×
1	2	BCVC	Balamore City Violent Crime Control Grant	Temp Value.		Temp Value	31ale	01 - Shate	84	12	×
1	8	DAUL	Byrta - Justica Amintance Grant (JAG) Program	Office of Justice Programs (QJP)		Bureeu of Justice Assistance (BJA)	16.738	05 - Føderal	40	100	×
1	×.	BIAS	Byme - Justice Assertance Grant (JAG-SUPP)	Office of Autice Programs (QIP)		Biareau of Justice Assistance (814)	16.738	05 - Føderel	85	(F)	×
1	8	RINT	8:INT - Interest for 8:4/5 Sub-awards	Office of Sister Programs (0.IP)		Europu of funtice Assistance (834)	16.738	05 - Federal	SN-	E	*
1	2	BIRA	Byrne Justice Recovery Act	Office of Autice Programs (QIP)		Bureau of Kustice Assistance (BIA)	16-803	05 · Feckeral	83	12	×
1	10	BPVP	Bullet Proof Vest Program	Office of Austice Programs (0.17)		Bureau of Austice Assistance (BSA)	16:607	05 - Federal	96	E.	×.
1	8	BRON	BRDV - Sigerest for BIRA Sub-analids	Temp Volge		Temp Volue	16.003	05 - Federal	47	10	×
1	8	TIRN	Byrne Memorial Formula Grant Pargram	Office of Astron Programs (CIP)		Tuneau of Austice Assistance (8/4)	16.579	05 - Federal	88		×
		CALS	Child Advoracy Centert	Temp Value		Terro Value	State	OL - State	CH.	ir i	×

Figure 43 - Create New Funding Program – Initial Data Entry Screen

- 2. Complete each field in the initial data entry screen for the new Funding Program as follows:
 - Grant Code Internally defined Grant code (Required)
 - Program Title Name of the Program (Required)
 - Funding Agency –Selected from a drop-down list (Required)
 - Funding Sub-agency Selected from a drop-down list
 - CFDA Numeric code or "State"
 - CFDA Description Free format description
 - SubObj State category code
 - Active Check box; click on the box for active, click again on the box for not active (box will be blank); default has box checked for Active Program.
 - GOCCP Only Check box, default is empty; click on the box if program is GOCCP only (inhouse funds not visible externally)
 - Funding Code Either 1 State; 3 Special; 5 Federal; or 9- Reimbursable
 - App Code Internally created Application Code
 - Programmatic Reporting Frequency Select either Monthly (default), Quarterly, Semi-Annually or Annually from the drop-down menu
 - Financial Reporting Frequency Select either Monthly (default), Quarterly, Semi-Annually or Annually from the drop-down menu
 - Notes Text box for data entry

NOTE: If grants based on this funding program will require a Federal Purpose Area, then you must place a checkmark in the checkbox next to **Require Federal Purpose Area**. If you do this, and a grant is submitted without a federal purpose area, it will be rejected at the Pink Sheet Phase.

GOCCP Only?:	
Allow Zero Budget?:	Q
Funding Code:	01 - State 👻
App Code:	CP
Programmatic Reporting Frequency:	Quarterly 🔹
Financial Reporting Frequency:	Annually
Notes:	
Performance Measure Exception:	0
Progress Report Exception:	0

3. Click the checkmark icon located in the lower right hand corner of the Data Entry screen to save the Funding Program.



Press the X to cancel – you will lose any information you entered for the new program if you cancel.

Note: At a minimum, you must supply a Grant Code, Application Code, Program Title and Funding Agency in order to Save the new Funding Program.

4. Upon saving the new Funding Program, you are returned to the Funding Program screen.

Note: This completes the initial creation of the new Funding Program. In order to complete it and make it available to the GFD creation process, you must provide the following detailed program information:

- Contacts
- Special Conditions
- Performance Measures
- Progress Reports
- Federal Purpose
- Activity Log
- Documents

To begin, locate the new Funding Program record in the list and click the View icon associated with it. The Program Menu appears to the left of the screen, and the process area corresponding to the Contacts menu item appears in the right pane of the screen.

6.2.1.2 Add Contacts to a Funding Program (Based on assigned permissions)

1. Add Contacts to the new Funding Program Contacts link by clicking Contacts in the Program Menu. All of the appropriate Contact Titles that can be used for the Funding Program appear in the process area. Contact Titles appear for GOCCP representatives and Federal representatives.

Home Grant Manage	ement Funding Management	t Address Book	Reports Admin Log	gout	
iding Management > Funding Proc	grams				
Program Menu	* Code:		Name:		Status:
Search	ASPT		After School Program Init	iative	Finalized
Contacts	Contact Role	Contact	Phone Number	Email	Edit
Budget	Féderal Agency Fiscal Contact	[Select One]			/
Special Conditions	Federal Agency Program Manager	[Select One]			1
Performance Measures	GOCCP Drawdowns	[Select One]			/
Progress Reports	GOCCP Fiscal Specialist	[Select One]			/
Tederal Purpose	GOCCP Funding Chief	[Select One]			/
	GOCCP Funding Manager	[Select One]			1
Activity Log Documents	GOCCP Grants Administrator	[Select One]			-

Figure 44 - Add Contacts to a Funding Program

2. Click on the pencil icon (Edit) to add the appropriate Contact by Title to the new Funding Program.

ode:		Name:			Project Status;	
SPI	-	After School Program Initiative			Finalized	•
Program Menu	🐔 Contact Role	Contact	Phone Number	Email		Edil
Search	Federal Agency Fiscal Contact	Ask.OCFO, Financial Officer	(800) 458-0786	Ask:OCFO@usdoj.gov	P	1
Contacts	Federal Agency Program Manager	[Select One]			(1 m
Special Conditions	GOCCP Drawdowns	[Select One]				Edit
Performance Measures	GOCCP Fiscal Specialist	[Select One]				E
Progress Reports	GOCCP Funding Chief	(Select One)				1
	GOCCP Funding Manager	(Select One)				1
Federal Purpose Activity Log	GOCCP Grants Administrator	[Select One]				1

- Contacts for a given title are pre-designated in the system by roles and are provided in a drop-down menu.
- Only one Contact can be added for each title and not all titles need to have a Contact assigned.
- 3. Click the arrow on the drop-down list and click on a contact to select it. Then save the contact by clicking on the checkmark icon in the lower right hand corner of the Contact Title section.

Contact Role			Contact	Phone Number	Email	Edit
Federal Agency Fi	iscal Contact		Ask:OCFO, Financial Officer	(800) 458-0786	Ask.OCFO@usdoj.gov	1
Federal Agency P	rogram Manager		[Select One]			1
dit details for Pr	rogram Contact: Fed	leral Age	ncy Program Manager			
Contact:	[Select One]	-	Select contact	t from list		
	Garry, Eileen M	*				-
GOCCP Drawdow	Gleaves, Lani Griefer, Frederick	×	[Select One]			//
GOCCP Fiscal Spe	Hagy, David W	1	[Select One]		Click checkmark to save	1
GOCCP Funding	Handy, Rudelle		[Select One]			/
SOCCP Funding	Lain, Rick		[Select One]			1
GOCCP Grants Ac	Laporte, Gerald	-	[Select One]			/

Figure 45 - Select a Contact to Assign to Funding Program

4. Repeat steps 1 through 3 for each required contact for the Funding Program.

6.2.1.3 Add Special Conditions to a Funding Program

The Special Conditions screen is used to define requirements set by the Funding Source in order to utilize the monies from the Funding Program.

1. Click Special Conditions in the Program Menu to the left of the screen.

ome Grant Manager		Funding Managem	ent Address Book Reports	Admin	Logout		
ng Management > Funding Progr	Tams Code:			Name:		Status:	
	ASPI			After School Pro	ogram Initiative	Finalized	
Search Contacts	Help Text Here:						
Budget			Available Special Condition:		Selec	ted Special Condition:	
Special Conditions	Ordinal	Short Description	Long Description		Ordinal Short Description Long	Description	_
Performance Measures		Short Description	Long Description			Description	
Progress Reports Federal Purpose	_				No records to display.		
Activity Log Documents	2	1st Special Condition (Must be #1 for ALL programs)	This grant award is subject to the General Condi the GOCCP website (http://www.goccp.marylar /general-conditions.php). The aforementioned Conditions should be printed for your reference to change without written notice.	d.gov/grants			
	3	Final year of funding (available for all programs)	The sub-recipient is reminded that this awar FINAL year of funding for this project.			This grant award is subject to the General Conditions found on	
		Only year of funding (available	The sub-recipient is reminded that this aware ONLY year of funding for this project.	2	1st Special Condition (Must be #1 for ALL programs)	the GOCCP website (http://www.goccp.maryland.gov /grants/general- conditions.php). The	
	4	for all programs)				aforementioned General	
	4	for all programs) Receipts Requirement - General	Receipts and/or back-up documentation ref expenditures must be submitted with each q Funds and Financial Report form. Reimburse sub-recipients will not exceed actual costs.			Conditions should be printed for your reference and are subject to change without written notice.	

Figure 46 - Add Special Conditions to a Funding Program

- The **Available Special Conditions** pane provides a complete list of special conditions in the GMS database. Special Conditions not already in the database must be added to GMS using the Admin -> Reporting Requirements tool in order to appear here.
- The **Selected Special Conditions** pane is a list of special conditions that apply to this funding program.

To add a Special Condition to the Selected pane:

- 1. Locate the Special Condition you wish to select for this funding program. Refer to the section *Sorting, Filtering, and Searching for Records* for tips on filtering and searching the list.
- 2. Left click on the Special Condition and hold the mouse button down.
- 3. Drag it over to the Selected Special Condition Pane.
- 4. When you see a dotted line appear beneath the header row, release the mouse button to drop the record into the list.
- 5. Repeat steps 1 through 4 for each Special Condition you wish to select for this funding program.

6.2.1.4 Add Performance Measures to a Funding Program

The Performance Measures screen is used to define questions the sub-recipient will answer while utilizing monies from the Funding Program.

1. Click Performance Measures in the Program Menu to the left of the screen.

ome Grant Managem		Funding Managem	ent Address Book Reports Admi	n	Logou	t		
ng Management > Funding Program rogram Menu 🕴	ns Code:		Name:	_			Status:	_
	ASPI		After Schoo	I Prog	ram Initiativ	e	Finalized	
Search			He	p Tes	t Here:			
Contacts Budget		4	wailable Performance Measure:				Selected Performance Measure:	
Special Conditions Performance Measures	Ordinal	Short Description	Long Description		Ordinal	Short Description	Long Description	
Progress Reports								
rogress Reports ederal Purpose activity Log	0	VOWR 5.5 - Warrants Attempted	How many warrants were attempted to be served during this reporting period?	*	1	Youth Prevention - number of days program provided	Number of days the after school program was actually pr during the quarter.	vide
Documents	0	Recovery 02 - Jobs Restored (Must be	How many jobs (report TOTAL HOURS WORKED during the reporting period for applicable employees) that were eliminated		2	Youth Prevention - volunteer hours	Volunteer hours involved in the youth prevention effort.	
		PM#2)	within the last 12 months were reinstated with funding (from this award) during this reporting period?		3 Youth Preventi number of staf		Number of Staff.	
	0	Recovery 03 - Jobs Created (Must be PM#3)	How many jobs (report TOTAL HOURS WORKED during the reporting period for applicable employees) were created with funding (from this award) during this reporting period?		4	Youth Prevention - paid staff hours	Paid staff hours involved in the youth prevention effort.	
	0	VOWR 04 - OT Used	How many overtime hours were spent on warrant reduction during this reporting period?		5	Youth Prevention - Core students enrolled	Number of new core students who enrolled during the qu	arter
	0	VOWR 05 - Warrants Served	How many warrants were served during this reporting period?		6	Youth Prevention - Core students who	Number of core students who left the program during the	
	0	VOWR 06 - VPI Warrants	How many VPI warrants were served during this reporting period	2	5	left Youth Prevention -	quarter.	
		VOWR 08 -	How many additional arrests were made during the reporting		7	average number of	Average number of hours the program ran per day	

Figure 47 - Add Performance Measures to a Funding Program

- The **Available Performance Measures** pane provides a complete list of performance measures in the GMS database. Performance Measures not already in the database must be added to GMS using the Admin -> Reporting Requirements tool in order to appear here.
- The **Selected Performance Measures** pane is a list of performance measures that apply to this funding program.

To add a Performance Measure to the Selected pane:

- 1. Locate the Performance Measure record you wish to select for this funding program. Refer to the section *Sorting, Filtering, and Searching for Records* for tips on filtering and searching the list.
- 2. Left click on the record and hold the mouse button down.
- 3. Drag it over to the Selected Performance Measure Pane.
- 4. When you see a dotted line appear beneath the header row, release the mouse button to drop the record into the list.
- 5. Repeat steps 1 through 4 for each Performance Measure you wish to select for this funding program.

6.2.1.5 Add Progress Report Questions to a Funding Program

Adding Progress Report Questions is similar to the processes of adding Performance Measures or Special Conditions to a Funding Program.

1. Click Progress Reports in the Program Menu to the left of the screen.

	ment	Funding Managem	ent Address Book Reports Add	lmin Logout	
ing Management > Funding Prog					
Program Menu	* Code:		Name:		Status:
Search	ASPI			hool Program Initiative	Finalized
Contacts				Help Text Here:	
Budget		Δv	ailable Progress Report Question:	Selected	Progress Report Question:
Special Conditions	0.5.1				
Performance Measures	Ordinal	Short Description	Long Description	Ordinal Short Description Long	Description
Progress Reports					
Federal Purpose	10	BARM/BPVP	Currently, what is your agency's anticipation for body armor	No records to display.	
Activity Log		Anticipated Need	request for the next grant year? Describe barriers/challenges to implementing or completing		
Documents	10000		of the objectives. Include corrective actions taken or nlanned		
	20	Barriers/ Challenges	overcome described barriers (include timeline). Are obstacles or barriers that could prevent you from ex-		Describe barriers/challenges to implementing or completing
			grant funds? Please include any requests for technic needed.		any of the objectives. Include corrective actions taken or
	30	Best Practices	Please list any successes and/or best practices deve	20 Barriers/ Challenges	planned to overcome described barriers (include timeline). Are
		Dest Flactices	this GOCCP funded program.	20 Barners/ Chanenges	there any obstacles or barriers
					that could prevent you from
			For payments made during the reporting period, pr following Vendor Information (one line per vendor)		expending all grant funds?
			following Vendor Information (one line per vendor) DUNS number or Vendor Name and HQ Zip Code, 2		expending all grant funds? Please include any requests for
	40	Recovery	following Vendor Information (one line per vendor) DUNS number or Vendor Name and HQ Zip Code, 2 Product Category and/or Service Description, and 3 paid to Vendor. Separate information with a comma. Example		expending all grant funds?
		Recovery Procurement	following Vendor Information (one line per vendor) DUNS number or Vendor Name and HQ Zip Code, 2 Product Category and/or Service Description, and 3		expending all grant funds? Please include any requests for

Figure 48 - Add Progress Report Questions to a Funding Program

- The Available Progress Report Questions pane provides a complete list of progress report questions measures in the GMS database. Progress report questions not already in the database must be added to GMS using the Admin -> Reporting Requirements tool in order to appear here.
- The **Selected Progress Report Questions** pane is a list of progress report questions that apply to this funding program.

To add a Progress Report Question to the Selected pane:

- Locate the Progress Report Questions record you wish to select for this funding program. Refer to the section *Sorting, Filtering, and Searching for Records* for tips on filtering and searching the list.
- 2. Left click on the record and hold the mouse button down.
- 3. Drag it over to the Selected Progress Report Questions Pane.
- 4. When you see a dotted line appear beneath the header row, release the mouse button to drop the record into the list.
- 5. Repeat steps 1 through 4 for each Progress Report Question you wish to select for this funding program.

6.2.1.6 Add Federal Purpose Area(s) to a Funding Program

Adding Federal Purpose Area(s) is similar to the processes of adding Performance Measures, Special Conditions or Progress Report Questions to a Funding Program.

1. Click Federal Purpose in the Program Menu to the left of the screen.

ome Grant Managem	ient	Funding Managem	ent Address Book Reports Admin	Logou	t		
ng Management > Funding Progra	1						
Program Menu 🕴			Name:				Status:
Search	ASPI		After School Pr		e		Finalized
Contacts	100		Help.1	ext Here:			
Budget			Available Federal Purpose Area:			Selected Federal Purpo	se Area:
Special Conditions	Ordinal			Ordinal			
Performance Measures		Short Description	Long Description	→ Unital	Short Description	Long Description	
Progress Reports							
Federal Purpose	1	01a	other court personnel & prosecutors to more effectively identify & respond to violent crimes against women, including sexual	No records to	o display.		
Activity Log			assualt, domestic violence & dating violence.				
Documents			Law Enforcement - Develop/train or expand units of law enforcement, judges, other court personnel & prosecutors				
	1	016	specifically targeting violent crimes against women, including crimes of sexual assault & domestic violence.				
			Law Enforcement - Devlp/implmnt more effective police,court &				
	1	01c	prosec. policies, protocols, orders & services devoted to prevent, identify & respond to violent crimes against women				Law Enforcement -
			incldng sexl assault & domestic violence.				Develop/train or expand units of law enforcement, judges, other
	1.1		Law Enforcement - Devlp/install/expand data collctn. & commnictn. systems (IT links b/police, prosecutors & crts) t	1	01b		court personnel & prosecutors specifically targeting violent
	1	01d	& track arrests, protetn. orders, violations of proten.orders,				crimes against women, including crimes of sexual
	1	01	prosecutions & convictions for vilnt crms. against women. Formula - Planning & Administration				assault & domestic violence.
			Law Enforcement - Develop/enlarge/strengthen victim				
			svcs.programs, develop/improve delivery of svcs. to underserved				

Figure 49 - Add Federal Purposes to a Funding Program

- The Available Federal Purpose Areas pane provides a complete list of federal purpose areas in the GMS database. Federal purpose areas not already in the database must be added to GMS using the Admin -> Reporting Requirements tool in order to appear here.
- The **Selected Federal Purpose Areas** pane is a list of federal purpose areas that apply to this funding program.

To add a Federal Purpose Area to the Selected pane:

- 1. Locate the Federal Purpose Area record you wish to select for this funding program. Refer to the section *Sorting, Filtering, and Searching for Records* for tips on filtering and searching the list.
- 2. Left click on the record and hold the mouse button down.
- 3. Drag it over to the Selected Federal Purpose Areas Pane.
- 4. When you see a dotted line appear beneath the header row, release the mouse button to drop the record into the list.
- 5. Repeat steps 1 through 4 for each Federal Purpose Area you wish to select for this funding program.

6.2.1.7 Add an Activity Log entry to a Funding Program

Activity Log entries can be added to a Funding Program to keep track of administrative actions that occur.

1. Click Activity Log in the Program Menu to the left of the screen.

Home Grant Management	Funding Management	Address Book Repo	rts Admin Logout	
Funding Managements > Funding Programs				
Long			Marc	
BARM			Titres Armonitor Loss Extensionent	
Citate les. 1	ABB New resides			
Search				
EpidAdb				13
Special Candillaria	Clessification:		Internal •	
Performance Heasures	Activity Type:		[Select One] *	
Phageesa Heparts	Subject.			
Federal Purpose				
Activity Low				
Disconnecto		5		
	Notes:			
	GDCCP Contact:		[Select One] *	
	Contact			
	Activity Date:		11/4/2012	
	Follow-Up Date:		11/12/2012	
	i controp one			1000

Figure 50 - Add Activity Log Entry to Funding Program

6.2.1.8 Add Documents to a Funding Program

Use this screen to attach supporting documents to a funding program.

1. Click Documents in the Program Menu to the left of the screen.

Home Grant Manager		Address Book Reports	Admin Logout		
ding Management > Funding Progr Program Menu	Acode: ASPI	Man After	ie: School Program Initiative		Status: Finalized
Search Contacts Budget	Add new record Document Name	Document Date Created +	Modified By	Modified Date	Edit Del
Buoget Special Conditions Performance Measures Progress Reports Federal Purpose	Classification: [Select One] Document Name: Document: Expiration Date	Salect	De	escription:	

Figure 51 - Add Documents to Funding Program

- 2. Click the Add New Record icon to display the data entry screen.
- 3. Select a classification for the document from the Classification drop-down list.
- 4. Type a descriptive name for the document in the Document Name field.
- 5. Click the Select button beside the Document field. This brings up a standard dialog box that allows you to search for the document on your hard disk and select it.
- 6. If applicable, click the calendar icon next to the Expiration Date field and choose a date by clicking on it
- 7. Type a description into the Description field.

8. Click the checkmark icon to the lower left of the screen to upload and save the document to the Funding Program. If you click on the cancel icon (X), the document will not be uploaded or saved and you'll be returned to the previous screen.

6.2.2 View Funding Programs

Place the cursor over the Funding Management menu item, then select Funding Programs from the drop-down list to Add, View, Edit, Delete and Search Funding Programs. The system displays the current list of all Funding Programs (by default initially displays only Active programs).

Home Grant Management	Funding Management	Address Bo	ok
Home	Funding Programs		
Available Funding	Funding Year GFDs	Funding Pro	ograms
Code 🔺 Title	Deadline	Active	Viev
		Active 🔻	

Note: You must have appropriate system permissions to Add, Edit or Delete Funding Programs.

Hom ding I	e Grant I Management > Fun	Management Funding Management	Address Book	Repor	ts Admin	Logout	1					
Add	new record									_	🕼 Refi	re
Edit	Grant Code 🔺	Program Title	Funding Agency		Funding Subagency	CFDA	Funding Code	Application Code	Active	View	Delete	e
			[All]	•	[All] •		[All]		Active 🔻			
1	ASPI	After School Program Initiative	Temp Value		Temp Value	State	01 - State	AS	M	8	X	
1	BARM	Body Armor for Local Law Enforcement	Temp Value		Temp Value	State	01 - State	BA	M	8	×	
1	BCCP	Baltimore City Community Policing	Temp Value		Temp Value	State	01 - State	BC	R.	8	X	
1	BCFI	Baltimore City Firearm Investigation Violence Prev	Temp Value		Temp Value	State	09 - Reimbursable	BI	M	8	×	
1	BCFP	Baltimore City Foot Patrol	Temp Value		Temp Value	State	01 - State	BF	M	8	×	
1	BCVC	Baltimore City Violent Crime Control Grant	Temp Value		Temp Value	State	01 - State	BV	M	8	×	
1	BJAG	Byrne - Justice Assistance Grant (JAG) Program	Office of Justice Programs (OJP)		Bureau of Justice Assistance (BJA)	16.738	05 - Federal	BJ	2	2	×	
1	BJAS	Byrne - Justice Assistance Grant (JAG-SUPP)	Office of Justice Programs (OJP)		Bureau of Justice Assistance (BJA)	16.738	05 - Federal	BS	M	2	x	
1	BJNT	BJNT - Interest for BJAG Sub-awards	Office of Justice Programs (OJP)		Bureau of Justice Assistance (BJA)	16.738	05 - Federal	BN	N	8	×	
1	BJRA	Byrne Justice Recovery Act	Office of Justice Programs (OJP)		Bureau of Justice Assistance (BJA)	16.803	05 - Federal	BB	অ	8	×	
1	BPVP	Bullet Proof Vest Program	Office of Justice Programs (OJP)		Bureau of Justice Assistance (BJA)	16.607	05 - Federal	BP	ম	8	×	
1	BRIN	BRIN - Interest for BJRA Sub-awards	Temp Value		Temp Value	16.803	05 - Federal	BT	M	8	×	
1	BYRN	Byrne Memorial Formula Grant Program	Office of Justice Programs (OJP)		Bureau of Justice Assistance (BJA)	16.579	05 - Federal	BR	N	8	×	
	CACS	Child Advocacy Centers	Temp Value		Temp Value	State	01 - State	СН	R	ID.	×	

All funding programs are displayed in the process area as shown below:

Figure 52 - Funding Management -> View Funding Program List

Each Funding Program is displayed on a separate row, and is uniquely identified by a Grant Code. Information about each program is displayed in the following columns:

- Grant Code GOCCP assigned Code
- Program Title User created Program Title
- Funding Agency Valid list of Funding Agencies
- Funding Sub-agency Federal Bureau or Agency charged with the direct oversight of specific funding source(s)

- CFDA Catalog of Federal Domestic Assistance is a numeric code identifying Federal funds (required for audits), if not numeric it will have "State," which identifies the funding as State not Federal
- Funding Code Identifies the source of the appropriation
- Application Code Two letter code that specifically identifies what program the applicant is applying for
- Active/Inactive Box

Each program has three icons associated with it, shown in the following columns:

- Edit (Pencil) Click to edit the high-level details of the Funding Program
- View (Magnifying Glass) Click to open the Program menu; from here you can edit individual items for a Funding Program (modify Budget items, assign Special Conditions, etc.)
- Delete (X icon) Click to delete the Funding Program record

6.2.3 Edit a Funding Program

Click on the Edit icon for a Funding Program to edit the high-level details for the program. Make any required edits, and then click on the checkmark icon to save the edits, or the X icon to cancel the editing process.

Home Gran	t Management Funding Management	Address Book Rep	orts Admin	Logout					
Add new record								-	Ref.
Edit Grant Code .	Program Title	Funding Agency	Funding Subagency	CFDA	Funding Code	Application Code	Active	View	Delete
		[All]	- [All] -		[AJI]	-11	Active +		
ASPI	After School Program Initiative	Temp Value	Temp Value	State	01 - State	AS	M	R	×
dit details for Program: /	After School Program Initiative							-	
irant Code:	ASPI		GOCCP Only?:			E.			
rogram Title:	After School Program Initiative		Funding Code:			01 - State 🔹			
unding Agency:	Temp Value		Application Code:			AS			
unding Subagency:	[Select One]	*	Programmatic Reporting Fre	quency:		Quarterly 👻			
CFDA:	State		Financial Reporting Frequence	sy:		Quarterly 🔫			
TEDA Description	Maryland After School Community Gre	ant Program							
CFDA Description:			Notes:						
SubObj:									
Active:	5								
									××
	Body Armor for Local Law Enforcement	Temp Value	Temp Value	State	01 - State	BA	F	8	×
BCCP	Baltimore City Community Policing	Temp Value	Temp Value	State	01 - State	BC	R	8	×
/ BCFI	Baltimore City Firearm Investigation Violence Pres	Temp Value	Temp Value	State	09 - Reimbursable	BI	M	8	×
/ BCFP	Baltimore City Foot Patrol	Temp Value	Temp Value	State	01 - State	BF	R	8	×
		Temp Value	Temp Value		01 - State	BV	M	-	×

Figure 53 - Edit Funding Program

6.2.4 Delete a Funding Program

With proper system permission, you can delete a Funding Program by clicking on the X icon in the Funding Program row.

me	Grant Ma	and the second s	iress Book Reports Ad	nin Logout						
tid mene re				-		-				8
-	Grant Code -	Program Talle	Funding Agency	Funding Subaproce	CFDA.	Funding Code	App Ends	Atter	Verv	-
		11	[kaj]	• [[[44]	1.	[[44]	•	Active +		
1	ASPL	After School Program Distactive			State	01 - State	AS		8	0
1	BARM	Body Armor for Local Law Enforcement			State	01 - State	BA .	F	k	d
1	BCCP	Battimore Dty Community Policing			State	01 - State	1C.	H.	8	×
1	ICT	Baltimore City Finanti Investigation Visience Prevention P	rogram Hessag	e from webpage	State	09 - Reimbyrsable	H	T	8	×
1	BCID.	Satimore City Foot Fabrol			State	01 - State		8	R	×
1	REVE	Battimore City Violent Crime Control Grant		Delete this Project?	State	03 - State	Eγ	F.	8	×
1	SI40	Byrne - Justice Assistance Grant (JAG) Program	-		18758	05 - Federal		1	8	×
1	BIAS	Øynne - Justice Assetance Grant (JAG-SUDP)	[OK Cancel	38.738	05 - Pederal	85	F	R	×
1	ant-	E/N7 - Interest for EIAG Sub-awards			16.738	05 - Federal	45	H.	8	×
1	1044	Byrne Autice Recovery Act			16.803	05 - Federal	11	Ħ	8	×
1	8949	Bullet Proof Vest Program			18.607	05 - Federal	62	12	R	×
1	BRN	BRDs - Interest for EIRA Sub-awards			25.803	05 - Federal	tr.	F.	8	- 25
1	BYRN	Byrne Memorial Formula Grant Program			16579	05 - Federal	- 14		8	×
1	EACS	Child Advacacy Centers			State	Q1 - State	CH .	F	8	×
1	cess	Capital City Safe Streets - Annapolis City Police			State	03 - State	CA	pr.	2	×
1	295	Coverdell Forencic Sciences Improvement Grant Program			16742	05 - Federal	CF	Ħ		×
1	CIAC	Children's Justice Act Committee			92.643	05 - Federal	cc		8	×
1	CICC	Criminal Justice Coordination Council			State	01 - State	0	17		. 2

Figure 54 - Delete Funding Program

After clicking the X, a "Delete this Project?" confirmation message is displayed.

- Click the OK button to delete the Funding Program.
- If you click the Cancel button, the program is not deleted and you are returned to the Funding Program list.

6.3 Funding Years

The life of any Funding Program may span several years, with GOCCP receiving an annual amount of money to make available to sub-recipients applying for a grant based on that funding program.

- Once a Funding Program is established in the GMS, those annual dollars (or a portion of them) received by GOCCP for that program must be assigned to that program in the GMS in order to prepare a Grant Funding Distribution (GFD) that sub-recipients can apply to.
- This is accomplished by creating a Funding Year record.

Note: You must have appropriate system permissions to Add, Edit, or Delete Funding Years.

6.3.1 Create a Funding Year

A Funding Year is applied to a specific Funding Program. If you are creating a Funding Year for a *new* funding program, be sure that the new Funding Program has already been created and finalized.

6.3.1.1 Add a New Funding Year Record

1. From the Funding Year list, click on the *Add new record* link in the upper left hand corner of the Funding Year process area, above the column headers.

Ho		rant Manage	ment	Funding	g Management
unding	Management >	Funding Year			
Ac	d new record				
Ad	Frlit d new record	View	Code		Year
-	unen record	9	[AII]	•	
5	1	8			2004
>	1	8			2003
\$	1	8			2002
>	1	8			2001
>	1	8			2000
5	1	8	BARM		2016
		100	DADIA		2015

Upon clicking Add new record, the data entry screen appears:

-		Grant Management	Funding Management	Address Book Reports	Admin	Logout					
í	g Management Add new recor	t > Funding Year									E .
Î	Edit	View Code	Year	Award Amount	Available Amount	Start Date	End Date	Award Number	PCA	Active	Dele
ĺ		(Aliti		T	T		ī			Active *	
		ount: llowed: equency Programmatic: equency Financial: ser: mount: ium:	[Select One] [Select One] [Select One] [Select One] [Cach Match	Application Submitted: Aviard Received: Letter Of Intern Received: Aviard Accepted: Start Date: End Date: Funding Year Login: Funding Year Password: DCA: Application Number: File Location: Admin Percent:	[Select One		Commer	n:			
ľ	1	R	2004	\$1,105,562.00	\$0.00	07/01/2003	06/30/2007	STATE	P50AS	æ	×
	1	8	2003	\$904,896,00	\$0.02	07/01/2002	06/30/2004	STATE	PSOAS	×.	×
	1	8	2002	\$1,134,600.00	\$0.00	07/01/2001	06/30/2010	STATE	PSOAS	- 2	x
	1	E	2001	\$1,168,877.00	\$0.00	07/01/2000	06/30/2004	STATE	PSOAS	×	×
		E.	2000	\$1.103.586.00	\$0.00	07/01/1999	06/30/2003	STATE	P50AS		x
	1	R	2000								
	1	BARM	2016	\$49.088.00	\$11.00	07/01/2015	06/30/2016	STATE	PBARM	ie.	×

Figure 55 - Create New Funding Year – Initial Data Entry Screen

2. Complete each field in the initial data entry screen for the new Funding Year as follows:

FUNDING YEAR – "ADD NEW RECORE)" FIELDS
Code	Dropdown List: Select the code for the Funding Program that this Funding Year will be based upon.
Year	Type in the four-digit year that applies to this Funding Year record.
Award Amount	Type in the total amount that GOCCP has received for the funding program selected for this Funding Year record.
Available Amount	Display Only: This field displays the Award Amount of this Funding Year record minus: 1) The amount already awarded to sub-recipients of the GFD based on this funding year and 2) The amount reserved for administration by GOCCP.
Extensions Allowed	This is a free-form text field. Enter YES, NO, or a comment if required for this record.
Reporting Frequency Programmatic	Select the frequency with which sub-recipients will be required to perform Programmatic Reporting for awarded grants based on this Funding Year. The

	choices are Monthly, Quarterly, Semi-Annually, and Annually.
Reporting Frequency Financial	Select the frequency with which sub-recipients will be required to perform Financial Reporting for awarded grants based on this Funding Year. As with programmatic reporting, the choices are Monthly , Quarterly , Semi-Annually , and Annually .
Award Number	This is a free-form text field. Enter the Federal assigned Award Number which is tied to the Funding Program for this Funding Year record.
Requested Amount (initial app)	Enter the amount that GOCCP originally requested for this Funding Year record. This may or may not equal the Award Amount for this record.
Match Type	A sub-recipient may satisfy the match requirement with either CASH (e.g., funds contributed from private sources or State and local governments such as a portion of someone's salary) or IN-KIND services (e.g., services or goods donated by the applicant organization or other entities such as a volunteer or donated food). Select the match type from the drop-down list: Select either Cash Match , In- Kind Match , or Both .
Match Minimum	Enter the dollar amount a sub-recipient must provide in matching funds for a grant based on this funding year. If the match minimum amount is provided to you as a percent of the overall funding year amount, enter that percentage in the Match Required (%) field and the dollar amount will automatically be added in this field.
Match Required (%)	If the match minimum amount is provided to you as a percent of the overall funding year amount, enter that percentage in this field. The calculated dollar amount will automatically be added to the Match Minimum field.
Active	Click the checkbox to make this Funding Year record Active.
Application Submitted	Enter the date the application for this Funding Year was submitted.
Award Received	Enter the date this Funding Year award was received.
Letter of Intent Received	Enter the date that the Letter of Intent for this Funding Year was received.
Award Accepted	Enter the date this Funding Year award was accepted.
Start Date	Enter the date of the first day that funding will be available for this Funding Year and associated GFD.
End Date	Enter the date of the last day that funding will be available for this Funding Year and associated GFD.
Funding Year Login	Enter the Login that GOCCP uses to access the system responsible for awarding funds for the Funding Program used in this Funding Year record.
Funding Year Password	Enter the Password associated with the Funding Year Login in this record.
РСА	Enter the Program Cost Account (PCA) associated with this Funding Year record. This is generally the four-digit Funding Program code associated with this Funding Year record preceded by a "P", for example PATFP .
Application Number	Enter the application number that the funding agency assigned to your application for funding year dollars for the Funding Program in this record.
File Location	 Choose either "Grant Manager's Room", Archives A8", "File Room 1" or "File Room 2" from the drop-down list to select the physical location of the file for this Funding Year record.
Admin Maximum	Enter the maximum portion (in dollars) of the Award Amount for this Funding Year that can be allocated to GOCCP for administrative purposes. If you do not have a dollar amount but rather a percentage, enter the percentage in the Admin Percent field in this record; doing so will automatically populate this field with the correct dollar amount.
Admin Percent	If the Admin Maximum amount is provided to you as a percent of the overall funding year amount, enter that percentage in this field. The calculated dollar amount will automatically be added to the Admin Maximum field.
Comment	This is a free-form text field. Enter any notes or comments regarding this funding year that you would want other users to see when they view or edit this Funding Year record.

3. Click the checkmark icon located in the lower right hand corner of the Data Entry screen to save the Funding Year.

Ι	IARYLA	ND		R'S OFFICE OF	OL & PREVEN	TION					Logo	
0	ome	Grant Mar		Funding Manageme	and the state of the state	Contraction of	Logout		_			
i	g Management	_	'ear				_					_
A	Add new recor	d View	Code	Year	Award Amount	Available Amount	Start Date	End Date	Award Number	PCA	Active	E F
	LUIL		(Alt]		Y	T	Juil Date	Lind Date			Active *	1.000
į	Code:			ISelect Onel	Application Submittee	t:	Im					_
	Year:				Award Received:							
1	Award Amour	11			Letter Of Intent Receiv	ved:	Im	Comme	nt:			
	Available Amo				Award Accepted:		100					
	Extensions All Reporting Fre		common er	[Select One]	Start Date:		IIII					
	Reporting Fre			Iselect Onei	End Date:	-						
	Award Numbe			(Derives only)	Funding Year Login: Funding Year Passwor	d						
1	Requested An	nount			PCA:							
	Match Minimu	um:			Application Number:							
	Match Type:			Cash Match	File Location: Admin Maximum:	ISelect One						
	Match Require Active:	ed (%):		10	Admin Percent:							-
	1	R		2004	\$1,105,562.00	\$0.00	07/01/2003	06/30/2007	STATE	P50AS	₹.	×
	1	8		2003	\$904,896.00	\$0.02	07/01/2002	06/30/2004	STATE	PSOAS	×.	x
	1	8		2002	\$1,134,600.00	\$0.00	07/01/2001	06/30/2010	STATE	P50AS	8	X
	1	E		2001	\$1,168,877.00	\$0.00	07/01/2000	06/30/2004	STATE	PSOAS	*	×
	1	R		2000	\$1,103,586.00	\$0.00	07/01/1999	06/30/2003	STATE	P50AS		x
	1	8	BARM	2016	\$49.088.00	\$11.00	07/01/2015	06/30/2016	STATE	PBARM	÷	×
	1	8	BARM	2015	\$49.088.00	\$2 524 12	07/01/2014	08/31/2015	STATE	PBARM		×

Figure 56 - Save new Funding Year record

Press the **X** to cancel – you will lose any information you entered for the new funding year if you cancel.

4. Upon saving the new Funding Year, you are returned to the Funding Year screen. To find your new record easily, filter the list by selecting the Funding Program code for the Funding Year record you just added from the Code drop-down list.

					OL & PREVEN					1.00		
-		Grant Mar		Funding Managemen	t Address Book Re	ports Admin	Logout					
÷	td new recor		_	<u>_</u>				-	-		-	C R
	Edit	Vie	Code	Year	Award Amount	Available Amount	Start Date	End Date	Award Humber	PGA	Active	Delete
			(AI) *		(T)	T	30	=			Active *	
	1	8	(AII)	2004	\$1.105,562.00	50.00	07/01/2001	06/30/2007	STATE	PSOAS	*	×
	1	8	BCCP	2003	\$964.036.00	\$0.02	07/01/2002	06/30/2004	STATE	PSOAS	2	×
	1	- 31	BCFI BCFP	2002	\$1.134,600.00	50.00	07/01/2005	05/30/2010	STATE	PSOAS		8
	1	X	ages.	2001	\$1,168,877.00	\$0.00	07/01/2000	06/30/2004	STATE	PSOAS	4	×
	1	F	RUAAS' BUAS	2000	\$1,109,586.00	\$0.00	07/01/1999	04/30/2003	STATE	PSGAS		×
	1	R	BJUE BJUT	2014	\$49.058.00	\$11.00	07/01/2015	08/30/2018	STATE	PEARM	-	×
	1	8	BURA	2015	\$49.055.00	\$2 524 12	07/01/2014	08/31/2015	STATE	PBARM	- A -	8
	1	X	(PR) (PVP	2014	\$49.058.00	\$0.75	07/01/2013	12/31/2014	STATE	PBARM	-	*
	1	2	I BRIN	2013	546.348.80	\$0.00	07/01/2012	09/30/2013	Special	PBARB	×	×
	1	2	BYRN CACS	2012	\$45,432.00	\$0.00	07/01/2011	05/30/2013	STATE	PEARM	*	×
	1	8	E CBVP	2011	\$45,658.81	\$0.00	07/01/2010	05/30/2012	STATE	PBARM	×.	×
	1	R	CCSS CFS	2010	\$47,220,21	\$0.00	07/01/2009	09/30/2010	STATE	PBARM	3	8
	1	R	1 CIAC	2009	\$46,959.93	\$0.00	07/01/2008	05/30/2009	STATE	PBARM	÷	×
	1	8	CICC	2008	\$49,999,97	\$0.00	07/01/2007	05/30/2009	STATE	PBARM	~	8
	1	8	CSGP	2007	\$49,999.07	\$0.00	97/01/2008	06/30/2008	STATE	PEARM	-92	2
	1	8	DNAT	2006	\$49,979.69	\$0.00	07/01/2005	06/30/2007	STATE	PRARM	*	×
	1	R	DV/UP	2005	\$49(999.77	\$0.00	07/01/2004	06/30/2007	STATE	PEARM	8	×
	1	8	ER	2016	\$1.974,000.00	50.00	07/01/2015	06/30/2016	STATI	PRCCP	1	*

Figure 57 - Filter the Funding Year by Selecting a Funding Program Code

- 5. After creating the new Funding Year record, you can further define the Funding Year by adding the following types of information to it:
 - Funding Source Breakdown
 - Documents
 - GAN
 - Activity Log
 - Admin Allowance (Admin Allowance is it's own process please refer to section 6.3.2 for detailed instructions on using Admin Allowances.)

To further define the Funding Year, click on the magnifying glass icon in the View column of the Funding Year record you wish to add information to:

_			GOVE	NOR'S OFFICE OF						Welcome bask	Superadment Logo	ut 😈 😭
MA	ARYLA	Grant Man		ME CONTRO	a de la companya de la	Concerned and	Logout					
		t > Funding Ye	Sec. 1.2		1	and I stands I						
Add	new rate			-								Re Re
	En	View	Coc	Year	Award Amount	Available Amount	Start Date	End Date	Award Number	PCA	Active	Delete
			CFS	*		T	(m)	(T)			Active •	
>	1	alm	CFSI	2015	\$314,430.00	\$282,987.00	10/01/2015	09/30/2016	2015-CD-8X-0054	P5215	le .	х
		P	CFSI	2014	\$132,777.00	\$0.00	10/01/2014	09/30/2015	2014-CD-8X-0001	P5214	1	×
		8	CFS	2013	\$291,916.10	\$0.00	10/01/2013	09/30/2014	2013-CD-8X-0001	P5213	× -	x
	1	2	CFSI	2012	\$132,681,01	\$0.00	10/01/2012	09/30/2013	2012-CD-8X-0017	P5212	*	×
	1	R	CFSI	2011	\$345,955,17	\$0.00	10/01/2011	09/30/2012	2011-CD-BX-0045	P5211	ie.	X
1	1	8	CFSI	2010	\$590,954,84	\$0.00	10/01/2010	12/31/2011	2010-CD-8X-0001	P5210	*	×
	1	8	CFSI	2009	\$408,589.60	\$0.00	10/01/2009	05/31/2011	2009-CD-8X-0071	P5219	8	x
	1	8	CFSI	2006	\$301,125,95	\$0.00	10/01/2008	09/30/2010	2008-CD-8X-0091	P5218	*	×
-	1	R	CFSI	2007	\$300,915.44	50.00	10/01/2007	01/31/2009	2007-CD-BX-0067	P5217	6	×
	1	8	CFSI	2006	\$191.009.00	\$0.00	10/01/2005	07/31/2008	2006-DN-8X-0043	P5216	~	×
>	1	8	CFSI	2005	\$173.863.50	\$0.00	10/01/2005	03/31/2008	2005-DN-8X-0091	P5215	8	x
	-	ED David	ze 20 •		********	****						× 2 items in 1 p

Figure 58 - Add Detail to Funding Year

6. The Funding Year Menu and Data Entry screen is displayed. Refer to the sections immediately following this one for instructions on adding new detailed information to a Funding Year.

ng Management > Funding Year			1	1					
gram Code:	Fund	ling Year:	Funding Total:	Funding Remaini	ing:	Award Number:	PCA:		
	2015		\$314,430.00	\$282,987.00		2015-CD-8X-0054	P5215		
Funding Year Menu 👫	Add n	ew record							R
Search	Edit	Category	Percent	Total Amount	GFD Assigned	GFD Available	Awarded	Available To Award	Dele
Breakdown	1	Admin	10.%	\$31,443.00	\$0.00	\$0.00	\$0.00	\$0.00	×
Document	1	Street	90.%	\$282,987.00	\$1.80	\$282,985.20	\$0.00	\$1.80	X
GAN									
Funding Reports									
Funding Requests									
Activity Log									
	/								

Figure 59 - Access the Funding Year Menu and Data Entry Screen

6.3.1.2 Add a Breakdown Record to a Funding Year

Funding years are further identified by various categories. Funding Source Breakdowns allows funds to be designated into Street, Admin, Passthrough, or Mandated groups.

1. Click on Breakdown in the Funding Year Menu.

Variation of Veen: Funding Totals Funding Remaining: Award Number: PCA UIS \$314 480.00 \$322 987.00 \$2015-CD-8X-0054 P5215 difference 2015-CD-8X-0054 P5215 P5216 Rt Category Percent Category Awarded Awarded To Awarded Awarded To Awarded To Awarded Deleter * Admin 10 % \$31,490.00 \$0.00 \$0.00 \$0.00 \$7 \$100 \$100 \$222,987.00 \$11.80 \$2223,852.00 \$10.00 \$1.80 \$7
Id new moord Category Percent Total Amount GFD Assigned GFD Available Awarded Available To Award Deleter * Admin 10 % \$31,443.00 \$0.00
it Category Percent Total Amount GFD Assigned GFD Available Awarled Available To Award Delete Admin 10 % \$31,443.00 \$000 \$000 \$000 \$000 \$000 \$000 \$000
⁷ Admin 10% \$31443.00 \$0.00 \$0.00 \$0.00 \$0.00 \$
Street: 90 % \$2022,987.00 \$1.00 \$222,985.20 \$0.00 \$1.80 ₹
Breakdown

Figure 60 – Access Breakdown from Funding Year Menu

Any existing Breakdown records are displayed in the Data Entry screen on the right. The following information is displayed in columns for each record:

BREAKDOWN RECORD D	ISPLAY FIELDS
Edit	Click the pencil icon in this column to edit an existing Breakdown record.
Category	This field displays the category for an existing Breakdown record: Street , Admin , Pass-through , or Mandate .
Percent	This field displays the percentage of the Award Amount for the Funding Year record you are currently viewing that has been allocated to this breakdown record.
Total Amount	This field displays the total dollar amount allocated to this breakdown record of the Award Amount for the Funding Year record you are currently viewing.
GFD Assigned	This field displays the dollar amount for this breakdown record that has been allocated to a GFD.
GFD Available	This field displays the dollar amount for this breakdown record that is available to be allocated to a GFD.
Awarded	This field displays the total dollar amount for the Funding Year you are viewing that has been awarded to sub-recipient grants.
Available to Award	This field displays the total dollar amount for the Funding Year you are viewing that is available to be awarded for grants to sub-recipient.
Delete	Click the X icon in this column to delete an existing Breakdown record.

2. Click the Add new record icon in the top left corner of the Data Entry screen.

Home Grant Manag	ement	Funding Managemer	Click to Create	Admin Logout	1				
ogram Code: Si	Fum 2015	ding Year.	New Breakdown Record	Funding Remainin \$282,987.00	ng:	Award Number: 2015-CD-8X-0054	PCA: P5215		
Funding Year Menu	the same is not the same is no	new record	Record						🖾 Re
Search	Edit	Category	retent	Total Amount	GFD Assigned	GFD Available	Awarded	Available To Award	Delet
Breakdown		Admin	10 %	\$31,443,00	\$0.00	\$0.00	\$0.00	\$0.00	X
Document GAN	1	Street	90 %	\$282,987.00	\$1.80	\$282,985.20	\$0.00	\$1.80	
	_								
Funding Reports Funding Requests									
	-								
Activity Log									

Figure 61 - Add New Breakdown Record

Upon clicking Add new record, the data entry screen appears:

me Grant Man	Funding Management	Address Book Reports	Admin Logout		_			
ram Code:	Funding Year:	Funding Total:	Funding Remaini	ing:	Award Number:	PCA:		
nding Year Menu	2015	\$214.420.00	\$293,987,00		2015.CD.RX.0054	21020		-
Search	Edit Category	Percent	Total Amount	GFD Assigned	GFD Available	Awarded	Available To Award	C Re
Breakdown	Category:	[Select One]	Total Portount	Gru Assigned	OF D AVAILABLE	Awarueu	Avalable to Award	Urene
Document	Percent:	Userect Une;	2					
GAN	Total Amount:	0%		Comment				
Funding Reports	Fund Request Journal Entry:	00		Comment:				
Funding Requests	Fund Request Grant Number:							
Activity Log								I.
-								1
	Street	90 %	\$282,987.00	\$1.80	\$282,985,20	\$0.00		,
	Sheer	20 /e	5202,367.00	\$1.00	\$202,305.20	30.00	00.00	

Figure 62 - Add New Breakdown Record - Data Entry Screen

3. Complete each field in the data entry screen for the new Breakdown record as follows:

BREAKDOWN – "ADD NEW RE	CORD" FIELDS					
Catagony	Select the category for this existing Breakdown record from the drop-down menu:					
Category	Street, Admin, Pass-through, or Mandate.					
	Enter the amount in dollars of the Award Amount for this Funding Year that is to be					
Total Amount	allocated to this Breakdown record. If you do not have a dollar amount but rather a					
	percentage, enter the percentage in the Percent field in this record; doing so will					
	automatically populate this field with the correct dollar amount.					
	If the Total Amount is provided to you as a percent of the overall funding year					
Percent	amount, enter that percentage in this field. The calculated dollar amount will					
	automatically be displayed in the Total Amount field.					
Fund Request Journal Entry	TBD					
Fund Request Grant Number	Click in the checkbox in this column to indicate that the breakdown is GFD eligible.					
	This is a free-form text field. Enter any notes or comments regarding this funds					
Comment	breakdown that you would want other users to see when they view or edit this					
	Breakdown record.					

4. Click the checkmark icon located in the lower right hand corner of the Data Entry screen to save the new Funding Year Breakdown record.

6.3.1.3 Attach a Document to a Funding Year

You can attach relevant documentation in various forms (word processing document, spreadsheet, email message, etc) to a Funding Year record.

1. Click on Document in the Funding Year Menu.

Home Grant Man	agement Funding Management	Address Book Reports	Admin Logout					
rogram Code:	Funding Year:	Funding Total:	Funding Remainin	00.	Award Number:	PCA:		
FSI	2015	\$314,430.00	\$282,987.00		2015-CD+BX-0054	P5215		
Funding Year Menu	Add new record			_		_		C Refre
Search	Edit Category	Percent	Total Amount	GFD Assigned	GFD Available	Awarded	Available To Award	Delete
Breakdown	Category:	[Select One]						
GAN GAN	Percent:	0 %						
GAN V	Total Amount:			Comment:				
	Fund Request Journal Entry:							
Funding Requests	Fund Request Grant Number:							
Activity Log								
	Admin	10 %	\$31,443.00	\$0.00	\$0.00	\$0.00	\$0.00	×
	Street	90 %	\$282,987.00	\$1.80	\$282,985.20	\$0.00	\$1.80	×

Figure 63 - Access Documents from Funding Year Menu

Any existing Document records are displayed in the Data Entry screen on the right. The following information is displayed in columns for each record:

DOCUMENT RECORD DIS	PLAY FIELDS
	ssified into various groups (you classify a document when you attach it to a Funding Year). All displayed below a blue-shaded header row that identifies the classification.
Edit	Click the pencil icon in this field to edit the information associated with an existing document attached to this Funding Year.
Document	When viewing Document records, this field contains a Download link, which you can click on to download that document.
Document Name	The name assigned to the document when it was attached (not a file name).
Created	This field displays the date the document was attached.
Modified	This field displays the date the document record was last edited.
Modified By	This field displays the user name of the person who last edited the document record.
Delete	Click on the pencil in this column to delete this Document record, which will un-attach the attached document.

2. Click the Add new record icon in the top left corner of the Data Entry screen.

	igram Code:	_	runung tean.	~	Funding Total:		ng Remaining:	Award Number:	PCA:		
FS	L Funding Year Menu	-	2015		\$314,430.00	\$282.96	97.00	2015-CD-8X-0054	P5215	_	-
ť	Search		Add new Document	Doc ment	Document Name		Created .	Modified	Modified By	Expired	Delete
H	Breakdown	A	dd new Docume		Document Name	10					Delete
	Document	-								Current *	
	GAN	M Classification: Federal Apr		Federal Aprocation: Co	Budget Template		8/5/2015	8/5/2015	ZWeems@goccp.state.md.us		×
	Funding Reports		1	Download	CPSI 2014 Application		8/5/2015	8/5/2015	ZWeems@goccp.state.md.us		×
	Funding Requests		1	Download	CFSI Budget Detail		8/5/2015	8/5/2015	ZWeems@goccp.state.md.us		×
	Activity Log	*	Classification: F	Federal Solicitation; Con							
			1	Download	2015 Solicitation		8/5/2015	8/5/2015	ZWeems@goccp.state.md.us		х



Upon clicking Add new record, the data entry screen appears:

Home Grant Manag	ement Funding Manag	ement Add	tress Book Reports	Admin Logout			
ogram Code:	Funding Year:		Funding Total:	Funding Remaining:	Award Number:	PCA:	
SI	2015		\$314,430.00	\$282,987.00	2015-CD-BX-0054	P5215	
Funding Year Menu	Add new Decoment						
Search	Edit	Document	Document Name	Created -	Modified	Modified By	Expired Delete
Breakdown		T		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	111		Current T
Document	Clas fication:		[Select One]				
GAN			[pelect Que]	Select			
Funding Reports	Document:			36661			
Funding Requests	Doorment Name:						
Activity Log							
	Description:						
	and a point.						
	Expiration Date:		100				

Figure 65 - Add New Document Record - Data Entry Screen

3. Complete each field in the data entry screen for the new Document record as follows:

DOCUMENT – "ADI	DOCUMENT – "ADD NEW RECORD" FIELDS				
Classification	Click the dropdown list and select a classification for this document (General Document, etc.).				
Document	Click on the Select button beside this field to bring up a standard dialog box which allows you to choose a document from your hard drive to attach to this Funding Year.				
Document Name	After selecting the file to upload, type in a descriptive name for this document in this field. The Document Name you choose does not have to be the same name as the file you uploaded.				
Description	Enter a detailed description of the document in this field. It is a free-form text field so you can make the description as detailed as you'd like.				
Expiration Date	Click on the calendar icon beside this field to choose the date this document will no longer be available for viewing in this Funding Year record. Alternatively you can type the date directly into the field.				

4. Click the checkmark icon located in the lower right hand corner of the Data Entry screen to attach the new document to this Funding Year and save the new Document record.

6.3.1.4 Add a Grant Adjustment Notice (GAN) to a Funding Year

1. Click on GAN in the Funding Year Menu.

Home Grant Manager	ment Funding Manag	gement Ad	Idress Book Reports	Admin Logout				
ogram Code: N	Funding Year: 2015		Funding Total: \$314,430.00	Funding Remaining: \$282,987.00	Award Number: 2015-CD-8X-0054	PCA: 95215		
Funding Year Menu	👫 💽 Add new Document							🖾 Re
Search	Edit	Document	Document Name	Created -	Modified	Modified By	Expired	Delete
Breakdown		T		m 🖛	100 T		Current *	
GAN Funding Reports	Classification: Document:		[Select One]	• Select				
Funding Requests	Document Name:							
	Description:							
	Expiration Date:					11		

Figure 66 – Access GAN from Funding Year Menu

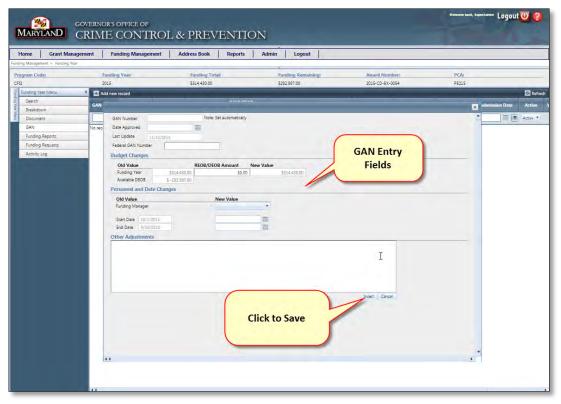
Any existing GAN records are displayed in the Data Entry screen on the right. The following information is displayed in columns for each record:

GAN RECORD DISPLAY FI	GAN RECORD DISPLAY FIELDS					
GAN Number	This field displays the unique GAN number that was assigned to this record when it was added (set automatically).					
Federal GAN Number	This field displays the federal-assigned GAN number.					
Approved Date	This field displays the date this GAN record was approved.					
REOB/DEOB Amount	This field displays the dollar amount of the funding amendment de-obligation / re-obligation defined in this GAN record.					
Start Date	This field displays the new start date (if applicable).					
End Date	This field displays the new end date (if applicable).					
Status	This field displays the status of this GAN record – New or Approved.					
Last Update	This field displays the date that this GAN record was last updated – dates of prior revisions are not displayed.					
Active	This field displays whether this GAN is Active or Inactive.					
View	Click the magnifying glass icon in this field to edit detailed information for this GAN.					
Edit	Click the pencil icon in this field to edit high-level information associated with this GAN.					
Delete	Click the X icon in this field to delete this GAN record.					

2. Click the Add new record icon in the top left corner of the Data Entry screen.

MARYLAND CRIME CC Home Grant Management Funding		Click to new G		DN Admin Logout				
gram Code:	Fundir 291	Reco	rd	Funding Remaining: \$282,987.00	Award Numb 2015-CD-8X-00			
Funding Year Menu	Add new Document							S R
Search	Edit	Document	Document Name	Created -	Modified	Madified By	Expired	Delete
Breakdown		T			100	Y.	Current *	
GAN chry	Classification:		[Select Qne]	* Select				
Funding Reports	Document			SHEET				
Funding Requests	Document Name:							
Activity Log								
	Description:							
	Expiration Date:							~
	Classification:	Federal Application: C	ount: 3					
		Download	Budget Template	8/5/2015	8/5/2015	ZWeems@goccp.state.md.us		×

Figure 67 - Add New GAN Record



Upon clicking *Add new record*, the data entry screen appears:

Figure 68 - Add New GAN Record - Data Entry Screen

3. Complete each field in the data entry screen for the new GAN record as follows:

GAN "ADD NEW RECORD" FIELDS					
GAN Number	This is a display-only field. GMS automatically assigns a unique GAN number to a new GAN record.				
Date Approved	Enter the date this GAN was approved.				
Federal GAN Number	Enter the federal-assigned GAN number.				
Last Update	This is a display-only field. The date of the last update to this GAN record is displayed in this				

f	ield.
Budget Changes	
Funding Year	
REOB/DEOB Amount	Enter the dollar amount of the REOB/DEOB funding for this GAN.
Old Value	Display only: Displays the original total dollar amount allocated to this Funding Year.
New Value	Display only: Displays the new total dollar amount allocated to this Funding Year after the REOB/DEOB amount is entered.
Available DEOB	Display only: Displays the available DEOB dollar amount.
Available REOB	Display only: Displays the available REOB dollar amount.
Personnel and Date Chan	ges
Start Date	
Old Value	Display only: Displays the original Start Date of the Funding Year.
New Value	Enter the new Start Date for this Funding Year record.
End Date	
Old Value	Display only: Displays the original End Date of the Funding Year.
New Value	Enter the new End Date for this Funding Year record.
Other Adjustments	This is a free-form text field. Enter any other miscellaneous adjustments or amendments to the Funding Year based on this GAN.
Insert/Cancel	After entering the required information for this GAN, click on the Insert button to save the record or click the Cancel button to cancel adding this GAN. If you hit the Cancel button, your changes will be lost.

- 4. Click the Insert button located in the lower right hand corner of the Data Entry screen to save the new GAN record.
- 5. A GAN can also be added to an individual award, please see Section 3 of this document.

6.3.1.5 Add a Funding Report to a Funding Year

1. Click on Funding Reports in the Funding Year Menu.

Home Grant Management > Funding Year		ent Addr	ess Book Rep	orts Admin	Logout		
rogram Code: :CP	Funding Yean 2016		Fundin \$1.974.	ng Total: 000.00		Funding Remaining: \$0.00	0
Funding Year Menu Search Breakdown	Add new record	GAN Type	Approved Date	REOB/DEOB Amount	Start Date	End Date	Status
Document		TIN)		T			[AII]
GAN Funding Reports Funding Quests Activity Log	to records to display						

Figure 69 – Access Funding Reports from Funding Year Menu

Home	Grant Managemen	t Fu	Inding Management	Address Book	Reports Admin	Logout					
rogram Coc		Fur	nding Year:	Funding 1	otal:	Funding Remaining:	Award M	lumben	PCA:		
CP		201	6	\$1,974,000.	00	\$0.00	STATE		PBCCP		
Funding Ye	ar Menu 🛛 🔻	Add new	v record								🖾 Refi
Search		Edit	Period Begin Date 🔺	Period End Date	e Grant Funds	Match Amount	Sub-Granted	Program Income	Program Expenditures	Active	Delet
Breakdo	wn		III	100						Active	
Docume	nt -	1	12/16/2015	12/31/201	5 \$2,000.00	\$1,000.00	\$1,000.00	\$21,000.00	\$15,000.00		×
GAN		'	10/10/2013	12/04/201	22,000,00	32,000.00	32,000,00	322,000,00	313,000,00		
Funding	Reports										
Funding	Requests										
Activity I											

Any existing Funding Report records are displayed in the Data Entry screen on the right. The following information is displayed in columns for each record:

FUNDING REPORT RECOR	RD DISPLAY FIELDS
Period Begin Date	Begin date of financial reporting period.
Period End Date	End date of financial reporting period.
Grant Funds	Amount of grant funds expended this period.
Match Amount	Amount of match funds reported this period.
Program Income	Amount of program income earned during this period.
Program Expenditures	Amount of program income expended during this period.
Active	This field displays whether this Report is Active or Inactive.
Edit	Click the pencil icon in this field to edit high-level information associated with this Report.
Delete	Click the X icon in this field to delete this Report record.

2. Click the Add new record icon in the top left corner of the Data Entry screen.

g Management > Funding Year			to Add New Record	Admin I	.ogout					
gram Code:	Fundin		51,974,000.00		Funding Remaining:	Award N STATE	umber	PCA: PBCCP		
unding Year Menu	Add new record		22,314,000,00		30,00	21012		FOCO		2 R
Search	Vit Pari	ind Regin Date 🔺	Period End Date	Grant Funds	Match Amount	Sub-Granted	Program Income	Program Expenditures	Active	Del
Breakdown	Add new reco	rd							Active -	
Document	- /	12/16/2015	12/31/2015	\$2,000.00	\$1,000.00	\$1.000.00	\$21,000.00	\$15,000.00	*	1
GAN		12/10/2013	12/32/2013	22,000.00	32,000,00	51,000,00	321,000.00	313,000,00		
Funding Reports										
Funding Requests										
Activity Log										

Figure 70 - Add New Funding Report Record

Upon clicking Add new record, the data entry screen appears:

1		Idress Book Reports	Admin Logout					
Management > Funding Yea							PCA:	
ram Code:	Funding Year: 2016	Funding Total: \$1.974.000.00		unding Remaining: 0.00	Award Nu STATE	imber;	PBCCP	
inding Year Menu	Add new record				-			0
Search	Edit Period Begin Date .	Period End Date	Grant Funds	Match Amount	Sub-Granted	Program Income	Program Expenditures	Active D
Breakdown		THE						Active •
Document.	Period Begin Date:	1000		Grant Funds				
GAN	Period Begin Date: Period End Date:	000		Grant Funds Match Amo				
Funding Reports	Active:	1 that		Sub-Grante		-		
Funding Requests	The second secon	× 1		Program In:				
Activity Log				Program Ex	penditures:			
		N	1			-		6
	12/16/2015	12/31/2015	\$2,000.00	\$1.000.00	\$1,000.00	\$21,000.00	\$15,000.00	2
		20,0272020	1 2000.00	22,000.00	31,000.00	322,000.00	213,000,00	
		(
			Complete Required	4			1.00	
			Fields				(
							Clie	k Checkmark to
								ive new Record
							34	ive new Record

Figure 71 - Add New Funding Report Record - Data Entry Screen

3. Complete each field in the data entry screen for the new FUNDING REPORT record as follows:

FUNDING REPORT "ADD	NEW RECORD" FIELDS
Period Begin Date	Begin date of financial reporting period.
Period End Date	End date of financial reporting period.
Active	This field displays whether this Report is Active or Inactive.
Grant Funds	Amount of grant funds expended this period.
Match Amount	Amount of match funds reported this period.
Program Income	Amount of program income earned during this period.
Program Expenditures	Amount of program income expended during this period.
Checkmark Button	Click to save new funding report record.
x Button	Click the X icon in this field to cancel adding new funding report record.

4. Click the Checkmark button located in the lower right hand corner of the Data Entry screen to save the new Funding Report record.

6.3.1.5.1 Editing or Deleting a Funding Report Record

- To delete a Funding Report record, click the X icon in the Delete column of the record you wish to delete.
- To edit a Funding Report record, click the Pencil icon in the Edit column of the record you wish to edit.

Home Grant Managemen	t Funding Management A	ddress Book Reports A	dmin Logout			
ding Management > Funding Year		2. 2. 2. 2.				
rogram Code: ICP	Funding Year: 2016	Funding Total: \$1,974,000.00	Funding Remaining: \$0.00	Award Number STATE	PCA: PBCCP	
	Add new record	22.31 00000	20.00	June		🖾 Re
Search	Edit Period Begin Date .	Period End Date	Grant Funds Match Amount	Sub-Granted	Program Income Program Expendit	
Breakdown		17				Active
Document	12/16/2015	12/31/2015	\$2,000.00 \$1,000.00	\$1,000.00	\$21,000.00 \$15.00	00.00 × 00.00
GAN						
Funding Reports						_
Funding Requests						
Activity Log						

6.3.1.6 Add a Funding Request to a Funding Year

1. Click on **Funding Request** in the Funding Year Menu.

Home Grant Manager	ment Fu	nding Management A	ddress Book Reports	Admin Log	gout
ding Management > Funding Year					
rogram Code:	Fu	inding Year:	Funding Total:		Funding Remaining:
CCP	20	16	\$1,974,000.00		\$0.00
Funding Year Menu	🐔 🔛 Add new	record			
Search	Edit	Period Begin Date -	Period End Date	Grant Funds	Match Amount
Breakdown		m	m		
Document	1	12/16/2015	12/31/2015	\$2.000.00	\$1,000.00
GAN	_				
Funding Reports					
Funding Requests					
Activity Log	<u></u>				

Figure 72 – Access Funding Request from Funding Year Menu

The second s		OFFICE OF	OL & PREVEN	IION		Walcome bank	Lugu	ut 🕐 😭
Home Grant Manag		unding Manageme	nt Address Book Repo	rts Admin Logout				
iding Management > Funding Year	Fundin	Vana	Funding Total:	Funding Remaining:	Award Number:	PCA:		
CCP	2016	y real.	\$1,974,000.00	\$0.00	STATE	PBCCP		
Funding Year Menu	🕈 🔚 Add ne	w record			-		_	Ref
Search	Edit	Drawdown Date	Current Document Number		RSTARS Date	Amount Received	Active	Dele
Breakdown Document	_						Active	
GAN	1	12/15/2015	22145		12/30/2015	\$20,000.00	30	×
Funding Reports								
Funding Requests								
Activity Log								

Any existing Funding Request records are displayed in the Data Entry screen on the right. The following information is displayed in columns for each record:

FUNDING REQUEST RECORD	DISPLAY FIELDS
Drawdown Date	Date funds were drawn down from Federal Government.
Current Document Number	FMIS Identification Number.
RSTARS Date	Date funds were processed in FMIS.
Amount Received	Amount received by the Comptroller in relation to this drawdown.
Active	This field displays whether this Request is Active or Inactive.
Edit	Click the pencil icon in this field to edit high-level information associated with this Request.
Delete	Click the X icon in this field to delete this Request record.

2. Click the Add new record icon in the top left corner of the Data Entry screen.

Marylani	CRIM	E CON7	and he down	INTION	
Home Gra	nt Management	Funding Manag	Click to Add New Record	Reports Admin Logout	
ding Management > Fo	unding Year	A			
rogram Code:	Fu	nding V		Funding Remaining:	Award Number:
ICCP	20	16	\$1,974,000.00	\$0.00	STATE
Funding Year Menu	* 51.4	dd new record			
Search		- Drawdown Date	Current Document Number		RSTARS Date
Breakdown	- 4	dd new record			
Document		(m)			同
GAN	/	12/15/2015	5 22145		12/30/2015
Funding Reports					
Funding Requests	5				
Activity Log					

Figure 73 - Add New Funding Report Record

Upon clicking Add new record, the data entry screen appears:

MARYLAND CRIME		. & PREVENT	TION		Wolcome back, 1	tuperAdmini Logout	ē
	unding Management	Address Book Repo	rts Admin Logout				
Funding Management > Funding Year							
Program Code: Funding	g Vear:	Funding Total:	Funding Remaining:	Award Number:	PCA:		
BCCP 2016		\$1,974,000.00	\$0.00	STATE	PBCCP		
Funding Year Menu 👫 🛨 Add ne	w record						Refresh
Search Edit	Drawdown Date Curren	t Document Number		RSTARS Date	Amount Received	Active	Delete
Breakdown						Active	
2 Document						Active	
GAN Drawdown I							
and grapherer	ument Number:						
Funding Requests RSTARS Dat			Notes:				
Activity Log Amount Rec Active:	ceived:						
Active:		*	1				
							XX
	12/15/2015 22145			12/30/2015	\$20.000.00	2	X
		1			220,000.00	1	
		(
			6 I.I.				
			Complete		the second second	1	
			Required Fields		Click Che	eckmark t	0
			nequireu menus		Save ne	w Record	
					Javene	w Record	

Figure 74 - Add New Funding Request Record - Data Entry Screen

3. Complete each field in the data entry screen for the new FUNDING REQUEST record as follows:

FUNDING REQUEST "ADD NEV	N RECORD" FIELDS
Drawdown Date	Date funds were drawn down from Federal Government.
Current Document Number	FMIS Identification Number.
RSTARS Date	Date funds were processed in FMIS.
Amount Received	Amount received by the Comptroller in relation to this drawdown.
Notes	Add any additional information related to the drawdown record.
Active	This field displays whether this Request is Active or Inactive.
Edit	Click the pencil icon in this field to edit high-level information associated with this Request.
Delete	Click the X icon in this field to cancel adding this Request record.

4. Click the Checkmark button located in the lower right hand corner of the Data Entry screen to save the new Funding Request record.

6.3.1.6.1 Editing or Deleting a Funding Request Record

- To delete a Funding Request record, click the X icon in the Delete column of the record you wish to delete.
- To edit a Funding Request record, click the Pencil icon in the Edit column of the record you wish to edit.

and the second se		s office of CONTR	OL & PREVEN	IION		Wałocme baok, i	Logo	ut 🕐 😭
Home Grant Man	agement	Funding Manageme	nt Address Book Rep	orts Admin Logout				
ding Management > Funding Ye	ar							
rogram Code:	Fundi	ng Year:	Funding Total:	Funding Remaining:	Award Number:	PCA:		
CP	2016		\$1,974,000.00	\$0.00	STATE	PBCCP		
Funding Year Menu	👫 📑 Add r	new record			_			🖾 Re
Search	Edit	Drawdown Date	Current Document Number		RSTARS Date	Amount Received	Active	Dele
Breakdown							Active .	-
Document	-	1.000						6
GAN		12/15/2015	22145		12/30/2015	\$20,000.00		(×
Funding Reports								
Funding Requests								
Activity Log								

6.3.1.7 Add an Activity Log entry to a Funding Year

1. Click the Activity Log tab to highlight it.

	WERNOR'S OFFICE OF	Weiscome bank, Super-Lonini Logout 🕖 🔗
Marriand CRIME CONTROL & PREVENTION Home Grant Management Funding Management Address Book Reports Admin Logout Frending Management / Funding Year Funding Tetab Funding Management Funding Year Funding Tetab Funding Control (Control (Contro) (Control (Control (Contro) (Control (Control (Con		
	ment runding wanagement Address book Reports Admini Lugout	
		PCA: P5215
Search	CANA FUCANA CANTER AND DE REOB/DEOB FUCADA	Refresh Submitted By Submission Date Active
Document.		Active T
Funding Requests		

Figure 75 – Access Activity Log from Funding Year Menu

Any existing Activity Log records are displayed in the Data Entry screen on the right. The following information is displayed in columns for each record:

ACTIVITY LOG RECO	DRD DISPLAY FIELDS
Classification	This field displays the classification for an activity log record – Internal or External.
Activity Type	This field describes the nature of the activity log record – Types include Info Requested, Info Received, Sent Non-Funding, Correspondence, Phone Conversation, Site Visit, Application Notes, Meeting Note, Other, Email, Award Note, Close Out, and GAN
Subject	This field displays the subject that was entered when the record was created.
Notes	This field displays the free-form text notes that were entered when the record was created.

GOCCP Contact	This field displays the GOCCP contact that was selected when the record was created.
Contact	Enter the name of the external contact (if applicable).
Activity Date	This field displays the date the record was created.
Follow-Up Date	This field displays the follow-up date that was assigned when the record was created, if applicable.
Follow-Up	This field displays a checkmark in the box if the log entry was followed-up upon.
Edit	Click the pencil icon in this field to edit details of this activity log record.
Reply	Click the green plus sign icon in this field to create a New Activity Log record that will be tied to the log in this record.

2. Click the Add new record icon in the top left corner of the Data Entry screen.

	anagement Funding Manag	ement Address Boo	ok Reports Admin	Logout				
ling Management » Funding ogram Code:	Funding Year: 2015	Funding \$314,430		unding Remaining:	Award Number: 2015-CD-BX-0054	PCA: P521		
Funding Year Menu	* Add new record						_	🖾 Refra
Search	it Classification	ctivity Type Subje	ct Notes	GOCCP Contact	Contact	Activity Date +	Follow-Up Date - F	Follow-Up -
Breakdown	Add new record	-		(AU)			777	[AU]
Document	No records to display.	1			-			
GAN								
Funding Reports								
Funding Requests								
Funding Reports								

Figure 76 - Add New Activity Log Record

Upon clicking Add new record, the data entry screen appears:

Propert Civile	Francing Year	Harrisong Turkasi	Funding Basedonery:	Amard Humber	PS4:
170	2015	\$\$14,400,00	\$282,967,00	2013-020-30.0084	75213
Lacig (w/hin.	Ada new Incard				(Divena)
See	Em - Darforgen - How to-				R Bala - Rellandya -
(Endistrin)	CassMeation (Internal	-			
S (Zocoment	Activity Type Delect C				
5MV	scowly Obs	74 7			-
unaný lupar					
Farring Britzerstr.	Subject:				
setting/ Log					2
	Nores: BOCCR Convers: Conres: Acring Date Faller- Up Conre		Click to		Complete new ctivity Log Fields

Figure 77 - Add New Activity Log Record - Data Entry Screen

3. Complete each field in the initial data entry screen for the new Activity Log record as follows:

ACTIVITY LOG TAB - "A	ADD NEW RECORD" FIELDS
Classification	Click the dropdown list and select either Internal or External.
Activity Type	Click the dropdown list and select one of the following Activity Types: Info Requested, Info Received, Sent Non-Funding, Correspondence, Phone Conversation, Site Visit, Application

	Notes, Meeting Note, Other, Email, Award Note, Close Out, and GAN.
GOCCP Contact	Click the dropdown list and select the GOCCP contact relevant to this record.
Contact	Enter your name here as the creator of the activity log record.
Activity Date	Click on the calendar icon and select the date you wish assigned to this activity. Alternatively you can type the date directly into the date field.
Follow-Up Date	Click on the calendar icon and select the date you wish assigned to this activity. Alternatively you can type the date directly into the date field.
Subject	Enter a brief description of the subject of this activity log entry into this field.
Notes	Enter any relevant notes regarding the activity into this field.

4. Click the checkmark icon located in the lower right hand corner of the Data Entry screen to save the new Activity Log record.

6.3.2 Admin Allowances (Access based on permission)

Admin Allowances are a new entity that function like an application that admin funding source breakdown funds can be applied to. They have a budget and their funds are gradually expended (like a financial report on a grant).

To create an Admin Allowance for a funding year:

1. Locate and expand the funding code / funding year for which you want to add an Admin Allowance:

Funding		Grant Ma		Expand the Funding	Book	Reports Admin
	dd new reco Edit	Vin	4	Code / Funding Yea Record	r unt	Available Amount
i.	1	8	CFSI		4,430.00	\$282,987.0
2	1	8	CFSI	2014	\$132,777.00	\$0.0
Ex	pand	8	CFSI	2013	\$291,916.10	\$0.0
•	1	8	CPSE	2012	\$132,681.01	\$0.0
>	1	8	CFSI	2011	\$345,955.17	\$0.00

Figure 78 – Expand Funding Code / Funding Year Record

2. Click on the Admin Allowances tab:

_	iome Gi	Funding Ye	Section 1	Funding Managemen	t Add		Logout	
	Add new record				Clic	k the Admin		
	Edit	View	Code	Year			Start Date	End Date
			CFSI +		Allo	wances tab	100	
*	1	8	CFSI	2015			10/01/2015	09/30/201
	Breakdowns	GFDs	Admin Allew	ances				
	Add new re	ecord			-			
	Edit	Categor	у	Percent	Total Amount	GFD Assigned	GFD	Available
	1	Admin		10 %	\$31,443.00	\$0.00		\$0.00
	1	Street		90 %	\$282,987.00	\$1.80	\$28	82,985.20
	1	5	CFSI	2014	\$132,777.00	\$0.00	10/01/2014	09/30/201

Figure 79 – Click Admin Allowances Tab

3. The empty fields associated with an Admin Allowance are shown at the top. Any admin allowances already added are shown directly below them. To add a new Admin Allowance, click on the Add new record button:

Add new n	ecord				Funding Years						🙆 Refres
Edit	View	Code	Year	Award Amount	Available Amount	Start Date	End Date	Award Number	PCA	Active	Delete
		[All] -								Active -	
1	8		2004	\$1,105,562.00	\$0.00	01/01/2017	12/31/2017	STATE	P50AS	4	x
Breakdo	owns	SFD Adn	nin Allowance	s		_					
+ Add	new record							Admin			🙆 Refresh
Edit		>	Name			Amount		Allowances	ve	Ď	elete
				Click "Add New				Already Added		*	
								ancuay Added			
1		2	Admin	Record"		\$50,136.00			14		x

Figure 80 – Click Add New Record

4. Enter the Name and Amount of the Admin Allowance in the appropriate fields. To make the Admin Allowance active, click the checkbox under the Active column. When you are finished, click the Checkmark icon on the right side to save your record.

1	8	BARM	2013	\$46,348.80	\$0.00	07/01/2012	09/30/2013	Special	PBAR3	le'	7
1	8	BARM	2012	\$48,432.00	\$0.00	07/01/2011	06/30/2013	STATE	PBARM	~	×
1	8	BARM	2011	\$45,658.81	\$0.00	07/01/2010	06/30/2012	STATE	PBARM	~	×
Breakdowns	GFDs	Admin All	owances								
Add new re	cord										🖾 Ref
Edit	The Owner of Concession, Name	View	Name -			Amount	_		Active		Delete
								Activ	é i		
××			2015 CFSI Admin Funds	P5215		31443			8		
lo reco	play.	clink ch	eckmark icon to	\$47,220,21		07/01/2009	09/30/2010	STATE	Accesse		X
1	N		e new Admin	\$46,959.93 Enter	Name and	7/01/2008	06/30/2009	(ie.	×
1	8	Allo	wance record		nt of Admin	7/01/2007	06/30/2009	Click to m	ake Active	~	7
1	8	BARIN	2001	\$49,999.07 All	owance	7/01/2005	06/30/2008				×
1		BARM	2006	\$49,999.69	\$0.00	07/01/2005	06/30/2007	STATE	PBARM	+	X
4 1 2 3 4											

Figure 81 – Enter Name & Amount of Allowance and Make Active

5. The new Admin Allowance record appears under the funding code / funding year under which it was created:

	1	8	BARM	2011	\$45,658.81	\$0.00	07/01/2010	06/30/2012	STATE	PBARM -	x
	Breakdowns	GFDs	Admin Al	lowances							1
	Add new res	cord								and the second second	Refr
	Edit		View	Name 🔺			Amount			New Admin	te
										Allowance Record	
ľ	1		8	2015 CFSI Admin Funds P5215			\$31,443.00			Appears	
ľ	1	F	BARM	2010	\$47,220.21	\$0.00	07/01/2009	09/3 2010	STATE		×
	1	R	BARM	2009	\$46,959.93	\$0.00	07/01/2008	06/30/2009	STATE		×
l	1	8	BARM	2008	\$49.999.97	\$0.00	07/01/2007	06/30/2009	STATE	PBARM -	×
	1	8	BARM	2007	\$49,999.07	\$0.00	07/01/2006	06/30/2008	STATE	PBARM ~	×

Figure 82 – New Admin Allowance Record Appears

6.3.2.1 Managing Admin Allowances

Because you can perform most activities of a Funding Year to an Admin Allowance, the Admin Allowance has its own menu. To access the Admin Allowances menu:

1. Expand the funding year which contains the Admin Allowance:



Figure 83- Expand Funding Year which contains the Admin Allowance

2. Click on the Admin Allowances tab:

1	Add new record								
	Edit	View	Code	Year	Award Amount	Available Amount	Start Date	End Date	Award Number
			CFSI -		7	1	m	I. III	
~	1	R	CFSI	2015	\$314,430.00	\$282,987.00	10/01/2015	09/30/2016	2015-CD-BX-005-
	Breakdowns	GFDs	Admin Alley	vances					
	Add new re	cord			Click on the	Admin			
	Edit	Category		Pe	нсени	ined	GFD /	Available	Awarde
	Edit	Category Admin		-		ined	GFD /	Available \$0.00	Awarde \$0.0
	2.20 V	and the second second	-		Allowar	ined		and the second sec	
>	1	Admin	CFSI		10% Allowar	ices		\$0.00	\$0.0
	1	Admin Street	-		10% Allowar	ICES .0.00 \$1.80	\$28	\$0.00 12,985.20	\$0.0 \$0.0
× × ×	1	Admin Street	CFSI	2014	ncent Allowan 10 % Tab	nces 0.00 1.80 \$0.00	\$25 10/01/2014	\$0.00 12,985.20 09/30/2015	\$0.0 \$0.0 2014-CD-8X-0001

Figure 84– Click on Admin Allowances Tab

3. Click on the Magnifying Glass icon in the Admin Allowance row you wish to see:

dd new record											🔄 Refre
Edit	View	Code	Year	Award Amount	Available Amount	Start Date	End Date	Award Number	PCA	Active	Delet
		CFSI *			T	m	100	1		Active	*
1	R	CFSI	2015	\$314,430,00	\$282,987.00	10/01/2015	09/30/2016	2015-CD-8X-0054	P5215	8	X
Breakdowns	GFDs	Admin Allov	vances								
Add new re	cord										🙆 Refr
Edit		View	Name =			Amount			Active		Delete
			1					Active			
1		Ab.	2015 CFSI Admin	Funds P5215		\$31,443.00			×		×
1	8	CFSI	2014	\$132,777.00	\$0.00	10/01/2014	09/80/2015	2014-CD-8X-0001	P5214	W.	×
1	R	CFSI	14		\$0.00	10/01/2013	09/30/2014	2013-CD-BX-0001	P5213	8	X
1	8	CFSI	2012	Click on the	\$0.00	10/01/2012	09/30/2013	2012-CD-BX-0017	P5212	÷.	X
1	R	CFSI	2011	Magnifying Glass icon	\$0.00	10/01/2011	09/30/2012	2011-CD-BX-0046	P5211		×
1	8	CFSI	2010	in the Admin	\$0.00	10/01/2010	12/31/2011	2010-CD-8X-0001	P5210		×
1	R	CFSI	2009	Allowance row	\$0.00	10/01/2009	05/81/2011	2009-CD-BX-0071	P5219		×
1	8	CFSI	2008	Allowance low	\$0.00	10/01/2008	09/30/2010	2008-CD-8X-0091	P5218	8	X
1	8	CESI	2007	\$300,915.44	\$0.00	10/01/2007	01/31/2009	2007-CD-BX-0067	P5217		×

Figure 85– Click on Magnifying Glass Icon in Admin Allowance Row

4. The Admin Allowance you selected is shown on the screen with its own menu – the Admin Allowance Menu:

MARYLAND C	Adr Allow		ROL &	PREVENT	ION		1	
Home Grant Manage			ment Ac	Idress Book Report	s Admin Logout			
nding Management > Funding	Me	nu			*			
itle:	7/	Admin	Funds:		Not assigned to Allowance:	Not Spe	ent:	
dministration		\$106,585	.26		\$53,292.63	\$56,429.	26	
Admin Allowance Menu 🕴	🛃 Add new	record						🙆 Refr
Search	Edit	View	Report	Period Start	Period End 🔺	Submitted	Last Update	Delete
Budget	1	8	0	10/01/2003	10/31/2003	01/02/1900	04/19/2004	x
Ledger Entries	1	8	0	12/01/2003	12/31/2003	01/02/1900	04/19/2004	×
Documents Activity Log	1	8	0	01/01/2004	01/31/2004	01/02/1900	04/19/2004	×
ACOVITY EOG	1	8		02/01/2004	02/29/2004	01/02/1900	04/19/2004	×
	1	8	Ū	03/01/2004	03/31/2004	01/02/1900	04/19/2004	×
	1	8	0	04/01/2004	04/30/2004	01/02/1900	06/08/2004	×
	1	8	õ	05/01/2004	05/31/2004	01/02/1900	06/08/2004	×
	1	R		06/09/2004	06/10/2004	01/02/1900	06/09/2004	×

Figure 86– Click on Magnifying Glass Icon in Admin Allowance Row

5. From here, you can create budget and ledger entries, add documents and add logs of your activity on this Admin Allowance.

6.3.2.2 Add Budget Justifications

1. Click on **Budget** in the **Admin Allowance Menu**.



Figure 87– Click on Budget in the Admin Allowance Menu

2. Click the arrow icon to the left of the Budget Category you wish to expand.

Home Grant Manag	ement Funding Ma	inagement	Address Book	Reports	Admin	Logout
Funding Management > Fundin	g Year				-	
Title:	Adm	tin Funds:		Not	assigned to Allo	wances
Administration	\$100	585.26		\$53,2	92.63	
Admin Allowance Menu	1 🗎 Add Budget Revision					Fearm
Search	Help Bude	pet Category		Total Gr	int Funds	Total Cash
Budget	🔰 👔 Pers	onnel			\$0.00	
Ledger Entries	-> 👩 Ope	rating Expenses			\$0.00	
Documents Activity Log	3 👔 Trav	el			\$0.00	
activity tog		tractual Services			\$0.00	
	S 🕢 Equi	pment			\$0.00	
	Othe Othe				\$50,156.00	

Figure 88– Expand Budget Category for which you want to add a Justification

3. Click on Add under the Just column next to the Yield icon.

	0	Equipment		\$0.00	\$0.00	\$0.00	s
~	0	Other		\$50,156.00	\$0.00	\$0.00	\$50,150
	Description	*	Funding	Quant	ty Unit Cost	Total Budget	Just
	COST CONT	AINMENT	Grant Funds		0 \$0.00	\$50,150.00	IAdai 🚺

Figure 89– Click on Add in the Just column for the line item you wish to add a justification

4. Enter the Justification in the text box, then click the **Save** button.

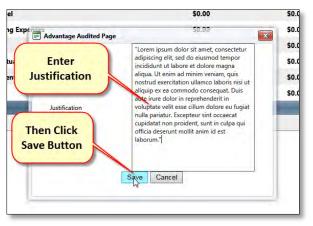


Figure 90– Enter Justification then Click Save Button

5. Once the Justification has been entered, the text under **Just** for that line item changes to **View/Edit**, indicating that a justification has been entered.

\$0.00		\$0.00	\$0.00	\$0.00
\$0.00		\$0.00	\$0.00	\$0.00
\$50,156.00		\$0.00	\$0.00	\$50,156.00
	Quantity	Unit Cost	Total Budget	
	0	\$0.00	\$50,156.00	[View/Edit]

Figure 91– Text under Just column changes to View/Edit, indicating presence of a Justification.

6.3.2.2.1 Printing a Budget With and Without a Budget Justification

From the Admin Allowance Menu you can print a copy of your budget with or without the justification. To print *with* justification:

1. Click on Budget, then in the top right section click on **Print with Justification**.

					'ENTIC				2	
Home	Grant Management	Fund	ling Management	Address Book	Reports	Admin	Logout			
Funding Mana	agement > Funding Year				*					
Title:			Admin Funds:		Not assi	gned to Allowa	ince:	N	ot Spent:	
2015 CFSI Ada	min Funds P5215	_	\$31,443.00		\$0.00			(\$	894.37)	
	owance Menu 🕴 🕂 A	dd Budget	Revision				Select to view a	revision	💌 🎍 Prin 🎍 Print ((with Justification 🐼 Refr
Search		Help	Budget Category		Total Grant	Funds	Total Cash Ma	atch	Total In Kind	Total Budget
Budget	<u> </u>	0	Personnel			\$31,443.00		\$0.00	\$0.00	\$31,443.0
Ledger		0	Operating Expenses			\$0.00		\$0.00	\$0.00	\$0.0
Activity		0	Travel			\$0.00		\$0.00	\$0.00	\$0.
Activity	cog >	0	Contractual Services			\$0.00		\$0.00	\$0.00	\$0.
	*	0	Equipment			\$0.00		\$0.00	\$0.00	\$0.
		0				\$50,150.00		\$0.00	\$0.00	\$50,150.0

2. Enter a name in the **File name** field, then click the **Save** button.

Organize 🔻 New folder			III \star 🧯
ጵ Favorites	Documents library Admin Allowance Budget Reports	A	Type
Documents	- Name	JIZE	Type
J Music	No items ma	atch your search.	
E Pictures			
🛃 Videos			
💐 Homegroup 🖳 Computer 🏭 OS (C:)			
Vetwork			
	۰ (m		
File name: Admin_All	lowance_Budget With Justification		
Save as type: Adobe Acr	abat llacument		

3. The file will be saved and opened in Adobe Acrobat Viewer. Any justifications will be displayed on the report.

Allowance Name: Program Code: Program Name: Funding Year: Award Period: Effective Date: Revision Number:	David Tes BARM Body Armor fo 2017 07/01/2016 - (3/15/2017 1	or Local Law En	forcement		
unding Summary	Grant Funds Cash Match In-Kind Match	100.0 % 0.0 % 0.0 %	5	0.00 0.00	
ersonnel	Total Project Funds		\$20,01	0.00	
Description of Position		5	Salary Type	Funding	Total Budget
Test			Salary	Grant Funds	\$5.00
perating Expenses Description		Funding	Quantity	Unit Cost	Total Budget
Test		Grant Funds	1]	\$5.00	\$5.00
Justification(s)		Funding	Quantity	xpenses Total: Unit Cost	\$5.00 Total Budget
Description			1	\$20,000.00	\$20,000.00
		Grant Funds			

To print *without* justification:

1. Click on Budget, then in the top right section click on **Print.**

Home Grant Management	Fun	ding Management Address Book	Reports Admin	Logout		
unding Management > Funding Year			*			
Title:		Admin Funds:	Not assigned to Allowa		lot Spent:	
2015 CFSI Admin Funds P5215		\$31,443,00	\$0.00	(!	\$894.37)	
	Add Budge	t Revision		Select to view a revision	🗧 🛃 Print 🎽 Print (w	ith Justification) 🚱 Ref
Learch	Help	Budget Category	Total Grant Funds	Total Cash Match	Total In Kind	Total Budget
Budget	0	Personnel	\$31,443.00	\$0.00	\$0.00	\$31,443
Ledger Entries Documents	0	Operating Expenses	\$0.00	\$0.00	\$0.00	\$0
Activity Log	0	Travel	\$0.00	\$0.00	\$0.00	\$0
Activity bog	0	Contractual Services	\$0.00	\$0.00	\$0.00	so
	0	Equipment	\$0.00	\$0.00	\$0.00	\$0
			\$50,150.00	\$0.00	\$0.00	\$50,150

2. Enter a name in the **File name** field, then click the **Save** button.

Organize 👻 New folder			III 🔹 🔞
Favorites Libraries Documents Music Pictures Videos Komegroup Computer SOS (C.) Network	Documents library Admin Allowance Budget Reports Name	Arrang Size 125 KB	e by: Folder
File name: Admin_Allo	wance_Budget Without Justification		-
Save as type: Adobe Acro	pat Locument		

3. The file will be saved and opened in Adobe Acrobat Viewer. Any justifications will **not** be displayed on the report.

Allowance Name: Program Code: Program Name: Funding Year: Award Period: Effective Date: Revision Number:	David Te BARM Body Armor f 2017 07/01/2016 - 3/15/2017 1	or Local Law En	forcement		
Funding Summary	Grant Funds Cash Match In-Kind Match Total Project Funds	100.0 % 0.0 % 0.0 %		0.00 0.00	
Personnel		-	6.63	1.0.7	
Description of Position Test	1	5	alary Type Salary	Funding Grant Funds	Total Budget \$5.00
Operating Expenses Description Test		Funding Grant Funds	Quantity 1	Unit Cost \$5.00	Total Budget \$5.00
Other Description		Funding	Quantity	xpenses Total: Unit Cost	\$5.00 Total Budget
DWS Test		Grant Funds	1	\$20,000.00	\$20,000.00
Approved:	ized Repre	Descriptio shown	ns are	Other Total:	\$20,000.00

6.3.3 View Funding Years

1. From your Home screen, select **Funding Year** from the Funding Management menu.

Home Grant Management	Funding Management Address				
Home	Funding Programs				
Available Funding	Funding Year				
Code 🔺 Title	GFDs Deadline Active				
	Active				

2. The Funding Year page displays all Funding Year records, each uniquely identified by the combination of the Funding Program and Year. If the life of a Funding Program spans several years, there will be one record for each year that program has been funded. Refer to the table below for a description of the column headings for each Funding Year record.

Ho		Grant Man		Funding Management	Address Book Rep	orts Admin Lo	gout					
	d new reco					Funding Years						C Retre
	Edit	Vietak	Code	¥	Alarard Amount	Available Amount	Start Date	End Data	Award Number	PCA	Active	Detet
			(AU)	•	7	17	11	- m			Active	
	1	8	ASPE	2004	\$1,105,562.00	\$0.00	07/01/2003	06/30/2007	STATE	PSOAS		×
81	1	8	ASPI	2003	\$904,896.00	\$0.00	07/01/2002	36/30/2004	STATE	PSDAS	R	×
	1	2	ASPI	2002	51 134 600,00	\$0.00	07/01/2001	06/30/2010	STATE	PSDAS		×
	1	8	ASE	2001	\$1.166.877.00	10.00	07/01/2000	06/30/2004	STATE	PEDAS	E	×
	1	R	ASPI	2000	\$1,103,596.00	\$0,00	07/01/1999	06/30/2003	STATE	PSDAS	E	×
	1	2	BARM	2014	\$1,000,200.00	5892.497.67	01/01/2012	11/30/2012	212-BXP-A4321		F	×
8	1	R	BARM	2013	\$4.908.800.00	\$4,810,633.00	07/01/2012	06/30/2013	STATE	PEARM	戸	×
	1	8	BARM	2012	\$49,088.00	\$95.50	07/01/2011	06/30/2013	STATE	PBARM	F	ж
	1	8	BARM	2011	\$45,658.81	\$0.00	07/01/2010	06/30/2012	STATE	PBARM	F	×
	1	8	BARM	2010	\$47,220,21	\$0.00	07/01/2009	09/30/2010	STATE	PBARM	F	×
	1	8	BARM	2009	\$46,959.93	\$0.00	07/01/2008	06/30/2009	STATE	PBARM		×
1	1	2	SARM	2005	\$49,999.97	\$0.00	07/01/2007	06/30/2009	STATE	PBARM	E	×
1	1	8	EARM	2007	\$49,959.07	\$0.00	07/01/2006	06/30/2008	STATE	PBARM		×
	1	2	BARM	2006	\$49,999.69	\$0.00	07/01/2005	36/30/2007	STATE	PBARM	F	×
	1	R	BARM	2005	\$49,999.77	\$9.00	07/01/2004	06/30/2007	STATE	PBARM	17	×
	1	8	BCCP	2013	\$1.974,000.00	\$1.974,000.00	07/01/2012	06/30/2013	STATE	PBCCP	7	8
	1	R	BCCP	2012	\$1,974,000.00	50.00	07/01/2011	06/30/2013	STATE	PBCCP	17	×
	1	8	BCCP	2011	\$1.974,000.00	\$0.00	07/01/2010	06/30/2012	STATE	FBCCP	F	×
	1	2	BCCP	2010	\$1.974,000.00	\$0.00	07/01/2009	06/30/2010	STATE	PECCP		8
	1	×	BCCP	3009	\$2.000,000.00	\$0.00	07/01/2008	06/30/2009	STATE	PECCP	F	×

Figure 92 - Funding Year Main Page

FUNDING YEAR TOP-LEVEL SCREEN DISPLAY FIELDS					
Edit	Click on the pencil icon in this column to edit an existing Funding Year record (refer to the procedure <i>Edit a Funding Year</i> later in this section).				
View	Click on the magnifying glass icon in this column to enter the Funding Year Menu and Data Entry Screen for an existing Funding Year record.				
Code	This field displays the system code that uniquely identifies a Funding Program in GMS, which is set up and maintained in the Funding Management \rightarrow Funding Programs menu. For example, BCCP is the code for the Baltimore City Community Policing Funding Program.				
Year	This field displays the year that GOCCP has received dollars for the Funding Program in this record. As shown with <i>example data</i> in the figure above, the BCCP Funding Program has been funded for nine years so far (2005 – 2013) so there are nine Funding Year records, one for each program+year (BCCP+2005, BCCP+2006, etc.).				
Award Amount	This field displays the total amount that GOCCP has received for the funding program and the year defined in this Funding Year record.				
Available Amount	This field displays the Award Amount of this Funding Year record minus: 1) The amount already				

	awarded to sub-recipients of the GFD based on this funding year and 2) The amount reserved for administration by GOCCP.
Start Date	This field displays the first day that funding will be available for this Funding Year and associated GFD.
Award Number this Funding Year record. It is a free-form text field, example values are STATE for a state	
Award Number	This field displays a GOCCP-assigned Award Number which is tied to the Funding Program for this Funding Year record. It is a free-form text field, example values are STATE for a state funding program, or 2011-JB-xx-xxxx (funding year, funding program code + etc.)
РСА	This field displays the Program Cost Account (PCA) associated with this Funding Year record.
Active	This field indicates whether this Funding Year record is Active or Inactive.
Delete	Click on the X icon in this column to delete an existing Funding Year record (refer to the procedure <i>Delete a Funding Year</i> later in this section).

6.3.4 Edit a Funding Year

You can edit a Funding Year record at any time; you can edit the high-level details by clicking the pencil icon in the Edit column, or you can View, Edit, or Add Breakdown, Document, GAN, or Activity Log records for a Funding Year by clicking on the magnifying glass icon in the View column:

Ho	me	Grant Man	agement	Funding Ma	anagement Address Book Report	ts Admin Lo	gout		
Funding	Managemer	nt > Funding Y	'ear	Click to edit	the high-level details of	*			
🗄 Ad	dd new reco	ord	1			Funding Years			
	Edit	View	Code	a a tana	Awars Amount	Available Amount	Start D		
			[AII]	•	T	T			
>	1	8-	ASPI	2004	\$1,105,562.00	\$0.00	07/01/2		
>	1	8	ASPL	2003	\$904,896.00	\$0.00	07/01/2		
	1	R	ASPI	2002	Click to Edit/View/Add a Funding	\$0.00	07/01/2		
5	1	R	ASPI	2001	Year's Breakdown, Document, GAN,	and the second se	07/01/2		
5	1	8	ASPI	2000	Activity Log records	\$0.00	07/01/1		
>	1	8	BARM	2014	\$1,000,200.00	\$892,497.67	01/01/2		
1		NO.	-						

Figure 93 - Edit a Funding Year Record

To edit detail records (GAN/Breakdown/etc) for a Funding Year, refer to the instructions in the sections **Error! Reference source not found.**, **Error! Reference source not found.**, **Error! Reference source not found.**. In the screens for each of these procedures, instead of clicking on Add New Record, locate the record you wish to edit and click on the pencil icon in the Edit column.

To edit the high-level details of a Funding Year record:

1. From your Home screen, select **Funding Year** from the Funding Management menu.

Home	Grant Management	Funding Managemen	t Address					
Home		Funding Programs						
Available Fund	1	Funding Year						
Available Fund		GFDs						
Code 🔺	Title	Deadline	Active					
			Activo					

2. The Funding Year page displays all Funding Year records, each uniquely identified by the combination of the Funding Program and Year. If the life of a Funding Program spans several

years, there will be one record for each year that program has been funded. Refer to the table below for a description of the column headings for each Funding Year record.

			Contraction of the	and the second second second	DL & PREVEN	officients of						
	Manazama	Grant Man		Funding Management	Address Book Rep	orts Admin Lo	yout					
	dd new rea					Funding Years	_					Ret
	Edit	Viente	Code	Y	Award Amount	Available Amount	Start Date	End Data	Award Number	PCA	Active	Deter
		-	(AII)	• 112 - 11	7	T	THE .	- m			Active	-
	1	8	ASPI	2004	\$1,105,562.00	\$0.00	07/01/2003	06/30/2007	STATE	PSOAS		×
9	1	8	ASPI	2003	\$904,896.00	\$0.00	07/01/2002	36/30/2004	STATE	PSOAS	R	7
r	1	2	ASPI	2002	\$1.134.600.00	\$0.00	07/01/2001	06/30/2010	STATE	PSDAS		2
	1	2	ASE	2001	\$1,166,877.00	\$0.00	07/01/2000	06/10/2004	STATE	PEDAS	F	7
Ľ	1	R	ASPI	2000	\$1.103,596.00	\$0,00	07/01/1999	06/30/2003	STATE	PSOAS	E	7
ŀ	1	2	BARM	2014	\$1,000,200.00	5892.497.67	01/01/2012	11/30/2012	212-BXP-A4321		F	2
E	1	R	BARM	2013	\$4,908,800,00	14,810,633.00	07/01/2012	06/30/2013	STATE	PEARM	戸	7
I.	1	8	BARM	2012	\$49,088.00	\$95.50	07/01/2011	06/30/2013	STATE	PBARM	F	7
	1	8	BARM	2011	\$45,658.81	\$0.00	07/01/2010	06/30/2012	STATE	PBARM	F	7
	1	8	BARM	2010	\$47;220.21	\$0.00	07/01/2009	09/30/2010	STATE	PBARM	F	7
Ľ	1	8	BARM	2009	\$46,959.93	\$0.00	07/01/2008	06/30/2009	STATE	PEARM		7
	1	×.	SARM	2005	\$49,999.97	\$0.00	07/01/2007	06/30/2009	STATE	PBARM	E	*
	1	8	EARM	2007	\$49,999.07	\$0.00	07/01/2006	06/30/2008	STATE	PBARM		7
	1	2	BARM	2006	549,999.69	\$0.00	07/01/2005	06/30/2007	STATE	PBARM	F	7
	1	R	BARM	2005	\$49,999.77	\$0.00	07/01/2004	06/30/2007	STATE	PBARM	10	7
	1	8	BCCP	2013	\$1,974,000.00	\$1.974,000.00	07/01/2012	06/30/2013	STATE	PBCCP	7	2
	1	R.	BCCP	2012	\$1,974,000,00	50.00	07/01/2011	06/30/2013	STATE	PBCCP	17	7
	1	8	BCCP	2011	\$1.974,000.00	\$0.00	07/01/2010	08/30/2012	STATE	PBCCP	F	7
	1	8	BCCP	2010	\$1,974,000.00	\$0.00	07/01/2009	06/30/2010	STATE	PECCP		8
	1	×	BCCP	2009	\$2,000,000.00	\$0.00	07/01/2008	06/30/2009	STATE	PECCP	F	Ý



3. Click the pencil icon in the Edit column of the record you wish to edit.

MA	Solution RYLA	ND		E CONTRO	L & PREVENTIO	ON				Welcome bac	ch, Dant Logor	it 😈 🧃
Home			nagement	Funding Management	Address Book Reports	Admin Lo	ogout					
-	-	> Funding)	(ear								_	
	ien record		-			ing Years						E Re
E	itiit.	Vienir	Cede	Ve-	Aniant Amount	Available Amount	Start Oate	End Date	Award Number	PCA	Activit	Detet
			tvit .		T	17	1	m			Active	
	/	X	ASPI	2004	\$1,105,552,00	\$0.00	07/01/2005	26/30/2007	STATE	PSOAS	जन	×
Code				ASPC	Application Submitted	4/15/2003						4
Year:				2004	Award Received:	1/1/1900	ALC: NO.					
Autar	d Amount			\$1.105.562	Letter Of Intent Received:		124	Commen	e.			
Avail	able Amou	ent:		20	Award Accepted:	1/1/1900	200					
Exter	hsions Allo	wed:		0	Start Date:	7/1/2005	100					
		uency Prog		Quarterly	 End Date; 	6/30/2007	the c					
		uency Finar	scial:	Quartany	 Funding Year Login: 							
	d Number			STATE	Funding Year Password:	-						
	ested Am			50	PCA:	P50AS						
	in Minimus	m:		50	Application Number	N/A						
	in Type			Cash Match	· File Location:	[Select On	4. · · · ·					
	th Requires	d (形);		8	Admin Maximum:	\$0						
Acov	κ.				Admin Percent	10%						1
	1	x	ASPI.	200k	\$904,896.00	10.00	07/01/2002	06/30/2004	STATE	PSOAS		×
	1	2	ASPI	2002	\$1134,600.00	\$0.00	07/01/2001	06/30/2010	STATE	PSOAS	11	×
	1	8	ASPE.	2001	\$1,168,877.00	\$0.00	07/01/2000	06/30/2004	STATE	PSDAS	F	×
	1	8	ASPI	2000	\$1,103,586.00	\$0.00	07/01/1999	36/30/2005	STATE	PSOAS	æ	×
	1	8	BARM	2014	\$1,000,200,00	\$892,497.67	01/01/2012	11/30/2012	212-809-44821		77	*
	/	8	BARM	2013	\$4,908,800.00	\$4,810,633.00	07/01/2012	06/30/2013	STATE	PBARM	TF	ж
	1	8	BARM	2012	\$49.088.00	\$95.50	07/01/2011	06/30/2013	STATE	PSARM	TT	×
	(T) = 0	4 4 - 14	I al Area	a 20 -							E in	nemo (r. 27)

Figure 95 - Edit a Funding Year

4. Make changes to any of the information in data entry screen fields for the Funding Year as follows:

FUNDING YEAR – "EDIT" FIELDS	
Code	Dropdown List: Select the code for the Funding Program that this Funding Year will be based upon.
Year	Type in the four-digit year that applies to this Funding Year record.
Award Amount	Type in the total amount that GOCCP has received for the funding program selected for this Funding Year record.
Available Amount	Display Only: This field displays the Award Amount of this Funding Year record minus: 1) The amount already awarded to sub-recipients of the GFD based on this funding year and 2) The amount reserved for administration by GOCCP.
Extensions Allowed	This is a free-form text field. Enter YES, NO, or a comment if required for this record.
Reporting Frequency Programmatic	Select the frequency with which sub-recipients will be required to perform Programmatic Reporting for awarded grants based on this Funding Year. The choices are Monthly, Quarterly, Semi-Annually , and Annually .
Reporting Frequency Financial	Select the frequency with which sub-recipients will be required to perform Financial Reporting for awarded grants based on this Funding Year. As with programmatic reporting, the choices are Monthly , Quarterly , Semi-Annually , and Annually .
Award Number	This is a free-form text field. Enter the GOCCP-assigned Award Number which is tied to the Funding Program for this Funding Year record.
Requested Amount	Enter the amount that GOCCP originally requested for this Funding Year record. This may or may not equal the Award Amount for this record.
Match Type	A sub-recipient may satisfy the match requirement with either CASH (e.g., funds contributed from private sources or State and local governments such as a portion of someone's salary) or IN-KIND services (e.g., services or goods donated by the applicant organization or other entities such as a volunteer or donated food). Select the match type from the drop-down list: Select either Cash Match , In- Kind Match , or Both .
Match Minimum	Enter the dollar amount a sub-recipient must provide in matching funds for a grant based on this funding year. If the match minimum amount is provided to you as a percent of the overall funding year amount, enter that percentage in the Match Required (%) field and the dollar amount will automatically be added in this field.
Match Required (%)	If the match minimum amount is provided to you as a percent of the overall funding year amount, enter that percentage in this field. The calculated dollar amount will automatically be added to the Match Minimum field.
Active	Click the checkbox to make this Funding Year record Active.
Application Submitted	Enter the date the application for this Funding Year was submitted.
Award Received	Enter the date this Funding Year award was received.
Letter of Intent Received	Enter the date that the Letter of Intent for this Funding Year was received.
Award Accepted	Enter the date this Funding Year award was accepted.
Start Date	Enter the date of the first day that funding will be available for this Funding Year and associated GFD.
End Date	Enter the date of the last day that funding will be available for this Funding Year and associated GFD.
Funding Year Login	Enter the Login that GOCCP uses to access the system responsible for awarding funds for the Funding Program used in this Funding Year record.
Funding Year Password	Enter the Password associated with the Funding Year Login in this record.
PCA	Enter the Program Cost Account (PCA) associated with this Funding Year record. This is generally the four-digit Funding Program code associated with this Funding Year record preceded by a "P", for example PATFP .
Application Number	Enter the application number that the funding agency assigned to your application for funding year dollars for the Funding Program in this record.

File Location	Choose either "Grant Manager's Room", "Archives A8", "File Room 1" or "File Room 2" from the drop-down list to select the physical location of the file for
	this Funding Year record.
	Enter the maximum portion (in dollars) of the Award Amount for this Funding
	Year that can be allocated to GOCCP for administrative purposes. If you do not
Admin Maximum	have a dollar amount but rather a percentage, enter the percentage in the
	Admin Percent field in this record; doing so will automatically populate this
	field with the correct dollar amount.
	If the Admin Maximum amount is provided to you as a percent of the overall
Admin Percent	funding year amount, enter that percentage in this field. The calculated dollar
	amount will automatically be added to the Admin Maximum field.
	This is a free-form text field. Enter any notes or comments regarding this
Comment	funding year that you would want other users to see when they view or edit
	this Funding Year record.

5. Click the checkmark icon located in the lower right hand corner of the Data Entry screen to update the Funding Year.

6.3.5 Delete a Funding Year

With proper system permission, you can delete a Funding Year by clicking on the X icon in the Funding Year row. After clicking the X, a "Delete this Funding Year?" confirmation message is displayed.

Μ	ARYL			DR'S OFFICE OF LE CONTROJ	L & PREVI	INTION					ch, Dani Logout	
Ho	100 C	Grant Man		Funding Management	Address Book	Reports Admin Log	out					
		nt > . Funding Y	ear.									-
* 2	dd new reo Edit		Code	Year	Award Amount	Funding Years	Start Date	End Date	Award Humber	PCA	Adar	Refr
-	Edit	View	a second	-	Award Amount	Available Annual	Start Data	end talle	Award Humber	- U	Active .	and so the
	1	8	ASPI	2004	51.105.562.00	\$0.00	07/01/2003	D6/30/2007	STATE	P50AS	E	10
ŀ	1	8	ASPL	2003-	\$904,898,00	30.00	07/01/2002	06/30/2004	STATE	PSOAS	F	7
r	1	2	ASPI	2002	\$1.134,600.00	\$0.00	07/01/2001	06/30/2010	STATE	PSOAS	я	×
Ŀ	1	k	ASPI	2001	\$1.168.87*AA		07/01/2000	06/30/2004	STATE	PEDAS	F	X
r	1	8	ASPL	2000	SL 103.5E	ge from webpage	07/01/1999	06/30/2003	STATE	PSOAS	e.	7
ł	1	N	BARM	2014	\$1.000.20	Delete this Funding Year?	01/01/2012	11/30/2012	212-BXP-A4321		π	>
r	1	8	BARM	2018	\$4.908,80	Delete this Funding Year?	07/01/2012	06/30/2013	STATE	PBARM		7
ł	1	R	BARM	2012	\$49,01		07/01/2011	06/30/2013	STATE	PBARM	Ŧ	2
Ľ	1	8	BARM	2011	\$45,61	Cancel	07/01/2010	06/30/2012	STATE	PBARM	8	?
L	1	X	BARM	2010	\$47,220,21	\$0.00	07/01/2009	09/20/2010	STATE	PBARM	R	2
Ľ	1	21	BARM	2009	\$46,959,93	\$0.00	07/01/2008	06/30/2009	STATE	PBARM	я .	2
ŀ	*	8	BARM	2005	\$49,999.97	\$0.00	07/01/2007	06/30/2009	STATE	PBARM	8	2
L	1	1	BARM	2007	\$49,999.07	\$0.00	07/01/2006	06/30/2008	STATE	PRARM	<i>R</i>	2
Į.	1	X	BARM	2006	\$49,999.69	\$0.00	07/01/2005	06/30/2007	STATE	PBARM	17	2
L	1	\mathbb{R}	BARM	2005	\$49,999.77	\$0.00	07/01/2004	06/30/2007	STATE	PBARM	臣	2
	1	x	BCCP	2013	\$1.974.000.00	\$1,974,000.00	07/01/2012	06/30/2013	STATE	PBCCP	8	7
	1	K	BCCP	2012	51,974,000.00	\$0.00	07/01/2011	06/30/2013	STATE	PBCCP	8	7
	1	x	BCCP	2013	\$1.974,000.00	\$0.00	07/01/2010	06/10/2012	STATE	PBCCP	7	2
	-	21	BCCP	2010	\$1,974,000,00	\$0.00	97/91/2009	06/30/2010	STATE	PROCP	Ħ	7
	1	x	BCCP	2003	\$2,000,000,00	\$0.00	07/01/2005	06/30/2009	STATE	PRCEP	E.	?

Figure 96 - Delete a Funding Year

- Click the OK button to delete the Funding Year.
- If you click the Cancel button, the record is not deleted and you are returned to the Funding Year list.

6.4 Grant Funds Distributions (GFD)

Grant Funds Distribution records appear in the Available Funding dashboard of all GMS users' Home Page. They are based on Funding Programs/Funding Years, and each has a NOFA document attached to it that is the printable, hardcopy guide to the available funding. After creating a Funding Source Breakdown based on funds allocated through a Funding Year, you can create a GFD that sub-recipients will use to apply for a grant.

This section provides instructions for viewing, creating, editing, and deleting GFDs.

6.4.1 Create a GFD

A GFD is created from a Funding Program & Funding Year. If you are creating a new GFD, be sure that the new Funding Program has already been created and finalized and has money allocated to it via a Funding Year.

The first step in creating a new GFD is to add a new GFD record and provide high-level detail information. After that, you will edit the record and provide the following information:

- Funding (Allocate money to the GFD)
- Budget (Select budgetary items that sub-recipients will need to supply)
- Organizations (Designate specific organizations that can apply for grants based on the GFD. Note: if you do not designate organizations, all organizations can apply.
- Documents (Attach a NOFA and, optionally, other documents to the GFD)
- Activity Log (Optionally create activity log entries that detail correspondence or other items)

After you complete these tasks, you can Finalize the GFD and make it available. Instructions for performing each of these tasks are provided in the following sections.

6.4.1.1 Add a New GFD Record

1. From the GFD list, click on the *Add new record* link in the upper left hand corner of the Funding Year process area, above the column headers.

Home	Grant Managen	nent Fund
Funding Managem	ient > GFDs	
Add new reco	ord	
Edit	Code 🔺	Title
Add new reco		
-	ASD	After School Dee

Upon clicking Add new record, the data entry screen appears:

me Grant Manage	ement Funding Man	sagement Address E	iook Reports	Admin	Logout						
Management in differ				-	-			_	-	_	1
								2		-	-
Code	ATF3				Description	of eligiblity here.		2		101	2
Title	Example GPD			lightly.						1	-
	11/30/2012		8							A.	3
								23		x	×
Deadline					Summary of	SED Dete		=		2	7
			=1							8	7
SPD Contact:	Bagoraca Lynn									3	7
Deadline.	11/90/2012	100		enalis						R.	2
Hardcopy Deadline:	11/30/2012	1		Spring							
lear:	2013									×	190
Start Date	1/1/2013	NW.									75
End Date:	12/91/2013	100						-		-	
Total Fumilie	\$50,000									1	2
0FO Posting Date:	8/30/2012	1						_		8	7
OFD Removal Date: Active:	12/30/2012	2.0								10	7
ACTIVE.	-							100		-	
								dm		A.	-2
								fit Grant Pu	nd Distribution	8	2
										N.	2
/ 1005	Ratinities Day Comments As			3083	tuent	N95/2018	#1 \$74,000.000	-		-	
	the state of the state of the	and a store			Course .	and the state	Transforme			10	

Figure 97 - Add New GFD - Data Entry Screen

2. Complete each field in the initial data entry screen for the new GFD as follows:

GFD - "ADD NEW REC	ORD" FIELDS					
^{1,2} Code	Enter the 4 to 9 Character NOFA code (usually the primary funding program).					
^{1,2} Title	Enter the Funding Year title that the GFD is based on.					
¹ Deadline	Verbose description of deadlines (hardcopy and electronic dates/times). Free form text box.					
² GFD Contact	Select the name of the GOCCP contact who is responsible for managing the GFD from the dropdown list.					
^{1,2} Deadline	Enter the date by which all grant applications based on this GFD must be submitted electronically.					
^{1,2} Hardcopy Deadline	Enter the date that GOCCP must receive hardcopies of grant applications by in order to be considered for awarding.					
^{1,2} Year	Enter a NOFA year (usually the same as the primary funding source's year).					
¹ Start Date	Enter the date sub-awards would start.					
¹ End Date	Enter the date sub-awards would end.					
Total Funds	Enter the Total Amount of funding that will be available for sub-recipients to apply for grants against for the GFD. This is not visible to external users.					
GFD Posting Date	Enter the date that the GFD will become available and be displayed in the Available Funding dashboard of the GMS home page.					
GFD Removal Date	Enter the date that the GFD will be removed and no longer available.					
¹ Active	Click to place a checkmark in the box and designate the GFD as Active.					
¹ Eligibility	This is a free-form text box. Enter any special eligibility requirements that sub-recipients must be made aware of when applying for a grant based on the GFD.					
¹ Summary	This is a free-form text box. Enter a brief summary of the GFD that users will see when they click on the View icon for a GFD in the Available Funding dashboard.					

¹Denotes fields which will be visible to external users

²Denotes fields which are required to save the initial GFD record

3. Click the checkmark icon located in the lower right hand corner of the Data Entry screen to save the GFD.



Press the **X** to cancel – you will lose any information you entered for the new GFD if you cancel.

4. Upon saving the new record, you are returned to the GFD home screen and will see the new record in the list.

w	Grant Mana	gement Funding Management	Address Book R	ports Admin	Logout						
		_									2
144	Code -	TRU	GPD Contect	Year -	Start Cuite	Keal Date	Total fremb	Action	Ducs	View	Dele
	-	1)((pag	•	100	74	[π]	Active *			
1	ASPE	After School Program Initiative - 2004		2004	7/1/2008	6/30/2007	\$1.105 582.00	E.		R	×
1	ASIT	After School Program Initiative - 2005		2003	7/1/2002	8/95/2004	\$904,896,00	F		8	*
1	ASR	After School Program Initiative - 2002		2002	7/1/2001	6/90/2010	\$1.134,600.00	R		R	7
1	ASPE	After School Program Initiative - 2001		2001	7/2/2000	6/30/2004	\$1168.877.00	R		x	7
1	ASPE	After School Program Svitlative - 2000		2000	7/1/1999	6/30/2003	\$1,103,586.00			8	7
1	ATFS	Example OFD	- Separatel Lynn	2013	1/1/2013	12/91/2013	\$50,000,00	R		à.	2
1	BARM	Sody Armor for Local Law Enforcement - 2023	Asookire Noerena	2013	7/2/2012	12/90/2013	\$49,068.00			dh	,
1	BAEM	Body Armor for Local Law Enforcement - 2012		2012	7/1/2011	6/30/2013	\$49.068.00	R		8	7
1	EARS	Body Armor for Local Law Enforcement - 2011		2011	7/2/2010	6/30/2012	\$45,659,00			8	>
1	SARM	Body Armor for Local Law Enforcement - 2010		2020	7/1/2009	\$/36/2010	\$47,220,00	F		8	7
1	BARM	Body Armor for Local Law Enforcement - 2009		2009	7/1/2008	6/30/2009	\$46,960.00				7
1	SARU	Body Armor for Local Law Enforcement + 2008		2008	7/1/2007	6/30/2009	\$50,000.00	P.		2	*
1	BARN	Body Armor for Local Law Enforcement - 2007		2007	7/2/2006	6/30/2008	\$49,999.00	R		8	?
1	BARM	Body Armor for Local Law Enforcement - 2006		2006	7/1/2005	6/30/2007	\$50,000,00			2	>
1	BARM	Body Armor for Local Law Enforcement - 2005		2005	1/2/2004	6/30/2007	\$50,000,00	(FF		8	>
1	BCCP	Battimore City Community Policing - 2018		200.8	7/1/2012	6/90/2019	81.974.000.00	pr.		2	2
1	BCCP	Baltimore City Community Policing - 2013		2012	7/1/2011	6/30/2018	\$1,974,000.00			10	2

Figure 98 - View New GFD Record in List

Before you can finalize a new GFD and make it available for grant applications, you must allocate money, select budget items, attach a NOFA, and optionally, designate organizations that can see the GFD and add any activity log items.

To begin, locate the new GFD record in the list and click the View icon associated with it. The GFD Menu appears to the left of the screen, and the process area corresponding to the Funding menu item appears in the right pane of the screen as shown below:

Home Grant Mana	ngement	Funding Mar	agement	Address Bo	ok Reports	Admin	Logo	out				
Funding Management > GFDs	Title:		EV:		Start Date:	End	Data		GFD Assign	4	GFD Status:	
								_	\$1.052.269.3		Finalized	
ASPI		rogram Initiative			7/1/2003	6/30/		_		r.	rindized	
GFD Menu	Availa	ble Funding Sourc	es:			🙆 Refresh	Fundin	g Allocated t	o this GFD:			🛃 Refrest
Search	Code	Year	Category	Total Amount	GFD Assigned	GFD Available	in the second	Category	Total Amount	GFD Assigned	Other GFDs	GFD Availabl
Funding Narrative Sections	[AI]	-	[AI] -		-		~ F		ter School Progra Year: 2004	m Initiative		
Budget		2000	Admin	(\$0.20)	(\$0.20)	\$0.20 *		Street	\$1,052,269.4	\$1,052,269,46	\$0.00	\$0.0
Organizations	BYRN	2000	Street	\$8,161,093.2	\$0.00	\$8,161,093.24		Mandate	(\$0.09)	(\$0.09)	\$0.00	\$0,
Documents	BYRN	2000	Mandate	\$61,249.97	\$0.00	\$61,249.97						
	JAIB	1999	Street	\$3,600,359.4	\$0.00	\$3,600,359.46						
Activity Log	JAIB	1999	Mandate	\$178,830.54	\$0.00	\$178,830.54						
	BYRN	1999	Street	\$8,439,971.:	\$0.00	\$8,439,971.17						
	BYRN	1999	Mandate	\$43,429.30	\$0.00	\$43,429.30						
	SDFS	2000	Street	\$904,463.67	\$0.00	\$904,463.67						
	SDFS	2000	Mandate	\$354,610.33	\$0.00	\$354,610.33						
		2001	Admin	(\$0.05)	(\$0.05)	\$0.05						
	BYRN	1998	Street	\$8,473,706.4	\$0.00	\$8,473,706.45						
	BYRN	1998	Mandate	\$69,895.90	\$0.00	\$69,895.90						
	BYRN	1997	Street	\$387,734.00	\$0.00	\$387,734.00						
	SDFS	1999	Street	\$111,696.53	\$0.00	\$111,696.53						
	SDFS	1999	Mandate	\$7,687.47	\$0.00	\$7,687.47						
		2001	Admin	(\$0.41)	(\$0,41)	\$0.41						

Figure 99 - GFD Menu and Process Area

6.4.1.2 Assign Funding to a GFD

1. After clicking on Funding in the GFD Menu, the process area is divided into two parts. The left panel provides a list of Available Funding Sources. The right panel is "Funding Allocated to this GFD". Select the funding source from the left panel by clicking on the item and holding the mouse button down.

Home Grant Man	-	Funding Man	agement	Address Bo	ok Reports	Admin	Logout				
Funding Management > GFD Code:	s Title:		FV:		Start Date:	End I	Tation .	GFD Assign		GFD Status:	
ASPI		ogram Initiative				6/30/2		\$1.052.269.32		Einalized	
			10 20 10 C		7/1/2003					Finalizeu	
GFD Menu	+ Availab	le Funding Sourc	es:			🔄 Refresh	Funding Allocate	d to this GFD:			🐼 Refre
Search	Code	Year	Category	Total	GFD Assigned	GFD Available	Category	Total	GFD Assigned	Other GFDs	GFD Availat
Funding	-			Amount			× Program				
Narrative Sections	[A]]	•	[All] -					After School Progra 19 Year: 2004	m Initiative		
Budget		2000	Admin	(\$0.20)	(\$0.20)	\$0.20 *	Street	\$1.052.269.4	\$1,052,269,46	\$0.00	50
Organizations	BYRN	2000	Street	\$8,161,093.	\$0.00	\$8,161,093.24	Mandate		(\$0.09)	\$0.00	50
Documents	BYRN	2000	Mandate	\$61,249.97	\$0.00	\$61,249.97	AVR	1999 Street	\$8,439,971,1	\$0.00	\$8,439.
	JAIB	1999	Street	\$3,600,359.4	\$0.00	\$3,699,359,46					a state of
Activity Log	JAIB	1999	Mandate	\$178,830.54	taan	\$176,830.54					
	BYRN	- 1999	Street	\$8,439,971.	\$0.00	\$8,439,971,17					
	BYRN	1999	Mandate	\$43,429.30	\$0.00	\$43,429.30					
	SDFS	2000	Street	\$904,463.67	\$0.00	\$904,463.67					
	SDFS	2000	Mandate	\$354,610.33	\$0.00	\$354,610.33					
	BYRN	2001	Admin Street	(\$0.05) \$8.473.706.4	(\$0.05) \$0.00	\$0.05					
	BYRN	1998	Mandate	\$69.895.90	\$0.00	\$8,473,706.45 \$69.895.90					
	BYRN	1998	Street	\$387,734.00	\$0.00	\$387,734.00					
	SDFS	1997	Street	\$111.696.53	\$0.00	\$111,696.53					
	SDFS	1999	Mandate	\$7.687.47	\$0.00	\$7.687.47					
	3013	2001	Admin	(\$0.41)	(\$0.41)	\$0.41					

Figure 100 - GFD Menu -> Funding

2. Drag the funding source item over to the right panel and release the mouse button. The "Specify Amount" dialog box appears – enter the dollar amount of the funding source you wish to allocate to this GFD, then click the Save button.

ome Grant Manage	ment Funding M	Management /	ddress Book Repr	orts Admin	Logout				
g Managamant P. GPUL	1 Gree	Title	Pr.	Mart Date	- End Date	Testal Formation	damagesent Taxat	(toing	
leventh-	A773	Dumple Q10	2013	L/LOUIS	10/01/0008	100.000.00	30.00	filee	
Funding									
Budget									
	Available huming 5					g Alterated to this GPC:			
	And in case of the local division of the loc		1.000	and a local data	and the second s	Nerecords			
	144	Trai St.	-				in your a		
	VAUUA-	.2012 Street		32,230,600,60	6171.00				
	VEDA	and Ares		10.00	1245347.00				
	THEY!	303 200	and the second se	E0.00-	L1 500.00				
	Letty	.2213 Ages		city Amount	- 6 - 0	X.			
	and a second	_000 Bres		Amount	25000				
	13.0	2297 2718	206 12	1000	Cancel				
				2	- Canada				
				5					

Figure 101 - Specify Amount of Allocation

3. Your selection and the amount you chose for that funding source now appears in the right panel as funding allocated to this GFD.

MARYLAND Home Grant				TROL	. & PR	EVENT			gout		Welcome bac	k, superadmin ^e Logo	ut 😈 🚷
Funding Management >							1 contract	1					
Code:	Title	2		FY:		Start Date:	End	Date:		GFD Assign	ned:	GFD Status:	
BARM	Body	Armor for Loc	al Law Enforce			7/1/2016	6/30	/2017		\$49.088.00		Finalized	
GFD Menu	*	Available F	unding Sourc	es:			Refresh	Fund	ing Allocated to	o this GFD:	_		Refres
Search		Code	Year	Category	Total Amount	GFD Assigned	GFD Available		Category	Total Amount	GFD Assigned	Other GFDs	GFD Availab
Funding		[Al] •			Amount			~	Program: Bo		cal Law Enforcemen	1	
Narrative Sections		fred .		1					Funding	Year: 2017			
Budget		1.000	2000	Admin	(\$0.20)	(\$0.20)	\$0.20		Street	\$49,088.00	\$49,088.00	\$0.00	\$0
Organizations		BYRN	2000	Street	\$8,161,093.2	\$0.00	\$8,161,093.24						
Documents		BYRN	2000	Mandate	\$61,249.97	\$0.00	\$61,249.97						
Activity Log		JAIB	1999	Street	\$3,600,359,4	\$0.00	\$3,600,359.46						
Activity Log	_	JAIB	1999	Mandate	\$178,830.54	\$0.00	\$178,830.54						
		BYRN	1999	Street	\$8,439,971.:	\$0.00	\$8,439,971.17						
		BYRN	1999	Mandate	\$43,429.30	\$0.00	\$43,429.30						
		SDFS	2000	Street	\$904,463.67	\$0.00	\$904,463.67						
		SDFS	2000	Mandate Admin	\$354,610.33 (\$0.05)	\$0.00 (\$0.05)	\$354,610.33 \$0.05						
		BYRN	1998	Street	\$8,473,706,4	(\$0.05) \$0.00	\$8.473.706.45						
		BYRN	1998	Mandate	\$69.895.90	\$0.00	\$69.895.90						
		BYRN	1998	Street	\$387.734.00	\$0.00	\$387,734.00						
		SDFS	1999	Street	\$111.696.53	\$0.00	\$111.696.53						
		SDFS	1999	Mandate	\$7.687.47	\$0.00	\$7.687.47						
			2001	Admin	(\$0.41)	(\$0.41)	\$0.41						

Figure 102 - Funding Successfully Allocated to GFD

• Because you can allocate multiple sources of funding for any given GFD, the funding records in the Funding Allocated to this GFD panel are grouped, first by Funding Program title, then by Funding Year:

Fund	ling /	Allocated to this GFD:				🙆 Refresh
	-	Category	Total Amount	GFD Assigned	Other GFDs	GFD Available
~	Pr	ogram: Body Armor for	Local Law Enforceme	nt		
		Funding Year: 2013				
		Street	\$49,053.00	\$49,053.00	\$0.00	\$0.00

Figure 103 - Funding Allocated to a GFD - Groupings

- In this example, the Funding Program chosen is Body Armor for Local Law Enforcement. The Funding Year set up for that program and used for this GFD is 2013. If another Funding Year for that program is chosen to fund this GFD as well, that funding year would be displayed as another sub-grouping of the funding program. This holds true if several Funding Programs/Years are used to fund this GFD – each Funding Program will display as its own group.
- 4. Repeat the procedure if you want to allocate funds from another source to this GFD:

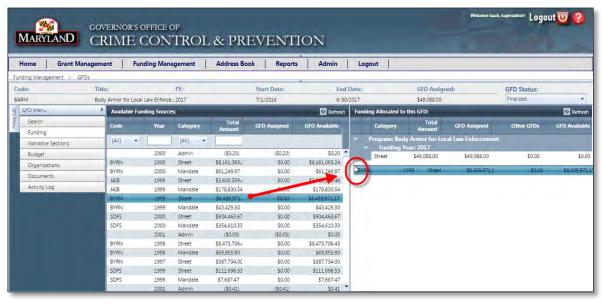


Figure 104 - Add an additional funding source

Home Grant Mana	gement F	unding Manag	ement	Address Book	Reports	Admin	Logout	t				
unding Management > GFDs												
ode:	Title:		FY:		Start Date:	E	nd Date:		GFD Assic	gned:	GFD Status:	
ACS	2017 Child Advoo	acy Center Servic	es 2017		7/1/2016	6/	/30/2017		\$300,000.0	0	Finalized	7
GFD Menu	Available F	unding Sources:				Refres	h	-	-			Refres
Search Funding	Code	Year +	Category	Total -Amount	GFD Assigned	GFD Available		Category	Total Amount	GFD Assigned	Other GFDs	GFD Availab
Narrative Sections	[AI]	-	[AII]	+			~	Program: Chile	d Advocacy Cer	iters		
Budget							-	 Funding Y 	ear: 2017			
Organizations	JAIB BRIN	9999 9999	Mandate	\$1,607,13	\$0.00	\$1,607,137.80	^	Street	\$300,000.0	\$300,000.00	\$0.00	\$0,
	MDSS	2019	Set-Aside	\$897,412. \$200.000.	\$0.00 \$0.00	\$897,412.82 \$200.000.00	× .		yland Safe Stre	ets		
Documents	MDSS	2019	Street	\$200,000.	\$0.00	\$200,000.00		 Funding Y 		and a strength	PANA ANA ANA AN	
Activity Log	MDSS	2019	Street	\$1.00	\$0.00	\$1.00		Street	\$4,589,741	\$100,000.00	\$4,255,642.00	\$234,104.
	BCCP	2018	Street	\$1.00	\$0.00	\$1.00						
	BCEP	2017	Street	\$1.00	\$0.00	\$1.00						
	CSGP	2017	Street	\$1.00	\$0.00	\$1.00						
	MVOC	2017	Street	\$569,946.	\$638.133.00	(\$68,187.00)						
	REPA	2017	Street	\$1.00	\$0.00	\$1.00						
	BCVC	2017	Street	\$1.00	\$0.00	\$1.00						
	MDSS	2017	Street	\$4,589,74	\$4,355,642.00	\$234,104.00	6					
	SAPP	2016	Street	\$67,277,0	\$67,318,326.00	(\$41,259.00)						
	CFSI	2016	Street	\$141,165.	\$0.90	\$141,164.10						
	BJAG	2016	Street	\$1,516,84	\$299,891.00	\$1,216,951.00	2					
	BJAG	2016	Set-Aside	\$1,471,49	\$50,000.00	\$1,421,494.00						
	BJAG	2016	Set-Aside	\$171,435.	\$0.00	\$171,435.00						
	VOCA	2016	Street	\$38,928,3	\$38,847,914.45	\$80,417.00	~					

Figure 105 - Multiple Sources Allocated to a GFD

5. At any time you can drag a selected funding source back to the Available panel to remove it from the Allocated panel if you selected it in error. Simply click on the item in the Allocated panel and hold the mouse button, drag it back over to the Available panel and release the mouse button as shown below.

Home Grant Mana	gement	Fund	ing Manag	ement	Address Book	Reports	Admin	Logout	: [
nding Management > GFDs													
ode:	Title:			FY:		Start Date:		nd Date:		GFD Assi	gned:	GFD Status:	
ACS	2017 Child A	dvocacy (Center Servic	es 2017		7/1/2016	6	/30/2017		\$300,000.0	0	Finalized	7
GFD Menu	+ Availa	ble Fund	ing Sources:				🐼 Refre				_		Refrest
Search					Total		E Keire			Total			22 Meiles
Funding	Code		Year 👻	Category	Amount	GFD Assigned	GFD Available		Category	Amount	GFD Assigned	Other GFDs	GFD Availab
Narrative Sections	[AI]		-	[AII]	+			~	Program: Child	Advocacy Cer	iters		
Budget		_							 Funding Y 	ear: 2017			
Organizations	JAIB		9999 9999	Mandate Mandate	\$1,607,13 \$897,412.	\$0.00	\$1,607,137.80	^	Street	\$300,000.0	\$300,000.00	\$0.00	\$0.
	MDSS		2019	Mandate Set-Aside	\$200,000.	\$0.00 \$0.00	\$897,412.82 \$200,000.00	×	Program: Man		ets		
Documents	MDSS		2019	Set-Aside Street	\$200,000.	\$0.00	\$200,000.00		 Funding Y 				
Activity Log	MDSS		2019	Street	\$1.00	\$0.00	\$1.00		Street	\$4,589,74	\$100,000.00	\$4,255,642.00	\$234,104,0
	BCCP		2018	Street	\$1.00	\$0.00	\$1.00						
	BCFP		2027	Street	\$1.00	\$0.00	\$1.00	1					
	CSGP		017					5,642.00	\$234,104	00			
	MVOC		2017	street	\$569,946.	\$638,133.00	(\$68,187.00)						
	RFPA		2017	Street	\$1.00	\$0.00	\$1.00						
	BCVC		2017	Street	\$1.00	\$0.00	\$1.00						
	MDSS		2017	Street	\$4,589,74	\$4,355,642.00	\$234,104.00						
	SAPP		2016	Street	\$67,277,0	\$67,318,326.00	(\$41,259.00)						
	CFSI		2016	Street	\$141,165.	\$0.90	\$141,164.10	1					
	BJAG		2016	Street	\$1,516,84	\$299,891.00	\$1,216,951.00	7					
	BJAG		2016	Set-Aside	\$1,471,49	\$50,000.00	\$1,421,494.00						
	BJAG		2016	Set-Aside	\$171,435.	\$0.00	\$171,435.00						
	VOCA		2016	Street	\$38,928,3	\$38,847,914,45	\$80,417.00	~					

Figure 106 - Removing a Funding Source from the Allocated Panel

6. Allocating funding is persistent – changes are saved immediately.

6.4.1.3 Assign Narrative Sections to a GFD

1. Click the Magnifying Glass icon in the View column for the GFD you'd like to view.

MA	RYLA	ND	GOVERNOR'S OFFIC		&]	PREV	ENTIO	N		Welcome back	; superadmin! Lo	gout (2 🚱
Home	e	Grant Man	agement Funding M	anagement	Addr	ess Book	Reports	Admin	Logout				
unding N	Manageme	ent > GFD	s				*						
Add	new record	i (🙆 Refre
Edit	View	Code 🔺	Title	GFD Contact		Year 👻	Start Date	End Date	GFD Assigned	GFD Available	Active	Docs	Dele
	_		Body Armor	[All]					T	T	Active -		
1	1	BARM	Body Armor for Local Law Enforcement 2017	Brookes, Linda		2017	7/1/2016	6/30/2017	\$49,088.00	\$88.00	1		x
~	X	JARM	Body Armor for Local Law Enforcement - 2016	Brookes, Linda		2016	7/1/2015	6/30/2016	\$49,088.00	\$244.57	8		×
1	2	BARM	Body Armor for Local Law Enforcement - 2015	Brookes, Linda		2015	7/1/2014	6/30/2015	\$49,088.00	\$2,524.12	2	0	×
1	2	BARM	Body Armor for Local Law Enforcement - 2014	Brookes, Linda		2014	7/1/2013	6/30/2014	\$49,088.00	\$0.75		<u>19</u>	×
	20		Body Armor for Local Law		_						-		~

Figure 107 – Click Magnifying Glass to View a GFD

Click the **Narrative Sections** menu item in the **GFD Menu** to view available and assigned **Narrative Sections**.

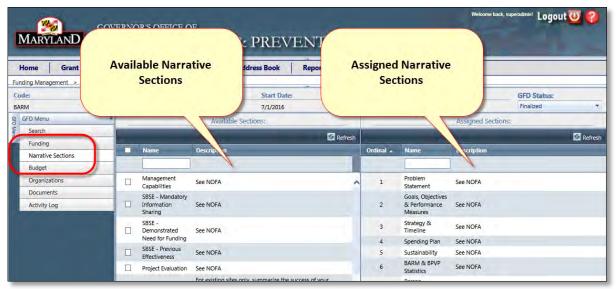


Figure 108 – Click Narrative Sections in the GFD Menu

- a. In the Available Sections area is a complete list of existing Narrative Statements.
- b. In the Assigned Narrative Sections area are Narrative Sections that have been assigned to the GFD you are currently working in.
- c. Assigning an available Narrative Section to the assigned area means that anyone applying for a grant on which that GFD is based must complete that Narrative Statement before being able to submit their grant.
- 2. To assign a Narrative Section to a GFD, first locate the Narrative Section you wish to add. When you find it, place a check in the checkbox beside the name of the Section.

	Need for Funding			4	Spending Plan	See NOFA
	SBSE - Previous Effectiveness	See NOFA		5	Sustainability	See NOFA
	Project Evaluation	See NOFA		6	BARM & BPVP Statistics	See NOFA
	MDSS - Current Success	For existing sites only, summarize the success of your program to date using crime trend statistics and examples of key strategies and outcomes that have reduced crime.		7	Person Completing the Project Narrative	Person Completing Project Narrative: Include Name, Title, Organization, Telephone, Fax, and E-mail address
	MDSS - Problem Statement & Crime Reduction Objective	Provide the latest statistical data to document the problem. Describe the nature and extent of the problem to be addressed, target population, and geographic area served. Within your response, state the boundaries of your site. At the conclusion of this section, name your specific crime reduction target(s) (using specific crime categories). For example, "In FY 2016, the agency name Safe Streets goal is to reduce violent crime by 10% within program boundaries."				
	IDSS - Coalition artners List	Provide a buileted list of agency names ordered by government and nongovernment categories. No descriptions are necessary for this section; however, you will be required to describe roles and responsibilities of agencies within the "Safe Streets Core Goals" section below.				
	MDSS - Safe Streets Core Goals	The Safe Streets model encompasses 10 Core Goals. In consecutive order, per goal, please describe your strategies. Within your goal descriptions, name primary agencies involved and clearly state their roles and responsibilities. In	~			
K	< 1 > > Pag	e size: 75 21 items in 1 page	s	К < 1 ;	Page size	75 Titems in 1 pages

Figure 109 – Place a check in the checkbox beside the Available Narrative Section

3. Once the section is checked, click and hold down anywhere within the checked narrative section. Then drag it over to the Assigned Narrative Section area below any existing sections and release the checked section.

 □ Project Evaluation See NOFA 6 BARM & BPVP Statistics 7 Completing Project Narative: Include Name, Title, Organization, Telephone, Fax, and E-mail address MDSS - Problem Statement & Crime Reduction target(s) (using specific crime categories), For exactly objective MDSS - Coalition Objective MDSS - Coalition Partners List MDSS - Coalition Partners List MDSS - Coalition Partners List MDSS - Safe Streets Core Goals MDSS - Safe Streets Core Goals<th></th><th></th><th></th><th></th><th></th><th></th><th></th>							
 MDSS - Current Success MDSS - Current Success MDSS - Current Success MDSS - Serbein MDSS - Problem MDSS - Problem MDSS - Problem MDSS - Continue MDSS - Safe MDSS - Safe		Project Evaluation	See NOFA		6		See NOFA
 MDSS - Problem Statement & Crime Reduction target(s) (using specific crime objective MDSS - Coalition Objective MDSS - Coalition Partners List MDSS - Coalition Partners List MDSS - Safe Streets Core Goals MDSS - Safe MDSS - Sa			program to date using crime trend statistics and examples of		7	Person	
MDSS - Coalition government and nongovernment categories. Non-descriptions are necessary for this section: barlever, you will be required to describ roles and respublibilities of agencies within the "Safe Streets Core Goals. In consecutive order, per goal, please describe your strategies. MDSS - Safe Within your goal descriptions, name primary agencies in your strategies. Within your goal descriptions, name primary agencies Within your goal descriptions, name primary agencies		Statement & Crime Reduction	Describe the nature and extent of the problem to be addressed, target population, and geographic area served. Within your response, state the boundaries of your site. At the conclusion of this section, name your specific orime reduction target(s) (using specific crime categories). For example, Th PY 2016, the agency name Safe Streets goal is to	C	MD:	55 - Coalition ners List	Provide a bulleted list of agency names ordered by governmen and nongovernment categories. No descriptions are necessary for this section; however, you will be required to describe roles and responsibilities of agencies within the "Safe Streets Core
Consecutive order, per goal, please describe your strategies. MDSS - Safe Within your goal descriptions, name primary agencies Streets Core Goals involved and clearly state their roles and responsibilities. In	V		government and nongovernment categories. No descriptions are necessary for this section; bowever, you will be required to describe roles and responsibilities of agencies				
K < 1 > X Page size: 75 Y 21 items in 1 pages K < 1 > X Page size: 75 Y 7 items in 1 pages		Streets Core Goals	consecutive order, per goal, please describe your strategies. Within your goal descriptions, name primary agencies involved and clearly state their roles and responsibilities. In additional place perpend to the specific questions below	~			

Figure 110 – Drag the available section into the assigned section area and release.

4. The newly assigned Narrative Section is displayed in the Assigned Sections.

ome Grant Manageme	ent	Funding Manag	gement	Address Book	Reports	Ad	min L	ogout			
ing Management > GFDs				21.7.201							
e: Title: M Body A		FY: Local Law Enfo 2017		Start Date 7/1/2016	s.	End E		GFD Ass \$49.088.0	-	GFD Status: Finalized	
FD Menu #	rmor for	LOCAI LAW ENTO 2017				6/30/2	2017	\$49,088.0	-		_
Search			Availa	ble Sections:				_	Assigned Section	ons:	_
Funding					6	Refresh	r -				🙆 Refre
Narrative Sections		Name	Description		_		Ordinal 🔺	Name	Description		
Budget							-				
Organizations		Capabilities	See NOFA			-		Problem	See NOFA		
Documents	-	SBSE - Mandatory					1.00	Statement			
Activity Log		Information Sharing	See NOFA				2	Goals, Objectives & Performance	See NOFA		
		SBSE - Demonstrated Need for Funding	See NOFA				3	Measures Strategy & Timeline	See NOFA		
	-	SBSE - Previous					4	Spending Plan	See NOFA		
		Effectiveness	See NOFA				5	Sustainability	See NOFA		
		Project Evaluation	See NOFA				6	BARM & BPVP Statistics	See NOFA		
		MDSS - Current Success	program to c	ites only, summarize the late using crime trend sta s and outcomes that have	tistics and exampl	es of		Person		ng Project Narrative: Include	
				atest statistical data to do		em.		Project Narrative	Organization, Tele	ephone, Fax, and E-mail add	ress
		MDSS - Problem Statement & Crime Reduction Objective	addressed, ta Within your r the conclusio reduction tar example, "In	nature and extent of the irget population, and geo esponse, state the bound in of this section, name yw get(s) (using specific crim get(s) the agency nam at crime by 10% within pr	graphic area serve laries of your site. our specific crime e categories). For e Safe Streets goa	At is to	8	MDSS - Coalition Partners List	government and r descriptions are n will be required to	I list of agency names order nongovernment categories. lecessary for this section; hor o describe roles and respons ne "Safe Streets Core Goals"	No wever, you ibilities of
		MDSS - Safe Streets Core Goals	consecutive of Within your g involved and	ets model encompasses : order, per goal, please de goal descriptions, name p clearly state their roles a asse respond to the specifi escriptions	scribe your strateg rimary agencies nd responsibilities	In					-

6.4.1.4 Assign Budget Categories to a GFD

1. Click the Budget menu item in the GFD Menu to assign budget categories to the GFD. This will define the categories that can be used in applications (i.e., BARM would have only equipment selected).



Figure 111 - Select Budget Items for the GFD

2. Click to place a checkmark in the Budget items you want to select for the GFD. When you are finished, click on the Save button to save your changes.

Home	Grant Management	Funding Management	Address Book Reports	Admin Logou	t		
	gement > GFDs						
Code:	Title:	FY:	Start Date:	End Date:	GFD Assigned:	GFD Status:	
GFD Menu	Test GFD 2	2017	7/4/2017	7/4/2018	\$0.00	New	
Narrative Budget Organize Docume Activity I	nts	Travel Torvel Contractual Services Equipment Other	Message from webpage				

Figure 112 - Save Budget Category Selections

6.4.1.5 Add Organizations to a GFD

 Click on Organizations in the GFD Menu to designate specific organizations that can apply for grants based on the GFD. This feature is helpful for continuation grants (MVOC), one-offs (PGVC), or narrowing to a specific sector (CAC). Note: if you do not designate any organizations, all can apply.

Narrative Sections Budget Organizations	FY: 201		Start Date: 7/4/2017	7/4/.	Date: 2018 Fext Here: Name	GFD Assigned: \$0.00 Type	GFD Stat	Address
DWSC Test GFD 2 GFD Menu GFD Menu GFD Menu Genth Search Funding Narrative Sections Budget Organizations 100	201	7 Туре	7/4/2017	7/4/ Help T	2018 Text Here: Name	\$0.00	New	•
GFD Menu + Search Funding Nar Narrative Sections Budget Organizations 100	_	Туре		Help T	Text Here:			
Search Funding Nar Narrative Sections Budget Organizations 100	ime 🔺		Auth. Official	_	Name 🔺	Туре	Auth. Official	Address
Funding Nar Narrative Sections Budget Organizations 100	ime 🔺		Auth. Official	Address	The state of the s	Туре	Auth. Official	Address
Narrative Sections Budget Organizations 100	ime 🔺		Auth. Official	Address	The state of the s	Туре	Auth. Official	
Budget Organizations 100		[All] •			No records to display.			HUDICES
Organizations 100			-		No records to display.			111 South Calve
		Non-Profit Non-		650 Fitzwater Street 1 Box 3743	Abell oundation. I	Non-Profit Non	Embry, Robert	Street, Suite 23
	0 Good Men	Religious	Taylor, Edward	Salisbury, MD 21802- 3743	Hour Guildedon,	Religious	chibiy, Robert	Baltimore, MD 2 6174
Activity Log 4-H	H Teen Leaders in Action	Non-Profit Non- Religious	Brooks, Leon	1500 Merrimac Drive Hyattsville, MD 2020	*			
A.C. Tea	.T. Activity Community ams	Non-Profit Non- Religious	Martin, James	4404 Moravia Road Baltimo e, MD 21206				
	K, Inc. (Achieving ccess through Knowledge)	Non-Profit Non- Religious	Wright, Christophe	3100 Walbrook Aven Baltimore, MD 21216				
Abe	ell Foundation, Inc.	Non-Profit Non- Religious	Embry, Kobert	111 South Calvert Street, Suite 2300 Baltimore, MD 21202 6174				
	erdeen Community Action alition	Non-Profit Non- Religious	Lucas, Jo	P.O. Box 142 Aberdeen, MD 21001				
Abe	erdeen Police Department	Local Government	Trabert, Henry	60 North Parke Stree Aberdeen, MD 21001 9998				
<	1			>				

Figure 113 - Add Organizations to a GFD

2. Locate the Organization you wish to select for this GFD.

- 3. Left click on the record and hold the mouse button down.
- 4. Drag it over to the Selected Organizations panel.
- 5. When you see a dotted line appear beneath the header row, release the mouse button to drop the record into the list.
- 6. Repeat steps 2 through 5 for each Organization you wish to select for this funding program.

Home Grant Mana		ement Add	Iress Book R	eports Admin	Logout			
inding Management > GFDs			1000	-			1000	
ode:	Title: FY:		Start Date:	End D		GFD Assigned:	GFD St	atus:
	Test GFD 2 201	./	7/4/2017	7/4/20	177	\$0.00	rvew	
GFD Menu Search	-			Help Te	xt Here:			
Funding	Name 🔺	Туре	Auth. Official	Address	Name .	Туре	Auth. Official	Address
Narrative Sections		(AIII +						111 South Calvert
Budget		1.04		650 Fitzwater Street	Abell Foundation, Inc.	Non-Profit Non- Religious	Embry, Robert	Street, Suite 2300 Baltimore, MD 21202
Organizations	100 Good Men	Non-Profit Non- Religious	Taylor, Edward	Box 3743 Salisbury, MD 21802				6174
Documents		Religious		3743	Accidemy of Success, Ir	nc. Non-Profit Non- Religious	Bratton, Joel	P.O. Box 20544 Baltimore, MD 212
Activity Log	4-H Teen Leaders in Action	Non-Profit Non- Religious	Brooks, Leon	1500 Merrimac Drive Hyattsville, MD 2021	*			
	A.C.T. Activity Community Teams	Non-Profit Non- Religious	Martin, James	4404 Moravia Road Saftimore, MD 21206				
	A.S.K., Inc. (Achieving Success through Knowledge)	Non-Profit Non- Religious	Wright, Christopher	3200 Walbrook Aven Baltimore, MD 21216				
	Abell Foundation, Inc.	Non-Profit Non- Religious	Embry, Robert	111 South Calvert Street, Suite 2300 Baltimore, MD 21202 6174				
	Aberdeen Community Action Coalition	Non-Profit Non- Religious	Lucas, Jo	P.O. Box 142 Aberdeen, MD 21001				
	Aberdeen Police Department	Local Government	Trabert, Henry	60 North Parke Stree Aberdeen, MD 21001 9998				
	<			>				

Figure 114 - Add Multiple Organizations to a GFD

6.4.1.6 Add Documents to a GFD

Use this screen to attach a NOFA and other supporting documents to a GFD.

1. Click Documents in the GFD Menu to the left of the screen.

MARYLANE	GOVERNOR'S C CRIME (& PREVENT	ION		Welcome	back, superadmin! Logo	ut 💟 🔗
Home Gram	t Management Fun	ding Management	Address Book Reports	Admin La	ogout			
Funding Management >	GFDs							
Code:	Title:	FY:	Start Date:	End Date:	GFD Ass	igned:	GFD Status:	
DWSC	Test GFD 2	2017	7/4/2017	7/4/2018	\$0.00		New	÷.
କ୍ଳ GFD Menu	👬 👬 Add rew re	ecord						🖉 Refresh
GFD Menu Search	dit	Document Docur	nent Name		Created +	Modified	Modified By	Delete
Funding Narative Sections Budget Organizations Documents Activity Log		sto display.						

Figure 115 - Attach a Document to a GFD

2. Click the Add New Record icon to display the data entry screen. The data entry screen is shown:

Home Gran	t Management	Funding Managemen	t Address Book Reports	Admin Logo	ut		
Funding Management :	GFDs		Start Date:	End Date:			
Code: DWSC	Test GFD 2	FY: 2017	5tart Date: 7/4/2017	7/4/2018	GFD Assigned: \$0.00	GFD Status:	
g GFD Menu		Add new record	1772 - 5427	114/2020	30.00		Refres
Search		Edit Document	Document Name		Created - Mod	lified Modified By	Delete
Funding		Classification:	[Select One]	-			
Narrative Sections		Document:	0	Select			
Budget		Document Name:					
Organizations		Document Names				-	
Documents						^	
Activity Log		Description:					
						~	
		and the second se					

Figure 116 - Add Documents - Data Entry Screen

- 3. Select a classification for the document from the Classification drop-down list.
- 4. Type a descriptive name for the document in the Document Name field.
- 5. Click the Select button beside the Document field. This brings up a standard dialog box that allows you to search for the document on your hard disk and select it.
- 6. If applicable, click the calendar icon next to the Expiration Date field and choose a date by clicking on it
- 7. Type a description into the Description field.
- Click the checkmark icon to the lower left of the screen to upload and save the document to the GFD. If you click on the cancel icon (X), the document will not be uploaded or saved and you'll be returned to the previous screen.

Important Note: As of 3/7/2013, if attaching multiple documents, the NOFA must be the last document attached. The last document attached will appear on the GMS homepage.

6.4.1.7 Add an Activity Log entry to a GFD

1. Click the Activity Log tab to highlight it, then click Add new record below the Activity Log tab.

		nding Management	Address Book Report	s Admin Log	out			
unding Management >	GFDs Title:	FY:	Start Date:	End Date:	GFD Assig	med:	GFD Status:	
GFD Menu	Test GFD 2	2017	7/4/2017	7/4/2018	\$0.00	_	New	Refres
GFD Menu Search		record sification Activity Type	Subject	Notes	GOCCP Contact	Contact	Activity Date 👻	Follow-Up
Funding	[All]		The second se		(All) +			
Narrative Sections	No records to a	display.				1		
Budget								
Organizations								
Documents								

Figure 117 - Add an Activity Log entry to a GFD

4	Home	Grant Manageme	ent	Funding M	anagement	Address Book	Reports	Admin	Logout			
Fu	nding Manag	ement > GFDs										
G	odes	Title			FY:	Star	nt Date:	End Da	ate:	GFD Assigned	GFD Status	
D	WSC.		GFD 2		2017	7/4/	2017	7/4/201	.8	\$0.00	New	*
GFD	GFD Menu	Ŧ	*	Add new record								🕼 Refresh
GED Menu	Search		Edit	_							×	Follow-Up Dat
÷	Funding			Classification:	Internal		_	_	_			
	Narrative	Sections	No rea		[Select Or							-
	Budget			Activity type.	[Select Of	iej					_	
	Organiza										^	
	Documer			Subject:							~	
	Activity L	og										
				Notes:								
											~	
				GOCCP Contact: Contact: Activity Date: Follow-Up Date:	[Select Or 1/16/201							
				Pollow-Up Date:								

2. Upon clicking *Add new record*, the data entry screen appears:

Figure 118 - GFD Activity Log - Data Entry Screen

3. Complete each field in the initial data entry screen for the new Activity Log entry as follows:

ACTIVITY LOG ENTR	Y FIELDS
Classification	Click the dropdown list and select either Internal or External.
Activity Type	Click the dropdown list and select one of the following Activity Types: Info Requested, Info Received, Sent Non-Funding, Correspondence, Phone Conversation, Site Visit, Application Notes, Meeting Note, Other, Email, Award Note, Close Out, and GAN.
GOCCP Contact	Click the dropdown list and select the GOCCP contact relevant to this record.
Contact	Enter the name of the external contact (if applicable).
Activity Date	Click on the calendar icon and select the date you wish assigned to this activity. Alternatively you can type the date directly into the date field.
Follow-Up Date	Click on the calendar icon and select the date you wish assigned to this activity. Alternatively you can type the date directly into the date field.
Subject	Enter a brief description of the subject of this activity log entry into this field.
Notes	Enter any relevant notes regarding the activity into this field.

4. Click the checkmark icon located in the lower right hand corner of the Data Entry screen to save the new Activity Log record.

6.4.1.8 Finalize a GFD

When you have completed each of the menu items in the GFD Menu, the GFD is ready for finalization in the GMS. Once final, it will appear in the Available Funding dashboard of users' GMS home page.

1. Click the Status dropdown box and select Finalize:

Home Grant	Management	Funding Man	agement A	ddress Book	Reports A	dmin Logo	out			
funding Management >							-			
Code:	Title:		FY:	Start E		End Date:	GFD Ass		GFD Status:	
BARM		for Local Law Enforc	. 2017	7/1/201	6	6/30/2017	\$49,088.0	0	New	-
GFD Menu Search	+ ±/	Add new record				_	-		> Finalize	Refres
Search	Edit	Classification	Activity Type	Subject	Notes		GOCCP Contact	Contact	Activity Date	Follow-Up D
Funding		[All] -	[All] •				[All] •			
Narrative Sections	No rec	ords to display.								
Budget										
Organizations										
Documents										
Activity Log										

Figure 119 - Finalize a GFD

2. Click OK when the Grant Funding Distribution successfully saved Dialog Box appears.

Home Grant	Management	Funding Man	agement A	ddress Book Re	eports Admin Logo	out			
unding Management >	GFDs		FY:	Start Date:	End Date:	GFD Ass	tion of the	GFD Status:	
ARM	110000	or Local Law Enforc		7/1/2016	6/30/2017	\$49.088.0	4	Finalized	-
GFD Menu		dd new record						-	C Refrest
Search	Edit	Classification	Activity Type	Subject	Notes	GOCCP Contact	Contact	Activity Date +	Follow-Up Da
Funding		[All] -	[All] -			[Ail] •			
Narrative Sections	No reco	ords to display.			and the				
Budget				Hennage	from welpage	2			
Organizations				1.0					
Documents				A	Grant Punding Detribution (SPD) aucused A	y saved			
Activity Log									

Figure 120 - GFD Finalization Confirmation

6.4.2 View GFDs

1. From your Home screen, select **GFDs** from the Funding Management menu.

Home	Grant Management	Funding Management	Address Book
Home		Funding Programs	
Available Fun	dina	Funding Year	
Available Full		GFDs	
Code 🔺	Title	Deadline	Active Vie
		GFDs	

2. The GFD home screen displays all existing GFD records. Refer to the table below for a description of the column headings for each Funding Year record.

	TAND	a second second	NOR'S OFFICE OF ME CONTROL &	PREVENTIO	DN				Welcome bank,	Dent Logo	ut 😈 🧃	2
Home	Grant	Management	Funding Management A	ddress Book Reports	Admin	Logout			-			
Add new		4				_					C Ret	tres
Edit	View	Code .	Tille	GFD Contact	Year -	Start Date	End Date	Tertal Fuests	Activo	Dais	Delete	
-	-	1	Management	[Ali]	· · · · ·	10		T	Active *			Π
1	8	Amy	Multi-fund text	Adger, Yolanda	2012	10/1/2012	10/31/2012	\$1,000.025.00	- FF		×	
1	8	ASPT	After School Program Initiative - 2004		2004	7/1/2003	6/30/2007	\$1.105.562.00	R		×	
1	K	ASPI	After School Program Initiative - 2003		2003	7/1/2002	6/30/2004	\$904 896.00	18		×	
1	8	ASPI	After School Program Initiative - 2002		2002	7/1/2001	6/\$0/2010	\$1154,600,00	F		×	
1	8	ASPI	After School Program Initiative - 2001		2001	7/1/2000	6/30/2004	\$1,168,877.00	R		×	
1	R	ASPI	After School Program Initiative - 2000		2000	7/1/1999	6/30/2003	\$2,103,586,00	π		×	
1	R	BARM	Body Armor for Local Law Enforcement - 2013	Demos Nick	2013	7/1/2012	6/30/2013	\$4.908 800.00	H.		×	
1	8	BARM	Body Armor for Local Law Enforcement - 2012		2012	7/1/2011	6/30/2013	\$49.085.00	F		×	
1	R	BARM	Body Armor for Local Law Enforcement - 2011		2001	7/1/2010	6/30/2012	\$45,659.00	T.		×	
1	8	BARM	Body Annor for Local Law Enforcement - 2010		2010	7/1/2009	9/30/2010	\$47,220,00	F		×	
1	8	BARM	Body Armor for Local Law Enforcement - 2009		2009	7/1/2008	6/30/2009	\$46 960.00	π.		×	
1	8	BARM	Body Armor for Local Law Enforcement - 2008		2008	7/1/2007	6/30/2009	\$50.000.00	π		×	
1	8	BARM	Body Armor for Local Law Enforcement - 2007		2007	7/1/2006	6/30/2008	\$49 999.00			×	
1	R	BARM	Body Armor for Local Law Enforcement - 2006		2006	7/1/2005	6/30/2007	\$50 000.00	E		×	
1	2	BARNI	Body Anmor for Local Law Enforcement - 2005		2005	7/1/2004	6/30/2007	\$50,000.00			×	
1	8	BCCP	Baltimore City Community Policing - 2013		2013	7/1/2012	6/30/2013	\$1,974,000,00	Ŧ		×	
1	R	BCCP	Baltimore City Community Policing - 2012		2012	7/1/2011	6/30/2013	\$1,974,000.00	/E		×	
1	N	BCCP	Baltimore City Community Policing - 2011		2011	7/1/2010	6/30/2012	\$1,974,000.00	17		×	

Figure 121 – GFD Home Screen

GFD TOP-LEVEL SCR	EEN DISPLAY FIELDS
Edit	Click on the pencil icon in this column to edit an existing GFD record (refer to the procedure <i>Edit a GFD</i> later in this section).
Code	This field displays the 4 Character NOFA code (usually the primary funding program).
Title	This field displays the Funding Year title that the GFD is based on.
GFD Contact	This field displays the GOCCP contact who is responsible for managing the GFD.
Year	This field displays the NOFA year (usually the same as the primary funding source's year).
Start Date	This field displays the date sub-awards would start.
End Date	This field displays the date sub-awards would end.
Total Funds	This field displays the Total Available Amount of funding that remains for sub-recipients to apply for grants against for the GFD.
Active	This field indicates whether this GFD record is Active or Inactive.
Docs	Click on the magnifying glass icon in this field to view the NOFA document attached to the GFD.
View	Click on the icon in this field to edit the details of the GFD and manage them via the GFD Menu (Funding, Budget, Organizations, Documents, and Activity Log).
Delete	Click on the X icon in this column to delete an existing GFD record (refer to the procedure <i>Delete a GFD</i> later in this section).

6.4.3 Edit a GFD

To edit the high-level details of a GFD record:

1. From your Home screen, select **GFDs** from the Funding Management menu.

Home Grant Management	Funding Management Address Book
Home Available Funding	Funding Programs Funding Year
	GFDs
Code 🔺 Title	Deadline Active Vie

2. The GFD screen displays all GFD records.

lanagement in di I new record	de - Title	Funding Management	EPD Contact	Report		in Logout		-				
A ASP	111		GPD Contact								_	_
/ ASR / ASR / ASR	111		GPD Contest									5
/ ASR / ASR	zi Americ				Year -	Start Data	Keul Date	Total Isenth	Actina	Ducs	Vire	Deli
/ ASR / ASR	zi Attar Si		ET (part)			1	74	101	Adve *			
/ ASR		chool Program Initiative - 2004			2004	7/1/2008	4/30/2007	\$1.305.562.00	R		X	2
	it AnarSi	chool Program Initiative - 2005			2003	7/1/2002	8/90/2004	\$904,896.00	F		8	2
1 ASP	R Attai Si	chool Program Initiative - 2002			2002	7/1/2001	6/30/2010	\$1.134,600.00	R		R	7
	Atter Si	thool Program Initiative - 2001			2001	7/2/2000	6/30/2004	\$1168.877.00	R		x	7
* A57	Pt Atter S	thool Program Svitlative - 2000			2000	7/1/1999	6/30/2003	\$1,103,586,00			8	?
/ 14	AM Body A 2013	rmor for Local Law Enforcement -	Abookire Noerena		.2013	7/2/2012	12/30/2013	\$49,068,00			8	7
/ 148	RM 8009 A	rmor for Local Law Enforcement -			2002	7/5/2015	6/30/3013	\$48,088,00	pr.		8	7
/ 242	RM 800y A 2011	rmor for Local Law Enforcement -			2001	7/1/2010	6/90/2012	\$45,659.00	F		8	7
/ 14	RM BODY A	error tor Locar Law Enforcement -			2000	1/2/2009	8/35/2010	\$47,220,00	Ħ		R	7
/ EAS	RLI Body A 2009	imor for Local Law Enforcement -			2009	7/1/2008	6/30/2009	\$46,990.00	E.			2
1 44	KM 800y A 2008	imprifor Local Law Enforcement -			2008	7/1/2007	8/30/2008	\$50,000,00	8		8	7
/ 14	AM 800y A 2007	rmor for Local Law Enforcement -			2007	1/1/2008	8/30/2008	\$49,999.00	1		8	2
/ 448	RM 800y A 2006	mor for Local Leve Enforcement -			2006	7/1/2005	6/30/2007	\$\$0.000.00	R		8	7
/ 14	RM Body A 2005	mor for Local Law Enforcement -			2006	7/2/2004	6/30/2007	\$50,000,00	17		8	2
/ 800	CP Baltimo	vis City Community Policing - 2013			2013	7/1/2012	6/36/2013	\$1,974,000.00	8		8	*
/ 800	CP Batters	via City Community Policing - 2012			.2012	7/1/2011	6/30/2013	\$1,974,000.00	17		2	7

Figure 122 - GFD Home Screen

3. Click the pencil icon in the GFD record you wish to edit. The high-level GFD data entry is shown.

ARYLAND	GOVERNOR'S OFFICE OF CRIME CON'TROL & PI	EVENITION				Welcome b	ach, superaduant Lo	gout 🕐
me Grant Man			Logout					-
Management > differ			-				-	-
1 900 - 27 d								12
						×	Den. Den	
Code	ATF3		Description	h of aligiblity here	6.11	2		
Title	Example GFD						- 2	×
	[11/30/2012	Bigiolity .					3	2
		-				23	2	
Deadline			Summary of	SID here		23	3	7
		=1					3	7
GFD Contact	Regorace Lynn ·							7
Deadline.	11/30/2012							
Hardcopy Deadline	11/90/2012	Summary					3	2
Year	2013						3	. 14
Start Date:	1/1/2013							75
End Date:	12/91/2013							
Total Furnits	350.000					의	3	3
OFO Posting Date:	8/10/2012						5	7
GFD Removal Date:	12/30/2012						-	
Active						caigai	5	7
						dhy	4	-2
						Let Gran	Fund Distribution	
/ 5001	Tatimites City Commonly Assessed + 2002			N/95/2018	11 174 000 000	-		
						-	2	÷
1 803 -	Lamonte Dry Dimension Printing - 2013	2023	73/2015	4.30.3513	81 sr4 (0000)			×
	LISGOCO Private Custon/COCO Distribution/Default agen							1,85%

Figure 123 - Edit a GFD

GFD - "ADD NEW REC	ORD" FIELDS
Code	Enter the 4 Character NOFA code (usually the primary funding program).
Title	Enter the Funding Year title that the GFD is based on.
Deadline	Verbose description of deadlines (hardcopy and electronic dates/times). Free form text box.
GFD Contact	Select the name of the GOCCP contact who is responsible for managing the GFD from the dropdown list.
Deadline	Enter the date by which all grant applications based on this GFD must be submitted.
Hardcopy Deadline	Enter the date that GOCCP must receive hardcopies of grant applications by in order to be considered for awarding.
Year	Enter a NOFA year (usually the same as the primary funding source's year).
Start Date	Enter the date sub-awards would start.
End Date	Enter the date sub-awards would end.
Total Funds	Enter the Total Amount of funding that will be available for sub-recipients to apply for grants against for the GFD.
GFD Posting Date	Enter the date that the GFD will become available and be displayed in the Available Funding dashboard of the GMS home page.
GFD Removal Date	Enter the date that the GFD will be removed and no longer available.
Active	Click to place a checkmark in the box and designate the GFD as Active.
Eligibility	This is a free-form text box. Enter any special eligibility requirements that sub-recipients must be made aware of when applying for a grant based on the GFD.
Summary	This is a free-form text box. Enter a brief summary of the GFD that users will see when they click on the View icon for a GFD in the Available Funding dashboard.

4. Edit data in any of the data entry screen fields for the GFD as follows:

5. Click the checkmark icon located in the lower right hand corner of the Data Entry screen to save the GFD.



Press the **X** to cancel – you will lose any information you modified for the GFD if you cancel.

6.4.4 Delete a GFD

1. With proper system permission, you can delete a GFD by clicking on the X icon in the GFD row.

	Frant Managemer	t Funding Management	Address Book	Reports	Admin	Logout							
Management	> GFD1												
													0
64m	Code -	line	ATO COMMON		That y	Start 7	ietr	Field States	7121100	antive:	Deci .	-	Dele
			(8.0						1	kon +			
1	458	Aftar School Program 25 trative - 2004			2004	7/1/2	003	8/35/2007	\$1.105,562.00	F		8	7
1	450	After School Program (Hamming - 2008)			2005	7/1/2	<u>004</u>	6/86/2004	2009/03/02	R		2	7
1	4579	After School Program (HElative - 2002)			2002	7/1/3	201	0(30/2010	\$1,134,800.00	10		8	7
+	4121	After School Program Mittation - 3000			2001	344	100	8.90/004	\$1.100.077.00	R		2	7
1	ASR	After School Program Interime - 2000			2000	.7/1/1	999	4/90/2008	\$1.151.58E.AC	F		3	2
1	BASM	Body Armer for Local Law Boltocomect - 2003			2212	7/2/2	217	9/30/2013	\$49,088.00	P		8	2
1	BAAAA	Both American Distory and Enforctment - 2013			2012	7/1/3	011	6/30/2013	148,088.00	F		Ji .	
1	王科和小	Boly Anno-to: Local Law Enforcement - 2021			1571	7/1/2		6/90/2013	\$45,859.07	Ħ		X	2
1	\$48M	Body Armor for Local Law Enforcement - 2010			2		0	8:80.2010	\$47,220.60	12		X	×
1	EXRU	Stoly Anthon for Local Law Enforcements (2009)			0	Delete this GFD?		8/30/2009	Bag sec his	F		2	3
1	BAIM	Body Airmonton Local Leve Entocomment - 2008			•	Of Cancel	ā	6/30/2509	10.00000	臣		8	
1	BARM	Boby Anner for Local Law Eriforcement - 2007						8/90/2008	\$48,989.000	12		3	1
1	BARM	Both Armite for Local Law Enforcement - 2000						A/05/2005	\$50.000.00	展		.1	8
×.	BARA	Soon Armor for Locar Law Entercomant - 2008						B 30/2007	\$50,000,00	57		8	7
1	BCCP	Estimore Dry Community Policing - 2013	Artger, Volonde		2013	7/1/2	012	8/80/2018	\$1,974,000,00	10		3	7
1	BCCP	Ealthrone City Community Rolong - 2012			2012	7/1/2	011	6/30/2013	\$2,974,000.00	1e		5	
A.	BCCF	Eattmore City Community Rollding - 2011			7551	-7/1/2	010	6/30/2013	\$1,974,000,00-	R		X	×
1	RCCP	Exiting in Community Palising - 2010			20,200	7/1/2	229	6/30/2010	EL 974 020200	1		X	×
1	BCCP	Eastimore City Community Policing - 2009			2009	.7/1/2	808	6/30/2005	52 000,000 52	F		R	7
1	BUCP	Latimpre Dry Community Palong - 2008			2008	7/1/3	507	A/30/2008	\$2,000,000:00	F		2	
1	8CCP	Baltictione City Community Policing / 2007			2007	7/1/1	006	6/30/0008	\$1,999,985.00	展		8	7
1	BCC2	Extensor City Community Poscing - 2006			/10018	7/1/2	201	Arecode#	\$1,900,000107	F		k	5
1	8007	Baltimore City Community Policing - 2005			325	7/1/2	abi.	6/30/2006	\$2.000,000.00	F		3	7

Figure 124 - Delete a GFD

- 2. After clicking the X, a "Delete this GFD?" confirmation message is displayed.
 - Click the OK button to delete the GFD.
 - If you click the Cancel button, the GFD is not deleted and you are returned to the GFD list.

7 Grant Management

7.1 Introduction

GMS provides full life-cycle support for the GOCCP Grant Application and Awarding Process. This section of the User Manual is presented in four parts:

- Creating Grant Applications provides detailed instruction on how to create, complete, and electronically submit a grant application, as well as how to withdraw an application. These procedures are included in the User Manual that is available to the public on the GOCCP GMS Public Home Page.
- Managing Grant Applications guides the internal GOCCP user through the process of turning a grant application into a grant award, including logging the initial receipt of a grant application, updating its status through the various reviews, and awarding the grant.
- Performing a Grant Award Review describes the process of preparing the award and making it available to the sub-recipient by assigning funds, goals, and objectives, and linking the award to any pertinent previous grants awarded to the same organization.
- Maintaining Grant Awards focuses on the procedures for managing awarded grants from the initial awarding through the life of the award to its closure, including topics like logging site visits and audits, disputes and grant adjustment notices, and report reviewing. This includes the procedure for programmatic reporting, which is also included in the User Manual available to the public.

7.2 Searching for a Grant Application

If an application you are searching for is not displayed in your Applications dashboard on the GMS Home Page, you can see a full listing of applications by accessing the Application Search screen from the Grant Management menu:



Figure 125 - Access Grant Management -> Application Search

The Application Search screen is displayed. It contains more fields than the Applications dashboard, and allows you to view applications with all statuses.

Home	Grant Mar	agement Funding Management	Address Book Reports	Admin Logout					_			
rt Maria	pervention Application	learth-										
								_				1
	App # _	Applicant Agency	Implementing Agency	Project Tria	Shart Date	End These	Pargent Daracher	Arcost	County	Months	Status	
				1		011 (20)	السينار	1	[A1] *	(#)	÷ (44	
1	1009-02-0214	MD Department of Juvenile Services.	MD Department of Xovenile Services	Operation Stopilte Neighborhood Accountability Board (HotSpot)	05/01/2000	2082(08)(40)	Scheldt, Deniël	\$40,556.00	St. Marys	Alatonia, Carrica	Wharded	
	1999-8-0013	MD Department of Juvenile Services	MD Department of Avenue Services	"Project RESHAPE - A Violence and Liven in Delinquency Reduction Program	05/01/2000	04/30/2005	Stayeste, Shana	\$49353.00	Bettrois Chr	Aptorno, Cente	Application Denies	
	1999-18-2014	MD Department of Juvery e Services	MD Department of Juvenie Services	Prederick HotSpot Community Juvenile Intervention Initiative	05/01/2000	p4/35/2001	SHITL ROMAD	\$31,592,00	Fréderick	Alandros, Calrice	Averdez	
	1999 10-0317	MD Department of Juvenile Services	MD Department of Avenie Services	Washington County Mentaring Regram	05/01/2000	04/30/2011	Wesver Robert	\$43,000.00	Weshington	Alonoros Cetrice	Awarood	
	1999-18-0018	MD Department of Invenire Services	MD Department of Juvenile Services	Brhäncement of Victim Services	07,01/2000	06/30/2011	Curtis, Terry	\$119,632.00	0 - State-wide	Archonal Cabice	Awarded	
	1999-8-1019	MD Department of Juvenile Services	NG Department of Avenue Services	Enternave Case Management Heroin Addiction Project	05/01/2000	04/90/2005	Tucker, David	\$40,005,00	Carros	Alghoring Gernice	Advention.	
	1999-0-0032	NO Department of Juvenie Services	40 Department of Avenie Services	Commission on Juvenile Justice Avisition Technical Support	03/05/2000	52/28/2011	Mauricely Rate into	\$27,541.00	d - State-unde	Aunóres, Catrice	Avansed	
	1999 10-0121	MD Department of Juvenile Services	MD Department of Juvenile Services	Southight on Schools Drug Testing Initiative	07/01/2000	06/30/2001	Philips Plat	\$1.073.727.00	0 - State-wide	Alemonas Cathle	Avanted	
	1997 30-0222	MD Department of Jovenile Services	MD Department of Jovenie Services	Project Response-Aprily: A Bi-County Job Development and Victim Restruction Program	01/01/2030	12/25/2025	Miler, Donne	\$126.933.00	Crivet	Alphone, Cittle	Assented	
0	1999-B-0173	City of Baltimore	Oty of Bartimore	BCPSS Project Prime	07/05/2020	196/30/2014	Maston, Sally	\$75,520,00	Basimbre City	Alenores, Cabrice	Available 1	
	1995-01-0224	Montgomery County Office of the County Executive	Hentgomery County State & Attomey & Office	Geng Protecutor- Histophinery County-	05/30/2000	06/28/2025	Gentlet, Douglet	\$66,164.00	Montgomen/	Alahonsa Cetrice	Avanted.	
	1999-0-025	Baltimore County, Maryland	Settimore County Police Department	Avenue Offenders in Need of Supervision (10945)	07/01/2000	06/30/2020	Schools Ranket	\$124,521.00	Baltimore County	Aphonec Carica	Avartied	
	1998-MN-8002	Widemics County States Attorney's Office	Webmics Courty State's Attorney's Office	District Court Victim/Withess Coordinator	07/01/2000	06/30/2000	luars Divis	\$26,500,00	Witcomicp	McCart, Dense	Anterine	
	2000-141-0002	Cattol Sourty State's Attorney's Office	Carroll County State's Attorney's Office	Victim Service Case Management	127/03/2020	106/180/2002	Schlam, Jayol	\$50,925.00	Candil	McCarr, Denise	Awarded	
	1999-449-0002	Anne Acundel County Victim Witness Assistence Unit	Annie Anunciel County Police Department Headquartent	Victim Assistance Education & Outreach	177.101/2000	06/30/2005	Tai Debra	\$25,000,00	Anne Anunde	McCarl Dense	Anarojed	
	1209-141-0004	Oby of Sanabury - Office of the Mayer	Dity of Sambury - Office of the Mayor	Victim assistance Services	(17/01/2020	06/30/2005	Bradley, Sanche	\$12,464.00	Williamice	McGarr, Denise	Awarded	
	1388-MW-0005	Office of the State's Attorney for Baltimore Dig	Office of the State's Attorney for Baltimore Dity.	Office of The State 1: Altomey for Betamore City: Domestic Violence Unit	07,01/2003	06/30/2001	Srown Videts	\$49.302.00	Batmore City	MCGarl Denise	Awardos	
0	1995-MIL000E	Washington County State's Attomey's Office	Washington County States Attorney's Office	Averire Court Victory/ Whress Coordinator	17/01/2000	06/98/2011	Ritter (1)	\$38,376,00	Wesnington	McCain Denise	Awarded	
	1289-MV-0007	Kent County Board of County Commissioners	Kent County Sher IT's Diffice	Kent County Sheriff's Office - Victor Witness Assistance	107,011/2000	06/90/2011	Price, John	\$10,896.00	Gert1	McCen Derise	Awarded	
	1995-MV-0008	Howard County, Magland	Howers County State 3 Attorney 1 Office	District Court Victim Athleciste	(17/01/2000)	06/98/2001	web, Michael	\$45,515,00	HYANO	McCain Denise	Awanted	
	1999 MV 000	Charles County Government	Duries Courty Government	Charles County Sheriff's Office Victims Services Laster	177/01/2000	06/10/2005	Wyard, Michael	\$45,778.00	CHARTER	AlcCart Denice	Awarded.	
	1999-MAY-0010	Howard County Government Finance Deol	Howers County Government, Finance Dept.	Domestic Violence Victims Advocate Program	07/01/2000	06/38/2941	Ternorit, Anorew	\$45,580,00	HUAND	McCarr. Dense	Awarden	
1.	1999 AV-0011	Anne Anunde County, Wantland	Anne Anunce: County Oate & Attorney & Office	Victor Notification Special at	07/01/2000	06/10/2001	Garren Maureen	\$33,675.00	Arrie Animole	McCair Denise	Averded	

Figure 126 - GMS Grant Application Search Screen

Please refer to the section *Sorting, Filtering, and Searching for Records* for help with finding a grant application.

7.3 Creating Grant Applications

7.3.1 Apply for a Grant

The following procedure describes in detail how to apply for a grant based on funding opportunities/NOFAs made available through the GOCCP. The major steps include:

- 1. Locate Funding Source for your Project
- 2. Create new Grant Application Record
- 3. Complete Project Face Sheet
- 4. Assign Officers
- 5. Add Service Sites
- 6. Add Project Summary
- 7. Add Project Narrative
- 8. Create Project Budget
- 9. Attach Documents to Grant Application
- 10. Upload valid 501(c)3 letter if non-profit (religious or non-religious)
- 11. Upload valid SAM.gov Screenshot if applying for Federal GFD
- 12. Electronically Submit Grant Application to GOCCP
- 13. Print Grant Application for Hardcopy Submission

As with any type of application, this is an iterative process where at times the application is returned by the grant manager to the applicant for clarification or more detail. You can use the processes described in this section when you are revising or updating an application and re-submitting it for approval.

7.3.1.1 Locate Funding Source for your Project

- 1. Locate the NOFA you want to use to fund your new project in the Available Funding Dashboard.
 - To narrow the list down to Active NOFAs, click on the drop-down list in the Available Funding Dashboard and select **Active**. The resulting list displays only active NOFAs.

Home ome		Management Address	Book Admi	n Logout	1				
Available F	unding	-				🙆 Refresh	Application	ons	
View	Code 🔺	Title	Deadline	Active	Docs	Apply	Edit	App # 👞	Ρ
				Active					
2	BARM	Body Armor for Local Law Enforcement - 2013	11/30/2012	[All] Active		0	8	-	Ţ
8	FUND	Testing UA Public 11-1-12	1/2/2013	Inactive		0	R	.+	В
							8	2012-BA-0033	т
							2	2012-BA-0041	τ
							8	2012-BC-0001	NP
							R	2012-BF-0001	N
							8	2012-BI-0002	c

Figure 127 – View only Active NOFAs

- If the NOFA list is very long, search by Code or Title. If you know the NOFA Code, type it into the Code field and press Enter. The resulting list displays only the NOFA that matches the Code you entered.
- If you don't know the Code, type any keywords that might be in the NOFA title into the Title field and press Enter. The resulting list displays only NOFAs that contain your keywords in their title.

wailable F	unding				_	Refres
View	Code 🔺	Title	Deadline	Active	Docs	Apply
	BAI			Active 🔹		
8	BARM	Body Armor for Local Law Enforcement - 2013	11/30/2012	হা		0
8	FUND	Testing UA Public 11-1-12	1/2/2013	N		0

Figure 128 - Search for NOFAs by Code or Title

• Click on the View button to display overview information for a NOFA. Click on the X to close the pop-up Display window.

Vailable F	unding					🙆 Refre
View	Code 🔺	Title	Deadline	Active	Docs	Appl
_	BA			Active 🔹		
Reling	IARM	Body Armor for Local Law Enforcement - 2013	11/30/2012	<u></u>		0
- a	FUND	Testing UA Public 11-1-12	1/2/2013	10		0

Figure 129 - View NOFA Overview Information

Home	Grant Management	Address Book	Admin	Logout	t	
Home			6	-		
tunihita Sun	dina	_		0		Refresh
Body Armor f	or Local Law Enforcement - 201	3			Docs	Apply
Summary:		10		tive +		
Start Date:				-		
7/1/2012				F		0
End Date:				F	- 609 -	
6/30/2013					×	
Online Applicati	ion Deadline:					
11/30/2012				57		
Hardcopy Appli	cation Deadline:					
11/30/2012						
Funding Year:						
2013						
Eligibility Descri	ption:					
Testing in UA Pu	ublic					
Deadline Descri	ption:					
				2		
				-		

Figure 130 - NOFA Information Pop-Up Window

• If you would like to review/print the hardcopy NOFA for this record, click on the icon in the Docs column of the record. The hardcopy NOFA contains program specific requirements needed to complete a grant application. The application cannot be accurately completed without following the instructions provided in the hardcopy NOFA. A standard browser dialog box will appear, prompting you to either view or save the document to your hard disk.

						C Refresh	Application
Code	Title	Online Deadline	Active	View	Docs	Apply	Edil A
	1		Active ·				
BARM	Body Armor for Local Law Enforcement - 2012	6/29/2012	12	8	۲	۲	2 2
VAWA	Violence Against Women - 2012	7/31/2012	F	2		۲	A A
				/			
							Grant Awar
							Edit G

Figure 131 - View the hardcopy NOFA

7.3.1.2 Create new Grant Application Record

1. Once you have located the appropriate NOFA in the Available Funding Dashboard, click the Apply button associated with it to begin the application process.

Available F	unding		-	-		Refresh	Applicatio	ons
View	Code .	Title	Deadline	Active	Docs	Apply	Edit	App #
				Active •	C			
8	BARM	Body Armor for Local Law Enforcement - 2013	11/30/2012	<u>N</u>		- Caling	8	
8	FUND	Testing UA Public 11-1-12	1/2/2013	F	<u>@</u>	Apply		
					L.		X	20
							R	20
							8	20
							8	20

Figure 132 – Click Apply on NOFA to Begin Application Process

• The Initial Grant Application Screen (Face Sheet) is displayed.

Home Grant Man	agement i	unding Management	Address Book Re	ports Admin	Logout		
ant Management Applic							
					-		Save
PROJECT TITLE	T				DEFICIENCY STATU	IS	
roject Title					E Deficiency		
APPLICANT AGENCY	6				Deficiency Note		
Begin typing to search for arg	anization						
Is service site? Organization:							
ddress:							
					-		
Dity, State Zip: Drg. Type:					PROJECT DATES		1
County: Auth: Official:					GFD Code	DRCE	
DUNS Number:	[GFD Title	Heroin Task Force - Day Reporting Center: Program - FY 2018	
AM Expiration Date:		面			GFD Start Date GFD End Date	7/1/2017	
IMPLEMENTING AGE	ENCY				Proposed Start Date	6/30/2018 7/1/2017	
Begin typing to search for org.	minanlaa				Proposed End Date	6/30/2018	
Is service site?							
Organization: Address:					APPLICATION DAT		
					Application Submitted		
City, State Zip:					Submitted to Financial	—	
Org. Type: Edunty:					O PREPARER INFORM	MATION	
Auth. Official:					Preparer's Name		
COUNTY/MUNICIPA	LITY				Preparer's Phone		
County	0 - State-wide						
Municipality	3- staté-lide						
GRANT ROLES							
roject Director			0				
iscal Officer			õ				
OCCP Regional Monitor	[Select One]						
OCCP Funding Manager	[Select One]						
SOCCP Fiscal Specialist	[Select One]						
AUDIT REQUIREMEN	TE						

Figure 133 - Initial Grant Application Screen (Face Sheet)

7.3.1.3 Complete Project Face Sheet

NOTE: After entering the required information in this screen, you must click the Save button in order to enter additional Grant Application information.

• Enter a brief (one line only), descriptive title of the program you are proposing for funding into the Project Title box. *See hardcopy NOFA guidelines for proper naming of a project*.

Grant Management < Applic	ation Search	-
Project Title	Domestic Violence Awareness and Prevention	
	NCV	
Baltimore County Man	and	
Is service site? Organization:	Baltimore County, Maryland	
Address:	Office of the County Executive	

Figure 134 - Enter Project Title

• Your Applicant Agency is assigned to you based on your User ID and cannot be changed.

Project Title	Domestic Violence Awareness and Prevention	PROJECT DATES	
	U.S.U.	GFD Code	LE
APPLICANT AGE	NCY	GFD Title	La
Baitimore County Maryl	and	GFD Start Date	4/
Is service site?		GFD End Date	40
Organization: Address:	Baltimore County, Maryland Office of the County Executive	Proposed Start Date	4/3
	400 Washington Avenue	Proposed End Date	4/
City. State Zip: Org. Type:	Towson, MD 21204 Local Government		ATIO
County: Auth: Official:	Baltimore County Kevin Kamenetz	Preparer's Name	
DUNS Number:		Preparer's Phone	1
SAM Expiration Date:			-
	AGENCY	_	
Baitimore County Police	Department		
Is service site?			
Organization:	Baltimore County Police Department		

Figure 135 - View Applicant Agency Information

If your Applicant Agency is a Service Site (services are provided at the applicant agency's physical location), click on the Is Service Site checkbox to place a checkmark in it.
 Additional service sites may be entered later in the application process.

APPLICANT AGENCY		GFD C
AFFECANT AGENCT		GFD T
Compre County Maryland		GFD S
Is service site?	a second a second second	GFD E
Address:	Baltimore County, Maryland Office of the County Executive	Propo
	400 Washington Avenue	Propo
City. State Zip: Org. Type:	Towson, MD 21204 Local Government	👩 PR
County:	Bardimore County	Prepar
Auth. Official: DUNS Number:	Kevin Kamenetz	Prepar
SAM Expiration Date:	11-104-0662 7/31/2016	нера

Figure 136 - Designate Applicant Agency as a Service Site

- Enter the **DUNS Number**, which is a unique nine-digit identification number representing the physical location of your organization
- Enter the **SAM Expiration Date** your organization's System for Award Management registration.
- Click on the authorized official of the Applicant Agency to view contact information for that person.

•				GFD Title	
Baltimore County Maryland				GFD Start Date	
Is service site? Organization:	Baltimore Cou	Contraction	11263	ate Qate	
Address	Office of the C	Prefix/Salutation:	The Honorable/County Executive	Start Date	
	400 Washingt	Marne.	Kevin B Kamenetz	End Date	
City, State Zip;	Towson, MD 2	Organization:	Baltimore County, Maryland County Executive	ARER INFO	ORN
Org. Type: County:	Local Governm Baitimore Coo		Office of the County Executive		oran
Auth. Official:	Kevin Kamen.	400 Washington Av		: Name	
DUNS Number:	11-104 2	9	Towson	Phone	
SAM Expiration Date:	7/31/2016	State)	MD		
IMPLEMENTING AGENCY		Zip: Phone:	21204-6808 (410) 887-2450		
•		Fax:	(410) 887-4049		
Baltimore County Police Department		E-Mail:	kevinkamenetz@baltimorecountymd.g	211	
Is service site? Organization:	Baltimore Cou	nty Police Departme	of	_	

- The Implementing Agency for the new grant defaults to the Applicant Agency location. If the Implementing Agency is different from, or a sub-agency of the Applicant Agency, select it from the drop-down list as follows:
 - 1. Select the text currently in the Implementing Agency box.

Office of the State's Attorney for Baltimor			-
Company Name	City	County	
Office of the State's Attorney for Baltimore City	Baltimore	Baltimore City	
			0
	ms 1-1 out of 1		he application. Do not send

2. Press the Delete key to clear the field.

I			*
Company Name	City	County	
100 Good Men	Salisbury	Wicomico	-
4-H Teen Leaders in Action	Hyattsville	Prince George's	
A.C.T. Activity Community Teams	Baltimore	Baltimore City	
A.S.K., Inc. (Achieving Success through Knowledge)	Baltimore	Baltimore City	1
Abell Foundation, Inc.	Baltimore	Baltimore City	0
Aberdeen Community Action Coalition	Aberdeen	Harford	
Aberdeen Police Department	Aberdeen	Harford	-
About Face Program - Maryland National	Reisterstown	Baltimore County	+ he application. Do no
* Items 1	-50 out of 1915		

3. When the field is cleared, the drop-down list will be populated with valid agencies. Click on an agency to select it as the Implementing Agency.

- As with your Applicant Agency, if you're Implementing Agency is a Service Site (services are provided at the implementing agency's physical location), click on the Is Service Site checkbox to place a checkmark in it. Additional service sites may be entered later in the application process.
- As with your Applicant Agency, to display Contact Information for the authorized official of the Implementing Agency, click on the **Question Mark** button next to their name.

caltimore Councy Maryland		
🖉 Is service site?		
Organization:	Baltimore County, Maryland	
dana an	Office of the County Executive	
	400 Washington Avenue	
City. State Zip:	Towson, MD 21204	
Org. Type:	Local Government	
County:	Baltimore County	
Auth. Official:	Kevin Kamenetz	

Figure 137 - Designate Implementing Agency as a Service Site

 Click on the authorized official of the Implementing Agency to view contact information for that person.

Baltimore County, Maryla	nd				*
Cis service site? Organization: Address:		Office o	ContactID; Prefix/Salutation:	11263 The Honorable/County Executive	
City, State Zip: Org. Type: County: Auth. Official:	-	400 Wa Towson Local Gi Baltimo Kevin K	Name: Organization: Job Title:	Kevin B Kamenetz Baltimore County, Maryland County Executive Office of the County Executive 400 Washington Avenue	
	PALITY		State:	Towson MD	
County	0 - State-wide		Zip: Phone:	21204-6808 (410) 887-2450	-
Municipality	0 - State-Wide		Page -	(410) 887-4049	
GRANT ROLES			E-Mail:	kevinkamenetz@baltimorecountymd.gov	•

Figure 138 - Display the Contact Information Pop-Up Window

• To close the Contact Information pop-up window, click on the **X** in the upper-right corner of the window.

Baltimore County, Mary	land				
✓ Is service site? Organization: Address:		Baltimore Co Office of the 400 Washing	Contacted	11263 The Honorable/County Executive Kevin B Kamenetz	-4
City, State Zip: Org. Type: County: Auth. Official:		Towson, MD Local Govern Baltimore Co Kevin Kamer		Baltimore County, Maryland County Executive Office of the County Executive 400 Washington Avenue	
	CIPALITY	-	Cityi State:	Towson MD	
County	0 - State-wide		Zip:	21204-6806	
Municipality	0 - State-wide	1	Phone: Fauc	(410) 887-2450 (410) 887-4049	
GRANT ROLES			E-Mail:	kevinkamenetz@baltimorecountymd.gov	

Figure 139 – Close the Contact Information Pop-Up Window

 County/Municipality: First, select the County from its drop-down list. Select 0 – State-wide if the services will be provided state-wide. Then select the Municipality from its drop-down list.

COUNTY/MUNICIPA	ЦТҮ			
County	0 - State-wide			
Municipality	0 - State-wide	•		
3 GRANT ROLES	Allegany Anne Arundel			
Project Director	Baltimore City		0	
Fiscal Officer	Baltimore Sunty Calvert		0	
GOCCP Regional Monitor	Caroline	M.		

Figure 140 – Select the County

Municipality	[Select One]	-		
CRANT POLICE	[Select One]	•		
GRANT ROLES	Hampstead			_
Project Director	Manchester N		0	
Fiscal Officer	Mount Airy 45		0	
GOCCP Regional Monitor	New Windson			
	Sykesville			
GOCCP Funding Manager	Taneytown	-		
GOCCP Fiscal Specialist	[Select One]			

Figure 141 – Select the County

NOTE: Some County entries have no municipalities. If you click the Municipality drop-down list and there are no county entries, just leave it at [Select One].

Grant Roles: You will be able to assign the Project Director and Fiscal Officer later in this
process. GOCCP assign the three GOCCP Roles – Regional Manager, Funding Manager, and Fiscal
Specialist based on the County you chose in the previous step.

For example, selecting one county will auto-populate the GOCCP Regional Monitor:

County	Calvert	•)	
Municipality	izelect ouel		
GRANT ROLES			
Project Director	Faye Bell		0
Fiscal Officer	Beaple Abbon		0
GOCCP Regional Monitor	Lovill, Tammy	-)	-
GOCCP Funding Manager	Western, Vignia		
GOCCP Fiscal Specialist	Carter, LaTanya	-	

When a different County is selected, the GOCCP Regional Monitor changes accordingly:

COUNTY/MUNICIP	Baltimore County			-
Municipality	[Select One]			
GRANT ROLES				
Project Director	Faye Bell		0	
Fiscal Officer	Debble Abbert		0	
GOCCP Regional Monitor	Jang, Sun	•)		
GOCCP Funding Manager	Wideaara, Virginia			
GOCCP Fiscal Specialist	Carter, LaTanya			

• Deficiency Status: This is located at the top-right side of the facesheet. You may skip this step in the initial grant application process.

DEFICIENCY STATUS	Save
Deficiency Deficiency Note	

- Enter the Proposed Start and End Dates for your project by clicking on the calendar icon next to each date field. The default displayed start and end dates are taken directly from the dates provided in the NOFA. These dates are required to proceed with the application process, and may be modified using the following guidelines:
 - Proposed Start Date must be greater than or equal to NOFA start date
 - Proposed End Date must be *less than or equal to* NOFA end date

Before you submit your application, you may change these dates at will. Once your grant has been awarded, you must go through the Grant Modification process as detailed in section 7.8.7.

FD Code					DRC	E			
FD Title					Hero	in Ta	sk Fo	e - Day Reporting Centers Program - FY 20:	18
FD Start	Date				7/1/	2017			
FD End D	ate				6/30	/201	3		
roposed	Start I	Date			7/2	1017		1111	
roposed	End D	ate			6 30	-	3	m)	
-			June,	2018			**		
AP	s	М	Т	W	T	-	- 6		
pplica 22	27	28	29	30	31	1	2		
ubmit ²³	3	4	5	6	7	8	9		
24	10	11	12	13	14	15	16		
PR. 25		18	19	20		22	23		
repart 27			26			29			
reparer's			3	4	5	6	7		

Figure 142 - Enter Proposed Start and End Dates

• Application Dates: This is where the date you submit your application, and when your application is submitted to Financial. No action required at this point.

APPLICATION DATES		
Application Submitted		
Submitted to Financial	I	

• Click in the Preparer's Name field and enter your name (or the name of the primary Preparer if it is someone else in your organization. Click in the Preparer's Phone field and enter the corresponding phone number. Note: Type only the digits of the phone number into the field; the field is set up to automatically format the number with parenthesis, spaces, and a dash.

	Proposed Start Date	4/2/2013	T
	Proposed End Date	4/2/2017	THE SECOND
	2 PREPARER INFORM	NATION	
	Preparer's Name	John Smith	
	Preparer's Phone	(717) 555-12	1212
_			

Figure 143 - Enter Preparer's Contact Information

• Click on the **Save** button to save the application as a draft, then click **OK** on the confirmation pop-up window when it is displayed to access the Detailed Grant Application Screen.

Logout	
DEFICIENCY STAT	us Save
Deficiency Deficiency Note	
GFD Code	DRCE
GFD Title GFD Start Date	Heroin Task Force - Day Reporting Centers Program - FY 2018 7/1/2017
GED End Data	in the second se

Figure 144 - Save the Application

• When the application draft is successfully saved, you are taken to the Detailed Grant Application Screen.

Home Grant Mana	Grant Menu	Address Book Reports	Admin L	ogout	10			
t Manapement 🤌 Applicat								
p.Number: Dr	and a start of	mads: Match Funds:	Match %:		Project Dates:	Tale	Application Status:	
17-HF-0001	\$10.00	\$0.00	0.00 %		07/01/2017 - 06/30/2018	David Test Application 2017-04-13	Pink Sheet Review	
Grant Menu Search	PROJECT TITLE						Save	
Face Sheet		David Test Application 2017-04-13	1	-	DEFICIENCY STATUS			
Officers		DBY-0 (ESCADD-Collor-2017-04-13		~	Deficiency			
Service Siles	APPLICANT AGENCY			R	Deficiency Note			
Summary	Baitimore City Sheriff's Office							
Namačive	Is service site? Organization:	Battering City Starilly Office	Batimore City Sheriff's Office					
Budget	Address:	Mitchell Courthouse						
Budget Priority		100 North Calvert Street, Room 114						
Print	Oty, State Z pr Battimore, MD 21202				O PROJECT DATES			
Documents	Org. Type: County:	Local Government Baltimore City	Baltimore City			DACE		
Activity Log	Auth. Official: DUNS Number:	John Anderson			GFD Title	Heroin Task Force - Day Reporting Cent	era Program - PY 2010	
Special Conditions	SAM Expiration Date			-	GFD Start Date	7/1/2017		
Performance Measures				-	EQ.End.Date	8/80/2018		
Progress Reports	IMPLEMENTING AGEN			-	Proposed Date	7/1/2017		
Federal Purpose	Baltimore City Sheriff's Office				Proposed E			
Keywords.	ef is service stell Organization: Address	Batimore City Sheriffs Office Mitchell Courthouse 100 North Calvert Street, Room 114			Project Data	Entry Area		
	Sec. Sec.							
	Oty, State Zip: Org, Type:	Baltimore, MD 21202 Local Government			C HA			
	County: Auto-Official	Baltimore City John Anderson			Hardcopy Received	4/13/2017		
					APPLICATION DATE			
	COUNTY/MUNICIPALIT	Υ.			Application Submitted	4/13/2017		
		Satimore City .			Submitted to Financial			
	Municipality	(seved One)			PREPARER INFORM	ATION		
	GRANT ROLES							
	Project Director	Faye Ber	0		Preparer's Name	Devid		
						Preparer's Phone (410) 555-1212		
	GOCCP Regional Monitor	Bonder, Ellen +						
	GOCCP Funding Manager	Mubura, Vagina 🔸						
	GOCCP Fiscal Specialist	Carter LaTarwa *						

Figure 145 - Detailed Grant Application Screen

The Detailed Grant Application screen is divided into two areas – the Grant Menu sidebar and the Data Entry Area.

- The Grant Menu sidebar displays a list of sections required to complete a grant application.
- The Data Entry Area displays all of the required fields for each section in the Grant Menu list.

NOTE: To successfully complete and submit a grant application, you must provide all of the required information in each Grant Menu category as described in the remaining steps of this process.

The Grant Application Screen displays the Face Sheet first by default. The Face Sheet is the screen where you began the application process. If you need to update any face sheet information (i.e., Project Title, Dates, or Application / Implementing Agency information), you can do that here.

NOTE: The data entry area changes for each item you click on the Grant Menu. As you make your way through all of the items in the Grant Menu, be sure to click the **Save** button for that data entry screen, otherwise your changes will be lost. A few of the screens do not have a **Save** button on them – that is ok, the changes are automatically saved on those screens. A critical time to remember saving is when the data entry screen is long and you've scrolled down to add information. You just need to remember to scroll back up in order to hit the **Save** button.

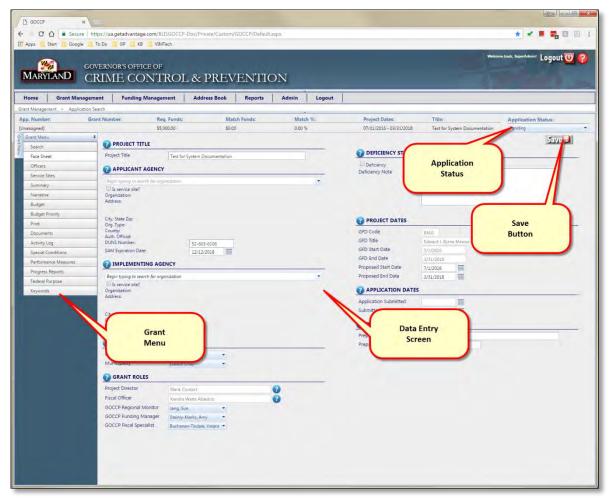


Figure 146 - Grant Menu Face Sheet Screen

7.3.1.4 A Note about Application Statuses

After completing and saving the Face Sheet, your screen will change (see Figure 144) – the Grant Menu shows up in the left part of the screen and the data entry screen where you enter information is to the right (by default, the Face Sheet will appear). To complete a grant application, you must work your way down the tabs in the Grant Menu to ensure your application is complete.

There is one more feature added to the screen – this is the **Application Status** drop-down list in the upper-right corner of the screen.

	Application Status:	
or System Documentation	Pending	*
	Pending	
	> Cancel Application	
	> Submit Application	

This **Application Status** mechanism drives the entire grant application, review, and awarding process.

For example, when you have completed your application, you submit it to GOCCP by clicking the arrow below the Application Status and selecting **Submit Application** from the drop-down menu.

NOTE:: This is an illustration to introduce the Application Status feature to you. You must complete Section 7.3.1 and all sub-sections *prior* to submitting your application as shown above or you will receive error messages telling you what you've missed.

For example, if you tried to submit your application prior to working your way down the tabs in the Grant Menu, you would receive an error message like the following on, and your application would stay in Pending mode:

ua.getadvantage.com says:	×
 An Applicant Agency must be selected An Implementing Agency must be selected A Project Director must be selected At least one Service Site must be provided 	
Prevent this page from creating additional dialogs.	
	ок

The **Application Status** will always reflect the current status of your application or your award. To see what's next in the process, simply click the arrow below **Application Status** and you will be guided toward the next step in the process.

NOTE: At times the Application Status will remain static. In these cases, internal GOCCP users will be using the status to move applications through a series of checks prior to approving/denying the application.

7.3.1.5 Assign Officers

1. Click **Officers** in the Grant Menu to designate the officers for your project.

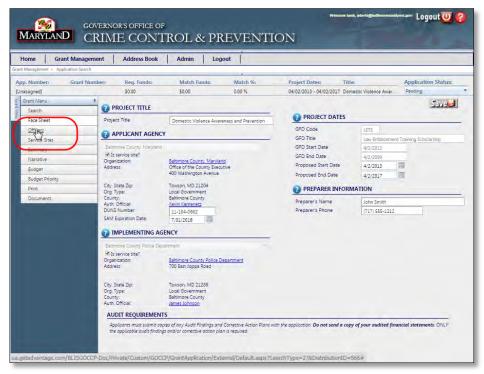


Figure 147 - Click Officers in Grant Menu

Reg. Funds: \$0.00 ICERS ort the project director portBoocco freshdesk ontact Name records to display. ifficer Type:	Officer Type	0.00 % (Application Status: Pending to the GMS, contact	•
\$0.00 ICERS int the project director, port@gocco_freshdesk ontact Name records to display.	fiscal officer, and civil rights cont com Officer Type	0.00 % (14/02/2013 - 04/02/2017 ne drop down edit box. To	add a new officer or contact	Pending	•
ict the project director, port@opcco.freshdesk ontact Name records to display.	Com Officer Type				to the GMS, contact	_
ict the project director, port@opcco.freshdesk ontact Name records to display.	Com Officer Type				to the GMS, contact	_
port@goccp.freshdesk ontact Name records to display.	Com Officer Type				to the GMS, contact	
records to display.		Organization Name	Job			
records to display.		organization manic		Title Email		
				nue cinar		7
fficer Type.						-
	[Select One]					
					_	_
elect Co	ntact Name 🔺	Organi	zation	Je	ob Title	
	records to display.	records to display.	records to display.	records to display.	records to display.	records to display.

Figure 148 - Grant Menu Officers Screen

- A Project Director, Fiscal Officer, and Civil Rights Contact are required by GOCCP for every grant application.
- 2. Select **Project Director** from "Officer Type" drop-down list.

Abbott, Ms. Debbie		Civil Rights Contact	Town of Hurlock
Officer Type:	[Select One]		
Select	Project Director	and a second sec	Organization
		-	
No records to display			
	Officer Type: Select	[Select One]	Officer Type: [Select One] [Select One] Select Project Director Fiscal Officer Civil Rights Contact

Figure 149 - Select Project Director from Officer Type Drop-down List

3. Navigate through the list of names to find and select your Project Director.

Internation Search	Address	Book Admin Log	out			
Number: Grant Number:	Reg. Fun	ds: Match Funds:	Match %:	Project Dates:	Title:	Application Status
signed]	\$0.00	\$0.00	0.00 %	04/02/2013 - 04/02/2017		Pending
ant Menu 🕴 💦	FICERS		1	100 m 20 m		
Search			Arriva States and	Narrow list bas		
	elect the project i upport@goccp fri	firector, fiscal officer, and civil rights co ishdesk.com	intact from the list of con	Name, Organizat	ion, or contact t	o the GMS, contact
Officers	Contact Name	Officer Type	Organization	Job Title	Email	
Service Sites	lo records to dis	A COMPTONIC OF	Organization		email	
Summary			-			
Narrative	Officer Type:	Project Director	-			
Budget					1.2	
Budget Priority	Select	Contact Name *	On	ganization	Joh T	itla
Print					Scroll throu	
Documents	0	Alford, Lorretta	Bal	timore County Police Departm	names on pa	
	0	Allen, Carol	Bai	timore County, Maryland	names on pa	ige
	0	Berger, Suzanne	Bal	timore County, Maryland	Depur	The second second
	0	Burris, Joseph E	Bal	timore County Police Department		nistrative and Technical es Bureau
	8	Campbell, John	Bal	timore County Police Departmer	nt Comm Sectio	nander, Persons Crimes n
Scroll through pages		Chambers, Tony	Bal	timore County Police Departmen	it Projec	t Director
of names		Cohen, Evan	Bal	timore County Police Departmen	nt Opera	itions Bureau
	6	Conger, Joseph	Bal	timore County Police Departmen		hander of Technology & hunications
	2	Cordwell, William	Bal	timore County Police Departmen	nt Projec	t Director
		3 > > Page size: 20 •				

Figure 150 - Find a Contact to Designate as an Officer

You can scroll through the contact names on the current page by dragging the slider up and down, and you can scroll through the pages of names by clicking the next and previous buttons or select a specific page in the page number drop-down list.

You can also narrow the list by typing information in the Contact Name, Organization, or Job Title fields.

- It is not necessary to enter any of this information in full the search will locate any contacts that contain any of the information you typed in.
- For example, if you know your Project Director's Job Title has the word "clerk" in it, like Account Clerk, type the word clerk into the Job Title field and press Enter. The search will return any contacts with clerk in their Job Title, as shown below.

(Grant Menu	1					
Search	OFFICERS					
Face Sheet	Select the project o support@goccp fre		ontact from the list of c	ontacts in the drop down edi	t box. To add a new o	officer or contact to the GMS, contact
Officers			illine of an		Inches	Inco
Service Sites	Contact Name	Officer Type	e Organizati	on Name	Job Title	Email
Summary	No records to dis	play.				
Narrative	Officer Type:	Project Director	-			
Budget					-	
Budget Priority	Select	Contact Name *		Organization		Job Title
Print				1		clerk.
Documents		Alford, Lorretta		Baltimore County Police	Department	Account Clerk III
		Peck. Melanie		Baltimore County Police	Department	Account Clerk III
					~	

Figure 151 - Search Contacts using Keywords

4. Click the **Check Box** next to Contact Name to add that contact as the Project Director.

50.00	30.00	0.00 %	01/02/2020		iolence Awar
OFFICERS					
	and a second second		and the second second		
		its contact from the ust of	contacts in the arop dow	in ealt box. To add a new o	officer or contact to the c
		1000	ALC: NOTE: N	100-0	Email
and the second se	To a state of the second se	ype Organiza	ation Name	Job Title	Email
pro records to dis	piay.				
Officer Type:	Project Director	-			
Select	Contact Name *		Organization		Job Title
					derk
	Alfered Levenses		Patriciana Caunta P	Netter Designation	A
	Altord, Lorretta		Bartimore County P	olice Department	Account C
	Peck, Melanie		Baltimore County P	olice Department	Account C
B	Peck, Melanie		Baltimore County P	olice Department	Accour
	OFFICERS Select the project of support@accep free Contact Name No records to dis Officer Type: Select	OFFICERS Select the project director, fiscal officer, and civil righ support Gracco freshdesk com Contact Name Officer T No records to display: Officer Type: Project Director Select Contact Name Alford, Lorretta	OFFICERS Select the project director, fiscal officer, and civil rights contact from the list of support@acconfreshdesk.com. Contact Name Officer Type Organization No records to display. Officer Type: Project Director Image: Contact Name Select Contact Name Image: Contact Name <td>OFFICERS Select the project director, fiscal officer, and civil rights contact from the list of contacts in the drop down support@doccp freshdesk.com. Contact Name Officer Type Organization Name No records to display. Officer Type: Project Director Image: Contact Name I</td> <td>OFFICERS Select the project director, fiscal officer, and civil rights contact from the list of contacts in the drop down edit box. To add a new or support@acconfreshdesk.com. Contact Name Officer Type Organization Name Job Tride No records to display. Officer Type: Project Director Select Contact Name Organization Alford, Lorretta Baltimore County Police Department</td>	OFFICERS Select the project director, fiscal officer, and civil rights contact from the list of contacts in the drop down support@doccp freshdesk.com. Contact Name Officer Type Organization Name No records to display. Officer Type: Project Director Image: Contact Name I	OFFICERS Select the project director, fiscal officer, and civil rights contact from the list of contacts in the drop down edit box. To add a new or support@acconfreshdesk.com. Contact Name Officer Type Organization Name Job Tride No records to display. Officer Type: Project Director Select Contact Name Organization Alford, Lorretta Baltimore County Police Department

Figure 152 - Click Check Box to Select Contact

When the contact is selected, the Officers field is updated to display the selection. In this example, the contact was added as the Project Director.

	Req. Funds:	Match Fundst	Match %: Project E	ates: Title:	Application Stat	tus:	
Unassigned]	\$0.00	\$0.00	0.00 % 04/02/201	3 - 04/02/2017 Domestic V	/iolence Awar Pending		
Grant Menu #	OFFICERS						
Search	Contraction in the						
Face Sheet	Select the project dire support@goccp fresho		tact from the list of contacts in the drop d	own edit box. To add a new o	officer or contact to the GMS, contact		
Officers				1	1000	_	
Service Sites	Contact Name	Officer Type	O ganization Name	Job Title	Email		
Summary	Peck, Ms. Melanie	Project Director	Baltimore County Police Departr	nent Account Clerk III	mpeck@baltimorecountymd.gov		
Narrative	000 - 7	~	-				
Budget	Officer Type:	Project Director					
Budget Priority	Select	Contact Name *	0	_	Job Title	_	
Print	Select	Contact Name +	Organization			_	
					clerk		
Documents		Alford, Lorretta	Baltimore County	Police Department	Account Clerk III		
				and the second se		Account Clerk III	
		Peck Melanie	Baltimore Count	Police Department	Account Clerk III	_	

Figure 153 - Officer Added to Project

Note: the contact is added to the Officers list as soon as it is selected, so there is no **Save** button on this screen.

If you select the wrong contact by accident, repeat the search starting with selecting **Project Director** from the **Officer Type** drop-down list and clicking **Select** once you've found the correct contact. The Project Director line in the Officers field is updated to the new selection.

5. Repeat steps 2-4 to assign the Fiscal Officer and Civil Rights Contact for your project.

Before you submit your application, you may change these contacts at will. Once your grant has been awarded, you must go through the Grant Modification process as detailed in section 7.8.7.

Home Grant Management	Address	Book A	dmin Logout			
nt Management > Application Search						
pp. Number: Grant Number:	Req. Fur	ds: 1	Match Funds: M	Natch %: Pr	oject Dates: Title:	Application Status:
nassigned]	\$0.00	3	\$0.00 O	.00 % 04	(02/2013 - 04/02/2017 Domestic	Violence Awar
Grant Meriu 🕴	OFFICERS					
Search		Anna Protein		and the first state of the state	ana dané saraha ika kala kala	and the second
Face Sheet	Select the project		cer, and civil rights contact f	rom the list of contacts in the	arop aown eait oox. 10 aaa a new	officer or contact to the GMS, contact
Officers	Contact Name		Officer Type	Organization Name	Job Title	Email
Service Sites	Peck, Ms, Melar	vie.	Project Director	Baltimore County Police		mpeck@baltimorecountymd.gov
Summary	Alford, Ms. Lon				Department Account Clerk III	lalford@baltimorecountymd.gov
Narrative	Balderson, Mrs.	Carol A	Civil Rights Contact			
Budget	-					
Budget Priority	Officer Type:	Civil Ri	ghts Contact 🔹			
Print	_					
Documents	Select	Contact Nan	ne .	Organizati	an	Job Title
No. of Concession, Name						clerk
	0	Abbott, Rach	el	Lighthouse	Church of God	Church Clerk
	0	Achuff, Grace	D	District Co	urt of Maryland	Administrative Clerk
	0	Alban, Donna		Town of N	ew Windsor	Town Clerk
	0	Alford, Lorret	ita	Baltimore	County Police Department	Account Clerk III
	0	Arnold, Evely			County Circuit Court	Clerk of the Circuit Court

Figure 154 - Project Director, Fiscal Officer, and Civil Rights Contact Added to Application

7.3.1.6 Add Service Sites

1. Click Service Sites in the Grant Menu to view and add service sites to your project.

ome Grant Manage	and the second second	Book Admi	n Logout	Î.			
Anagement > Application Search Number: Grant Nu		ader Mate	th Funds: M	latch %: Project Dates:	Title	Application Status:	
signed]	S0.00	\$0.00			/02/2017 Domestic Viole		
Face Sheet	support@goccp.fr	reshdesk com.	OfficerTurne	Organization Mana	Job Title	Email	
Officent		esnuesk com.	-	Les contraction of the second s	Low concerns	land	
Service Sites	Contact Name	1	Officer Type	Organization Name	and the second se		
iums h	Peck, Ms. Melar Alford Ms. Lorr		Project Director Fiscal Officer	Baltimore County Police Department	Account Clerk III	mpeck@baltimorecountymd.gov	
Narrative	Balderson, Mrs.		Civil Rights Contact	Baltimore County Police Department Town of Ridgely	Account Clerk III Town Clerk-Treasurer	lalford@baltimorecountymd.gov cbalderson@ridgelymd.org	
Budget	Daiderson, Wits.	Caror A	contract	rown or hidgely	Town clerke neasoner	coarderson@nogerymo.org	
Budget Priority	Officer Type:	Civil Rights	Contact ·				
Print		Contact Name		and the second second	Organization		
Print Documents	Select	Contact Name		Organization			
	Select	Contact Name		Organization		clerk	
	Select	Contact Name Abbott Rachel		Lighthouse Church of Go		Church Clerk	

Figure 155 – Click Service Sites in Grant Menu

- Note: Any Service Sites indicated on the Face Sheet will automatically be displayed on this screen.
- 2. Click Add new record to add a service site to your project.

pp. Number: Grant Numbe	r: Req. Funds:	Match Funds:	Match %;	Project Dates:	Title:
nassigned]	\$0.00	\$0.00	0.00 %	04/02/2013 - 04/02/2017	Domestic Violence Awa
Grant Menu 🕴	SERVICE SITES				
Search		where your program will a	ctually take place. Please	put the name of the place and the	address If your activity
Face Sheet	countyvide or cityvide impact	, presse indicate that unde	r the name of the service	site and leave the rest blank. Reme	
Officers	project is located, NOT your o	rganization's headquarters			
Service Sites	Add new record				
Summary	Si-Name		Address		-
Narrative	Add new record				
Budget	Baltimore County Police De	partment	700 East Joppa Road To	vson, MD 21286-5505	
Budget Priority	Baltimore County, Maryland		Office of the County Exe	cutive 400 Washington Avenue To	wson, MD 21204-
Print	barunore county, waryland		6808		
Documents					

Figure 156 - Add a New Service Site Record

3. Enter the site name and address then click the **Checkmark** to save or the **X** to cancel.

App. Number: Gran	t Number: Req	Funds:	Match Funds:	Match %;	Project Dates:	Title:	Applica	ation Sta	atus:
[Unassigned]	\$0.0		\$0.00	0.00 %	04/02/2013 - 04/02/20	017 Domestic Violence Awar.	Pending		
କ୍ରୁ Grant Menu	SERVICE SI	TES							
Search		2 F	n where your program w	ill actually take place Bleas	e put the name of the place and	the address if your activity as	ill have a state	uida	-
Face Sheet	countywide	or citywide imp	act, please indicate that u	nder the name of the servic	e site and leave the rest blank. R				
Officers	project is loc	ated, NOT your	organization's headquar	ters.					
Service Sites	📑 Add n	ew record						6	Refresh
Summary	Site Name	2		Address			Active	Edit	Delete
Narrative						A	ctive •		
Budget	Site Name	Examp	le (Local Shelter		City: Fred	erick			
Budget Priority	Address:	Addres			State: Mary				
Print	Address 2:	Addres	s 2		Zip: 2170	1			
Documents	Address 3:				Zip +4:				
	Active:	4					1		-
									Alm ×
	Baltimore	County Police I	Department		owson, MD 21286-5505		8	/	Insert !
	Baltimore	County, Maryla	nd	Office of the County Ex 6808	ecutive 400 Washington Avenu	e Towson, MD 21204-	-	1	Insert

Figure 157 - Click Checkmark to Save New Service Site Record

7.3.1.7 Add Project Summary

1. Click on **Summary** in the Grant Menu to add a brief project summary. Instructions for writing the Project Summary appear in the hardcopy NOFA.

*	SERVICE SITE	s			
	countywide or c	is the location where your program Itywide impact, please indicate that d, NOT your organization's headqu	under the name of the servi		
	Add new	record			
	Site Name		Address	_	
	Site Name:	Example (Local Shelter		City:	Frederick
ority	Address:	Address 1		State	Maryland
	Address 2:	Address 2		Zip:	21701
5	Address 3: Active:	*		Zip +4:	
	Baltimore Cou	inty Police Department	700 East Joppa Road	Towson, MD 21286-55	505
	Baltimore Cou	unty, Maryland	Office of the County 8 6808	Executive 400 Washing	gton Avenue Towson, MD 21204-
	ority	ority a s a a a a a a a a a a a a a a a a a	Site Name Site Name Site Name Site Name Address Address Address Address Address Address Address S	Site Name Address ority Site Name: Example (Local Sheiter Address: Address 1 Address 2: Address 2 Address 3: Address 3: Active: Image: County Police Department Baltimore County Police Department 700 East Joppa Road Baltimore County Manuland Office of the County 19	Add new record Site Name Address Site Name Example (Local Shelter Site Name Example (Local Shelter Address Image: State Address 2 ip: Address 2 ip: Address 2 ip: Address 2 ip: Sate 2 ip: Baltimore County Police Department 700 East Joppa Road Towson, MD 21285-53 Baltimore County Police Department Office of the County Executive 400 Washing

Figure 158 - Click Summary in Grant Menu

Based on the parameters outlined in the hardcopy NOFA, enter a summary of your project in the Summary box and **click the Save button**.

and the second data and the se	VERNOR'S OFFICE OF RIME CONTROL & PREVENTION
ant Management > Application Se	earch
op. Number: Grant Nun	
nassigned]	\$0.00 \$0.00 0.00 Enter /2017 Test for documentation Pending
Grant Application Menu	
Search	SUMMARY
Face Sheet	Please provide a summary of the project.
Officers	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut lat e et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in rei enenderit in voluptate velit esse cillum dolore eu fugiat nulla
Service Sites	pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt molliturini de st laborum.
Summary	
Narrative	
Budget	
Budget Priority	
Print	
Documents	
Activity Log	
Special Conditions	
Performance Measures	1
Progress Reports	
Federal Purpose	

Figure 159 - Add Project Summary

7.3.1.8 Add Project Narrative

When GOCCP creates a NOFA, they assign one or more **Narrative Sections** that must be completed by an applicant prior to submitting an application. The content requirements for each Project's Narrative Sections are explained in the NOFA for each grant.

NOTE

- Completing this section of the application is mandatory.
- Failure to provide a properly prepared narrative (as dictated by the NOFA) could delay the processing of your application.
- If you try to submit an application without completing all assigned Narrative Sections, you will receive the following message:

ua.getadvantage.com says:	×
- ALL assigned Narrative Sections must have text in t	heir responses.
	ОК

To access the Narrative screen:

1. Click **Narrative** in the Grant Application Menu to view and edit the Narrative Sections that are required in order for your grant application to be considered. Detailed instructions for completing each Narrative Section appear in the hardcopy NOFA.

The second se	RNOR'S OFFICE OF ME CONTROI	L & PREV	ENTION		
Home Grant Management	Funding Management	Address Book	Reports Admin	n Logout	
Grant Management > Application Search	h		*		
App. Number: Grant Num	iber: Req. Funds:	Match Funds:	Match %:	Project Dates:	Title:
[Unassigned]	\$0.00	\$0.00	0.00 %	07/01/2013 - 06/30/2014	Inter-/
Grant Application Menu					
Search	SUMMARY				
Face Sheet	Please provide a summary of the project				_
Grant Application Menu + Search Face Sheet Officers Officers				labore et dolore magna aliqua. Ut enim optate velit esse cillum dolore eu fugiat r	
2 Service Sites	proident, sunt in culpa qui officia des	erunt mollit anim id est labo	orum. Lorem ipsum dolor sit a	met, consectetur adipiscing elit, sed do	eiusmod
Summary				a commodo consequat. Duis aute irure o ui officia deserunt mollit anim id est lab	
Namative					
Budget					
Budget Priority					
Print					
Documents					
Activity Log					
Special Conditions					_
Performance Measures					

Figure 160 - Click Narrative in Grant Application Menu

2. The Narrative screen is displayed:

	tive Section NTROL & PREV	VENTION	Welcome back, superadmini Logout 🕘 🛜
Home Gra	Management Address Book	Logout	
Grant Management > Application S	earch	Editing	-
App. Number: Grant Nu	nber: Req Funds: Match Funds:	Toolbar nes:	Title: Application Status:
[Unassigned]	\$0.00 \$0.00	1-0	Pending +
Grant Application Menu		Ent	er Narrative
Grant Application Menu Search Face Sheet Officers	GOALS, OBJECTIVES & PERFORMANCE MEASURES	Se	ection Text
Face Sheet	See NOFA		
9 Officers	● 品 り・○・ 間 ⇒ ○ 色 佳 田 律 非	: 🖬 • · · · · · · · · · · · · · · · · · ·	
Service Sites	B I U A • ↔ • Times New R • 16px • ■	🗄 🚍 📰 🖉 🤔 🔝 Ω • 🕵 🧶 Ζα	pom -
Summary	Lorem ipsum dolor sit amet, consectetur adipiscing		
Narrative	enim ad minim veniam, quis nostrud exercitation u in reprehenderit in voluptate velit esse cillum dolor		
Budget	in culpa qui officia deserunt mollit anim id est labo		car cupitalar non producit, suit
Budget Priority			
Print			
Documents	Design 🔍 Preview		Words: 69 Characters: 445
Activity Log	NARRATIVE		
Special Conditions	The format content requirements for the Project Narrative are ex	rolained in the Notice of Funding Availability (NOFA) for (this grant. Failure to provide a properly prepared
Performance Measures	narrative (as dictated by the NOFA) could delay your award. Cor		
Progress Reports	🗛 🎗 🦻 • 🔍 - 🔯 🐰 🖓 🖹 日 律 律		
Federal Purpose	B I U A • ↔ • Times New R • 16px • ■	🚍 🚍 🧱 🐡 🕍 Ω • 🕵 🐁 🐉 Ζα	oom ▼
Keywords	Lorem ipsum dolor sit amet, consectetur adipiscing enim ad minim veniam, quis nostrud exercitation u in reprehenderit in voluptate velit esse cillum dolor in culpa qui officia deserunt mollit anim id est labo	illamco laboris nisi ut aliquip ex ea commodo re eu fugiat nulla pariatur. Excepteur sint occa	consequat. Duis aute irure dolor
	🖋 Design 🔍 Preview		Words: 69 Characters: 445

Figure 161 – Narrative screen explained

- Each required Narrative Section is displayed on the screen you may need to scroll down to view and complete all required sections.
- Each Narrative Section has a heading that describes the type of narrative required. In this example, the first Narrative Section heading is **Goals, Objectives, & Performance Measures**. Refer to the hardcopy NOFA for the information required in this section.
- The text for each Narrative Section is stored as rich text, or formatted text, which means that you can paste narrative into the application from a word-processing program. If you type your narrative text directly into this application, you can still format it like you would in a word processor, using bullet and numbered lists, indentation, and bold/italic characters, all accessible from the Editing Toolbar.
- It is good practice to save your work after completing each Narrative Section. The **Save** button is in the top-right part of the screen. *When working on Narrative Sections that* you had to scroll down on the screen to access, remember to scroll back up and click the Save button when you complete the section
- 3. Click inside a Narrative Section box to begin entering your text. Use the Editing Toolbar to format your text as desired. Be sure to save your work when finished with each section.

ome Grant Managemer		
nt Management > Application Sear . Number: Grant Numb	*	a Status
assigned]	\$0.00 \$0.00 0.00 % 01/01/2014 - 01/01/2017 Test for documentation Pending	il Status
Grant Application Menu *	MANAGEMENT CAPABILITIES	
Search	See NOFA	-
Face Sheet		
Officers		
Service Sites	begin entering text Logramsum	
Summary	enim ad minim and the set do elusmod tempor incididunt ut labore et dolore magna aliqua. Of	
Narrative	in reprehenderit in vouquate vent esse emain unore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt	/
Budget	in culpa qui officia deserunt mollit anim id est laborum.	
Budget Priority		
Budget Priority Print	Scroll back to top ar	
	Click the Save butto	on
Print	✓ Design	on
Print Documents	PROBLEM STATEMENT Click the Save butto PROBLEM STATEMENT Section	on
Print Documents Activity Log	Pesign Preview PROBLEM STATEMENT section	on
Print Documents Activity Log Special Conditions	Problem STATEMENT Click the Save button when finished each section See NOFA 日日常津口・首日の日日の日の日の日の日の日の日の日の日の日の日の日の日の日の日の日の日の日	on
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Print Documents Activity Log Special Conditions Performance Measures Progress Reports	ア Design Q Preview Click the Save buttor when finished each section PROBLEM STATEMENT Sec NOFA B J U A * ③* Times New R* 15px * 臣王王臣章 章 逼 ④ * 氢 ④ * 氮 @ Zoom * Lorem ipsum dolor sit amet, consecteur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut	on
Print Documents Activity Log Special Conditions Performance Measures Progress Reports Federal Purpose	Posign Q Preview Click the Save buttor when finished each section PROBLEM STATEMENT Sec NOFA Sec NOFA 日日日日日日日日日日日日日日日日日日日日日日日日日日日日日日日日日日日日	on

Figure 162 - Complete Narrative Sections in your application

4. Repeat Step 3 for each required Narrative Section. Be sure you've scrolled to the bottom and completed all sections. Remember to click the **Save** button after completing each section.

Home Grant Management	Funding Managem	ent Address Boo	k Reports	Admin Logout			
ant Management > Application Search			*				_
op. Number: Grant Number:		Match Funds:	Match %:	Project Dates:	Title:	Application Status:	
nassigned]	\$0.00	\$0.00	0.00 %	01/01/2014 - 01/01/2017	Test for documentation	Pending	
Grant Application Menu *	-						
Search		Times New R • 16px •			Zoom •		
Face Sheet				od tempor incididunt ut la nisi ut aliquip ex ea comp			
Officers	Design S Preview	in thus nostria exercita	ition ittianico taboris i	nsi ili annilio ex ea comm	Words: 69 Chara		
Service Sites							
Summary	SUSTAINABILITY						
Narrative	See NOFA						
Budget	命品 9・0・ 日	※ 4 18 日日 律	· 田· 自身を				
Budget Priority	в I Ц А • 🐎 •	Times New R 16px -	E = = = # *	🎙 📓 🔉 🕏 🕄 😫	Zoom -		
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Activity Log	in reprehenderit in volu in culpa qui officia dese			ariatur. Excepteur sint oc	caecat cunidatat non proi	dent cunt	
Special Conditions	an confin dan contour acco				Be sure you	've scrolled	
Performance Measures					to the bo		
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	See NOFA						
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		Times New R • 16px •		9 🖾 Q · 🐮 🔍 😣	- A CONTRACTOR OF A CONTRACTOR OFTA CONTRACTOR		

Figure 163 – Scroll to bottom to ensure all required sections are complete.

5. Finally, scroll back up to the top and click the **Save** button one final time to save your narratives.

Home Grant Managemen	t Funding Management	Address Book	Reports Admin	Logout		
ant Management > Application Sean	h					
pp. Number: Grant Nun	iber: Reg. Funds:	Match Funds:	Match %:	Project Dates:	Title:	Application Status:
nassigned)	\$0.00	\$0.00	0.00 %	07/01/2017 - 06/30/2018	Example for Documentation	Pending
Grant Menu 🕴						Save -
Search	PROBLEM STATEMENT					- Andrew
Face Sheet	See NOFA					
Officers	A A 2		-		X	
Service Siles	B I U A · O · Times N	New R. + 16px + 📰 🗃	i 🖩 🔳 🎔 🛄 Ω	• 🕵 🔒 Zoom •		
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Budget	est laborum."			in non provide an endp		
Budget Priority						
Print						
Documents						
Activity Log						
Special Conditions						
Special Conditions Performance Measures						
Performance Measures						
Performance Measures Progress Reports						
Performance Measures Progress Reports Federal Purpose	Design Q Preview				Words: 69 Charae	ters: 447 - 6
Performance Measures Progress Reports Federal Purpose					Words: 69 Charac	ters: 447 . 1
Performance Measures Progress Reports Federal Purpose	STRATEGY & TIMELINE				Words: 69 Charae	ters: 447
Performance Measures Progress Reports Federal Purpose	STRATEGY & TIMELINE See NOFA					ters 447
Performance Measures Progress Reports Federal Purpose	STRATEGY & TIMELINE					teris 447

7.3.1.9 Create Project Budget

A project budget must be included with every grant application. You must enter budget information into at least one of the following categories:

- Personnel
- Operating Expenses
- Travel
- Contractual Services
- Equipment
- Other

Note: Not all categories may be available (based on the parameter established in the NOFA).

The following procedure shows an example of creating a project budget containing a line item in the Personnel budget category and providing the related budget justification. Repeat this procedure for each category and line item associated with your proposed budget.

1. Click **Budget** in the Grant Menu.

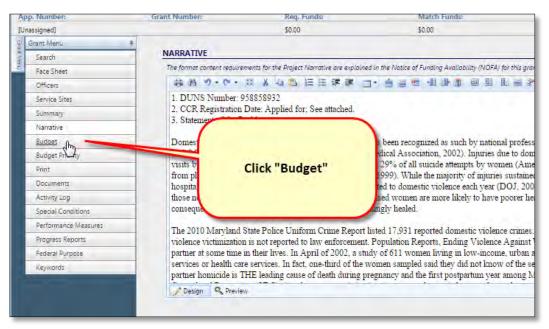


Figure 164 - Click Budget in the Grant Menu



2. The Original Grant Application Budget screen is displayed:

Figure 165 - Original Grant Application Budget Screen

Note two special areas of the Application Budget Screen: The current budget revision number is reported in the upper-left area of the screen. When entering a budget for the first time, this will read "Original Grant Application Budget". The second special area is the budget version drop-down list. If you've revised your original budget any number of times, you can select which version you want to view using this drop-down list. The budget version drop-down list is described in detail in section **7.3.3 - Add a Budget Revision**.

3. To begin entering your original project budget, click the **Expand** icon next to the Budget Category you want to add a new entry for. For this example procedure, click the **Expand** icon next to the **Personnel** Budget Category. Then click the **+** icon beside **Add New Record**.



Figure 166 - Expand Budget Category and Add New Record

4. Add the required information to the new Personnel record as described below.

Description of Position		Salary Type	Funding	Wage Type	Wage Amount	Total Budget	Just.	Priority	Edit	Delet
	•	Salary 🔻	Grant Fur 🔻	Annual 🔻					X	

Figure 167 - Add Line Item Information

- **Description**: Briefly describe the person's role (for example: New Admin Assistant)
- Salary Type: Indicate whether the line item is considered Salary, Fringe, or Overtime
- Wage Type: Indicate whether the line item is Salary or Hourly
- **Funding**: Select the means by which the position will be funded Grant Funds, Cash Match, or In-Kind Match.

The following provisions apply to match requirements:

- ⇒ The sub-recipient may satisfy the match requirement with either CASH (e.g., funds contributed from private sources or State and local governments such as a portion of someone's salary) or
- ⇒ IN-KIND services (e.g., services or goods donated by the applicant organization or other entities such as a volunteer or donated food)
- \Rightarrow Funds from other Federal sources may not be used to meet the match requirement.
- ⇒ Funds or in-kind resources used as match must be directly related to the project goals and objectives.
- Sub-recipients must maintain records which clearly show the source, the amount, and the timing of all matching contributions.
- Sources of match are restricted to the same requirements as funds allocated under the federal program and must be documented in the same manner as federal program funds, including financial and programmatic reports.
- Annual Salary: Enter the annual salary for the position. If it is an hourly position, you must annualize it to calculate the annual salary and enter it here.
- Requested Amount: Enter the amount of funds you are requesting for this resource.
- 5. Click the **Checkmark** below **Edit** to add the new line item to the Personnel budget category. If you click the **X** button instead, the information you entered for this line item will be lost and you will be returned to the Original Grant Application Budget screen.

🖬 Add new record									🖗 Refresh
Description of Position	Salary Type	Funding	Wage Type	Wage Amount	Total Budget	Just	Priority	Edit	Delete
Physician 💌	Salary 🔻	Grant Fur 🔻	Annual 🔻	\$14,570	\$14,570			VX	

Figure 168 - Save new budget line item

6. After your new line item is saved, you are returned to the Original Grant Application Budget window:

						_	NIION	ROL & PREVE			
e	and in the local of	-			Transformer Charlos and Annual	S al faquel i sun	Mana Norm	Reported Form		1 Apr 6-	Hallintin Ver-
	Printer Land	Consulation in the local division in the loc	-	-	-				a lippitation		1.00
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	- Information	a design	David Series	and .	Takes .		Date of the part time (second relations)		inteste	1000	gêi triwis
-		\$1.00		55.00		\$5.00		Operating Reported		100	-
		\$5.00		51.00		38.40		Transf			- Da
		10.00		\$5.05		81.00		Contractioni Services	-		a Contine
		MAN		10.00		\$0.00		Ipigment	-	- 10	Constant Automation
		54.00		51.07		50.00		Other	-	- 10	pers Patern
								Contract of Contra	~	- march	nel Puccer
		80.00		\$8,00		\$10,000.00	-				

Figure 169 - Budget Totals Updated based on New Line Item

The following budget amounts are updated to reflect the newly added line item:

- Budget Category Total for each Match Type
- Total of all Categories for each Match Type
- Total Project Budget
- 7. Repeat Steps 4 -7 for each budget entry you wish to make (expand category, add new record, enter line item information, and save the entry).

App, N	lumber:	Requested Funds:	Match Funda:	% of Project Cost
Unamig	(pred)	\$10,000.00	\$0.00	0.00 %
Original	Grant Applica	tion Badget		
	Help	Rodget Entegory		Total Grant Funds
-	0	Personnel		\$10,000.00
1.1	Add new to	ncord		
18	THEFE		Description	
	~ Jim Law		and the second	
1	and a second	- the	Salary for part-time community coord	inator
1	0	Operating Expenses		\$0.00
	0	Travel		\$0.00
	0	Contractual Services		\$0.00
1	0	Equipment		\$0.00
	0	Other		50.00

Figure 170 - Repeat Add New Record for each Budget Item

8. Budget totals are updated every time you save a new line item.

NOTE: While your new budget is saved, you must provide a justification for each entry in order to submit your application, as described in the following section.

7.3.1.10 Create Project Budget Justifications

In the previous section, we created a budget revision and added a line item within the Personnel budget category. To provide a justification for that item, do the following:

1. Click the **Expand** icon next to Personnel.

Inassigned] riginal Grant (Applicat	\$12,500,00	\$0.00	
riginal Grant	Applicat			2.00 %
	ALC: NO.	ion Budget		
_		- Calegory		Total Grant Funds
5	0	Personnel		\$10,000.00
	0	Operating Expenses		\$0.00
	0	Travel		\$0.00
	2	Contractual Services		\$0.00
	0	Equipment		\$2,500.00
	0	Other		\$0.00

Figure 171 - Add Budget Line Item Justification - Expand Record

Records within the category are expanded automatically, and the line item you added is shown.

2. Click on the **Just** link next to the pencil icon to display the text box that you'll use to add your budget item justification.

Styled Gest Appliates Subpt			-	rginel hadget 🔝 Ferrina Barget 🗮 Fart 😭 Robards
- O Reserved	Total User Totals \$12,000 P	Total Carls Non B	Clink Illust	Tata Tadget Eil. 990-99
E AL VE WORLD	and a	See Lot	Click "Just"	
Arisen	Juliany for part time community constituence.	No.	tory desired	LAMA LINES L. J. Y.

Figure 172 - Click JUST to Enter Line Item Justification

3. Click in the **Justification text box** and type in the justification for the specific budget item you just added, then click the **Save** button.

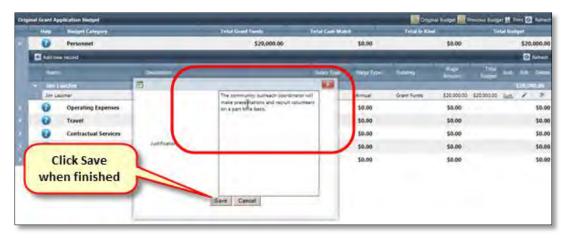


Figure 173 - Type in justification and hit Save

- 4. Repeat this procedure to add a justification to every budget line item you created in your new budget revision.
- 5. After creating a new budget revision, adding all required line items, and providing a justification for each line item, proceed to the next steps to complete and finalize the application.

Budget Priority

	Description of Position	Salary Type	Funding	Wage Type	Wage Amount	Total Budget	Just.	Priority	Edit	Delete
~	Physician								\$1	5,685.00
	Physician	Salary	Grant Funds	Annual	\$14,570.00	\$14,570.00	[View/Edit]	3	1	X
	Physician	Fringe	Grant Funds	Annual	\$1,115.00	\$1,115.00	[View/Edit]	4	1	×
~	Project Coordinator								\$7	6,866.00
	Project Coordinator	Salary	Grant Funds	Annual	\$66,206.00	\$66,206.00	[View/Edit]	1	1	×
	Project Coordinator	Fringe	Grant Funds	Annual	\$10,660.00	\$10,660.00	[View/Edit]	2	1	×
~	Substance Abuse Counselor								\$6	5,635.00
	Substance Abuse Counselor	Salary	Grant Funds	Annual	\$51,420.00	\$51,240.00	[View/Edit]	5	1	×
	Substance Abuse Counselor	Fringe	Grant Funds	Annual	\$14,395.00	\$14,395.00	[View/Edit]	6	1	X

Figure 174 – Line Items will be prioritized as you enter them

While creating your budget, you will notice there is a section that shows a Priority Number. The system will automatically generate a number for each record that you enter into the system.

Grant Menu	Ŧ
Search	
Face Sheet	
Officers	
Service Sites	
Summary	
Narrative	
Budget	
Budget Priority	

Figure 175 – Select Budget Priority from the Grant Menu

1. Once the budget has been completed, under the Grants Menu, you can select "Budget Priority" and prioritize your line items from your budget.

ist of	budget line items that have been entered for this project. Sort them, by dr	agging and dropping, so that the most essential iter	ns are at the top of the list.		
					🙆 Refresh
riority	Description		Salary Type	Funding	Total Budget
1	Project Coordinator		Salary	Grant Funds	\$66,206.00
2	Project Coordinator		Fringe	Grant Funds	\$10,660.00
	4 Physician	Salary	Grant Funds		
- F	Physici		Salary	Grant Funds	\$14,570.00
	Sub- Abuse Counselor		Salary	Grant Funds	\$51,240.00
6	Substance Abuse Counselor		Fringe	Grant Funds	\$14,395.00
7	Computer for Project Coordinator			Grant Funds	\$1,300.00
8	Medication (Vivitrol)			Grant Funds	\$19,410.00
9	Local travel between ORCC & Adult Addictions			Grant Funds	\$333.00
10	Urine Drug Testing			Grant Funds	\$1,323.00

Figure 176 – Select Budget Priority from the Grant Menu

2. From this section, you will be able to move the line items around from the most important to the least important. To do this, you will simply click on the line item and drag it to the proper location.

7.3.1.11 Finalize Grant Application

To summarize, the grant application process up to this point included the following tasks:

- 1. Create Application
- 2. Complete Project Face Sheet
- 3. Assign Officers
- 4. Add Additional Service Sites (if applicable)
- 5. Add Project Summary
- 6. Add Project Narrative
- 7. Create Project Budget and Justifications
- 8. Sort and Prioritize your Budget Line Items

Finalizing a grant application includes tasks you perform using GMS and those you will perform manually, as follows:

- 1. Attach Documents to the Application (Optional)
- 2. Upload a valid SAM.gov screenshot if applying for Federal GFD
- 3. Upload a 501(c)3 document if non-profit (religious or non-religious)
- 4. Review and Revise Application Prior to submitting it electronically in GMS
 - a. Generate a Draft (Pending Submission) Hardcopy
 - b. Review Draft Hardcopy
 - c. Revise Application in GMS if changes are required
 - d. Repeat a) through c) if necessary
- 5. Submit Application Electronically using GMS
- 6. Prepare and Deliver Hardcopy of Application
 - a. Print Hardcopy of Application using GMS
 - b. Collect Proper Signatures
 - c. Make Appropriate Number of Photocopies (as required by the NOFA)
 - d. Deliver Application Hardcopy to GOCCP

The tasks above that you perform in GMS are described in the following sections.

7.3.1.11.1 Attach Documents to Grant Application

1. Click **Documents** in the Grant Application Menu to the left of the screen.

p. Numben Gr	ant Numbers Reg. Funds	Match Fundst	Match No.	Project Datesi	Titles	Application Status:	
ussigned]	\$0.00	\$0.00	0.00 %	11/01/2015 -04/01/2016	Daniel Soviers Example for Docu	Pending	
Grant Application Manu	4						- 100
Search	PRINT REPORT						-
Face Sheet	Please select the reports to prior						
Officers	Réport Grans Application Report	*					
Service Sites	Dyine All Format		talat				
	Summa		nel Budget				
Summary	Covera	1.777.077					
Summary Nanazive	Cpera	Click	sual Services Budget. Ms				
Naciative	Equip: Service	Click	sual Services Budges. His soying				
Nariazine Budget	Equip: Service	Click cuments	10				
Nanaziwi Budgat Budgat Etionty	Equip: Service	Click	10				
Nanusire Budger Budger Pronty Print	Equip: Service	Click	10				
Nanazire Budget Budget Intonty Print Documents	Equip: Service	Click	10				
Nanaziwe Busgen Busgen Amonty Print <u>Documents</u> Activity Log	Equip: Service	Click	10				
Nanuzove Budget Budget Honry Print Documents Activity Log D Spensil Canditions	Equip: Service	Click	10				
Nanaziwi Budger Budger Britis Documents Documents Achimy Long Bonnai Conditions Dental Conditions Dental Conditions	Equip: Service	Click	10				
Nanusive Budger Budger Brint <u>Documents</u> Achinty Log D Special Conditions	Equip: Service	Click	10				

Figure 177 - Access Documents in Grant Application Menu

2. Click the Add New Record icon to display the data entry screen.

MARYLAND	GOVERNOR'S OFFICE OF CRIME CONTROL	& PREVENTIC	DN			• taok, tepernanter Logout 🔍 💡
Home Grant Man	nagement Funding Management	Address Book Reports	Admin Logout			
pp. Number:	Grant Number: Reg. Funds: \$0.00	Match Funds: \$0.00	Match 96: 0.00 %	Project Dates: 11/01/2015 - 06/01/2016	Title: Daniel Sowers Example for Docu.	Application Status:
Grant Application Menu	Add new Document					Ø Refr
Search	Edit Documer	Document Name	Created .	Modified	Modified By	nternal Expired Delete
Face Sheet	Add new Document					Current *
Officers	No records to display.					Lan.
Service Sites						
Summary						
Narrative						
Budget						
Budget Priority						
Print						
Documents						
Andreas						

Figure 178 – Add New Document Record to Grant Application

Clicking Add New Record brings up the new document data entry screen:

Management > Application Search		agement A	Address Book Reports	Admin Logout	
		Req. Funds:	Match Funds:	Select Classification	Title: Application Status:
nassigned]		\$0.00	\$0.00		/2016 Daniel Sowers Example for Docu Pending
Grant Application Menu	🐔 🔛 Add new Document	_		from Drop-down list	0
Search	Edit	Document	Document Name		Modified By Internal Expired De
Face Sheet		T			Current *
Officers	Classification:		(Select One)		Select Document to upload
Service Sites			[select One]	Sinlera	
Summary	Document:			ameri	
Narrative	Document Name:				
Budget					Enter Name and
Budget Priority	Description:				Description of
Print	Description:				Document
Documents					
Activity Log	Expiration Date:				
Special Conditions	Internal:				
Performance Measures				Enter Document	Click to save new
Progress Reports	No records to displa	ay.		Expiration Date	
Federal Purpose				(Optional)	document record

Figure 179 – New Document Data Entry Screen

3. Select a classification for the document from the Classification drop-down list.

4. Click the Select button beside the Document field. This brings up a standard dialog box that allows you to search for the document on your hard disk and select it. If your computer runs the Microsoft Windows 7 operating system, the dialog will appear similar to the following figure:

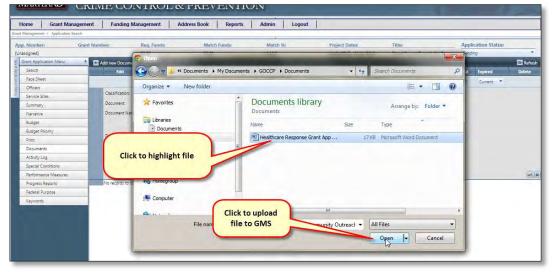


Figure 180 – Select File from Computer to Upload to GMS

- Browse your computer for the file you wish to upload. When you locate the file, click on it to highlight it, then click the Open button to upload the file to GMS.
- If your computer is running a different operating system, the dialog box may appear differently you would still just browse for the file and select it to upload it.

After you select the document to upload, you are returned to the Data Entry screen and the document you uploaded is listed next to the Document label. Complete the remaining fields as follows:

Home Grant Managem	nent Funding I	Management	Address Book R	eports Admin	Logout			
nt Management > Application Search			Section 4					
pp. Number: Grant N nassigned]	umber: Req. \$0.00	Funds:		and the second sec	ject Dates:	Title: Daniel Sowers Example for	Application Status: Pending	_
Grant Application Menu			\$0.00	1.00 % 11/	01/2015 - 06/01/2016	Daniel Sowers Example for		_
Search Search	Add new Docume						in the second	G Refr
Eace Sheet	Edit	Document	Document Name	Created -	Modified	Modified By	Internal Expired	Dele
Officers	-	T			T		Currer *	
Service Sites	Classification:		General Document	*				
Summary	-		# Healthcare Response Grant Ap	p Community Outreach Research	Info.docx			
Narrative	Document:		Remove					
Budget	Document Nam	e:	Community Outreach Researc	h Information				
Budget Priority	-			and figures regarding the feasibili		sponse project within		
Print	-		the community, collected from	06-01-2011 through 06-25-2013	2.			
	Description:							
Documents								
	-		6/1/2013	-				
Documents Activity Log Special Conditions	Expiration Date:	Expiration Date: 6		(
Activity Log	Expiration Date: Internal:							
Activity Log Special Conditions					Click to save	e new		
Activity Log Special Conditions Performance Measures		splay.			Click to save		-	-

Figure 181 – Complete Remaining Data Entry

- 5. Type a descriptive name for the document in the Document Name field.
- 6. Type a detailed description of the document into the Description field.

- If applicable, add a date that the document will no longer be available. Either click the calendar icon next to the Expiration Date field and choose a date by clicking on it, or type the date directly into the Expiration Date text field in the format MM/DD/YYYY (ex. 05/01/2013).
- 8. (Accessibility based on permission) Click to place a checkmark in the Internal checkbox to mark the document as Internal (GOCCP user only).
- 9. Click the checkmark icon to the lower left of the screen to upload and save the document to the Funding Program. If you click on the cancel icon (X), the document will not be uploaded or saved and you'll be returned to the previous screen. The newly added document is now displayed in the Documents list:

App. Number:	Grant Numbe	r:	Req. Funds:	Match Funds:	Match %:	Project Dates:	Title;	Applie	cation Status:	
Unassigned]			50.00	\$0.00	0.00 %	11/01/2015 - 05/01/2016	Daniel Sowers Example for Docu	Pendin	ng	
Grant Application Menu	E Ad	d new Documen	e							Refres
Search	a second by	Edit	Document	Document Name	Created *	Modified	Modified By	Internal	Expired	Delete
Face Sheet		-	T			T			Current *	
Officers	~	Classification	: General Document: C	ount 1						
Service Sites		1	Download	Community Outreach Research Info	10/14/2015	10/14/2015	SuperAdmin		14	X
Summary					and the					
Narrative										
Budget						Newly adde				
Budget Priority						document is				
Print						displayed in the	list			
Documents										
Activity Log										

Figure 182 – New Document Record Displayed in List

7.3.1.11.1.1 Internal / External Documents

When documents are uploaded to GMS, they can be marked as Internal (see step 8 in prior procedure). Doing so will ensure that only GOCCP personnel can see the document. If a document is not checked as Internal, it is External by default and can be seen by whoever is viewing the application or award.

When viewing a list of documents, you can use the Filter in the Internal column to determine how you want to see internal or external documents:

1. When viewing the documents list, first click to place a check in the checkbox next to the filter in the Internal column heading. Then click the filter icon.



- 2. The filter allows you to specify how you want to view internal documents. Select:
 - a. EqualTo to show you every document that is checked as Internal
 - b. NotEqualTo to show you every document that is **not** checked as Internal

7.3.1.11.1.1.2 Expired Documents

When a document is added to a grant award it can be assigned an expiration date. When viewing the list of documents for a grant award, you can apply a filter to view all documents, only current documents (documents that are not yet expired) or expired documents only.

To use the Expired filter:

1. Click the arrow on the drop-down list in the Expired column:

divocacy Center Service. Acceptance Documents Due CR Refres Interna Expired Delete [Ail] CR
TAIR
Expired 3 ×
Current
x
× ×
×



- a. Click All to view all documents regardless of their expiration status.
- b. Click **Expired** to view only expired documents. A checkmark will appear in the checkbox in the Expired column and only expired documents will be displayed.

			Modified	Modified By	Internal	Expired	Delete
						Expired 🔻	
onden	ce; Count 1				1		
	Document 5	10/27/2015	10/27/2015	SuperAdmin		1	×

Figure 184 – Expired Checkbox

						🧐 Refrest
iment Name	Created .	Modified	Modified By	Internal	Expired	Delete
			7		Current 🔻	1
2				C		
ment 1	10/27/2015	10/27/2015	SuperAdmin	8		X
ment 3	10/27/2015	10/27/2015	SuperAdmin	D.	6	×
ment 2	10/27/2015	10/27/2015	SuperAdmin	0	8	×
ment 4	10/27/2015	10/27/2015	SuperAdmin	*		×

c. Click **Current** to view only documents that are not expired:

Figure 185 – Use Current to view only documents that are not expired.

7.3.1.11.2 Upload SAM.gov Screenshot if applying for Grant based on a Federal GFD

If you are applying for a grant based on a Federal GFD, you must :

 Show proof of a SAM.gov screenshot document by uploading it to the documents section of your application. • Ensure that the document is dated correctly with regard to the application proposed start date (screenshot document expiration date is equal to or after the application start date.

To upload your SAM.gov screenshot:

- 1. Bring up the Face Sheet for your grant application
- 2. Make a note of the Project Dates -> Proposed Start Date

PROJECT DATES	_		
GFD Code	MVOC		
GFD Title	Maryland Vic	tims of Crim	ie - 2000
GFD Start Date	7/1/1999		
GFD End Date	1/23/2004		
Proposed Start Date	7/1/1999	I	2
Proposed End Date	1/23/2004	III	

Figure 186 – Make a Note of the Proposed Start Date

3. Click on the **Documents** tab in the **Grant Application Menu**.

Budget	Address.
Budget Priority	
Print	City, State Zip: Org. Type:
Documents	County: Auth. Official:
Activity Logh	DUNS Number:
Special Conditions	SAM Expiration Dat
Performance Measures	
Progress Reports	Governor's Office
Federal Purpose	Is service site?
Keywords	Organization: Address:

Figure 187 – Click the Documents Tab

4. Click on Add new Document.

mber:	Grant Number:	Req. Funds:			
ned]	0	\$0.00			
Application Menu	🕴 🕞 Add new Do	ocument			
irch	Edi	it Document Docu			
e Sheet		T			
icers	No record	ds to display.			
vice Sites	no record	No records to display.			
202201					

Figure 188 – Click Plus Sign Icon for Add new Document

5. Select SAM.gov Screenshot from the Classification drop-down menu.

Edit	Document	Document Name	C	reated
Classification:		[Select One]	+	
Document:		DVUP Activity Log		Select
Document Name		SAM.gov Screerchot	_	
Description:		Change in Authorized Official Organization Change of Address Letter of Support	•	
Expiration Date:				
Internal:		D		

Figure 189 – Select SAM.gov Screenshot

6. Click the **Select** button and choose the SAM.gov screenshot from your computer.

0.00 7

iment	Document Name	Created *	Modified	Modified By
T				
	SAM.gov Screenshot			
		Select A		

0//01/2015 - 00/50/2014

Figure 190 – Click the Select Button

Enter the name of the file you uploaded in the **Document Name** field and a description of the document in the **Description** field. Finally, enter the expiration date of the document in the **Expiration Date** field. Note: as described in step 2, this date must be equal to or after the project start date.

Inassigned]	S	0.00	\$0.00	0.00 %	07/0	1/2013 - 06/
Grant Application Menu	* 🛃 Add new Document					
Search	Edit	Document	Document Name	Crea	ated .	Modifi
Face Sheet		T				
Officers						
Service Sites	Classification:		SAM.gov Screenshot	•		
Summary	Document:		IA-WAR_Room-SAM-gov_Scn	eenshot.jpg × Remove		
Narrative	Document Name:		IA-WAR_Room-SAM-gov_Scr	eenshot		
Budget			Current Sam.gov Screenshot re	equired to submit grant a	pplication	
Budget Priority						
Print	Description:					
Documents		-				
Activity Log	Expiration Date:	0	1/1/2000			
Special Conditions	Internal:	· · · ·		<i>.</i>		
Performance Measures						
Progress Reports	No records to display	1.				
Federal Purpose						

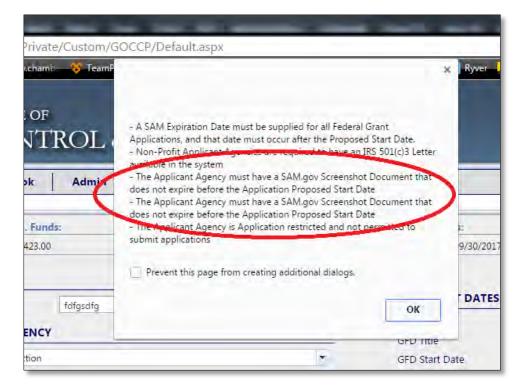
Figure 191 – Enter Document Name, Description, and Expiration Date

8. When complete, click on the checkmark icon to save the document record.

Home Grant Managem		Management	Address Book Reports	Admin	Logout				
rant Management > Application Se pp. Number: Grant	arch Number:	Reg. Funds:	Match Funds:	Match %		Project Dates:	Title:	Application Status:	
(nassigned)		\$0.00	\$0.00	0.00 %		07/01/2013 - 06/30/2014	Inter-Agency WAR Room Coord		
Grant Application Menu #	Add new Docume	nt	1,000		-				Refn
Search	Edit	Ducument	Document Name			Modified	Modified By	Internal Expired	Delete
Face Sheet		T		1	ET			Current *	_
Officers			120.0						
Service Sites	Classification:		SAM-gov Screenshot	-					
Summary	Document		IA-WAR_Room-SAM-gov_Screen	shot.ipg × Remove					
Narrative	Document Nan	ie:	IA-WAR_Room-SAM-gov_Screen	shot					
Budget			Current Samigov Screenshot requ	med to submit gr	rant application				
Budget Priority									
Print	Description:								
Documents			1						
Activity Log	Expiration Date		1/1/2000				- 61		-
Special Conditions	Internal:							1	-
Performance Measures									1
		isplay.							Jk -

Figure 192 – Click Checkmark Icon to Save Document Record

9. **NOTE:** If you are required to upload a SAM.gov screenshot and you do not, or if you do upload the screenshot but the **Expiration Date** you enter is prior to the proposed start project date, you will receive an error message and will not be able to proceed until you correct the problem (upload a valid screenshot, correct the expiration date).



7.3.1.11.3 Uploading a 501(c)3 Letter (if non-profit)

If your applicant agency is a non-profit – religious or non-religious – you must upload a valid 501(c)3 letter to your application, as follows:

- 1. Bring up your grant application in GMS it will default to the Face Sheet.
- 2. Click on **Documents** in the Grant Menu.



Figure 193 – Click Documents in the Grant Menu

3. Click on Add new Document.

umber:	Grant Number:	Req. Funds:	Match Funds:	N
ned]	6	\$0.00	\$0.00	0.
t Menu	🕴 👖 Add ne	w Document		
arch		document	Document Name	_
ce Sheet	HULLING	TRACE		
ficers	No rec	ords to display.		
rvice Sites	Notec			
mmary				

Figure 194 – Click the Plus Sign Icon to Add new Document

4. Select **501(c)3 Letter** from the **Classification** drop-down menu.

			- Burnelle		
Edit	Document	Document Name	Create		
	T				_
Classification:		[Select One]	*		
Document:		Quarterly Statistical Report		Select	
Document Nam		Performance Measures			
Document wan	· (DVUP Activity Log 501(c)3 Letter			
	1	SAM.gov Screenshot			
Description:		Alternate Authorized Official Letter			
		Change in Authorized Official			
					_
Expiration Date:					
Internal:		13			

Figure 195 – Select 501(c)3 Letter

5. Click the **Select** button and choose the letter you wish to upload from your computer.

ent	Document Name		Modified	Modified By
T				
	501(c)3 Letter	7	1	
		Select 🖓		
		<u> </u>		

Figure 196 – Click the Select Button to Choose Letter to Update

- 6. By default, the name of the document you upload is entered into the **Document Name** field.
- 7. Enter a description of the letter in the **Description** field, and the date that the letter expires in the **Expiration Date** field, then click the checkmark icon to save the document record in GMS.

Classification:	501(c)3 Letter *	
Document:	🧧 100 Good Men 501c3 Letterjog 🗙 Remove	
Document Name:	100 Good Men 501c3 Letter	
Description:		
Expiration Date:		4
Internal:		

Figure 197 – Enter Document Name, Description, Expiration Date, and Internal/External

7.3.1.11.4 Generate and Review a Draft (Pending Submission) Hardcopy of the Grant Application

Hardcopies generated *before completing electronic submission* say "Pending Submission" and will not be accepted by GOCCP. Use this hardcopy of the application as a review tool. After you electronically submit the application, you can generate and print a final hardcopy, which you will deliver to the GOCCP manually.

- 1. Use the instructions in this section to generate a *draft* hardcopy of your complete application in PDF format.
- 2. Print the hardcopy or view the PDF on your computer and review it for completeness. If you notice incomplete or incorrect information, edit the relevant section of the application using the instructions in Sections Error! Reference source not found. through Error! Reference source not und..
- 3. Repeat the first two steps until the application is complete and all the information is correct. At this point you can proceed to the next section and electronically submit the application.

To generate a draft hardcopy of your grant application in PDF format:

1. Click **Print** in the Grant Application Menu.

op. Number: Gra	nt Number	Reg. Funds:	Match Funds:	Match %:
nassigned]		\$0.00	\$0.00	0.00 %
Grant Application Menu				
Search	NARRATI			
Face Sheet		content requirements for the Proje poleting this section of the applica		ne Notice of Funding Availabilit
Officers		9 - P - 11 & 4a 13		do
Service Sites	usu ara	V - F - X - 6 - 2 - 2		
Summary	в	II. A & OF & Care lines		
Narrative	1.			
Budget		Click "Print" in G	rant	
Budget Priority	A COLUMN TWO IS NOT	Application Me	mu	
Print	D	Application Mc	n and has t	been recognized as such b
Documents	(A dou			ts (ACOG), and The Join ources, accounting for an
Activity Log		tion, 1994) and 29% of all s		
Special Conditions		ents every year for injuries t		
Performance Measures		sified as superficial contusio e each year (DOJ, 2007). Or		
Progress Reports		e each year (DOJ, 2007). Or l to abuse (Dolezal, 2009). I:		
Federal Purpose		suffer the long-term health		
Keywords				
		0 Maryland State Police Un States Department of Justice		

Figure 198 – Access Print from Grant Application Menu

2. Click the **Report** drop-down list arrow and select the report you want to print.

pp. Number: Grant Number	: Req. Funds:	Match Funds:	Match %:	Project Dates:	Title:	Application Status:	
[nassigned]	\$0.00	\$0.00	0.00 %	11/01/2015 - 06/01/	2016 Daniel Sowers Example	Pending	
Grant Application Menu 🛛 🕴				(þ
Search	PRINT REPORT			Select r	eport from		
Face Sheet	Please select the reports to			drop-o	down list		
Officers	Report: Grant Application						
Service Sites	Denied Funding		Face She	10 mm			
Summary	Sun Denied Funding			el Budget ual Services Budget			
Narrative	Application Proc	ess And Certification	Civil Rigi				
Budget	Service Sites	Assurances	Anti-Lob				
Budget Priority							
Print							
Documents							

Figure 199 – Select Report from Drop-down List

3. The "Grant Application Report" is a complete report of your application and contains several forms. Click in the checkbox beside each form you wish to be included in the report, or click in the checkbox beside "Print All Forms" to select all forms automatically.

ber	Req. Funds:	Match Funds:	Match %:	Project Dates:	Title:	Application Status:
Click "Print All	\$0.00	\$0.00	0.00 %	11/01/2015 - 06/01/2	2016 Daniel Sowers Example	Pending
Forms" to include all forms in the	PRINT REPORT					1
report	Please select the reports to print					1
	Report: Grant Application Repo	ort	÷			
Service Sites	Print All Forms	Cover Sheet	Face Sheet			
Summary	Summary and Narrative	Project Budget Su	mmary 🕑 Personnel Budg	get		
	Operating Expenses Budge	t 🖉 Travel Budget	Contractual Ser	rvices Budget	Click P	rinter icon to
Narrative	Equipment Budget	Other on last	Civil Rights			e report in PDF
Budget	Service Sites	Assurances	Anti-Lobbying			Format
Budget Priority		(onnac
Print			Or select individ	ual		
Documents			forms one-by-on			
Activity Log			include in repo	ALC: NOT THE REAL PROPERTY OF		
pecial Conditions						
Performance Measures						

Figure 200 – Select Forms to Include in Report

- 4. Click on the **Printer icon** to generate a report containing the items you selected.
- 5. If you are using Microsoft Internet Explorer, a dialog box will appear at the bottom of the browser when the report is ready:

	rant Number: Req. Funds	Match	Funds: Match %:	Project Dates:	Title:	Application Status:	
inassigned]	\$0.00	\$0.00	0.00 %	11/01/2015 - 06/01/2016	Daniel Sowers Example for Doc-	Pending	
Grant Application Menu Search	PRINT REPORT						8
Face Sheet	Please select the reports to print.						
	Report: Grant Application Repo	t	-				
Officers	Print All Forms	Cover Sheet	Face Sheet				
Service Sites	Summary and Narrative	Project Budget Summar	v Personnel Budget	203			
Summary	Coperating Expenses Budget		Contractual Services Budget				
Narrative	Equipment Budget	Other Budget	Civil Rights	Click SAVE to save th	he		
Budget	Service Sites	Assurances	Anti-Lobbying	PDF file to your			
Budget Priority				computer hard disk			
Print							el la
Print Documents			Click OPEN to open the			click CANCEL to cance printing - report will	
			Click OPEN to open the			printing - report wil not be generated	
Documents			Click OPEN to open the report in Adobe Acrobat Reader			printing - report wil	
Documents Activity Log			report in Adobe			printing - report wil	
Documents Activity Log Special Conditions			report in Adobe			printing - report wil	
Documents Activity Log Special Conditions Performance Measures			report in Adobe			printing - report wil	

Figure 201 – Select Forms to Include in Report

- Click OPEN to view the report in Adobe Acrobat Reader, click Save to save the PDF file to your computer hard disk, or click CANCEL to cancel generation of the report.
- If you use a different browser, you will still have the same options, but they may be presented differently.
- 6. If you selected OPEN, the report will now be displayed in Adobe Acrobat Reader:

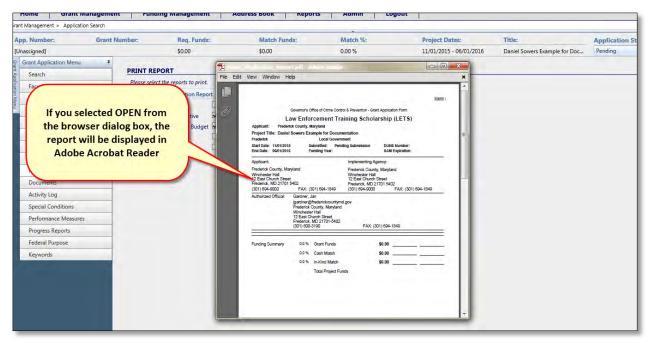


Figure 202 – Select Forms to Include in Report

Review your Grant Application

Be sure to carefully review all of the forms you printed as part of your application.

In addition to checking it for completeness, ensure that contact names and addresses, email addresses, and signature lines are all present and correct. Often when any of these items are missing or incorrect, it means your user ID or other contact information may have not been set up correctly in GMS. For example:

- If the name of the Authorized official is missing from the signature line of the Assurances or Anti Lobbying forms, then an Authorized Official must be assigned to the Organization. Select Address Book, Organizations, Edit Organization, and use the drop down list to select an Authorized official (refer to Section Navigating GMS for further instructions if necessary). The application report will now include the name of the Authorized Official.
- If the email or address in a letter is missing, then your contact information in the GMS address book needs to be updated.
- If you (or your implementing agency) address is missing, then your organization's information needs to be updated in the GMS address book.
- If you notice any of these issues with your reports, please contact GMS support to have your information updated or corrected.

If you notice incomplete or incorrect information, edit the relevant section of the application using the instructions in Sections **Error! Reference source not found.** through **Error! Reference source not found.** cessible via the Grant Application Menu:

App. Number:	Grant Number:	Req. Funds:	Match Funds:	Match %:	Project Dates:	Title:	Applica
[Unassigned]		\$0.00	\$0.00	0.00 %	11/01/2015 - 06/01/2016	Daniel Sowers Example for Doc	Pending
Grant Application Menu							
Search		REPORT					
Face Sheet		elect the reports to print.					
Officers	100	Grant Application Report					
Service Sites		nt All Forms Cove					
Summary		nmary and Narrative Proje erating Expenses Budent III Trans	ct Budget Summary Personnel	Budget Services Budget			
Narrative		upment Budg		evices budget			
Budget		vice Sites					
Budget Priority			ny revisions to the				
Print							
Documents			tion using the Gran	n l			
Activity Log		Ap	plication Menu				
Special Conditions							
Performance Measur	es						
Progress Reports							
Federal Purpose							
Keywords							

Figure 203 – Make Revisions using the Grant Application Menu

You can print a draft grant application report at any time after making revisions. When you have completed the application, proceed to the next step and electronically submit the application.

7.3.1.11.5 Electronically Submit Grant Application to GOCCP

1. Submit your application to GOCCP by clicking in the Status drop-down list and selecting **Submit Application**.

Home Grant Management	Funding Management	Address Book Re	ports Admin	Logout	
ant Management > Application Search					
App. Number: Grant Number:	Req. Funds: Mate	h Funds: Match %:	Project Dates:	Title:	Application Status:
Unassigned]	\$0.00 \$0.00	0.00 %	11/01/2015 - 06/01/2	016 Daniel Sowers Example	Pending
	Add new Document				Pending Cancel Application
Search	Edit Document Do	cument Name		Vlodified By	> Submit Application
Face Sheet			Select "Submit"		Cun - W
Officers	Classification: General Docume	ent; Count: 1	from the Status		
Service Sites		mmunity Outreach	Drop-down List	uperAdmin	0.0
Summary	Res	earch Info	and some set	apernantin	
Narrative					
Budget					
Budget Priority					
Print					
Documents					
Activity Log					
Special Conditions					
Performance Measures					
Progress Reports					
Federal Purpose					
Keywords					

Figure 204 - Submit Application to GOCCP by Changing Status to Submit Application

- 2. The Submit Application process validates rules to make sure all required fields are completed and correct.
- 3. If validation fails, a list of required fields will display indicating what needs to be completed in Grant Application
- 4. When validation is successful, the status will change to "Application Submitted" and a message is displayed to confirm that your application has been submitted.

Match Funds: \$0.00	% of Project Cost: 0.00 %	Project Dates: 10/01/2012 - 06/30/2013	Title: (Example) Domestic Violence Awar	Status: Awaiting Hard Co
Your application	n has been successfully submitted			
umn	ОК			
M Anti-Lobi				

Figure 205 - Submission Confirmation Message

5. Click the OK button in the submission confirmation dialog box, which will bring you directly to the Print screen where you can print the final hardcopy which you will deliver to GOCCP manually, as described in the following section.

7.3.1.11.6 Prepare and Deliver Hardcopy of Application

When you generate a report after successfully submitting the application in GMS, the report will no longer contain the text "Pending Submission", and can be delivered to GOCCP in hardcopy format. Refer to the instructions in Section **Error! Reference source not found.** for printing your hardcopy report. To omplete the application process:

- Collect Proper Signatures (have the Authorized Official for the Applicant Agency sign in the appropriate places)
- Make Appropriate Number of Photocopies (as required by the NOFA) and attach any letters of support or other documents to the paper application
- Deliver Application Hardcopy to GOCCP: An original and appropriate number of copies need to be delivered to GOCCP by the hardcopy deadline. The number of copies and deadline dates are outlined in the hardcopy NOFA.

7.3.1.12 View New Grant Application in Home Page

1. You can now view your newly submitted application.

and the second s	GOVERNOR'S OFFICE	The second second second second second	PREVE	NTION
Home Grant Manag	gement Funding Man	agement Addre	ss Book	Reports Admin
Grant Management > A Fication Se App. Number: Grant [Unassigned]	Click "Home" to return to GMS Home Page	Match Funds: \$0.00	Match %:	Project Date 11/01/2015 - 1
Grant Application Menu Search	Edit Docur	nent Document Name	. (Created 🔺 Mo
Search Face Sheet Officers	 Classification: Gen 	eral Document; Count: 1		
Service Sites	/ Down	load Community Outre Research Info	ach 1	10/14/2015 10/1
Narrativa				

2. Click **Home** to return to your home screen.

Figure 206 - Click Home to Return to your Home Screen

3. Your new application will appear in the Applications Dashboard, with the *Status of Awaiting Hardcopy*.

		E	Refresh								🖾 Refi
Bectronic Deadline	Active	Docs	Apply	Edit	Арр # 🔺	Project Title		Start Date	End Date	e Status	
Destine	Active •	-	Concession of the local division of the loca							Awaitin	g Hard Copy
	JACONG.	-		Я	2012-EJ-0002	Comprehensive Violen	ce Prosecution	07/01/2012	06/30/201	3 Awaiting	Hard Copy
4/2/2099	÷	<u>_</u>	0	8	2015-BJ-0132	Problem Solving Court	s/Veterans Court Program	10/01/2015	09/30/201	6 Awaiting	Hard Copy
0/1/2015	~			8	2015-BJ-0150	Data Analytics		09/01/2015	08/31/201	6 Awaiting	Hard Copy
				8	2015-SP-0001	State Aid for Police Pro	otection	07/01/2016	06/30/201	7 Awaiting	Hard Copy
				8	2015-SP-0002	State Aid for Police Pro	tection	07/01/2016	06/30/201	7 Awaiting	Hard Copy
				R		Daniel Sowers Example	e for Documentation	11/01/2015	06/01/201	6 Awaiting	Hard Copy
				A	2015-5P-0004	State Aid For Police Pr	otection	07/01/2016	06/30/201	7 Awaitin	Hard Copy
				8	2015-SP-0007	State Aid for Police Pro	otection	07/01/2016	06/30/201	7 sting	Hard Copy
				R	2015-SP-0008	State Aid for Police Pre			96/30/201	7 Awaiting	Hard Copy
				R	2015-SP-0009	State Aid for Police P			80/2	Awaiting	Hard Copy
				8	2015-5P-0011	State Aid for Police P	New Applica	ation annea	ars as	Awaiting	Hard Copy
				8	2015-SP-0012	State Aid for Police P		ng Hardcop	1/201	7 Awaiting	Hard Copy
				R	2015-5P-0013	State Aid for Police P	Awaltii	ig Hardcop	У (<u>30/201</u>	7 Awaiting	Hard Copy
					_						🖾 Re
				Edit	Srant# . Ap	e + Project Title) Ar	ncunt	Status
										T	[Ali]
				8	BJAG-2013-0024 2	015-8J-0051 Medication	Assisted Treatment/Reentry	10/01/2015	09/30/2016	\$51,750.00	Acceptance Documents D
				8	BJAG-2013-0025 2	015-8J-0035 Combating	Heroin Use and Trafficking	10/01/2015	08/31/2016	\$24,700.00	Acceptance Documents (
				12	BIAG-2013-0026 2	15-BI-0107 License Plate	Recognition Technology	10/01/2015	08/31/2016	\$124,635,00	Acceptance Documents

Figure 207 - New Application is displayed in Home Screen - Applications Dashboard

7.3.2 Withdraw a Grant Application (Internal Process)

GOCCP administrators with the appropriate permissions can withdraw an application any time before the grant is awarded.

- 1. Locate the application you want to withdraw in the Grant Applications Dashboard
- 2. Click the Edit icon to bring the application up in the Grant Application Menu
- 3. Click the Status drop-down box and select "Withdraw Application"
 - The grant application will automatically be withdrawn and the status will be changed to "Application Withdrawn".

Reports Admin	Logout			
Adden Females	and Promet Casts	1	~	Stabur
\$0.00	0.00 W	all I linewal I	K Violence Awar_	Austing Hard Copy
		Click "Withdraw	In Ded	Arreating Hard Copy
		Application"		Withdraw Application
		C	\$0.00	\$0.00
		50.00 50.00	50.00	\$0.00

Figure 208 - Withdraw Grant Application

7.3.3 Add a Budget Revision

7.3.3.1 About Budget Revisions

In GMS, the original (empty – unpopulated) budget for a grant application is called the **Original Grant Application Budget**. When you populate a budget for the first time, it is called **Budget Revision 0**.

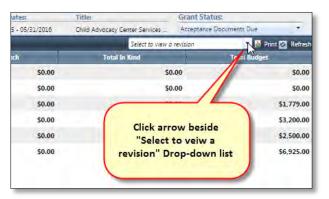
• Any time you revise, update, or add line items to your project budget after it was originally submitted, a **Budget Revision** is created and an auto-incremented numbers follows (for example, Budget Revision 0, Budget Revision 1 and so on).

• This provides you with an audit trail of all changes made to your project budget; each revision can be viewed individually at any time from the main project budget screen by using the Budget Revision Drop-down List.

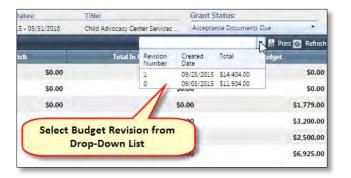
7.3.3.1.1 Budget Version Drop-down List

To view prior versions of a budget using the Budget Version Drop-Down List:

1. Locate the Budget Version Drop-Down List and click the arrow to bring up the list:



2. The drop-down list provides a list of all budget revisions – click on a revision to select it:



3. The version of the budget you selected is now displayed. Note that in this example, budget revision number 0 was selected. This is reflected in the upper-left corner of the screen:

ome	Grant Management Fun	Selected Budget Revision is noted	Reports	Admin Logout		
dvantage /	Audited Page					
ant Award Help	Budget Revision #0 Budget Category	Total Grant Funds	Total Cash Match	Total In Kind	Print 🙆 Reft	
0	Personnel	\$0.00	\$0.00	\$0.00	\$0.	
0	Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.	
0	Travel	\$1,779.00	\$0.00	\$0.00	\$1,779	
0	Contractual Services	\$3,200.00	\$0.00	\$0.00	\$3,200.	
0	Equipment	\$0.00	\$0.00	\$0.00	\$0.	
0	Other	\$6,925.00	\$0.00	\$0.00	\$6,925.	

7.3.3.2 Creating a Budget Revision

Following is a summary of steps involved in creating a budget revision for your project:

NOTE: Before proceeding, it may be helpful to generate a printed budget notice.

1. Begin by clicking on Add New Budget Revision. The Add New Budget Revision window is displayed:

agement > Application Sea	ement Address Book Admin Logout	1				
New Budget Revision						22
n Application New Dodge						n 😹 Cancel Budget Revision 🙆 Rafes
0	Personnel	Total Grant Fran	50.00	Total Cash Match \$0.00	Tetal la Cint \$0.00	Total Bodget \$0.0
ő	Operating Expenses		\$0.00	\$0.00	50.00	50.0
0	Travel		50.00	\$0.00	50.00	50.0
ö	Contractual Services		50.00	\$0.00	50.00	50.
0	Equipment		\$0.00	\$0.00	\$0.00	50.5
ŏ	Other		\$0.00	\$0.00	50.00	50.

Figure 209 - Add New Budget Revision

• The Add New Budget Revision window is displayed, maximized and pinned within the process area. In the upper-right corner of the windows are icons that allow you to resize

the window so that you can simultaneously view the most recent version while you're editing the new revision:

	OVERNOR'S OFFICE O		8- D	REVENTION						Welcome back, Burth	lummyi Logout 😈 🚱
Home Grant Manage	ement Address Book	Admi		ogout						-	
Management > Application Searc	+		-	These Marr	n é amhr		ie Ta	Set Ditter	Thin	Anglia	Son Thumas
	(Unianzymed)	_	MIS	10.60		102-1-6	17.0 17.0	nucional - deramatikas	Hadri Gire Vamprod to		
(last Multi Dillicere	and Suppl Secure			Consert Appeliantizer fühliget fürverberet	rd (counterry)						rennen ballen 🖬 Fret 🖾 Fre
Service Rese	11 0	Paras				-I sul Grant tomo	58.00	State Control Martin		50.00	1 mark data pro-
	0	1.01.01	New Budget	Builden			245,05	30.01	0	50.00	
Normaliwe				New Dudget Servicion	-			e Budget Resilion 🔛 Carcol (u		1.00	
Budget				Builget Category	feet	d Grant Frands Te	tal Cash Match	Total in Kind	Fotal Bodget		
(From)			0	Personnel		\$0.00	\$0,00	\$0.00	\$0.00	50.00	
AND MARY LINE	0	5	0	Operating Expenses		\$0.00	\$0.00	\$0.00	\$0.00	50.00	
			0	Travel		\$0,00	\$0.00	\$0.00	\$0.00	50.00	
			0	Contractual Services		\$0.00	\$0.00	\$0.00	\$0.00		
			0	Equipment		50.00	\$0.00	\$0.00	\$0.00		
			0	Other		\$0.00	\$0.00	\$0.00	\$0.00		
		-			Totals:	\$0.00	\$0.00	\$0.00	\$0.00		
	_				Tetalc		50.00	\$2.00		50.20	10.4

Figure 210 - Add New Budget Revision Window (Resized to view Current Budget Revision)

NOTE: Although you can view the most recent budget revision in the background, while the Add New Budget Revision window is active – maximized or not – you can only work within it; to get back to the main Budget Revision screen you must either save or cancel editing the new revision.

Click the Expand icon next to the Budget Category you want to add a new entry for. For this
example procedure, click the Expand icon next to the Personnel Budget Category. Then click the
+ icon beside Add New Record.

Grant A	pplication New	v Budget Revision							Save Budget Revision 🗶 C	ancel Budget Revision	Refres
	Help	Budget Category		Total Grant Funds		Total (Sash Match		Total In Kind	Total Budget	-
~	0	Personnel		50	0.00		5	0.00	\$0.00		\$0.00
-1	Add new ree	ord					_	_		6	Refrest
5	Name		Description		Sal	ary Type	Wage Type	Funding	Wage Amount	Total Budget Just, Edi	it Deleti
			[54	ary *	Annual *	Grant Fc*			
	No records	to display.									
	0	Operating Expenses		50	0.00			0.00	\$0.00		\$0.0
	0	Travel		50	0.00		4	0.00	\$0.00		\$0.0
	0	Contractual Services		50	0.00			0.00	\$0.00		\$0.0
	0	Equipment		50	0.00		5	0.00	\$0.00		\$0.0
	0	Other		50	0.00		5	0.00	\$0.00		\$0.0
_			Totals	\$0.0				.00	\$0.00		\$0.00

Figure 211 - Expand Budget Category and Add New Record

2. Add the required information to the new Personnel record as described below.

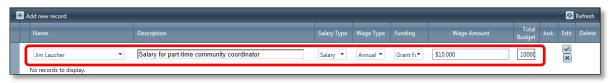


Figure 212 - Add Line Item Information

- **Name**: If available, type the name of the person in your organization you want to fund with this grant. If you have not yet hired the person or assigned someone to this position, leave this field blank.
- **Description**: Briefly describe the person's role (for example: New Admin Assistant)
- Salary Type: Indicate whether the line item is considered Salary, Fringe, or Overtime
- Wage Type: Indicate whether the line item is Salary or Hourly
- **Funding**: Select the means by which the position will be funded Grant Funds, Cash Match, or In-Kind Match.

The following provisions apply to match requirements:

- ⇒ The sub-recipient may satisfy the match requirement with either CASH (e.g., funds contributed from private sources or State and local governments such as a portion of someone's salary) or
- ⇒ IN-KIND services (e.g., services or goods donated by the applicant organization or other entities such as a volunteer or donated food)
- \Rightarrow Funds from other Federal sources may not be used to meet the match requirement.
- ➡ Funds or in-kind resources used as match must be directly related to the project goals and objectives.
- Sub-recipients must maintain records which clearly show the source, the amount, and the timing of all matching contributions.
- Sources of match are restricted to the same requirements as funds allocated under the federal program and must be documented in the same manner as federal program funds, including financial and programmatic reports.
- Annual Salary: Enter the annual salary for the position. If it is an hourly position, you must annualize it to calculate the annual salary and enter it here.
- Requested Amount: Enter the amount of funds you are requesting for this resource.
- 3. Click the **Checkmark** below **Edit** to add the new line item to the Personnel budget category. If you click the **X** button instead, the information you entered for this line item will be lost and you will be returned to the **Add New Budget Revision** window.

+	Add new record									Refresh
	Name	Description	Salary Type	Wage Type	Funding	Wage Amount	Total Budget	Just.	Edit	Delete
	Jim Laucher No records to display.	Salary for part-time community coordinator	Salary 🔻	Annual 🔻	Grant Ft▼	\$10,000	10000			J



4. After your new line item is saved, you are returned to the Add New Budget Revision window:

plication New	Budget Revision				🚮 Save Budget Revision 😥 Can	cel Budget Revision 🔯 Refres
Help	Budget Category	То	al Gran unse	Total Cash Match	Total in Kind	Total Builget
0	Personnel		\$10,000.00	\$0.00	\$0.00	\$10,000.00
0	Operating Expenses		30.00	\$0.00	\$0.00	\$0.0
0	Travel		\$0.00	\$0.00	\$0.00	\$0.0
0	Contractual Services		\$0.00	\$0.00	\$0.00	\$0.0
0	Equipment		\$0.00	\$0.00	\$0.00	\$0.0
0	Other		\$0.00	\$0.00	\$0.00	\$0.0

Figure 214 - Budget Totals Updated based on New Line Item

The following budget amounts are updated to reflect the newly added line item:

- Budget Category Total for each Match Type
- Total of all Categories for each Match Type
- Total Project Budget
- 5. Similarly you can delete a previously entered budget item by clicking the X in the Delete column.

~	Other	\$2,000.	00	\$0.00	\$0.0	00		\$2,000.00
	Add new record							🙆 Refresh
	Description	Funding	Quantity	Unit Cost	Total Budget	Just.	Edit	
	DV Shelter repairs	Grant Funds	20	0.1	\$2,000.00	justificat [more]	1	×

6. Repeat the steps above for each budget entry you wish to make (expand category, add new record, enter line item information, and save the entry).

ant App	lication New	Budget Revision			🐋 Save Budget Revision 🗶 Car	cel Rudget Revision 🙆 Refre
	Help	Budget Calegory	Total Grant Funds	Fotal Cash Match	Total In Kind	Total Bodget
	0	Personnel	\$10,000.00	\$0.00	\$0.00	\$10,000.0
	0	Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.0
	0	Travel	\$0.00	50.00	50.00	\$0.0
	0	Contractual Services	\$0.00	\$0.00	\$0.00	\$0.0
	0	Equipment	\$0.00	\$0.00	\$0.00	\$0.0
	0	Other	\$0.00	\$0.00	\$0.00	50.0

Figure 215 - Complete Remaining Budget Entries

7. When you've entered all of your budget line items, click the Checkmark beside Save Budget Revision.

	Budget Rev		_			Save Tudget Revision 🗴 Cano	
Grant App	lication New Help	Budget Revision Budget Category	_	Total Grant Funde	Fotal Cash Match	Save Budget Revision & Cars	Total lindget
	0	Personnel		\$10,000.00	\$0.00	\$0.00	\$10,000.00
	õ	Operating Expenses		\$0.00	\$0.00	\$0.00	\$0.00
	Đ	Travel		\$0.00	\$0.00	\$0.00	50.00
	õ	Contractual Services		\$0.00	\$0.00	\$0.00	\$0.00
	õ	Equipment		\$0.00	\$0.00	\$0.00	\$0.00
	õ	Other		\$0.00	\$0.00	50.00	50.00

Figure 216 - Click Save Button to Save Budget Revision

8. You are returned to the main **Budget Revision** screen and see a new Budget Version Number:

Grant Menu 🕴	🗄 Add Budget 🛙	Revision	Current Grant Award Budget (#1)			🙆 Original Budget 🔟 Previo	ous Budget 😹 Print 🐼 Refre
Narrative	Help	Budget Category		Total Grant Funds	Total Cash Match	Total In Kind	Total Budget
Goals/Objectives	> 0	Personnel		\$0.00	\$0.00	\$0.00	\$0.0
Budget	> 😮	Operating Expense	s	\$0.00	\$0.00	\$0.00	\$0.0
Print	5 2	Travel		\$0.00	\$0.00	\$0.00	\$0.
Documents	> 0	Contractual Service	es	\$0.00	\$0.00	\$0.00	\$0.
Activity Log Special Conditions	. 0	Equipment		\$0.00	\$0.00	\$0.00	\$0.0
Performance Measures	> 😯	Other		\$2.00	\$0.00	\$0.00	\$2.0
Progress Reports							
Federal Purpose							
Site Visits							
Audits							
Notice of Dispute							
Keywords							
Grant Links							
Close Out							
Reports							
Grant Award GAN	1000		Totals:	\$2.00	\$0.00	\$0.00	\$2.00

Figure 217 - Returned to main Budget Revision screen with a new budget version number

NOTE: While your new budget is saved, you must provide a justification for each entry in order to submit your application, as described in Section 6.2.1.9.

7.4 Viewing Grant Applications and Awards by Funding Year

The GMS Grant Management screen provides a central location to view all Funding Years and any grant applications and awards associated with them. To access this screen:

1. Select Grant Management from the main Grant Management menu in the navigation bar:

Home	Grant Management	Funding Management	Addre
Home	Grant Management		
Available Fun View	Application Search Award Search Folder Management	Grant Management Deadline	Active
Ľ			Active *
An	ny Multi-fund test	10/26/2012	10

Figure 218 - Access the Grant Management Screen

2. The Grant Management screen is displayed:

		Welcome back, Dan	Logout 😈	2
GOVERNOR'S OFFICE OF CRIME CONTROL & PREVE				
iome Grant Management Funding Management Address Book F	Reports Admin Logout			
Management > Grant Management				
Title .	Online Deadline	Hani Copy Deadline	Funding Year	
Baltimore City Community Policing - 2005	09/30/2003	09/30/2003	2005	
Baltimore City Community Policing - 2006	09/30/2004	09/30/2004	2006	
Baltimore City Community Policing - 2007	09/30/2005	09/30/2005	2007	
Baltimore City Community Policing - 2008	09/30/2006	09/30/2006	2008	
Baltimore City Community Policing - 2009	09/30/2007	09/30/2007	2009	
Baltimore City Community Policing - 2010	09/30/2008	09/30/2008	2010	
Baltimore City Community Policing - 2011	09/30/2009	09/30/2009	2011	
Baltimore City Community Policing - 2012	09/30/2010	09/30/2010	2012	
Baltimore City Community Policing - 2013	09/30/2011	09/30/2011	2013	
Baltimore City Firearm Investigation Violence Prevention Program - 2006	09/30/2004	09/30/2004	2006	
Baltimore City Firearm Investigation Violence Prevention Program - 2007	09/30/2005	09/30/2005	2007	
Baltimore City Firearm Investigation Violence Prevention Program - 2008	09/30/2006	09/30/2006	2008	
Baltimore City Firearm Investigation Violence Prevention Program - 2009	09/30/2007	09/30/2007	2009	
Baltimore City Firearm Investigation Violence Prevention Program - 2010	09/30/2008	09/30/2008	2010	
Baltimore City Firearm Investigation Violence Prevention Program - 2011	09/30/2009	09/30/2009	2011	
Baltimore City Firearm Investigation Violence Prevention Program - 2012	09/30/2010	09/30/2010	2012	
Baltimore City Firearm Investigation Violence Prevention Program - 2013	09/30/2011	09/30/2011	2013	
Baltimore City Foot Patrol - 2005	09/30/2003	09/30/2003	2005	
Baltimore City Foot Patrol - 2006	09/30/2004	09/30/2004	2006	
N 101 P1 F + D + 1 3003	7005105100		7007	

Figure 219 - GMS Grant Management Screen

3. Locate the Funding Year you wish to view, and click the Expand icon next to that Funding Year record. Any Grant Applications associated with the Funding Year are shown nested below the record and sorted by Application Number.

Ba	timore City Fire	Expanded Record Prevention	Program - 2013	Grant Applications	09/30/2011	09/30/2	011	20	13
	App Number =	Angenhousen min a	Project suite:	associated with this GFD	Proposed Start Date	Froposed End Date	Funding Year	Edit	Add
,	2012-81-0001	Office of the State's Attorney for Baitmore City	Comprehensive Violence Prosecution	Awarded	07/01/2012	06/30/2013	8	8	-
	2012-50-0002	Office of the State's Attorney for Baltimore City	Comprehensive Violence Prosecution	Awaiting Hard Copy	07/01/2012	06/30/2013	8	R	

Figure 220 - Expanded GFD Record in Grant Management Screen

4. To view grant awards associated with an application, click the Expand icon next to the application record. Awards associated with that application appear nested below the application record.

Ba	Itimore City Firearm		5445		09/30/2011	09/30/2	011	20	013
	App Number -		int Application record to view Grant ds associated with application.	Status	Proposed Start Date Pr	oposed End Date	Funding Year	Edit	Add Award
4	2012-81-0001	Office of the State's Attorney for Baitimore City	Comprehensive Violence Prosecution	Awarded	Grant Awards associated with	90/2013	В	8	
	Award Number -	Organization Name	Project Title	Status.	Application record	ed End Date	Funding Year	Edit	Report
	8CFI-2013-1801	Office of the State's Attorney for Baltimore City	Comprehensive Violence Prosecution	Acceptance Documents Due	07/01/2012	06/30/2013	8	8	٥
•	2012-61-0002	Office of the State's Attorney for Baltimore City	Comprehensive Violence Prosecution	Awaiting Hard Copy	07/01/2012	06/30/2013	8	8	

Figure 221 - Grant Management -> GFD -> Application -> Award

5. To view details about, or edit the grant application associated with the Funding Year record, click on the magnifying glass icon in the Edit column of the Application list under the expanded record. NOTE: This causes you to exit the Grant Management screen. If you wish to edit a grant award listed below the application, skip to Step 7.

Ba	altimore City Commu	nity Policing - 2012		0	9/30/2010	09/30/2010)	201	2
	App Number _	Organization Name	Project Hile	Click to	o Edit the grant appli	cation and Dale	Tunding Year	bdit	Add Ancard
1	2011-BC-0005	Baitimore Police Department	Neighborhood Community Palicing	Awarded	07/01/2011	06/30/2012	-	aller.	
	Award Number .	Organization Name	Project Title	Status	Proposed Start Date	Proposed End Date	Funding Year	- starting	Reports
	BCCP-2012-1801	Baltimore Police Department	Neighborhood Community Policing	Award In Compliance	07/01/2011	06/30/2012	8	*	0

Figure 222 - Edit an Application associated with a GFD

6. Clicking the Application magnifying glass icon takes you to the Grant Application menu screen.

Home Grant Manageme	ent Funding Manage	ment Address Book	Reports	Admin	Logout		
nt Management > Application Se	arch						
p. Number: Grant N	umber: Req. Funds:	Match Funds:	Match %:		Project Dates:	Title:	Application Status:
7-HF-0004	\$250.00	\$0.00	0.00 %		07/01/2017 - 06/30/2018	Example for Docum	entation Hardcopy Received
Grant Application Menu 🕴							Save
Search	PROJECT TITLE			_	DEFICIENCY STATU	IS	
Face Sheet	Project Title	Example for Documentation			-	55	
Officers	APPLICANT AGENCY				Deficiency Deficiency Note	-	
Service Sites	100 Good Men				Denciency Note		
Summary	Is service site?						
Narrative	Organization:	100 Good Men					
Budget	Address:	650 Fitzwater Street P.O. Box 3743					
Budget Priority	City, State Zip:	Salisbury, MD 21802					
Print	Org. Type:	Non-Profit Non-Religious			PROJECT DATES		
Documents	County: Auth. Official:	Wicomico Edward Taylor			GFD Code	DRCE	
Activity Log	DUNS Number:	12-345-6789			GFD Title		rce - Day Reporting Centers Program - FY
Special Conditions	SAM Expiration Date:	5/19/2017			GFD Start Date GFD End Date	7/1/2017	
Performance Measures	IMPLEMENTING AGE	INCY			Proposed Start Date	6/30/2018	
Progress Reports	100 Good Men				Proposed End Date	7/1/2017 6/30/2018	
Federal Purpose	Is service site?					0/50/2016	
Keywords	Organization: Address:	100 Good Men 650 Fitzwater Street			PROJECT YEAR		
	Address:	P.O. Box 3743			Project Year	[Select One]	¥
	City, State Zip:	Salisbury, MD 21802			ARDCOPY RECEIV	ED DATE	
	Org. Type:	Non-Profit Non-Religious Wicomico			-		
	County: Auth. Official:	Edward Taylor			Hardcopy Received	5/6/2017	
	COUNTY/MUNICIPA	LITY			O APPLICATION DAT	ES	
	County	Wicomico		-	Application Submitted	5/6/2017	
	Municipality	Salisbury			Submitted to Financial		
		oursediy.				ATION	
	GRANT ROLES			_	PREPARER INFORM	-	
	Project Director	Joseph Morse	0		Preparer's Name	Adam Baum	
	Fiscal Officer	Judy Abadia	0		Preparer's Phone	(212) 555-1212	
	GOCCP Regional Monitor	Carpintieri, Angela 🔹 👻					
	GOCCP Funding Manager	Weems, Zina 👻					
	GOCCP Fiscal Specialist	Buchanan-Tisdale, Valarie 🔻					

Figure 223 - Grant Application Menu Screen

7. To view details about, or edit the grant award associated with the application under the Funding Year record, click on the magnifying glass icon in the Edit column of the Award list under the expanded record.

Ba	altimore City Commu	nity Policing - 2012		09	9/30/2010	09/30/20	10	201	.2
	App Number .	Organization Name	Project Title	Status	Proposed Start Date	Proposed End Date	Funding Year	Edit	Add Award
R	2011-8C-0005	Baltimore Police Department	Neighborhood Community Policing	Awarded			8	8	
	Award Number	Organization Name	Project Title	Status.	Click to Edit o	Frant Award	Sunding Year	Edit	Reports
	BCCP-2012-1801	Baltimore Police Department	Neighborhood Community Policing	Award In Compliance	07/01/2011	06/30/2012	8	1	

Figure 224 - Edit a Grant Award associated with a GFD

8. Clicking on the Grant Award magnifying glass icon takes you to the Grant Award menu screen.

	WERNOR'S OFFICE OF	L & PREVENTIC	ON				Welcom	n basik, SuperAdmini	Logout U
me Grant Manager	And the second second second	Address Book Reports	Admin Logo	out	_		100	-	
Management > Award Searc									
	Number: Awarded:	Reported %:	Match:	Match Rept. 9	: Project Dates:	Title:		Grant Status:	
	-DO-0001 \$20,000.00	0.00 %	50.00	0.00 %	07/01/2017 - 06/		t for Documentat.	New Grant	
	x	-							Save
Search	GRANT SEQUENCE NUMBE	R		_					- ender
Face Sheet	Sequence Number 0001				DEFICIENCY STATUS				
Funding	O PROJECT VITLE				Deficiency				
Officers'	PROJECT TITLE				Deficiency Note				
Service Sites	Project Title Exam	ple Grant for Documentation							
Summary	APPLICANT AGENCY								
Narrative									
Goals/Objectives	Baltimore County, Maryland								
Budget	Organization:	Baitimore County, Maryland			PROJECT DATES				
Budget Priority	Address:	Office of the County Executive 400 Washington Avenue			GFD Code	DOMY			
Print		Towson, MD 21204			GFD Title	Domestic Violence Grant	Program- 2018		
Documents	City, State Zip: Org. Type:	Local Government			GFD Start Date	7/1/2017			
Activity Log	County: Auth. Official:	Baltimore County Kevin Kamenetz			GFD End Date	6/30/2018			
Special Conditions	DUNS Number	Kevin Kamenetz			Start Date	7/1/2017			
Performance Measures	SAM Expiration Date:				End Date	6/30/2018			
Progress Reports	IMPLEMENTING AGENCY				PROJECT YEAR				
Federal Purpose				-	-				
Site Visits.	Baltimore County Police & Communit	y Relations Councils, Inc.		171	Project Year	2nd *			
Audits	Is service site? Organization:	Baltimore County Police & Community	Relations Councils Inc.		AWARD DATES				
Notice of Dispute	Address:	Community Resources Section	and the second se		Approved Letter Pending				
Keywords		700 East Joppa Road			Award Letter Sent				
Grant Links	City, State Zip: Org. Type:	Towson, MD 21286 Non-Profit Non-Religious			Award Accepted				
Close Out	County:	Baltimore County			Accept Package Sent				
Reports	Auth. Official:	Fred Porcella			Proj Commencement Recvd				
Grant Award GAN	COUNTY/MUNICIPALITY					(Dear			
	County Baltin	nore County *			INVENTORY				
	Municipality [Seler	tt One] *			PIRF Approved				
	GRANT ROLES				RISK ASSESSMENT				
			0	_					
	and a second sec	l Allen	0		Risk Assessment	Unassigned			
	and the second second second	glas Abbott	0		1 INITIATIVE				
	GOCCP Regional Monitor Jang.				Initiative	[Select One]			
		on, Shanelle *				frence oust			
	GOCCP Fiscal Specialist Buch	anan-Testate Vislane							

Figure 225 - Grant Award Menu – Face Sheet Screen

7.5 Review and Approval Process (Permissions Based)

7.5.1 Log Receipt of Grant Application Hardcopy

After a sub-recipient successfully submits a grant application, the status of that application within GMS is changed to Awaiting Hardcopy. Once the hardcopy arrives at GOCCP the status of the application to Hardcopy Received will initially be changed by the Control Desk staff. Future changes may include Program staff.

1. Search for the application in the Application Search module by entering the Application Number on the hardcopy into the App# field and pressing Enter.

lome		anagement Funding Manag	ement Address Book Re	ports Admin Logout	1						
Manaj	pement > Applicatio	n awerch		-							Ø
i det	App # -	Applicant Agency	Implementing Agency	Project Title		Start Date	Lond Dealer	Project Director	Amount	_	County
	2012-80-0018	11		1		EM	(m) (m)	1		(T)	[41]
£	2012-80-0018	Center for a Healthy Maryland	Center for a Healthy Maryland	HealthCare Response to Domestic Violence		08/01/2012	05/30/2013	Abraham Meena		\$12 500 00	Baltimore Do

Figure 226 - Search for Grant Application

- 2. Click the Edit icon beside the application record to bring up the Grant Application Menu.
- 3. Enter the date you received the hardcopy into the Hardcopy Received Date field, then click the SAVE button.

e Grant Managem	Funding Management	Address Book	Reports Adm	in Logout			
Mess A ands co Shiet Hours reice Sites	2012-8C-0018 5121	ended Funds: 00.00	Match Funds: 30.00	% of Project Cox	t: Project Date	05/30/2013 HealthCare Response	to Dometric.
mmany mative skyrt: commette scial Conditions rformance Measures opeos Reports	Contro for a marty Marginal To service site? Addews: Clg. Synk Zip Dig. Type: Covity: Covi	1211 Cathadral Street Saltmore MD 22201 Non-Religiour Balsmore Ch Sand Rowland			GFO Code GFD Tina GFD Tina GFD Start Date OTO Indi Oxte Proposed Start Date Proposed Start Date Brogooed End Date GO FUNDING YEAR Program Year Stelert O		
deral Purpose ywende	IMPLEMENTING AGENCY Content for a healthy Maryland Is service site? Adenua: City, Sawa Sos Dig-Type: County, Add. Onticat:	1211 Cathedrai Street Bailtmore MD 21201 Non-Rott Non-Religiou Baitmore City Sandi Rowland	i		HARDCOPY REC Hardsopy Received Date Application Submittee Submittee To Financia PREPARER INFO Srepare's Name	8/14/2012 EXAMPLE Colored at the calendar sy16/2012 EXAMPLE Colored at the calendar sy16/2012 EXAMPLE Colored at the calendar the calendar	popup.]
	COUNTY/MUNICIPALITY	-		_	Preparers Phone DEFICIENCY STA Deficiency	(717) 555-1212 ATUS	

Figure 227 - Enter Hardcopy Received Date and Save

4. Click on the Status drop-down box and select "Receive Hardcopy".

Contraction of the Owner water of the Owner	CRIME CONT		/ENTION			Philipping your	Legent
Hume Grant Mena		neumi Address Back	Reports Admin	lagest			
itan hara. Searb	A Application Resident	Geographical Provides All Arcticle	MARINE . Mill	A of Tempel Line: 2014	Tropost Datase NRT012702 - 05 N	1996. SIGNA THEOREM AND	
Face Sheet				_	PROJECT DATES		Angeleg April 2000 Revenue April 2000
harristen	APPLICANT AGEN	vestrices helpines to Simulation	and.	_	SPD Same	- lyb	

Figure 228 - Change Status to Receive Hardcopy

5. Click the Save button when done.

The Status will now read *Receive Hardcopy*.

Search 2012-BC-C Fixes Sheet 2014 Action Service Sites 2014 Actions Service Sites 2014 Actions Rundget 201	COUSE Michael	n Nicole Avend Stevend	Match Finisks 35.00 meet 201 Rengious	35 of Prop 0.00%	ert Cost: Project Dates: Title: Status: 05501/2012-05507/0013 MeathCare Response to Domesco: 070 Trise Balming Cop Community Science-2005 070 Intel Care 7/1/2003 070 I	
Search 35124CO Paca Sheet I APPL Officers Carrier I APPL Officers Apple	COUSE Michael	niginia n m Nicole wrd cone A activel 222 kativel 223 koto 223 kativel 223 kativel 223 kativel 223 kativel 223 kativel 223 kativel 223 kativel 223 kativel 223 kativel 223 kativel 223 kativel 223 koto 233 kativel 233 koto 233 koto 233 koto 233 koto 233 koto 233 koto 233	\$0.00 meet	0.00 %	OBF012-052-052012 HeatmCare Response to Dometric. If antitating Recoved OFD Tare Examines Cog Community Recoved OFD Start Date 7/2/2002 OFD Start Date 8/04/2002 Frequent Start Date 8/	
Face Sheet AppL Officers Service Shees Service Service Service Service Service Service Service Se	PLECANT AGEN Super Down Tor a maximy Mary Service Site? Presson, lere Presson	n Nicole Avend Stevend	meet 1201		OPD Trite Salimiture Crg. Community Recting - 2003 OPD Sine Date P/1/2003 OPD Sine Date Sin/2002 Proposed Sine Date Sin/2002 OPD FORORED Sine Sin/2002 OPD Sine Date Sine	
Officers Carter for Service Sthea Summary Acress Rundtes Cly State Rundtes Cly State Acress Rundtes Cly State Acress Activity Ling Clamber Special Conditions Rodormance Measures Redro Measures Redro Runotes Edward Runotes	ter a reacting Maryle service site? * Person, lever pre: Person, lever	nn Nicole verd St ome St on 211 Aachel 211 y Rathela g, Pathola rrya fan Abdur rie Barbere	201		GID beet base 7/27/2002 GID best base 4/4/2022 Proposed Sinc Dave 5/20022 100 Proposed Sinc Dave 5/20022 100 Proposed Sinc Dave 5/20/2023 100	
Service Sites Files Service Sites Service Sites Files Service Sites Service Sites Service Serv	Pervice site? Parke: Env are Zeo per per Per Pictor to Perper Percention Percentio	verd St ome St Rachel 211 g Patricua grya Iana Abdur ria Barbara	201		OFD bits Date Frequent Stars Date Frequent Stars Date Frequent Stars Date Stars Date Stars Date	
Summary Address: Namative Chy Sans Inudget Dig Type Pinia Common Autority Log I Impel Spacial Contributors Progress Reports Address: Faderal Purpose	Person jor Philips Mut Press Price Market Press	ome St ch Rachel 211 g Patricia inya lana Abdur rie Barbane	201		Preposed Start Daw 8-12/2022	
Narrative City State Rindgek City State Print Comments ActionY Log City Type Special Conditions Programma Manageres Programs Resports Faderal Trappose	Ark Zei Philips Rue pre Pick Maria Moat Protor So PLEMENTING Ramma, Di Raman, Di Ramma, Di Ramma	oh Rachel 200 g. Patricia Inya Sana Abdur rie Barbana			Proposed End Date 5/00/2013	
Rudgest Dig Tige Pinah Documental Aktorby Lag Special Conditions Parlemance Measures Parlemance Measures Federal Physics Parlemance Homes Federal Physics Parlemance Homes Parlemance	are Zer Philotaky R. prc. Pica Maria Processor Procesor Processor Processor Processor Processor Processor Proces	Rachel 223 g. Patricia Inya Iana Abdur rie Barbana			FUNDING YEAR	
Nudget Dog Type Prink Control Actiony Log Documents Actiony Log Documents Special Conditions Progress Resports Progress Reports Address Progress Reports	pe: Pick Marta Micat Piepenbring Pictors So PLEMENTING A for a Hastby Viary for a Hastby Viary service site?	g Patricia Inga Ilana Abdur ris Barbara	Religious			
Auto Children Auto Children Auto Children Auto Children Attorne for Attorne fo	Micial Propertion of Protor Sor PLEMENTING # for a Healthy Maryla for a Healthy Maryla Rejails, Laur Robinson, L Robinson, L	riya Kana Abdur ris Barbara			Program Vear Ist	_
Desaments Activety Log Special Conditions Performance Measures Pengress Reports Address Federal Purpose	Protor Sor PLEMENTING A Raiman, Di Rajala Laur Robertson Robertson Robertson	lana Abdur ris Barbara		v	Program tear all	
Special Conditions Center fo Performance Measures T Is set Progress Reports Address Federal Purpose City, State	for a Healthy Maryla Reprint Robertson Reprint Robertson Robinson, L	ris				
Performance Measures TIS ser Progress Reports Address Federal Purpose	for a Healthy Maryla Robertson Robinson, L	Barbara			HARDCOPY RECEIVED DATE	
Performance Maasures C Is ser Progress Reports Address Federal Purpose City, State	service site? Robinson L				Handcopy Received Date 8/14/2012	-
Progress Reports Address Federal Purpose City, State		Linda			Herebergy revenues base environment	
Federal Purpose	st pearcorough	h Marce St	treat		APPLICATION DATES	
City, State	Schipler, Jup	stice			Application Submitted 8/16/2012 Tri	
Keywords	Sherman, A	100	201		Submitted To Financial	
Urg. Type	per Simpson Ki	Juna La	Religious		submitted to Hinandar	
County Auto: Offic					PREPARER INFORMATION	
Page of the	Steinly-Mar			U		_
COUN	UNTY/MUNICE Terrey John	-			Preparer's Name Jim Laucher	
	Walker, Ank	(asa -			Preparers Phone (717) 555-1212	
	Satimore Dty Weems In				DEFICIENCY STATUS	
Municipal	pairty [Select One] White Char Whitestone				And the local parts	
GRAN	ANT ROLES Winpidlet				T Deficiency	
	Yankolonis	Cherul				
Project Di	Director Young Jay				DeficiencyNote	
Fiscal Offic		Tex -				
DOCCF Re	imper. Eubak, Jem	143				

Figure 229 - Select Funding Year and Assign GOCCP Grant Roles

6. Program staff will change the status based on the completeness and correctness of the application. If everything looks good, they will change the status to *Hardcopy Received*.

tes:		Title:	Status:	
- 05	/30/2013	HealthCare Response to Domestic	Hardcopy Received 🔹	
			Hardcopy Received	-
			> Return to Awaiting Hardcopy	
			> Withdraw Application	
ES			> Return to Applicant	
	BCCP		> Begin Internal Review	
	Baltimore City	Community Policing - 2013		
	7/1/2012			

Figure 230 - Change Status of Application

The different statuses available in the drop-down menu are shown below:

- Return to Awaiting Hardcopy: Use if sub-recipient has errors in the hardcopy application and must correct & resubmit. This will change the application status to Pending in the user's Grant Applications Dashboard.
- Withdraw Application: Use to cancel the application at sub-recipient request. This will not delete the application the system will retain it and mark it as withdrawn.
- Return to Applicant: Use to unlock the application record so the user can make revisions in any part of the application and resubmit when ready.
- Begin Internal Review: Use to start the Internal Review process.

7.5.2 Perform an Internal Review (Peer Review)

After a sub-recipient successfully submits a grant application and the GFD Point of Contact has formally received the hardcopy, you can proceed with the Internal/Peer Review phase of the application process.

 Search for the application in the Application Search module by entering the Application Number on the hardcopy into the App# field and pressing Enter. You can narrow the list down by selecting "Hardcopy Received" from the Status drop-down list, as this will be the status of any application ready for the Internal Review (Peer Review) process. The GFD Point of Contact moves related applications from Hardcopy Received to Internal Review to indicate the reviews have begun.

lome	Grant Ma	nagement Funding Manage	ment Address Book Re	eports Admin	Logout					
			and the second second		-					2
det	App # -	Applicant Agency	Employmenting Agency	Project Tillie						County
	2012-80-0018					三面	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		101	[41]
8	2012-80-0018	Center for a Healthy Marviand	Center for a Healthy Maryland	HealthCare Respons Violence	e to Domestic	08/01/2012	05/30/2013	Abraham Meena	\$12 500 00	Baltimore Dity

Figure 231 - Search for Grant Application

- 2. Click the Edit icon beside the application record to bring up the Grant Application Menu.
- 3. To proceed to the Internal/Peer Review, change the Status of the application to "Begin Internal Review".

es:	Title:	Status:
05/30/2013	HealthCare Response to Domestic	Hardcopy Received
5		Hardcopy Received > Return to Awaiting Hardcopy > Withdraw Application
BCCP	0	> Begin Internal Review
Baltimore City	y Community Policing - 2013	
7/1/2012		

Figure 232 - Change Status to Begin Internal Review

The status of the application will change to "Internal Review" and will remain in this status until it is ready for the next process, which is the Pink Sheet Review. The Internal Review process includes: Budget Review, External Board/Peer Review, Executive Director Review, etc.

• Once in "Internal Review" status, the application will no longer appear in the subrecipients Grant Applications Dashboard, as it cannot be edited while in review.

7.5.3 The Pink Sheet Review

When a grant application has passed successfully through the Internal Review process, it moves on to the Pink Sheet Review phase, which may be assigned to program staff other than the Funding Manager. It is normally during this phase that programmatic reporting requirements (Performance Measurements and Progress Report Questions) are assigned to the application. If the grant is awarded, the sub-recipient will be responsible for completing and submitting these requirements on a quarterly basis to keep their grant in compliance.

7.5.3.1 Pink Sheet Review Checklist

Use the following checklist to guide you through the Pink Sheet Review Process. Every required field of the application must be populated correctly, and several special conditions can occur that will prevent you from transitioning the application to the Grants Manager for review. All items in this checklist are described in detail in the following sections.

Π	Locate &	Load /	Application
---	----------	--------	-------------

Change Status to **Begin Pink Sheet Review**

Confirm **Face Sheet** Fields are Complete

🗆 Project Title

□ Applicant Agency

□ Implementing Agency

County

□ Project Director

□ Fiscal Officer

Program Monitor

□ Program Manager

□ Fiscal Specialist

Grant Start Date

Grant End Date

□ Project Year (Funding Year)

□ Hardcopy Received Date

□ Application Submitted Date

□ Preparer's Name

□ Preparer's Phone

GOCCP Roles

Add Special Conditions

Add Performance Measures

Add Progress Report Questions

Add Federal Purpose Areas (if required)

Add Keywords

Submit Application to Grants Manager

7.5.3.1.1 Special Conditions

Following is a brief checklist of special conditions that could prevent you from completing the Pink Sheet Review and submitting the application to the Grants Manager. Each is discussed in more detail in sections that follow.

Federal Purpose Area Required. If the funding program requires Federal Purpose Areas and you do not select any from the Available Federal Purpose Areas, then when you try to change the status from Pink Sheet Review to Submit to Grants Manager, you will receive the following error message:

ua.getadvantage.com says:	×
- Applications for Federal Funds must have at least one Federal Purpose Area selected	
Prevent this page from creating additional dialogs.	
ОК	

Applicant Agency's Tax Exempt Valid not Checked. If the **Tax Exempt Valid** checkbox is not, but should be checked, for a Non-Profit Applicant Agency, then when you try to change the status from Pink Sheet Review to Submit to Grants Manager, you will receive the following

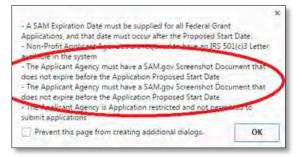
error message:

ua.getadvantage.com says:	×
- The Applicant Agency Tax Exempt Valid field must be checked for a Non- Profit Applicant Agency	
Prevent this page from creating additional dialogs.	
ОК)

County/Municipality Mismatch. On the Face Sheet, if you leave County set to [Select One], or if you select a County but not a Municipality (if there are Municipalities available for that County) then when you try to change the status from Pink Sheet Review to Submit to Grants Manager, you will receive the following error message:

ua.getadvantage.com says:	×
- County and Municipality combination is invalid	

No SAM.gov Document -or- Incorrect Date: If the applicant is applying for a grant based on a Federal GFD, they must show proof of a SAM.gov screenshot document by uploading it to the documents section of the application. If they did not upload a document or the date is bad, then when you try to change the status from Pink Sheet Review to Submit to Grants Manager, you will receive the following error message:



7.5.3.2 Perform the Pink Sheet Review

 Search for the application in the Application Search module by entering the Application Number on the hardcopy into the App# field and pressing Enter. You can narrow the list down by selecting "Internal Review" from the Status drop-down list, as this will be the status of any application ready for the Pink Sheet Review process.

lome		magement Funding Manage	ment Address Book Re	ports Admin Logout						
Nanag	ement > Application	i search							1	🙆 Re
dit	App # -	Applicant Agency	Implementing Agency	Project Title	Start Date	Find Date	Project Director	Amount	County	
	2012-8C-0018	11		11	i a la l	(m)	1		TI (AI)	
R	2012-80-0018	Center for a Healthy Maryland	Center for a Healthy Maryland	HealthCare Response to Domestic Violence	08/01/2012	05/30/2013	Abraham Meena	\$12.5	00.00 Saltimore	CIN.

Figure 233 - Search for Grant Application

- 2. Click the Edit icon beside the application record to bring up the Grant Application Menu.
- 3. To proceed to the Pink Sheet Review, change the Status of the application to "Begin Pink Sheet Review".

ites:		Title:	Status:		
- 05	/30/2013	HealthCare Response to Domestic	Internal Review 👻		
			Internal Review		
			> Withdraw Application		
			> Return to Applicant		
ES	S		> Begin Pink Sheet Review		
	BCCP		> Deny Application		
	Baltimore City Co	mmunity Policing - 2013			
	7/1/2012				

Figure 234 - Change Status to Begin Pink Sheet Review

The status of the application will change to "Pink Sheet Review" and will remain in this status until it is ready for the next process, which is Submit to Grants Manager for Review.

• While in "Pink Sheet Review" status, the application will no longer appear in the subrecipients Grant Applications Dashboard, as it cannot be edited while in review.

After the Pink Sheet Review is initiated, you assign Programmatic Reporting requirements and Keywords to the grant application before moving on to the Grants Manager Review/Award phase.

7.5.3.3 Add Special Conditions to a Grant Application

1. Click Special Conditions in the Grant Menu to the left of the screen.

Home Grant Manag	ement	Fundi	ing Management	Address Book Reports Admin	Logout				
irant Management 🕤 Applicatio	n Search								
		umbers	Req. Funds	Match Funds:	Match %:	1	Project Dates:	Title:	Application Status:
2017-HF-0002			\$25,00	\$0.00	0.00 %	(07/01/2017 - 06/30/2018	Test for Documentation	Pink Sheet Review
Grant Application Menu				Available Special Condition(5)				Selected Special Condition	on(5)
Search	Available Special Condition(s)			Refrech		Selected	Special Condition(s)	Refres	
Face Sheet		Ordinal	Short	Long Description		Ordinal	Short	Long Description	
Officers	100	•	SHOT				1	Cong Description	
Service Site;									
Summary				Under State regulations, all drug abuse treatment p					eneral Conditions (POST AWARD INSTRUCTIONS) fo pocco.marvland.pov/orants/oeneral-conditions.php)
Narrative				unless they have a Joint Chiefs Accreditation of Hospitals certification. This project may not be initiated without prior certification/approval from the Office of Licensing and				The aforementioned General Condit	tions/Post Award Instructions are REQUIRED to be
Budget			All drug abuse treatment	Certification Programs and must meet all the require Drug Abuse Administration including monthly report		i.	1st Special Condition (Must be #1 for ALL programs)	reviewed, should be printed for you notice.	r reference and are subject to change without writte
Budget Priority		0	programs must be State certified	Drug Abuse Administration including monthly reporting under the Substance Abuse Management Information System.		-	MANDATORY	In addition, the Grantees Toolbox is provided as a resource on the GOCCP website	
Print				Documentation of certification or approval to initiat					provided as a resource on the GOCCP website ants/grantee-toolbox.php) to address frequently ask
Documents				submitted along with the Notification of Project Con reimbursed for the project unless such documentation	oject Commencement. No funds will be 🛛 🎢			questions.	
Activity Log		-	Only year of funding	The sub-recovert is reminded that this award repre-		-8-11	0 Only year of funding (available for all progr		that this award represents the ONLY year of funding
Special Conditions			(available for all programs)				(available for all prog	ams) this project.	
Performance Measures			Records Retention	All financial and programmatic information and rece be retained for monitoring and auditing purposes d		-			
Progress Reports				and be made available upon request.					
Federal Purpose									
Keywords									

Figure 235 - Add Special Conditions to a Grant Application

- The Available Special Conditions pane provides a complete list of special conditions in the GMS database that are associated with the Funding Program used to create the GFD on which the application is based. Special Conditions not already in the database must be added to GMS using the Admin -> Reporting Requirements tool and associated with the Funding Program (refer to Section 6.2.1.3) in order to appear here.
- The **Selected Special Conditions** pane is a list of special conditions that apply to this grant application.
- 2. Locate the Special Condition you wish to select for this grant application. Refer to the section *Sorting, Filtering, and Searching for Records* for tips on filtering and searching the list.
- 3. Click on the Special Condition and hold the mouse button down.
- 4. Drag it over to the Selected Special Condition Pane.
- 5. When you see a dotted line appear beneath the header row, release the mouse button to drop the record into the list.
- 6. Repeat steps 1 through 4 for each Special Condition you wish to select for this grant application.

7.5.3.4 Add Performance Measures to a Grant Application

1. Click Performance Measures in the Grant Menu to the left of the screen.

Home Grant Manag	ement	Fund	ling Management	Address Book Reports Admin	Logout					
ant Management 🕞 Applicatio	in Search									
pp. Number:	Grant N	umben	Req. Funds	Match Funds:	Match %:	Pn	oject Dates.	Title:	Application Status:	
17-HF-0002			\$25.00	\$0.00	0.00 %	07/	/01/2017 - 06/30/2018	Test for Documentation	Pink Sheet Review	
Grant Application Menu	-			Available Performance Measure(s)				Selected Performance Mea	sure(s)	
Search	Aval	lable Perfe	ormance Measure(s)		Refresh	Selected Pe	rformance Measure(s)			2 Re
Face Sheet		Ortlinal	Short	Long Description		Ordinal	Short	Long Description		
Officers								The second s		
Service Sites				10	(
Summary	- 10	0	BJAG - Meetings with Key Stakeholders	How many meetings were held with key stakeholde	rs during the reporting period?	Northe	0 DRCE - served	During the reporting peri	od, how many program participants wen	e served?
Narrative		-	DRCE-served	During the reporting period, now many program pa	iticizante were servent?					
Budget		a.	DRCE	During the reporting period, number of participants						
Budget Priority	-		Phile	enrolled in the program. During the reporting quarter, number of participant	and a local sector because					
Print	- 21	Q.	DRCE	supervision who are enrolled in the program.	s who are under pretrier					
Documents	- 8	0	DRCE	During the reporting quarter, number of participant	ts who were sentenced directly to					
Activity Log				the program. During the reporting quarter, number of participant	who except it's commated the					
Special Conditions	- 14	0	DRCE	program.	a while successionly compression inte					
Performance Measures		0	DRCE	During the reporting quarter, number of participant	ts who re-offended.					
Progress Reports										
Federal Purpose										
Keywords										

Figure 236 - Add Performance Measures to a Grant Application

- The Available Performance Measures pane provides a complete list of performance measures in the GMS database that are associated with the Funding Program used to create the GFD on which the application is based. Performance Measures not already in the database must be added to GMS using the Admin -> Reporting Requirements tool and associated with the Funding Program (refer to Section 6.2.1.4) in order to appear here.
- The **Selected Performance Measures** pane is a list of performance measures that apply to this grant application.
- Locate the Performance Measure record you wish to select for this grant application. Refer to the section *Sorting, Filtering, and Searching for Records* for tips on filtering and searching the list.
- 3. Click on the record and hold the mouse button down.
- 4. Drag it over to the Selected Performance Measure Pane.
- 5. When you see a dotted line appear beneath the header row, release the mouse button to drop the record into the list.
- 6. Repeat steps 1 through 4 for each Performance Measure you wish to select for this grant application.

7.5.3.5 Add Progress Report Questions to a Grant Application

1	ement	Fund	ing Management	Address Book Reports Admin	Logout						
ant Management > Application	ń Search				4						
p, Number:	Grant b	fumber:	Req. Funds:	Match Funds:	Match %	1	Project Date	es:	Title:	Application Status:	
17-HF-0002	0002 \$25.00 \$0.00 0.00 %					07/01/2017 - 06/30/2018 Test for Documentation Pink Sheet Review					
Grant Application Manu	+		A	wailable Progress Report Question(s)					Selected Progress Report Qu	estion(s)	
Search	AVE	lable Prom	ress Report Question(s)		Refresh	Selected	Progress Rev	port Question(s)			Refre
Face Sheet		Ordinal	Short			Ordinal	Short		ang Description		
Officers			Short	Long Description			Short		ing Description		
Service Sites					C						
Summary	-			Desir be barriers/challenges to implementing or con	mpleting any of the objective	NE				s to implementing or completing any of	
Narrative		0	Avail All Funds - Barriers/ Challenges	Include corrective actions taken or planned to overcitimeline). Are there any dostables or barriers that co				Avail All Funds - Barrier Challences		ken or planned to overcome described tacles or barriers that could prevent you	
Budget				all grant funds? Please include any requests for tech				enanenges.		any requests for technical assistance ne	
Budget Priority	10	0	_Avail All Funds - Best Practices	Please (st any successes and/or best practices devel program.	oped through this GOCCP funded						
Print			"Aval All Funds -		Observations between martner	1					
Documents	- 63	0	Collaboration/ Partnerships	Describe, in general, the level of cooperation and collaboration between partner agencies affiliated with this program.							
Activity Log.			JALL Fund Sources	If no funds or minimal funds (less than 25%) were ex	pended during this reporting						
Special Conditions	10	0	Required to Use - No/Minimal Punds	period please provide an explanation as to why and funds. Your detailed explanation should address eac							
Performance Measures			100/10/10/10/10/100	Summarize the progress of completed goals for the							
Progress Reports	U	0	Progress	highlights or strategy activities (special events, progr of completion, if applicable, Also, highlight the statu	ram achievements, etc.) and dates						
Federal Purpose				delayed the previous quarter.	a er er å velarriser njør mel e						
Keywords		0	Reduce Crime	Please explain how this award helped reduce crime a your jurisdiction.	and/or improve public safety in						
				Every quarterly report should provide a brief namativ	in additional and him simplements						

1. Click Progress Report Questions in the Grant Menu to the left of the screen.

Figure 237 – Drag Progress Report from Available Pane to Selected Pane

- The **Available Progress Report Questions** pane provides a complete list of progress report questions in the GMS database that are associated with the Funding Program used to create the GFD on which the application is based. Progress Report Questions not already in the database must be added to GMS using the Admin -> Reporting Requirements tool and associated with the Funding Program (refer to Section 6.2.1.5) in order to appear here.
- The **Selected Progress Report Questions** pane is a list of progress report questions that apply to this grant application.

- Locate the Progress Report Questions record you wish to select for this grant application. Refer to the section *Sorting, Filtering, and Searching for Records* for tips on filtering and searching the list.
- 3. Click on the record and hold the mouse button down.
- 4. Drag it over to the Selected Progress Report Questions Pane.
- 5. When you see a dotted line appear beneath the header row, release the mouse button to drop the record into the list.
- 6. Repeat steps 1 through 4 for each Progress Report Question you wish to select for this grant application.

7.5.3.6 Add Federal Purpose Areas to a Grant Application

1. Click Federal Purpose in the Grant Menu to the left of the screen.

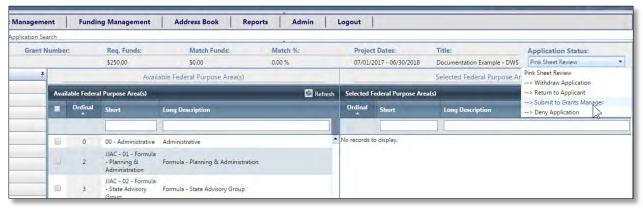


Figure 238 – Drag Federal Purpose Area from Available Pane to Selected Pane

- The Available Federal Purpose Areas pane provides a complete list of federal purpose areas in the GMS database that are associated with the Funding Program used to create the GFD on which the application is based. Federal Purpose Areas not already in the database must be added to GMS using the Admin -> Reporting Requirements tool and associated with the Funding Program (refer to Section 6.2.1.6) in order to appear here.
- The **Selected Federal Purpose Areas** pane is a list of federal purpose areas that apply to this grant application.
- 2. Locate the Federal Purpose Area record you wish to select for this grant application. Refer to the section *Sorting, Filtering, and Searching for Records* for tips on filtering and searching the list.

- 3. Click on the record and hold the mouse button down.
- 4. Drag it over to the Selected Federal Purpose Areas Pane.
- 5. When you see a dotted line appear beneath the header row, release the mouse button to drop the record into the list.
- 6. Repeat steps 1 through 4 for each Federal Purpose Area you wish to select for this grant.

NOTE: If the funding program requires Federal Purpose Areas (refer to section 6.2) and you do not select any from the Available Federal Purpose Areas, then when you try to change the status from Pink Sheet Review to Submit to Grants Manager:



you will receive the following error message:

Ua.getadvantage.co - Applications for Feder Area selected	om says: ral Funds must have at least on	× e Federal Purpose
Prevent this page find the	rom creating additional dialogs	ОК
Match Funds:	Match %:	Project Date

If this happens, follow steps 2-5 above to select Federal Purpose Areas from the Available side.

7.5.3.7 Add Keywords to a Grant Application

You must select at least one Keyword in order to process a Grant Application.

1. Click Keywords in the Grant Menu to the left of the screen.

Home Grant Management	- De	ing Management	Address Book	Reports Adr	nin Logout		
rant Management > Application Search						1000	
pp. Number: Grant Numb	er:	Req. Funds:	Match Funds:	Match %:	Project Dates:	Title:	Application Status: Pink Sheet Review
Grant Application Menu F		\$250.00	\$0.00	0.00 %	07/01/2017 - 06/30/2018	Example for Documentation	Pink Sheet Keview
Grant Application Menu +	GRANT KET	WORDS					
Search Face Sheet	Please select	the keywords for this grant b	below.				
Officers	🛃 Add n	ew record					🙆 Refresh
Service Sites	Keyword .						Delete
Summary	Keyword	American Recovery and R	einvestment Act	-			
Narrative		Addiction/Substance		*			
Budget	No records t	Administrative		_			00
Budget Priority	1	Alcohol	and the first				
Print		American Recovery an					
Documents		Child Abuse/Assault	ice/staiking				
Activity Log		Community					
Special Conditions							
Performance Measures							
Progress Reports							
Federal Purpose							
Keywords							

Figure 239 - Add Keywords to a Grant Application

- 2. Click on Add New Record
- 3. Click the Keywords drop-down list and select one or more keywords by clicking to place a checkmark in the box beside the keyword(s) select all that apply.
- 4. When you've selected the Keywords, click on the checkmark icon to SAVE your keywords.

After you've successfully added programmatic reporting requirements and keywords to the grant application, you can proceed to the next phase, which is the Grants Manager Review.

7.5.3.8 Return to the Face Sheet and Assign Funding Year and GOCCP Grant Roles

Based on permissions, complete the Face Sheet by selecting the Funding Year from the **Project Year** drop-down list and assigning the following GOCCP Grant Roles:

- Funding Manager
- Fiscal Specialist

Home Grant Manag	ement Funding Management	Address Book	Reports	Admin	Logout		
nt Management > Applicatio	n Search		*				
	it Number: Req. Funds:	Match Funds:	Match %:		Project Dates:	Title:	Application Status:
17-HF-0004	\$250.00	\$0.00	0.00 %		07/01/2017 - 06/30/2018	Example for Documentation	Pink Sheet Review
Grant Application Ménü	PROJECT TITLE						Save
Search	-			-	DEFICIENCY STATU	IS	
Face Sheet	Project Title Exan	ple for Documentation			Deficiency		
Officers	APPLICANT AGENCY				Deliciency Note	1	
Service Sites	100 Good Men						
Summary	Is service site?						
Narrative	Organization: 1 Address: 6	00 Good Men 50 Fitzwater Street					
Budget		O. Box 3743					
Budget Priority	City, State Zip: S	alisbury, MD 21802			PROJECT DATES		
Print		Ion-Profit Non-Religious					
Documents	Auth Official:	dward Taylor			GFD Code GFD Title	phci	
Activity Log		12-345-6789			GFD Start Date		eporting Centers Program - FY
Special Conditions	SAM Expiration Date:	5/19/2017			GFD End Date	7/1/2017 6/30/2018	
Performance Measures	IMPLEMENTING AGENCY				Proposed Start Date	7/1/2017	
Progress Reports	100 Good Men				Pronosed Enri Date	6/20/2019	
Federal Purpose	€ Is service site?			0	and the second second		
Keywords	Organization: 4 Address: 6	00 Good Men 50 Fitzwater Street			PROJECT YEAR		
		O. Box 3743			Project Year	[Select One] *	
	City State Zip: S	alisbury MD 21802			ARDCOPY RECEIV	[Select One]	
	Org. Type: N	on-Profit Non-Religious					
		licomico dward Taylor			Hardcopy Received	2nd Dr	
	COUNTY/MUNICIPALITY				APPLICATION DAT	ES 340	
		-		_	Application Submitted	4th 5th	
	Municipality Salis	11150			Submitted to Financial	6th	
		ant -				7th	
	GRANT ROLES			_	PREPARER INFORM	001	
	Project Director koue	ply Monue	0		Preparer's Name	9th 10th	
	Fiscal Officer Jury	Abadha	0		Preparer's Phone	13th	
	GOCCP Regional Monitor	wiel Angela 📼	-				
	GOCCP Funding Manager Wee	ms; Zina 🔹					
	GOCCP Fiscal Specialist Buch	anan-Tisdale, Valarie =					

Figure 240 – Assign GOCCP Grant Roles and Select Funding Year

7.5.4 Submit a Grant Application to the Grants Manager

An application submitted to the Grants Manager has been completely reviewed and approved for funding.

 Search for the application in the Application Search module by entering the Application Number on the hardcopy into the App# field and pressing Enter. You can narrow the list down by selecting "Pink Sheet Review" from the Status drop-down list, as this will be the status of any application ready for the Grants Manager Review/Award process.

ome	1 1002 10010	nagement Funding Manager	nent Address Book Re	ports Admin Logout							
Manag	ement > Application	Search	_	-							Ø
det	App # -	Applicant Agency	Implementing Agency	Project Tille	Start	Date	Find Date	Project Director	Amount		County
	2012-80-0018	11	11:	1	11	雨雨	(m) (m)	1		T	[41]
E	2012-80-0018	Center for a Healthy Maryland	Center for a Healthy Maryland	HealthCare Response to Domestic Violence	08/01	1/2012	05/30/2013	Abraham Meena		\$12,500.00	Baltimore Cit

Figure 241 - Search for Grant Application

- 2. Click the Edit icon beside the application record to bring up the Grant Application Menu.
- 3. Click the Status drop-down list and select "Submit to Grants Manager".
- 4. (Internal Business Process) Physically deliver the packet to the Grants Manager. The packet must contain the following (in the order listed below):
 - a. Application Processing & Certification Form
 - b. Application Processing Checklist (Pink Sheet)
 - c. Application (Face Sheet on top)
 - d. All Peer/Internal Review Documents

ome Grant Manage	triac	Funding Manag	jement	Address	Book	Reports	Adm	un	Logout					
Management > Application Search p. Number: Gra	d Number:	Dia.	Fundic		latch Funds		Match %	_	-	Project Dates		Title	-	Application Status:
2-8A-0013	Treumbes:	s16.21			2,900.00	-	44.27 %			07/01/2012 - 06/3	10/2013		placement to	
ant Menu	T.													Pink Sheet Review
Search		NT KEYWORD							_				-	> Withdraw Application > Return to Applicant
Face Sheet.		ise select the keywo	ras for this gr	ant below.		_			_	_	_	_	_	
Officers		Add new record												-> Deny Application
Service Sites		yward .												OBele
Summary	No	records to display.												
Gudget														
Sudget Print														
Godget Print Documents														
Budget Print Documents Aclivity Log														
Budget Print Documents Activity Log Special Conditions														
Budget Print Documents Activity Log Special Conditions Performance Measures														
Narrative. Budget Print Documents Activity Log Special Conditions Performance Heasures Progress Reports														
Guaget Print Documents Activity Log Special Conditions Performance Measures Progress Reports Federal Purpose														
Budget Print Documents Activity Log Special Conditions Performance Measures Progress Reports														
Budget Print Documents Activity Log Special Conditions Performance Heasures Progress Reports Federal Purpose														
Budget Print Documents Activity Log Special Conditions Performance Heasures Progress Reports Federal Purpose														
Budget Print Documents Activity Log Special Conditions Performance Heasures Progress Reports Federal Purpose														
Budget Print Documents Activity Log Special Conditions Performance Heasures Progress Reports Federal Purpose														
Budget Print Documents Activity Log Special Conditions Performance Heasures Progress Reports Federal Purpose														
Budget Print Documents Activity Log Special Conditions Performance Heasures Progress Reports Federal Purpose														
Budget Print Documents Activity Log Special Conditions Performance Heasures Progress Reports Federal Purpose														
Budget Print Documents Activity Log Special Conditions Performance Heasures Progress Reports Federal Purpose														
Budget Print Documents Activity Log Special Conditions Performance Heasures Progress Reports Federal Purpose														

Figure 242 - Submit Grant Application to Grants Manager for Review

- The Status will change to Pending Award
- 5. The Grants Manager can now Award the application, after a final review of the Face Sheet and all other data associated with the Grant Application.

7.5.4.1 Possible Reasons you Cannot Successfully Submit to the Grants Manager

The final step in the Pink Sheet Review process is to submit the grant application to the Grants Manager. There are several reasons this process could fail:

7.5.4.1.1 Unable to Submit to Grants Manager (Tax Exempt Valid not Checked)

Under certain conditions you will not be able to transition the grant application to the Grants Manager. One cause of this is that the "Tax Exempt Valid" checkbox is not (but should be) checked for a Non-Profit Applicant Agency. You will receive the following error:

Project Dates:	Title:	Application Status:
07/01/2017 - 06/30/2018	Documentation Example - DWS	Pink Sheet Review Pink Sheet Review > Withdraw Application > Return to Applicant > Submit to Grants Nanager
Deficiency Deficiency Note		> Deny Application

ua.getadvantage.com says:	×
- The Applicant Agency Tax Exempt Valid field must be checked for a Non- Profit Applicant Agency	
Prevent this page from creating additional dialogs.	
ОК	

Refer to Section 8.2.4 Validate an Organization as Tax Exempt for instructions on making an organization tax-exempt in GMS.

After you change the organization's tax exempt status as shown in Section 8.2, come back to the application and try again to change its status to Submit to Grants Manager.

ocumentation Example - DWS	Pink Sheet Review	
	rink ander nevien	
	Pink Sheet Review > Withdraw Application > Return to Applicant	
	> Deny Application	
		> Withdraw Application > Return to Applicant > Submit to Grants Nanager

The status should change to Pending Award after correcting the tax exempt status of the organization:

	Title:	Application Status:	
18	Documentation Example - DWS	Pending Award	•
TUS		Serve	-

7.5.4.1.2 Unable to Submit to Grants Manager (County/Municipality Mismatch)

If for some reason the County and Municipality selected on the Face Sheet do not match or a Municipality is not selected within the County, you will receive an error message and the grant application will not be transitioned to the Grants Manager:

and the second se	OVERNOR'S OFFICE OF	OL & PREVENT	ION				dcome lock, SoperAdmin' Logout 😈 e
Home Grant Manage	ment Funding Manageme	nt Address Book Reports	Admin	Logout	1		
ant Management S Application	Search						
ap. Number: Gri	ant Number: Req. Fun	ds: Match Funds:	Match %:		Project Dates:	Title:	Application Status:
7-HF-0001	\$10.00	\$0.00	0.00 %		07/01/2017 - 06/30/2018	David Test Application 201	
Srant Menu	1						Pink Sheet Review
Search	PROJECT TITLE			-	DEFICIENCY STATUS		> Return to Application
Face Sheet	Project Title	David Test Application 2017-04-13			-		+> Submit to Grants Manager
Officers	APPLICANT AGENCY				Deficiency Deficiency Note	-	> Deny Application
Service Sites	Baltimore City Sheriff's Office			-	contracting room		
Summary	Is service site?						
Narrative	Organization: Address:	Baltimore City Sheriff's Office Mitchell Courthouse					
Budget		100 North Calvert Street, Room 114					
Budget Priority	City, State Zip:	Baltimore, MD 21202			PROJECT DATES		
Print.	Org. Type: County:	Local Government Baltimore City			-	No. Contraction	
Documents	Auth. Officiat	John Anderson			GFD Code GFD Title	DRCE	
Activity Log	DUNS Number: SAM Expiration Date:				GFD Start Date	Terom Task Force - Day Kep 7/1/2017	xerting Centers Program + FY 2018
Special Conditions	SaM Expiration Date:	=			GFD End Date	6/30/2018	
Performance Measures	IMPLEMENTING AGEN	CY.			Proposed Start Date	7/1/2017	
Progress Reports	Baltimore City Sheriff's Office				Proposed End Date	6/30/2018	
Federal Purpose	Is service site?						
Keywords	Organization: Address:	Baltimore City Sheriff's Office Mitchell Courthouse			PROJECT YEAR		
		100 North Calvert Street, Room 114			Project Year	.Ivi 💌	
	City, State Zip:	Baltimore, MD 21202 Local Government			ARDCOPY RECEIVE	D DATE	
	Org. Type: County	Baltimore City			Hardcopy Received	4/13/2017	
	Auth. Official	Juhn Anderson					
	COUNTY/MUNICIPALIT	ry l			APPLICATION DATES	,	
	County	Baltimore City ·			Application Submitted	4/13/2017	
	Municipality	[Select One]			Submitted to Financial	III	
	GRANT ROLES				PREPARER INFORMA	TION	
			~	-	Preparer's Name	David	
	and the second se	Faye Bell	0		Preparer's Phone	(410) 555-1212	
		Debbie Abbott	0			1 7.001 000 0000	
		Blonder, Ellen -					
		Mutuura, Verginia					
	GOOLE FISCAL SPECIALS	Carter, LaTanya 🔹					

The Municipality has not been selected, so the following error message is displayed:

	ntage.com says: Municipality combination is inv	alid
Match runos.	IVISICII 70.	Project Dates.
50.00	0.00 %	07/01/2017 - 06/30/2018

To remedy the situation, you must select a valid Municipality from the drop-down list, then try again to submit the grant to the Grants Manager.

7.5.4.1.3 Unable to Submit to Grants Manager (No SAM.gov document or incorrect date) If the applicant is applying for a grant based on a Federal GFD, they must :

- Show proof of a SAM.gov screenshot document by uploading it to the documents section of your application.
- Ensure that the document is dated correctly with regard to the application proposed start date (screenshot document expiration date is equal to or after the application start date.

This is covered in the **Apply for a Grant** section, but if the applicant does not upload a valid SAM.gov screenshot document, or they do but the document's expiration date is prior to the application proposed start date, you will receive an error message similar to the following one:

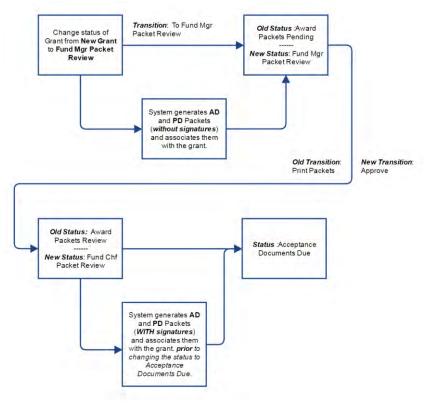
Private/Custor	n/GOCCP/Default.aspx	× Ryver
OF JTROI ok Adm . Funds: 423.00	 Non-Profit Applicate for an experimental base an IRS 501(c)3 Letter available in the system The Applicate Application and base 5 AM applications for a provide the system 	> 9/30/2017
	Prevent this page from creating additional dialogs.	
fdfgsdfg	ок	DATES
tion	GFD Iltie	

7.6 Managing Grant Applications (Grants Manager Awarding Process (Permissions Based)

This section guides the internal GOCCP user through the process of turning a grant application into a grant award, including logging the initial receipt of a grant application, updating its status through the various reviews, and awarding the grant.

7.6.1 A Note Regarding Improvements to the Grant Awarding Process (Permissions Based) Status names have changed, as has the workflow involved in approving a grant. For example:

- The Funding Manager will receive a copy of every award packet email (AO Award Packet and PD Award Packet) that is sent to their grantees.
- New Grant now transitions to Fund Mgr Packet Review instead of Award Packets Pending.
 - In addition, this transition generates AD and PD packets (*without signatures*) and associates them with the grant.
 - NOTE: When you attempt to move a grant between New Grant and Fund Mgr Packet Review, the system validates that the Grant Start and End dates are within the Funding Source Start and End dates (inclusive). If the Application Start and End date range is outside the Funding Source Start and End Dates, you will receive an error message and will not be able to continue with the transition.
- If a grant is in Fund Mgr Packet Review, Approve (instead of Print Packets) is used to transition the grant to the Fund Chf Packet Review.
- Finally, the old status of Award Packets Review is now Fund Chf Packet Review. The transition from FundChf Packet Review is made to Acceptance Documents Due. Note that immediately when this transition is initiated, the system generates AD and PD packets *with* signatures and associates them with the grant.



7.6.1.1 Grants Manager Review Process – Workflow Changes (Based on Permissions)

To make it easier to become accustomed to the new statuses, the following list provides a summary of the old statuses along with the new ones shown in the flowchart above. The names of many statuses *have changed*, and will be used throughout the following sections.

- 1. Grant Award Workflow Fund Mgr Packet Review Status Where you would have seen the Award Packets Pending Status you will now see Fund Mgr Packet Review
- 2. Grant Award Workflow Fund Chf Packet Review Status Where you would have seen the *Award Packets Review* status you will now see *Fund Chf Packet Review Status*
- Fund Mgr to Fund Chf Transition Process Name
 When you view the available status processes in the Status combo for a Grant
 and the Grant is in the Fund Mgr Packet Review status
 the transition to Fund Chr Packet Review will now be named Approve (previously Print Packets)
- 4. Generate Award Packet on Funding Assigned When you change the status of a Grant from New Grant to Fund Mgr Packet Review the system will generate the AO ad PD Packets (without signatures) and associate them with the Grant.

5. Overwrite (regerenate) Award Packet on Mail Award Packets

When you change the status of a grant from *Fund Chf Packet Review* to *Acceptance Documents Due* then the system will generate the AO and PD Packets (with signatures) and associate them with the Grant.

 Overwrite (regenerate) Award Packet on Mail Award Packets – Action Execution Order When you change the status of a Grant from *Fund Chf Packet Review* to *Acceptance Documents Due*

then the system will generate the AO and PD Packets and associate them with the Grant as the first action for the transition.

7.6.1.2 Award Dates are Auto-Populated when Packets are Sent

Whenever the packets are sent, two fields in the Face Sheet are populated automatically to reflect when the packets are sent – the **Accept Package Sent** and the **Award Accepted** fields.



7.6.2 Award a Grant Application (Based on Permissions)

When a grant application has passed successfully through the Grants Manager Review process, the final step is to award the grant in GMS.

 Search for the application in the Application Search module by entering the Application Number on the hardcopy into the App# field and pressing Enter. You can narrow the list down by selecting "Pending Award" from the Status drop-down list, as this will be the status of any application ready for the Awarding process.

ome	Grant Ma	nagement Funding Manage	ment Address Book Re	ports Admin Logout						
Manag	ement > Application	n Search	_							2
drt	App # -	Applicant Agency	Implementing Agency	Project Tille	Start Date	Feed Date	Project Director	Amount		County.
	2012-8<-0018	11		1/	E F		1	11	100	[41]
R.	2012-80-0018	Center for a Healthy Maryland	Center for a Healthy Maryland	HealthCare Response to Domestic Violence	08/01/2012	05/30/2013	Abraham Meena		\$12,500.00	Baltimore Cit

Figure 243 - Search for Grant Application

- 2. Click the Edit icon beside the application record to bring up the Grant Application Menu.
- 3. Click the Status drop-down list and select "Award Application".

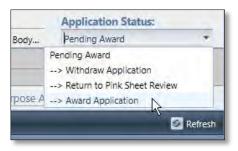


Figure 244 - Click Award Application

4. The sub-recipient will see not see the new grant award in their Grant Awards dashboard until the Grant Award Packets have been printed and the Grant Award is in Acceptance Documents Due status.

When a grant application has first been awarded in GMS, a Grant Award is created which is linked within the system to the application.

After awarding an application, the system will return you to the Application Search Grid. You may continue to award applications using the steps outlined above, or you may proceed with the next steps in the grant award processing phase.

To continue with the grant award processing phase, navigate to the award for the grant via Grant Management > Award Search (refer to section *Searching for a Grant Award* for further instructions).

Count Management	
Grant Management Application Search	
Award Search	
Folder Managemen	t Award Search
	Award Search

Figure 245 – Select Award Search

Search using the application number or project title. Once located, click on the edit icon in the search grid to view the details of the award.

Please refer to the section *Sorting, Filtering, and Searching for Records* for help with finding a grant award.

7.6.3 How to Define Reporting Frequency at the Grant Award Level

Defining Reporting Frequency at the Grant Award Level takes place in the Grant Award Face Sheet.

1. Locate the award you wish to review reports for via Grant Management -> Award Search.

t Manag		Frant Managemer		g Management Address Book	Reports Admin	Logout						
	-		-				Start Date	End Dide	-	Amount	0	Reth
Lant	Reports	Grant# -	App #	Applicant Agincy	Implementing Agency	Project Title	Start Data		Project Director		County (All)	
2	۵	BARM-2012-1208	2011-84-0017	Ceci County Sheriff's Office Law Inforcement Facility	Cecil County Sheriff's Office Law Inforcement Facility	New/Replacement Body Armor	07/03/2011	09/30/2012	Creek Brit	\$3,703.00		
8		8JAG-2009-1054	2000-81-0080	Maryland Department of Public Safety and Correctional Services	Maryland Department of Public Safety and Correctional Services	Crime Intelligence Analyst Program	10/01/2010	05/31/2012	Dickens Ronald	\$40,000.00	Baltimore County	
8		BIAG-2009-1497	2011-81-0003	Washington College	Washington College	Manyland Crime Mapping and Analysis	05/01/2011	04/30/2012	Bruce Stewart	\$320 367.00	Karn	
8		8.8A-2009-1154	2009-88-0296	Maryland Department of Public Safety and Correctional Services	Information Technology & Communications Division	Vine Protective Order System - JRA	01/01/2010	06/30/2012	Shayankar Ravi	\$387.669.66	0. State-wide	
2		B.RA-2009-1171	2010-81-0267	Washington College	Washington College	Manyland Offender Management System - IKA2	01/01/2011	04/30/2012	Ince Stevart	\$264,247.00	Kert	
2	1	BRA-2009-1178	2011-81-0146	Fusion Partnerships, Inc.	Fusion Partnerships, Inc.	Victim Services to Prostituted Women - 8/31	10/01/2011	09/30/2012	Robarge Jacqueline	\$82,334.00	Eatmore City	
8	0	CAC5-2012-1208	2011-CH-0012	Queen Anne's County Community Partnerships for Children and Families	Queen Anne's County Community Partnerships for Children and Families	Multi-Discolinary Training	10/01/2011	09/90/2012	Coppege Susan	\$12,440.00	Queen Anne's	
R	11	CIAC-2011-1004	2011-CC-0014	University of Maryland, Baltimore - ORD	University of Maryland, Baltimore - ORD	Child Matheatment Training	10/01/2011	09/30/2012	Dubowitz Howard	\$37,980.00	Ealthrone City	
8	0	CSAF-2011-1005	2011-CS-0001	Maryland State Police	Maryland State Police	Statewide License Plate Reader Expansion - URE	03/01/2011	02/29/2012	Statcarage Linda	\$452,811.00	Battmore County	
8	1	CSAJ-2012-1436	2013-05-0014	Havre de Grace Police Department	Have de Grace Polce Department	Volence Prevention Initiative	07/01/2011	06/30/2012	Humphrey, Evenett	\$19,000.00	Harford	
R	0	SOCM-2012-1609	2011-50-0017	Ceci County Sheriff's Office Law Enforcement Facility	Ceci County Sheriff's Office Law Enforcement Facility	Monitoring Support/Technology Enhancements	07/01/2011	06/30/2012	Creek Eric	\$20.904.15	Ceci	

Figure 246 – Locate Grant Award in Award Search Screen

2. Click on the magnifying glass icon in the Edit column of the Award record.

Edit	Reports	Grant # 🔺	App #	Applic
	-	VAWA-2016-0031		
R		VAWA-2016-0031	2016-VA-0039	LifeSty

Figure 247 – Click Magnifying Glass Icon in Edit Column

3. This brings up the Award detail screen with the detailed Grant Award Menu and defaults to the Face Sheet.

lome Grant Manager		nent 🗍 Address Book	Reports	Admin	Logout		
nt Management > Award Searc ant Number: App. Num WA-2016-0031 2016-VA-00	iber: Awarded:	Tradition of the second	fatch: 13,250.00	Match Rept. %	10/01/2016 - 09/30/2		Grant Status: Acceptance Documents Du
Grant Menu Scarch Face Sheet	Auth. Official: DUNS Number: SAM Expiration Date: IMPLEMENTING AGE!	Saundka Washington			Funding End Date Start Date End Date	Scroll down on p	
Officers Service Sites Summary Narrative	UfeStyles of Maryland Foundat Is service site? Organization: Address:	ion, Inc. LifeStyles of Maryland Foun 101 Catalpa Drive Suite 103	dation. Inc.	•	Project Year AWARD DATES Approved Letter Pending	Reporting Frequencies	
Goals/Objectives Budget Budget Priority	City, State Zip Org. Type: County: Auth. Official:	La Plata, MD 20646 Non-Profit Non-Religious Charles Saundra Washington			Award Letter Sent Award Accepted Accept Package Sent	9/30/2016 III 10/11/2016 III 9/30/2016 III	
Print	COUNTY/MUNICIPAL	ПУ					
Documents Activity Log Special Conditions Performance Measures	County Municipality	Charles. • La Plota •			REPORTING FREQUE Programmatic Frequency: Financial Frequency:	Quarterly	
Progress Reports Federal Purpose Site Visits	Project Director Fiscal Officer GOCCP Regional Monitor	Cone Young Sauridra Washington Carpinken, Avgas	0	-	INVENTORY PERF Approved RISK ASSESSMENT		
Audits Notice of Dispute	GOCCP Funding Manager GOCCP Fiscal Specialist	Jang, Sum ·			Risk Assessment	Regular	•

Figure 248 – Award Detail Face Sheet is Displayed with Grant Menu

- 4. In the **Reporting Frequencies** section, there are two report types:
 - a. Programmatic Frequency, which, in this case, is locked into a value of Quarterly, and
 - b. Financial Frequency, which can be monthly or quarterly

REPORTING FREQUEN	ICIES	
Programmatic Frequency:	Quarterly	
Financial Frequency:	Quarterly	R
-	[Select One]	45
INVENTORY	Monthly	
PIRF Approved	Quarterly	
Pild Approved		

Figure 249 – New Document Record Displayed in List

5. GOCCP can require a subrecipient to submit monthly financial reports by selecting **Monthly** from the pull-down menu.

NOTE: The Programmatic Reporting Frequency and the Financial Reporting Frequency shown on the Face Sheet are inherited from the Funding Program upon which the Grant Award is based. The Programmatic Frequency cannot be changed, but as shown in Step 5, the Financial Frequency can be changed.

6. **NOTE**: Once you've selected **Monthly** as the Financial Reporting Frequency, a **Must Report** check box appears directly below the **Financial Frequency** pull-down menu. By clicking the check box to place a checkmark in it, you will be requiring the subrecipient of this award to submit financial reports on a monthly basis.

				Terray .		
		Accept Package Sent	9/30/2016	I		
		Proj Commencement Recvd				
*		2 REPORTING FREQUEN	ICIES			
*		Programmatic Frequency: Financial Frequency:	Quarterly			
		Must Report:	Monthly			
	0	1 INVENTORY	12			
	0	PIRF Approved				
•		RISK ASSESSMENT				
-		Risk Assessment	Regular	*		
						-
		Initiative	[Select One]		-	~

Figure 250 – "Must Report" Checkbox appears on Face Sheet

- NOTE: For more detailed information on requiring monthly reporting, please refer to Section 7.8.9.1
 How to Require Monthly Financial Reporting.
 - 7. When making changes to reporting frequencies, remember to scroll back up to the top of the face sheet and click the **Save** button.

Langes.	mue.	Grant Status:
16 - 09/30/2	2017 Victim Services	Acceptance Documents Due
Y STATUS		

Figure 251 – Save Your Reporting Frequency Changes

7.6.4 Assign Funding Sources to a Grant Award (Based on Permissions)

- 1. Click on Funding in the Grant Menu.
- 2. Click and hold on the funding source in the Available Distribution Details panel.
- 3. Drag the source over to the Selected Distribution Details panel.

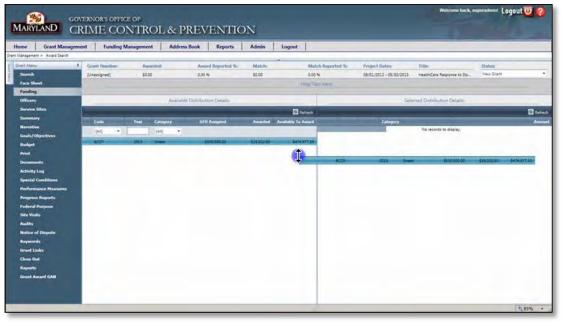


Figure 252 - Allocate Funding to a Grant Award

4. Enter the grant budget amount in the popup text box. This amount should match the value of the Awarded field in the Grant Award header panel in the figure above.

ome Grant Managen	ent Funding M	Management Addr	ess Book Reports	Admin	Logout			
	Gamit Number:	- Andrea charge	Journal Emported Av	Matino	Mantch Decourted In.	Orman's dialogu	line	Stations
levenh	(insegrat)	10.00	8.00 %	30.00	0.00%	.06/01/2012 -08/80/2013	HaalmiCare Response to Do-	Ra-Sepert.
Fare these								
Funding .								
Officers	-		He Downson Dennis					
					C talent.			0
Renalize	1949	160 -			-		the records to display.	
Emain/Objectives	HCC7	IIII Gram	1100.000.00	SIX COLMO	3474 W17.52			
Budget								
				E \$p				
				Agoo 12500	AL			
Relivity Log Special Conditions				Seve	Dancel			
Performance Planatas								
Program Reports								
Fadoral Parpose								
Sile Volk				1.1-				
Nation of Dispute								
Sayamate								
Grant Links								
Grant Award GAM								

Figure 253 - Enter Allocation Amount for Grant Award

5. The funds distribution is now displayed in the Selected Distribution Details panel.



Figure 254 - Verify Funding Allocation Selection

7.6.5 Link Grant Awards (done by the Grants Manager immediately after Assigning Funding)

- 1. Click on Grant Links in the Grant Menu.
- 2. Click and hold on the grant you wish to link from the Available Grants panel.
- 3. Drag the item to the Selected Grants panel and release the mouse button.

	ent Funding M	lanagement	Address Book Rep	orts Admin	Logout				
sagament >: Avant Saanth 1. Mariu : A	Grant Number:	Awarded	Amand Report	ed %: Mate	ie -	Match Reported	% Project Dates	Title	Status
earch	(Unassigned)	\$12,500.00	0.00 %	\$0.00		0.00 N	06/01/2012 - 05/90	2013 HealthCare Response to Do.	Naw Snatt
are Sheet						felts Text Here:			
pedang			10000						
fficers ervice Sites			Available Grants			- 1		Selected Grants	
ervice Seles	Grant # -	App 1	Applicant Agency	layt	maniford Agency	Grant #	- April	Applicant Agency	Implementing Agency
arration			Center for a Healthy						
sals/Objectives	VARA-2009-1037 Center for a Healthy Maryland VAXIA-2009-1121 Center for a Healthy Maryland			r for a Heattry Marys		No rec			
adget	VAWA-2008-1121 VAWA-2009-1014		Center for a Healthy Maryland Center for a Healthy Maryland		r for a Healthy Maryl				
t	VAVIA-2000-1214		and the second se		Center for a Healthy Maryland Center for a Healthy Maryland		TABA-	Carminitor Carminitor Care a a reastry a Heattry Hospit	A LAND THE PARTY PARTY IN
scurrents	WAINA-2011-5454				the streamy Maryl		2011-1414		
tivity Log									
pecial Conditions									
oformatice Reusures									
segress Reports									
deral Purpose									
te Visits elits									
dist of Discuster									
rywords									
otion of Dispute nywords rant Links isse Out									
ryanarda rant Linka									

Figure 255 - Link Grant Awards

4. Click the Status drop-down list and select Funding Assigned.

me Grant Manageme	nt Funding N	Aanagement	Address Book	Reports	Admin	Logout					
ont Many I Smarch Face Shoet Funding	Grant Mainber: (Unassigned)	Awarded \$12,500,50	0.02		Maturio \$0.00	0.0	nth Reported %	Project Dates 08/01/2012 - 05		Statue Navi Statt 	1
Officies			Áipilikhe G				-		Selected Grants		
Service Sites Summery	Grant #	App 1	Applicant Agency Cernel for a Health		Impletion	ring Agency	Grant # -	Apr #	Applicant Agency	Septementing Agence	
Narasilon Einah (Yobjunthess Badget Pend Pend Pend Special Canètions Performance Hassures Performance Hassures Performance Hassures Performance Hassures Performance Hassures State Vinds Audits Notice of Disperts Expands Clines Out Responses Canat Asard GAN	VARA-2006-201 VARA-2006-201 VARA-2006-2014 VARA-2006-2014		Center for a heath Center for a heath Center for a heath Center for a heath Center for a heath	y Maryland y Maryland	Center for Center for	a Heatry Maryland a Heatry Maryland a Heatry Maryland a Heatry Maryland a Heatry Maryland	vew-201	-244	Conner for a Hearing Maryland	Center for a Inspirity M	10/141

Figure 256 - Select Funding Assigned

5. You are taken back to the Award Search screen, showing only the grant you just approved. Click the magnifying glass to edit the grant.

Home	1	> Award Search	Funding N	Management	Address Book	Reports	Admin L	ogout	
	gement				*			example	
8		EVPS-2017-0001	2017-DO-0001	Baltimore County,	Maryland	Baltimore County Poli Relations Councils, Inc		Example Grant for Documentation	on (

6. The Status of the award is changed to Fund Mgr Packet Review

Home Grant Managemen	nt Funding Management	Address Book Reports	Admin Logout	1					
nt Management > Award Search	1	And a second sec	1	1					
	umber: Awarded:	Reported %:	Mutch:	Match Rept.	T: Project Dates		Title:	Grant Status:	-
T-2017-0001 2017-TE	E-0001 \$8.950.00	0.00 %	\$0.00	0.00 %	01/01/2017 - 12/3	31/2017	Example Grant for GMS Docum	Fund Mgr Packer	t Review
Grant Meno 🖡								_	Here C
Search	GRANT SEQUENCE NUMBER			-				La .	Aller
Face Sheet	Sequence Number 0001				DEFICIENCY STATUS	_			
Functing	PROJECT TITLE				Deticiency				
Officers				-	Deficiency Note				
Service Sites	Project Title Example	Grant for GMS Documentation							
Summany	APPLICANT AGENCY								
Narrative	100 Good Men								
Goels/Objectives	E) Is service site?				PROJECT DATES				
Budget	Organization: Address:	100 Good Men 650 Fitzwater Street			PROJECT DATES	_			_
Budget Priority		P.O. Box 3743			GFD Code	727			
Print	City. State Zipi	Salisbury, MD 21802			GFD Title	Test/00 for	Gan		
Documents	Org. Type: County:	Non-Frofit Non-Religious Wicomico			Funding Start Date	1/1/2017			
Activity Log	Auth Official	Edward Taylor			Funding End Date				
Special Conditions	DUNS Number: SAM Expiration Date:	and an and			Start Date End Date				
Performance Measures	and the state of the state				End Date				
Progress Reports	IMPLEMENTING AGENCY			_	PROJECT YEAR				
Federal Purpose	100 Good Men				Project Year	34			
Site Visiti	Department of the line of the	100 Good Men			AWARD DATES				
Audes	Address	650 Fitzwater Street				_			
Notice of Dispute		P.O. Box 3743			Approved Letter Pending		8		
Keywords	City, State Zip:	Salisbury, MD 21802			Award Letter Sent Award Accepted	_			
Grant Links	Org. Type: County:	Non-Profit Non-Religious Wicomico			Accept Package Sent		8		
Close Out	Auth. Official	Edward Taylor			Proj Commencement Recvd		10		
Reports	COUNTY/MUNICIPALITY				eroj commercement necvo				
Grant Award GAN	County Wicome	4 ¥			2 REPORTING FREQUEN	CIES			
	Municipality Seisbur				Programmatic Frequency:	Quarterly			

Figure 257 - Award Packet Pending Status Update

7. Click on the Documents tab in the Grant Menu to verify that the Authorized Official and Project Director award packets (without signatures) have been genereated once the funding was assigned.

	nt Funding Manage	ment Address Bo	ok Reports	Admin	Logout	1					
rant Management + Award Search			_	_							
irant Number: App. N			orted %:	Match:		Match Rept. St.	Project Dates:	Title:		t Status:	
EST-2017-0001 2017-TE		00.0	5	\$0.00	_	0.00 %	01/01/2017 - 12/31/2017	Example Grant for GMS Doc	sum_ Runo	Mgr Packet Review	
Grant Menu 1	Add new Document.										🖾 Refi
Search	Edit	Document Do	cument Name	_	6	caled +	Mudified M	ntitied By	Internal	Expired	Delete
Face Sheet		T				15 M				Current •	
Funding	· Intillettori Lant	d Rocket Project Director C	nume 1	-	_				-		
Officers	1		ardPacketProjectDirecto	Generated	5	/16/2017	5/16/2017				×
Service Sites Summary	the second se	A Rocket Authorized Office			-			_			1001
Nanative	1	Download Aw	and Packet Authorized Off	icial_Generated	5	16/2017	5/16/2017				×
Goals/Objectives											
Budget											
Budget Priority											
Print											
Documents											
Activity Log											
Spilcial Conditions											
Performance Measures											
Progress Reports											
Federal Purpote											
Site Visits											
Site Visits											
Site Visits Audits											
Site Visits Buckts Notice of Dispute											
Site Visits Buckts Notice of Dispute Reyenceds											

Figure 258 – AD & PD Packets (without signatures) Generated

8. Download and review packets to confirm no signatures.

l	Elementar Distancial reports must be received within 10 calendar days after the end of each quarter. Ressionae an allowed to be columined up to 60 days after the end dete of each quarter Hard copies of financials, generated by the online software with an original signature in blue ink, also must be mailed to this Office. Electronic Programmatic reports must be received within 15 calendiz days after the end of each quarter. Hard copies of programmatic reports are not required for this grant.	
	These revisions are <u>only</u> accepted of the initial quarterly report was submitted within the mandatory time frame usered above. Any request for changes or modifications to the project as awarded must be made <u>online</u> , using the Grants Management System.	
	If the purchase of furniture (equipment is part of this grain project and you are a governmental agency, it is required that such purchases are made by competitive bid or through your approved governmental processment process and that investory records the mannined.	
	Should you have any questions or need any clarification regarding this Award, please have your award sumber when you call so that you can be referred to the appropriate Regional Mennor (Angela Carpinteir) or Fixed Team Member (Felicia Balley). This will enable us to provide you with technical associate and information in a timely immure	
	Smorrely	
	Edward Parker	
	Funding Manager	
	ce Mr. Edward Taylor	
_		

Figure 259 – AD & PD Packets (without signatures)

9. At this point the Funding Manager approves the grant by changing the Grant Status to Approve.

MARYLAND C		DL & PREVENTIO			_		aan had, ugan strar Logout 🧿 🛛	
Home Grant Manage		Address Book Reports	Admin Logout					
a contract of the second s	p. Number: Awarded:	Reported %:	Matele	Match Rept. %:	Project Dates:	Title	Grant Status:	
a construction of the second sec	7-TE-0001 \$9,950.00	0.00 %	\$0.00	0.00 N	01/01/2017 - 12/31/2017	Example Grant for GMS Docum-	Fund Mgr Packet Review	
Grant Menu	1						Fund Mgr Packet Review	
Search	GRANT SEQUENCE NUMB	ER		-		6	Solution to the second second	
Face Sheet	Sequence Number 100	Ú7		DEFICI	ENCY STATUS		-> Approve	
Funding	PROJECT TITLE			Deficien				
Officers				Deficiency	Note			
Service Sites	Project Title Ex	ample Grant for GMS Documentation						
Summary	APPLICANT AGENCY							
Navative	100 Good Men							
Goals/Objectives	Is service site?							
Budget	Organization: Address:	100 Good Men 650 Fitzwater Street		PROJECT DATES				
Budget Priority		P.O. Box 3743		GFD Code	TEST			
Prunt	City, State Zip	Salisbury, MD 21802		GFD Title	Text GFD	Kar Davi		
Documents	Org. Type County:	Non-Profit Non-Religious Wicomico		Funding St				
Activity Log	Auth Official DUNS Number	Edward Levier		Funding En		17		
Special Conditions	SAM Expiration Date:			Start Date End Date				
Performance Measures	and approved serve			shu bate				
Progress Reports	WPLEMENTING AGENCY		PROJECT YEAR					
Federal Purpose	100 Good Men			Project Yea	er tut			
Sing Visits:	Circanization	100 Good Men						
Audits	Address:	650 Fitzwater Street		🕑 AWAR	and a state of the second			
Notice of Dispute		P.O. Box \$743	P.O. Box \$743		Letter Pending	- 8		
Keywards	City, State Zip:	Salisbury MD 21802		Award Lett Award Acc				
Grant Links	Org. Type: County:	Wicomico			epted kage Sent			
Close Out	Auth. Official:	Edward Taylor			kage sent hencement Recvd	- 2		
Reports	COUNTY/MUNICIPALITY			Proj commi	remaining marks			
Grant Award GAN	County W	comico *		C REPOR	RTING FREQUENCIES			
	Municipality 5a	Programmatic Frequency: Quarterly						

Figure 260 – Funding Manager Packet Review - Approve

- 10. The grant is transitioned to Funding Chief Packet Review. At this point the packets are generated again, but this time with signatures. Repeat step 7 to confirm that the packets now have signatures included.
- 11. The Funding Chief, upon inspecting the packets, now mails the award packets to the subrecipient but selecting the Mail Awards Packets transition from the Grant Status menu.

Home Grant Managem	ent	Funding Manag	gement Addr	ess Book Repor	ts Admin	Logout					
ent Management -> Award Search	_	_							C		
	Number:	Aven		Reported %:	Match	Match Rept. %	Project Dates	Title:	1	ant Status:	_
R-2017-0001 2017-1 Grant Menu #	and the owner where the	\$9.95	0.00	0.00 %	\$0.00	0.00 %	01/01/2017 + 12/31/2017	Example Grant for GMS Docur		and Chil Packet Review	
Search T	and And	new Document								y Make Internal Record	
Face Sheet	-	Edit	Document	Document Name		Greated +	and the second se	allied By	C	> Mail Award Rockets	
Funding.									PLC	- matantan oy am	_
Officers			and Padent Woject Day			and the second			-		_
Service Sites		1	Download	AwardPacketProjectDir		5/16/2017	5/16/2017			0	×
Summary		1	Download and Packet Aumonited	AwardPacketProjectDir	rector_Generated	5/16/2017	5/16/2017		0		×
Narrative		CAMING REPLACE	Dimiloid	AwardPacketAuthorize	dOfficial Generated	5/16/2017	5/16/2017		П.	0	×
Goals/Objectives	- 189	1	Download	AnardPacketAuthorize		\$/16/2017	5/16/2017			0	2
Budget	_		eronitinent.	and by street and to be	an include the state	N. W. BOLL			And I	1-4	
Budget Priority											
Print											
Documents											
Activity/Log											
Special Conditions	1										
Performance Measures											
Progress Reports											
Federal Purpose											
Site Visits											
Audits											
Notice of Dispute											
Keywords.											
Grant Links											
Close Out											

Figure 261 – Funding Chief Mails Award Packets to Sub-Recipient

12. You will receive a message on the screen notifying you that the AO and PD packets will be emailed. Click on the OK button to continue.

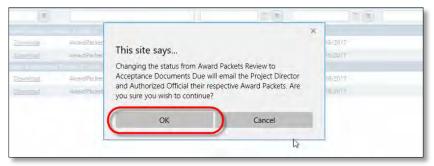


Figure 262 – Confirm Email of AO and PD Packets

13. The status changes to Acceptance Documents Due.

e Grant Manager	nent Funding Man	agement	Address Book	Reports	Admin	Logout					
agament in Anard Saarth K.Manu	Grant Humber;	Awarded	Ami	ed Reported %:	Matute	*	Match Reported %:	Frigert Dates:	Title		Status
nanch	BCCP-2012-0001	\$12,500.00	0.00	6	\$0,00		0.00 W	06.01/2012 - 05/90/2	1013 HealthCare Respon	nee to Dis	Accestance Doruments Du
ace Sheet	GRANT SEQUEN		2			_					Save
fores	Sequence Number	0001					PROJECT DA	TES		_	
rvice Sites	PROJECT TITLE						SFD Code GFD Tale	8029		2	
errative	Project Tale	HeathCare R	sponse to Comestic Vic	ance		-	SFD Start Date	7/1/2/11	C	N	
als/Objectives	-						GFO End Date	8/50/2013			
dget	APPLICANT AGE	INCY				_	Start Date	8/1/2013	-		
-	Center for a Healthy Mar	ylant					End Date	5/30/2013	-		
currents	Is service site?		1211 Cathedral Street				WARD DAT	ES			
ivily Log	1000						Approved Letter Pen	ang	3		
erial Conditions	Dity, State 2p Drg Type:		Baltimore MD 21201 Non-Profe Non-Relig				Award Letter Sent		10		
rformance Reasones	County:		Baltimore City	Qu4		2	Award Accepted				
ogress Reports	Auth Official		Sandi Rowland		1	0	Accept Package Sent		10		
denal Purpose		AGENCY					Proj. Commancemen	T Reci	14 ·		
e Visita							INVENTORY				
day.	Carrier Har & Hearthy Mar T Is service site?	Viana				-	2085 Raceived		5		
tion of Dispute	Address		1211 Catheoral Street					Carlle and			
ywords wet Links							RISK ASSESS	MENT			
	City, State Zip Drp Type		Battimore, MO 21205 Non-Profe Non-Ralig	e.a			Sith Assessment (harright			
inie Out	County.		Baltimore City	2000 C			INITIATIVE				
ports	Auth Official		Sand Reviews			0					
ink Award GAN	COUNTY/MUNIX	TPAITY					Initiative Benet O	ea)			
	Contrainerat						DEFICIENCY :	CTATIC			

Figure 263 - Acceptance Documents Due Status

- 14. When the sub-recipient returns the signed Award Acceptance and Project Commencement, the Control Desk Administrator will log this information by completing the Award Dates fields and clicking SAVE, then changing the status to "Acceptance Documents Received".
 - Note: The Award Accepted and Project Commencement Received dates must be entered in order to change the status to "Acceptance Documents Received".

e Grant Managem	ent Funding Manager	ment Address Book	Reports	Admin	Logout	1			
agament in Anand Saarth K.Many J	Grant Rhumber:	Amartest Amar	I Reported %:	Matute		Match Reported %	vogect Dates:	Title	Status
surch		\$12,500.00 0,00 W	and a second second	\$0.00			6/01/2012 - 05/30/2013	HealthCare Response to Do	Accessive Optiments Du
ice Sheet									Acceptance Documents Do
pellen	GRANT SEQUENCE	NUMBER			_				
lines	Sequence Number 00	003				PROJECT DATI	ES		
ervice Sites	PROJECT TITLE					SPD Code	9029		
	-	earthCare Response to Domistic Viole	-	-	-	GFO Trile SFD Start Date	Buttoning City Com Transition		h
arrative	audieri rite	Telductive verboude to comettic your	nge .			GFD End Date	8/35/2013		
nah/Objectives	APPLICANT AGENC	Y.				Start Date	8/1/2013	1	
-	Center for a Healthy Maryland					End Date	5/90/2013	R	
statuents	Es service site?	1211 Carnetral Street				AWARD DATE	s		
tivity Log	Abovis	TTTT CRUMP'R 3944				Approved Letter Pends		5	
erial Conditions	City State Zo	Baltimore, MD 21201				Award Letter Sent		8	
rformance Reasones	Crig Type: County	Non-Profe Non-Religio Baltimore City	uş.			Award Accepted		1	
ogress Reports	Auth Difficial	Sandi Rowland		6		Accept Package Sent		1	
deral Purpose	IMPLEMENTING AG	THEY.				Proj. Commancement I	Rec/ 8/18/2012	1	
ie Visilia						INVENTORY			
ales	Contention a Healthy Maryland					2085 Raceived	0.4	8	
stice of Dispute	Address	1211 Cetheoral Sovert				Constanting of the second			
ywords wrt Links						RISK ASSESSM	IENT	-	
ine Out	City, State Zip Drp Type	Battimore, MO 21201 Non-Profit Non-Religio	ut I			Risk Assessment Uni	migred .		
worts	County: Auth Official	Baltimore City Sandi Rowland				INITIATIVE			
int Award GAN	Carl Land	and show a				Institut Desit One	d		
	COUNTY/MUNICIPA	a tracta c				Contract Distance Cont			

Figure 264 - Change Status to Acceptance Documents Received

15. The new award is now in compliance.

me Grant Manageme	nt Funding Manager	ROL & PREV	Reports	Admin	Logout	1	_			
anapament > Award Saprits	in I receively increased	nem Passers book	unbour 1	Pagetter	Logon	.k.				
ant Menu #	Grant Number:	Awarded: Amar	l Reported %:	Matirie	-	Malch Reported %	Project Dates	Title		Status
Search	BCCP-2012-0001	512,500,00 0.00 0		\$0,00		0.00 W	08/01/2012 - 05/90/2	013 HealthCare Respo	nee to Dis	Award In Compliance
Face Sheet Funding	GRANT SEQUENCE	NUMBER			_					Sive
Officers	Sequence Number 00	01				PROJECT DAT	TES			
Service Siles Summary	PROJECT TITLE		_			SPD Code GFD Take	Battimere Copie			
Barrative	Project Tale He	authCare Response to Domestic Viol	moe			SFD Start Date	7/1/2018			
Linals/Objectives Budget	APPLICANT AGENC	Y			_	GFO End Date Start Date	8/30/2013 8/2/2013		R	
Print	Center for a Healthy Maryland					End Date	5/90/2013	11	N	
Documents	T Is service site?	1211 Cathadrai Street				AWARD DAT	ES			
Activity Log	ALC: NO.	HALL CROMPTER STATE				Approved Letter Pend	Entra I	3		
Special Conditions	City, State 2p	Baltimore, MD 21201				Award Letter Sent		-		
Performance Reasones	Drg Type: County:	Non-Profit Non-Religio Baltimore City	MR			Award Accepted	8/36/2012			
Progress Reports	Auth Official	Sandi Rowland		6	2	Accept Package Sent		-		
Federal Purpose	IMPLEMENTING AG	THEY				Proj. Commancement	Rec/ 8/15/2012	11		
Site Visits						INVENTORY				
Audits	Contention a Healthy Maryland				-	2083 Raceived		5		
Notice of Dispute	Address	1211 Catheoral Street								
Reywords						RISK ASSESS	MENT			
Grand Links	City State Zip	Battimore, MD 21201				Site Assessment U	hansigned	. • 1		
Cline Out	Drg Type County	Non-Profe Non-Religie Baltimore City	iut .			O numerout				
Reports	Auth Official	Sandi Reviand			0	1 INITIATIVE				
Grink Award GAN	COUNTY/MUNICIP	ALITY				Instative Servic On	mi			
	Courty Saterow Ctu				-	DEFICIENCY S	TATUS	_		
	Municipality (Select One)					IT Deficiency				

Figure 265 - Award in Compliance

7.6.6 Deny a Grant Application

If the decision is made to deny the grant application, Program staff will forward the required paperwork to the Grants Manager. The following is required: "Application – Denied Funding" form, a copy of the denial letter (from the Executive Director), the original application, and all other review paperwork. The Grants Manager will change the application status to "Deny Application".

1. Search for the application in the Application Search module by entering the Application Number on the hardcopy into the App# field and pressing Enter.

lome		anagement Funding Manage	ement Address Book Re	ports Admin Logout					
Manag	ement > Application	n Search	_						E
i det	App # -	Applicant Agency	Implementing Agency	Project Title	Start Date	Feed Date	Project Director	Amount	County.
	2012-8C-0018	11		1/	i a la l	(m)	1		(A1)
R.	2012-80-0018	Center for a Healthy Maryland	Center for a Healthy Maryland	HealthCare Response to Domestic Violence	08/01/2012	05/30/2013	Abraham Meena	\$12,500	0.00 Sattimore C

Figure 266 - Search for Grant Application

- 2. Click the Edit icon beside the application record to bring up the Grant Application Menu.
- 3. To deny the application, change the Status of the application to "Deny Application".

25:	Title:		Status:	
05/30/2013	HealthCare Response to Domestic		Internal Review	•
		Int	ernal Review	
		>	Withdraw Application	
		>	Return to Applicant	
>		>	Begin Pink Sheet Review	
BCCP		>	 Deny Application 	
Baltimore City	y Community Policing - 2013			
7/1/2012				
6/30/2013				

Figure 267 - Change Application Status to Deny Application

The status of the application will change to "Application Denied".

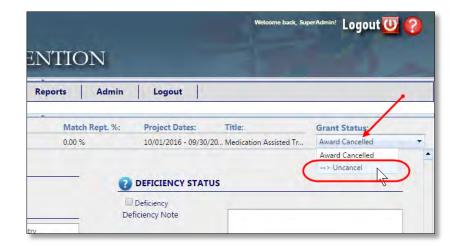
7.6.7 Uncancel a Cancelled Grant Award

You can uncancel a cancelled grant award. Doing so will return it to it's previous status.

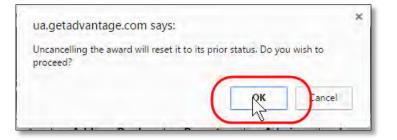
1. Locate the cancelled grant award in the award search screen, then click the **Edit** magnifying glass icon to edit the award.

Home	Gr	ant Management	Funding I	Management Address Book	Reports Admin L	ogout	
Grant Mar	agement	 Award Search 					
Edit	Reports	Grant # ▲	Арр #	Applicant Agency	Implementing Agency	Project Title	
8	6		2015-BE-0001	MD Department of Juvenile Services	MD Department of Juvenile Services	PREA Allocation	
2		-)	2015-BJ-0042	Governor's Office of Crime Control and Prevention	Governor's Office of Crime Control and Prevention	GOCCP Human Trafficking Po	
8		-	2016-BJ-0079	Baltimore Police Department	Baltimore Police Department	Blue Force Tracker	
8			2016-BJ-0079	Baltimore Police Department	Baltimore Police Department	Blue Force Tracker	
2		-	2016-BJ-0079	Baltimore Police Department	Baltimore Police Department	Blue Force Tracker	
8			2016-CF-0004	Maryland State Police	Maryland State Police	Forensic Enhancements	
8		-	2016-JF-0024	Mayor's Office of Employment Development (MOED)	Mayor's Office of Employment Development (MOED)	Evening Reporting Center	
8		4	2015-VC-0050	Calvert County Health Department	Calvert County Health Department	Medication Assisted Treatmen	
a h		BJAG-2014-0033	2016-BJ-0097	Wicomico County, Maryland	Wicomico County Department of Corrections	Medication Assisted Treatmer	
		BJNT-2011-0004	2013-BJ-0159	Washington County Board of Commissioners	Washington County Sheriff's Office	Electronic Evidence Training -	
8		CJAC-2014-0003	2014-CC-0015	Garrett County Department of Social Services	Garrett County Department of Social Services	Child Advocacy Center Trainin	
8		CJAC-2014-1006	2014-CC-0022	University of Maryland, Baltimore	University of Maryland, Baltimore	CHAMP Child Maltreatment Tr	

2. At the Face Sheet, click on **Award Cancelled** in the Grant Status drop-down menu, then click on - -> Uncancel.



3. A confirmation dialog box appears. If you click Cancel, the award will remain cancelled. If you click OK, the award will be uncancelled.



4. A confirmation dialog appears to confirm that the grant award status was reverted to its previous status. Click the OK button.



5. The previous status of the award is shown in the Grant Status drop-down menu.



7.7 Searching for a Grant Award

If a grant award you are searching for is not displayed in your Awards dashboard on the GMS Home Page, you can see a full listing of awards by accessing the Award Search screen from the Grant Management menu:

Grant Management	Funding Manage
Grant Management Application Search	
Award Search	
Folder Management	Award Search

Figure 268 - Access Grant Management -> Award Search

The Award Search screen is displayed. It contains more fields than the Awards dashboard, and allows you to view awards with all statuses.

n Mana		Srant Managemen	t Funding	g Management Address Book	Reports Admin Lo	gout								
	Querant 5	Avant Starth												
	-				e			-			_	-		0
	lepath	Grant F	1001	Applicant Agency	Deplementing Agency	Project Title	Shart Date	Tool Date	Project Director	Incart		Gaarty	Member	Status
	20	-		1				111	1	1	444		· (M) ·	- Child.
8		ASPE.2000-000F	2003-25-0006	St. Mary's County Public Schools	St. Mary's Councy Rublic Schools.	Sale and Smart Together Club	08/01/1999	09/30/2003	Smith, Mark		\$30,000,00	St. Mary's	Alexanter, Antres-	Award Clases
8	1	2525.2000-0007	2013-65-0307	Boys & Gris Cillos of Wwerrpton Fourty Inc.	Roja & Girs Cluss at Weshington Courty, Inc.	Boys & Girls Club After School Propriem - Pernsynania Avenue	08/01/1999	36/33/2000	Sistening Buck		\$30,000,00	Wathrigton	Areander Andrea	Award Cosled
8.7	1	4595-2000-0008	2003-46-0008	Family Services Agency, Inc.	Forminy Services Agency, Inc.	Porents in Caling	08/01/1599	06/30/2000	Kones, Sally		\$30,000,00	Mongamery	Alexander: Ansrea	Award Clases
8		ASPC.2003-0008	2223 45.0009	Campic Charles of the Anthonese of Webhington DC	Terriy Services Agency, Inc.	Woosland Springs Aberscripti Program	08/01/1999	.06/00/2007	Hart, Thomas		\$24.045.39	Mottponey	Alexander Antima	Award Closed
8	0	A171-2000-0010	2223.45.0010	Stirtingre City Dest. of Recreation and Revis-Mount Roval	Baltmore City Dept. of Repression and Parks-Mount Apple	Mt. Royal Latchiay After School Drogram	05/01/1995	12/30/2000	Miclandon Zanobia		124,900.01	fatimore Oty	Alexander, Analysis	Asard Closed
	0	AUE-2020-0011	2225-35-0011	Baltimore City Dept of Recreation and Pana-Cenil	Baltimore City Dept-of Repression and Pants-Carnil	Calvo Pertonning Arts Latchkay Program	08/01/1590	36/95/2005	Netamon Zanzola		530,000,002	Satimon Day	Alexander Antonia	Award Closed
		455.2000-0011	1003-a5-0012	Mery and Center for Youth and Family Development Inc.	Maryland Center for Youth and Family Development, Inc.	"Занз" Алы Балсон Нюркия	08/01/1998	38/33/2000	Asson Crively		\$18,507.58	Printe George 1	Advanter, Arithes	Award Gooed
-	61	A991-2000-0013	2013 AS-0013	Worcester Courty Health Department	Worcester County Health Department	Discover After School Program	08/01/1999	06/95/2003	Public Manty		\$30.000.00	Worcester	Alexander, Antirea	Award Cased
1		1001-000-0014	2223-45-0014	Mount Celviery African Methodnie Oplicopali Onlineth	Mount Carvey African Metheolist Episcope Churth	Mount Cenery Towner's 85511 After Screen Program	08/01/1998	09/33/2332	Uptone Funet, Art		\$17,608.39	Barmore Coprety	Addanteer Artitika	-Award Gosed
	8	ASP	2003-AS-0015	Immorue Temple AME Church	Imitianue Tensie AME Church	Empowering the Seed	06/01/1999	(05/35/2003	Wall Peggy		530,000,002	Battmore Cty	Alexander: Andrea	Award Closed
2		AST THE GOLD	2222-65-0214	Boys & Girls Clubs of Greeter Washington- Montgomen	Boys & Gris Clubs of Gleater Westkington- Montgomery	Boys & Gris Cue Escation/Social Development Initiative	08/01/1099	09/90/2097	Birt anes		ETE-MLAT	Montgoowly	Anardec Araba	Award Closed
	1	100.0001.RPA	2003-AS-0017	Somerset County Health Department	Samerset County Hearth Department	Greenwood After School Program	08-01/1999	06/30/2003	Larktont Gel		\$30,000,00	Somerset	Alexander: Andrea	Award Clased
		Asrs-2000-0018	2223 45-0218	Sheppand Plant Health System, Inc.	Sheppard Roatt Hearth Guttern Inc.	Sreppard Patt FROUD Program- Germantown	08-01/1999	36/83/2007	Main Carerr		E10.000101	Montgomery'	Alaxandar, Andrea	Award Cased
	C 1	6575-2000-001F	2003-45-0000	Sheppend Prett Heads System Inc.	Shepperd Prets Health System: Inc.	Sheppand Platt PROUD Program - Water s ktl is Range Elementary School	05/01/1999	06/30/2002	Mayer, Career,		\$29,999,50	Arre Arundei	Alexandra: Andrew	Avert Closed
			2003-45-000	Associated Catholic Drivities Actidiocese of Battimore	Appointed Catholic Charther Archoliocese of Bathmore	Cathoric Charities Attendede Rogram	08-01/1998	06/00/2000	Andrew Anywar		\$30,000,00	datament City	Amarcar Arches	Award Closed
2	1	ASPL2000-0022	2003-45-0021	Korronia Baptist Church	Konona Baptiti Church	Ripled Silve Haven	08/01/1999	06/95/2000	All es Dougras		\$30,000.00	Baltimore City	Alexander: Andrea	Woold Closes
	0	ADD-2000-0012	2013-05-0322	New Mark of Exercise Screen, IN-	New Nark of Excenence School (Inc.	Rep Ansuns Children's Education	08/01/1991	06/30/2005	Orea Bevery		\$30,000,00	Basimona City	Areas-reat, Andreas	Award Cosed
	0	A\$55,2000-0023	2003,45-0023	Children's Guid, Side, The	Onlideer's Gold, Inc., The	The Children's Guild After School Enrohmett Program	06/01/1999	06/90/2000	Wilson-Dodsen Terry		\$30,000.00	Bartimole County	Alexander, Andres	Award Closed
	0	ALP-COM-CODE	2003-45-0024	Veccency Center Vc	Woodbourne Center, Inc.	Amotios After School	05/03/2002	06/33/2022	Heren Accurre		\$7.500.00	Batters City	Alexander, Andrea	Rward Octain
	0	AST - 2000-0025	2223-45-0225	Academy of Success Inc.	Acidemy of Success Inc.	The Paintinders Cub	05/01/1999	09/50/2003	Snetten, Joel		\$30,000.00	Saltmon City	Alexander, Andrea	Award Closed
		AUR. 2000-0021	1005 AS-0077	St. Vincent all Your of Bellinson, Jrc.	ST VINCON DE PAU DI BATHOR IN.	St. Ambrose Family Outward: Center After School Program	05/02/1090	06/52/2000	Rore Darriane		\$30,000,00	Satroca Dy	Alexander, Aribeat	Award Closed
	11	ASP-2000-0028	2003-45-0028	Meryand National Gueral	Maryand National Guard	About Face, Northwest Middle School	08/01/1999	06/30/2000	Aldes Javence		\$10,000,00	Batterore Courty	Alexander Andres	weerd Cosed

Figure 269 - GMS Grant Award Search Screen

Please refer to the section *Sorting, Filtering, and Searching for Records* for help with finding a grant award.

7.8 Maintaining Grant Awards (Permissions Based)

7.8.1 Accessing the Funding Manager Award Packet Review Dashboard

A dashboard has been added to GMS to make it easy for Funding Managers to review Award Packets and proceed with the sections below.

- 1. Click on **Home** page (not the original home page)
- 2. Click on Available Controls, and select Funding Manager Available Packets to Review.

Maryl	GOVERNOR'S OFFICE OF AND CRIME CON	
Home	Grant Management Funding Manag	emei
Home		
Available Control	Save Window State Clear	
NOFA Grid		
Grant Applica	ation Grid	_
Grant Award	Grid	
GAN Queue I	External	Sta
GAN Queue	Regional Monitor	
GAN Queue	Grants Manager	
Report Queu	es - Regional Monitor	07/
Award Packe	ts to Keview	10/
Funding Man	hager Awagh Packets to Review	
Financial Rep	ports Approval - Grants Manager	10/
8	_ Diesel Program	07/
10	Baltimore City Improving Criminal	104

3. In this example there are no packets to review, but normally this screen would be populated with packets that need to be review.

dow State Clear
to Review
to Review
Refresh
View Grant View PD Award View AO Award Packate Reviewed

7.8.2 Define Financial Reporting Frequency (Accessibility based on permissions)

GMS Administrators can define the financial reporting frequency (monthly or quarterly) for every grant award so that financial reports and future notifications accurately reflect reporting deadlines and overdue reports.

To define financial reporting frequency for a grant award:

1. Locate the grant award and click the icon in the **Edit** column of the grant award listing. You will automatically be taken to the Face Sheet of the selected Grant Award.



2. Or, if you are already viewing/editing a specific grant award, click **Face Sheet** in the Grant Award Menu.

Home	Grant W	anagement	Funding M	anagement	Address Book	Reports
Grant Manageme	nt > Award Sea	irch				
Grant Numb	er:	App. Nu	mber:	Awan	ded:	Reported %:
CACS-2016-18	304	2015-CH-	-0002	\$14,40	4.00	0.00 %
g Grant Awar	d Menu	+				
Search						
Face Site	et					
Funding		Code		Year	Category	GFD /
Officers		[AII]	+		[AII] -	
Service S	iites	CACS		2016	Street	\$25
Summar	у	CACO.		2010	oncer	
Narrativ	e					
1	biactions					

3. Click the drop-down list under **Reporting Frequencies** and select **Monthly** or **Quarterly**.

	Proj Commencement Recvo		
		NCIES	
	Programmatic Frequency:	Quarterly	
	Financial Frequency:	[Select One]	-
0	INVENTORY	[Select One] Monthly	
ő	PIRF Approved	Quarterly 😡	
	RISK ASSESSMENT		_
*	Risk Assessment	Unassigned	*

4. Scroll to the top of the Face Sheet and click the **Save** button.

STREET, STREET	OVERNOR'S OFFICE		PREVI	ENTION	_	Welcome beak, i	HaperAdmin Logout 😈 🧃
Home Grant Manag	jement Funding Ma	nagement Ad	dress Book	Reports Admin	Logout		
rant Management > Award Search							
Grant Number: App. Nu	mber: Awarded:	Reported %:	Match:	Match Rept. %:	Project Dates:	Title:	Grant Status:
CACS-2016-1804 2015-CH-	0002 \$14,404.00	0.00 %	\$0.00	0.00 %	11/01/2015 - 05/31/20	Child Advocacy Center	Acceptance pocuments por
Grant Award Menu Search Face Sheet	GRANT SEQUEN	ICE NUMBER			DEFICIENCY STATUS		Lever .
Funding					Deficiency Deficiency Note		
Officers Service Sites	Project Title	Child Advocacy	Center Services (Exan				
Summary	APPLICANT AGE	INCY					
Narrative							
Goals/Objectives	Frederick County, Maryl	land					
Budget	Organization:	Frederick Count		6	PROJECT DATES		
Rudoot Drineity	Address:	Winchester Hall				- Classifi	

7.8.3 Perform Financial and Programmatic Reporting

Access the GMS programmatic reporting tools to complete and submit the regular report forms (Performance Measurements, Progress Reports, and Financial Reports) required by GOCCP for grant award compliance.

In short, programmatic reporting involves the following steps:

- 1. Answer, Save, and electronically Submit Performance Measure Questions
- 2. Print hardcopies of your work, sign, and mail to GOCCP
- 3. Answer, Save, and electronically Submit Progress Report Questions
- 4. Print hardcopies of your work, sign, and mail to GOCCP

Financial reporting involves the following steps:

- 1. Complete, Save, and electronically Submit Budget/Financial Report
- 2. Print hardcopies of your work, sign, and mail to GOCCP

7.8.3.1 Access the Grant Award Reporting Tools

1. Locate the grant that you want to submit reports for in the Grant Awards Dashboard and click the magnifying glass in the Edit column for this grant.

and a local	*					12 tehesh	Applications	_				24
Code .	Tele	Deather	Alber	View	Direct	Annty	Tat Acci #	TraintThe		Met Para	Triel Dates	
			Active .					10				(A4)
ICCP	Katmore City Community Policing - 2013	8/95/2012	π	8		0		No reo	oras no altaplay.			
ACE	Federal Assistance for Cookie Eaters	125/2012	17	8		0						
							•					
							Crant Amorts					2
								A(0.8	Pepart 75ie		Start Date	
							Grant Anarch Sall Grant # +	11	111			100 For 10
							Grant Amonda	11	Project Tile		53art Date 08.01/2012	

Figure 270 - Edit Grant Award

2. This takes you to the Grant Award screen, which is displayed in two panels:

- On the left is the Grant Award Menu, which displays a list of categories of information specific to the grant award you selected from my home page.
- Clicking on any category displays detailed information about your grant pertaining to that category in the right panel of the screen.
- By default, this screen takes you to the Face Sheet item in the Grant Award Menu.

Grant Man	agement Address Book Logo	at					
ert Award Marco Search Face Sheet Officers Service Sites	• Grant Humber: Asserted \$2856-2013-1832 \$18,000,0 • GRANT SEQUENCE NUMBER	COMPANY OF THE OWNER	Matrix 10.00	Match Reported %	Project Dates: 08/01/2012-09/30/2013	Titles Overtime Patrols	Statum Award in Compliance
Summäry Rarrative Goals/Objectives Budget Print	Sequence Number 15 PROJECT TITLE Project Title Discreme Fundation Project Title Discreme Fundation	-	-	SFD Code GFD The Funding Start Date Runding End Date Start Date	School Sur Califury Erflored T/1/2014 16/59/2018 W/1/2014	naer - 2019	
Documents Reports	Is service site? Adamsu City, State Sp	100 Watt Patrick Stream Prederick, MD 21701		End Date WARD DA Approved Latter Fe Award Latter Sent			
	Orp. Type Comp: Auto: Diffical IMPLEMENTING AGENCY	Local Government Preservo Kom Dine	0	Award Accepted Accept Package Se Proj: Commanceme			
	Is service site? Address Chy, State Zip Opp.Type: County:	100 West Patrick Street Presence MD 21701 Local Sovernment Presence					

Figure 271 - Grant Award Menu and Process Area

3. Click on the Reports category in the Grand Award Menu to access the programmatic reporting tools.

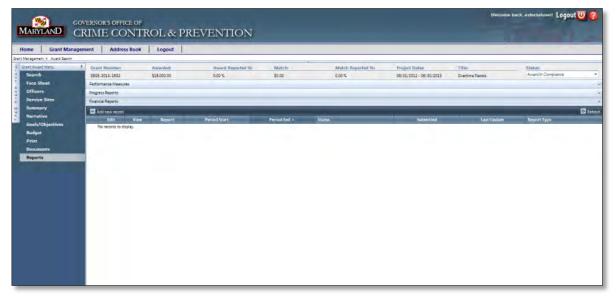


Figure 272 - Grant Award Menu - Reports Item

The types of reports you'll submit to keep your grant award in compliance are highlighted in light blue in the panel on the right. In general you'll need to submit three types of reports:

- Performance Measures
- Progress Reports

• Financial Reports.

NOTE: When performing programmatic and financial reporting, you use the Add New Record feature under each category to add new reporting entries. Once you've added a new record, if for any reason you need to delete the entry and start over by adding a new one, you can delete the record you just added by clicking the X icon in the Delete column, as shown below. You must do this prior to submitting the entry for review.

ent Management > Award Sea	Inch.											
Grant Number:	App. Non	nber:	Award	led:	Reported %	Match:	Match Rept. %:		Project Dates:	Title	Grant Status:	
VAWA-2011-1807	2011-VA-0	028	\$32,00	0.00	71.13 %	\$10,892.00	69,44 %	_	10/01/2011 - 09/30/2012	Court Advocate	Award In Compliance	
Grafit Award Menu	+	Performan	nce Measures	6)								
Search		Add r	new record									Refre
Face Sheet		Edit	View	Report	Period Start	Period End .	Status		Submitted	Last Opdate	Report Type	Delete
Officers			8	1	10/01/2011	12/31/2011	Reviewed		01/10/2012	01/24/2012	Performance Measures	
Service Silles		1 Course	4	0	01/01/2012	03/31/2012	Reviewed		04/18/2012	04/23/2012	Performance Measures	
Summary		-	8		04/01/2012	06/30/2012	Reviewed	•	07/10/2012	08/01/2012	Performance Measures	
Narrative Goals/Objectives		1			07/01/2012	09/30/2012	New		w12 avr a van	11/04/2012	Performance Measures	
Budget		-	17		0//01/2012	09/30/2012	New			11/04/2012	Performance Measures	1
Print								R				_
Documents								.0				
Activity Log												
Reports												

Figure 273 - Deleting a Newly Added Record (Must delete before submitting for approval)

7.8.3.2 Answer, Save, and Submit Performance Measure Questions

1. Click on the Performance Measures bar highlighted in light blue in the process area to expand the section.

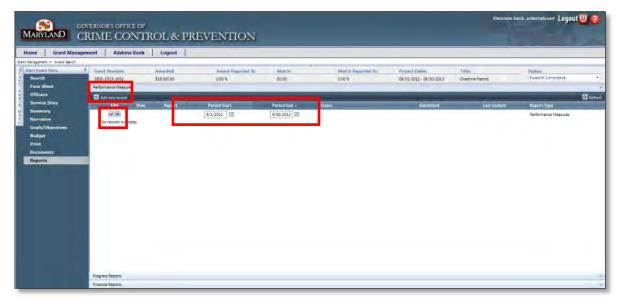


Figure 274 - Add New Performance Measure Record

- 2. Click on the Add New Record icon to add a new Performance Measures record.
- 3. The system automatically fills the period start and end date. The period start date is the first day of the first month of the quarter you're reporting. The period end date is the end date of the

standard quarterly reporting period (which may be less the 3 months if the project started in the middle of one of the standard reporting periods) or the project end date, whichever is sooner.

- 4. Click the checkmark to save the dates. Doing this adds a new record for the reporting quarter.
- 5. Click on the Magnifying glass icon in the View column of the record you just added to view the performance measure questions.

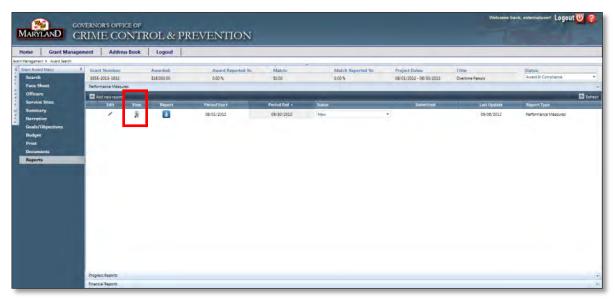


Figure 275 - View New Performance Measure Record Detail

6. Provide answers to the questions, and click the Save button when you're done.

Grant Manageme	nt Address Book L	ogout						_
natt - Avert Suash uart Many, 4		10000						_
h the	Grant Award Number: SEIS-2012-2622	Award Amount: 518.000.00	Requested	Reimburset	Aveilable: 528.000.00	Report Period.	Status.	
Print .	SRSE-2012-2612	518 000 00	\$0.00	\$2.00	\$38,000.00	08/01/2012-09/90/2012		-
							erformance Measures and Save	
i Stex	-							_
tery .								6
bre .	Harriar Question						Ranjannia	
Objectives	1 Peace indicate th	e number of citations issued for Violations	of Transportation Article, 21-705 (Regally pass	ing a school bus that is stopped and operation	ng alternately Flashing red lights) during the re	porting period.		
	2 Please indicate th	e number of written wernings issued for V	clations of Transportation Article, 23-706 (rlap	ally passing a school bus that is stopped and	operating alternately Flashing red lights) duri	the reporting period.		
	E Please indicate th	e number of complaints received for vehic	is illegally passing a school bus during the rep	porting pariod			1	
nents. ta	2 Please insticute th	a number of warning latters mailed for con	nglaints of vahiclas flagally passing a school in	us during this reporting pariod.				
mance Neasures	E Plassa indicate th	e number of Safety Repair Orders (SERO's)	acual during this reporting pariod					
and reasons	6 Plasse indicate th	a number of erests made buring this repo	ning parad.					
	7 Please indicate th	e number of \$855 overtime hours worked	during this reporting period.					
	8 Plazas indicate th	e number of citations leaved during this re	porting parlod for speeding.					
	9 Please Indicate th	e number of citations issued during this re	porting period for stop sign violations					
	30 Please indicate th	e number of citations laused during this re	porting period for seat belt violations					_
	11 Pesse indicate th	e number of citations issued during this re	porting period for DUI violations.					
	12 Please indicate th	a number of citations issued during this re	porting period for Other violations					

Figure 276 - Answer Performance Measure Questions

7. Submit your completed quarterly Performance Measures for approval by clicking the drop-down list under the Status column and select "Submit for Approval". After doing this, the Status will change to Submitted.

signed] 201	2-BA-0034	\$21,	00	0.00 %	\$0.00	0.00 %	07/02/2012 - 06/29/2013	Testing 10-4-12	Awa
nt Menu	7 Perf	mance Measu	res						
Search	15	Add new record				-	-		
Face Sheet	E	it View	Report	Period Start	Period End .	Status	Submitted	Last Update	Report Typ
Officers			1	07/02/2012	09/30/2012	New T		11/05/2012	Performance
Service Sites			-			New	4		
Summary						> Submit for Approval			

Figure 277 - Submit Performance Measure Questions for Approval

7.8.3.3 Answer, Save, and Submit Progress Report Questions

1. Click on Reports in the Grant Award Menu to return you to the Reports process area screen.

ent Bropensed 2020 ad for Valanceus of Temportation Juristic, 25700 (Reg reg Jauge 164) Valanceus of Temportation Juristic, 217 advant for Valanceus of Temportation Juristic, 217 advant for Andreas Integral y particip advantation Juristic, 218 advantation Scienceus of Andreas Integral y Juristic, 218	The filling ally passing a school bus that is stopped an		Report Period Records-celecers	Status Submous Performance Measures (m) Response
ad for Valancies of Tanagorstation Archite, 37-756 Tango mg alianaet for Valancies of Tanagorstation Archite, 37- actives for univokes larged y parang a koncel buck during	ely gawing a school bus that is engineer and operat NG Magazy gawing a school hus that is engineer an	ting alternately flashing red lightic during the		Performance Measures (H)
ings lauses for Violations of Transportation Article, 21-7 eceived for vehicles llegally passing a school bus during	The filling ally passing a school bus that is stopped an		elougid terge	
ings lauses for Violations of Transportation Article, 21-7 eceived for vehicles llegally passing a school bus during	The filling ally passing a school bus that is stopped an		eporting period.	
ings lauses for Violations of Transportation Article, 21-7 eceived for vehicles llegally passing a school bus during	The filling ally passing a school bus that is stopped an		abouting before	
ings lauses for Violations of Transportation Article, 21-7 eceived for vehicles llegally passing a school bus during	The filling ally passing a school bus that is stopped an		abouting barlos.	Paraponea
ings lauses for Violations of Transportation Article, 21-7 eceived for vehicles llegally passing a school bus during	The filling ally passing a school bus that is stopped an		abouting barlos	
eceived for vehicles llegally passing a school bus during		nd poerating alternately flashing red Tohts dur		
eceived for vehicles llegally passing a school bus during			ing the reporting period.	
ars mailed for complaints of vahicles illegally passing a si				
	chool bus during this reporting period.			
Orders (SERD's) lasted during this reporting period.				
during this reporting period.				
re hours worked during this reporting period.				
ed during this reporting period for speeding.				
ed during this reporting period for stop sign Violations				
as during this reporting pariod for seat belt violations.				
ed during this reporting period for DUI violations				
ad during this reporting period for Other violations				
ed ed	during this reporting parlos for stop sign Violations during this reporting parlos for stat beh violations during this reporting parlos for DUI violations.	during this reporting parlied for deployed violations during this reporting parlied for east bah violations. during this reporting parlied for DUC violations.	during this reporting parlos for allop algo Valations auring this reporting parlos for allof de Volations. auring this reporting parlos for DUT relations.	during this reporting partice for daps light solutions during this reporting partice for wait sub-solutions. during this reporting partice for DUT solutions.

Figure 278 - Access Grant Award Menu Reports

2. Click on the Progress Report bar highlighted in light blue in the process area to expand the section.

C + Avert Starth	gement Address Boo		ogout							
d Manu	Grant Number:		Amarded.	Award Reported %	Match:	Match Reported %:	Pro	Jact Dates:	Title	Status:
	58-56-2012-1622		\$18,000.00	0.00%	\$0.00	0.00%		1/2012 - 06/30/2013	Oversime Patrols	Award In Compliance
eet	Performance Measures									
State	Add new rectord	_								
7	640	View	-	Period Start	Perand first a	9401		Scheithall	Last Update	Report Type
		2	•	06/01/2012	06/20/2012	Sub-Med		09/06/2022	09/06/2012	Renformance Measures
lijerlives										
*6										
	-									

Figure 279- Click on the Progress Report bar highlighted in light blue to expand the section

3. Click on the Add New Record icon to add a new Progress Report record.

- 4. The system automatically fills the period start and end date. The period start date is the first day of the first month of the quarter you're reporting. The period end date is the end date of the standard quarterly reporting period (which may be less the 3 months if the project started in the middle of one of the standard reporting periods) or the project end date, whichever is sooner.
- 5. Click the checkmark to save the dates. Doing this adds a new record for the reporting quarter.

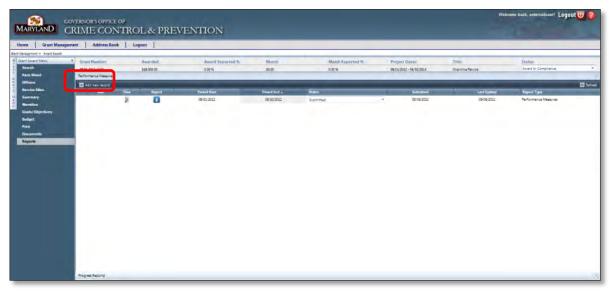


Figure 280 - Add New Progress Report Record

Edit	View	Report	Period Start	Period End 🔺	Status
No records to di	splay.		8/1/2012	9/30/2012	

Figure 281 - Insert a new Progress Report

6. Click on the Magnifying glass icon in the View column of the record you just added to view the progress report questions.

ome Grant Manage	ement Address Book	Logoet						
est Plant Merci	Grant Humblet:	Awarded:	Award Reported %:	Match	Match Reported 3	Project Dates	Trpie	Stania
Scarch Face Sheet Offeces	SBSE-2013-1692 Ranformance Measures Program Reports	\$18,000.00	¢204	\$0.00	0.00%	0601/2012 - 96/30/2013	- Diartima Parisis	Award In Compliance
Service Siller Service Siller	All this year record	_					1	10
Nerralive Gash/Objectives	1	Contract and the second s	Pauliod Karr Ok/GL/2013	Period Text + 06/90/2012	Sec.	Soleson F	Last Updaw GMOK 2012	Report Type: Progress Reports
algel et								
kountrik aperla								

Figure 282 - Edit Progress Report Record Detail

7. Provide answers to the questions, and click the Save button when you're done.

1	OVERNOR'S OFFICE OF						Welcome back, externaluser! Logout
TAND (CRIME CONTRO	L & PREVENT	IION				
Grant Manag	ement Address Book Log	out					
ed Menu Prest	Crant Award Number: 5855-2013-562	Award Amount: 538,000.00	Requested: \$0.00	Reinbursed 2000	Availabile: \$28,000.00	Seport Period: beos/2012-09/30/2012 Progress R	Statum New Report day Sparchass
Stas 17 Ni Dojectives	Ronter Question	_		Reigen	*		2
ents s es Repolts	1 List and Spacifies any for tachinical assistant	chalanges experiences for the Schoo (e	Bus Safery Enforcement Program during th	experting period include any network			
	2. Summarity the prog reporting period.	rea in complexing goals tobjectives for	the grant include any bast practices Beneto	ped and primplemented during the			
	Reports List View Report		Partical Dire 1. 19 30 10 11	Satura .	stema	Last Updau	Rapent Type Trop you Facenty

Figure 283 - Answer Progress Report Questions

8. Submit your quarterly Progress Report for approval by clicking the drop-down list under the word Status and select "Submit for Approval". After doing this, the Status will change to Submitted.

gement Address Book I	ogout				
Grant Award Number:	Award Amount:	Requested:	Reimbursed	Available	Report Period: Stans:
59 57-2012-1482	\$18 000.00	\$0.00	\$0.00	518.000.00	Progress Rep et Jala Ten.
Honton Opener	_	_		19114	
List and paperies	any challences experienced for the Schor	ol Bus Safety Enforcement Program during the r	eporting period. Include any request		
 for technical ass 					
for technical ass					
			74	project has just begun but already we have in	ste grazine of our primery objective.
	ofres in conclusion adaptablecting fo	r the part. Incluse any heat practices see dope		project has just begun hut siready we have in	ata program añ eur privary abgenhas.
	ofrea in conclution adaptablective fo	r Bagrier, Delvise By Las puertou as sept		project has just begut but arready we have th	ade prograe an our primury objachus.
	ofrea in conclution adaptablective fo	r the grant. In choise any hear grant case and ope		prosect has just begun built already we have th	ata program añ eur privary abgenhas.

Figure 284 - Submit Progress Report Answers for Approval

7.8.3.4 Complete, Save, and Submit Financial Reports

- 1. Click on Reports in the Grant Award Menu to return you to the Reports process area screen.
- 2. Click on the Financial Reports bar highlighted in light blue in the process area to expand the section.

	1							
ant Manu	Grant Number. S656-2023-1632	Awarded	Award Reported %	Manch.	Match Reported %	Project Dates:	Title: Overtme Repola	Status Avantin Compliance
Rect	Performance Measures	\$18,000.00	0.00 %	\$0.00	0.00%	08/01/2012 - 06/90/2013	Overtime Retrols	locarita Limparta
	Progress Reports							
e Silea Navy	Add haw record							
ive:	1 3	Laport	Paned Start 08/01/2012	Period Ind a	Status Nga	Schwitted	Last Update 08/06/2012	Report Eggs: Program Reports
Objectives			100102-2012	of Service	144		CROR ALLA	migras reports

Figure 285 - Access Financial Reports Area

- 3. Click on the Add New Record icon to add a new Financial Report record.
- 4. The system automatically fills the period start and end date. The period start date is the first day of the first month of the quarter you're reporting. The period end date is the end date of the standard quarterly reporting period (which may be less the 3 months if the project started in the middle of one of the standard reporting periods) or the project end date, whichever is sooner.

5. Click the checkmark to save the dates. Doing this adds a new record for the reporting quarter.

Edit	View	Report	Period Start	Period End 🔺	Status
No records to di	splay.		8/1/2012	9/30/2012	

Figure 286-Insert new Financial Report

6. Click on the Magnifying glass icon in the View column of the record you just added to view the financial reporting area.

Nite Gash Banimic Asardid Asardid Marks Mail Banis Propert Banis Title Gash 64 642 623-021 100:00 0.01 % 0.01 % 0.00 %<	Al 2012 1000 00% 108 00% 00% 00% 00% 00% 00% 00% 00% 00% 0	188 188 <th>SBS5-0013-0852 S18 Performance Measures Progress Reports Einancial Reports</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	SBS5-0013-0852 S18 Performance Measures Progress Reports Einancial Reports							
Angree Register Program Regis	And Alignee Region France Region Regi	And Angewington Factor leads pointer A Angewington Ang	Progress Reports Financial Reports							
All and a series of the series	And Exances Regions The Mark House House And The Annual State Annual	And Exancel Regists	Financial Reports							
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				And in case of the local division of the loc						

Figure 287 - Edit New Financial Reports Record

7. The Grant Financial Report area is displayed and shows each budget category that was chosen when applying for your grant in a list on the left hand side. Enter your quarterly expenses into the blank text boxes next to each applicable category.

agement + Avant Seast-										
t Award Meno	Grant Award Number.	Award Amount:	Request	led.	Reimbursed		ilable:	Report Period	Status	
anch Ace Sheret	59 55-2013-1692	\$18,000.00	\$0.00		\$0.00	\$18	00.00	08/01/2012-09/90/2012	New A	Constant of Constant
Ke sueet Notra								Budget Notice 36	Financial Report	Save
nvice Siles mmary	Financial Report: 08/01/2012 - 0	05/30/2012	-	_		-				EQ Re
mative	Eategory		Grant Funds Requested Remaining		Cas Reported	Match Resounting		In-Kind Reported Remaining		otal Reported
als/Objectives	Personnel		\$0.00	\$18,000.00						- 3
dget M	Operating Expenses									3
rumenta	Travel									3
ports	Contractual Services									1
nancial Reports	Equipment									1
	Other									3
	6	_						120		
	Report Totals		104		87.00			620		52.0
	Laboratory and the			_						
		and Paints	-	Paried End -	States		Shink	Lat Dates	Depart Terry	2 W
				00-00-0012	10-			00/09/2012		
		ent Painte 1 380100		Period Fool "	Status		Silwinid	Let Optan	Report Type:	_

Figure 288 - Enter Budget Items into Financial Report

- In the example shown in this figure, the project is funded entirely by grant dollars, so text boxes are only available in the Grant Dollars section.
- If any of the funding for your project comes from Cash Match or In-Kind Match, text boxes will be available in those sections.
- Dollars entered for each budget category in each area are summed and displayed in the Total Reported column on the right side of the process area.
- 8. When you've completed entering your budget information, click the SAVE button, in the upper right corner, to SAVE your work. NOTE: If you do not click Save before moving to a different item in the Grant Award Menu, you will lose your work.
- 9. Submit your quarterly Financial Report for approval by clicking the drop-down list under the word Status and selecting "Submit for Approval". After doing this, the Status will change to Submitted.

Grant Management Address B	ook Logost							
es Henu 4 Grant Award Harr	ber Award Ame	Eeque	sted:	Reimburset	Available	Report Perior	t Status	
58 55-2023-1632	\$38,000.00	\$2.00		\$2.00	\$18,000.00	08/01/2012-08/20		
seet .						Budge	t Notice July Fillancial F	nit for Approval
Elbes Financial Report 1	8/01/2012 - 09/38/2012		_		-			-
Categor	Y.	Grant Funds Requested Fernaining		Cash Mat Reported Ner	ah Naiting	in-Kin Reported Re	1 milling	Total Reported
Objectives Personnel		90.00	110100					
Operating	Copenses							
Travel								
Contracto	al Services							
al Reports Equipment								
Other								
Report To		20				2.5		
Timercial Reports		_	_			_	_	
The View	Report Former	Partial Start	Puriod End -	201		avrad L	st Update Report Type	
		084003012	-16-1012012	-			POP 2012 Prozna Assort	1. C

Figure 289 – Submit Financial Report for Approval

7.8.3.5 Print Programmatic Reports for Signature and Submission by Mail

The final step in Programmatic Reporting is to print, sign, and mail in your quarterly reports.

- 1. Click Reports in the Grant Award Menu to return to the Reports process area.
- 2. For each reporting category you completed, locate the record you just added and click on the Print icon in that record as shown in the figure below.

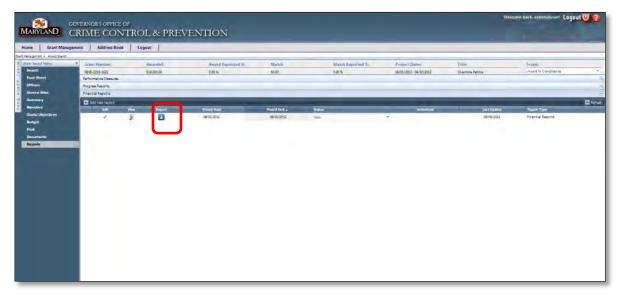


Figure 290 – Print Programmatic Reports

3. When your browser prompts you (as shown in the figure below) either click Save to save the PDF report to your hard disk or click Open to open the report in Adobe Acrobat.

pament + douast baards	gement Address Book	Log	gout							_
Award Marry	Grant Number		Awarded.	Award Reported %:	Match	Match Reported %:	Project Dates:	Title:	Status:	
esti	\$9.55-2013-1632		518 000 00	0.00 %	80.00	0009	08/01/2012 - 06/30/2013	Oversime Rensal	Award In Compliance	_
• Sheet	Performance Measures									
ntes Nos Silves	Riograss Reports	_								
mary	Add tew record	_	_							0
milive	Add tew record	Vere	land.	Period Scart	Period Ind .	Server	Sector 1	Lant Update	Report Type	6
la/Objectives get	/	2	0	06/01/2012	06/90/2012	Nex	4	09/06/2012	Financial Reports	
amonts -										
orta.										

Figure 291 - Saving /Opening Programmatic Reports from Browser

4. Print your report, sign where applicable, and mail to GOCCP.

7.8.4 Create or Edit an Grant Award Activity Log Item

- 1. Click the Activity Log tab to highlight it.
- 2. Click Add new record below the Activity Log tab. Upon clicking *Add new record*, the data entry screen appears:

me	Grant Manag	ement	Funding Manage	ement A	ddress Book	Reports	Admin	Logout							
Management	t > Funding Year														
dd new recon	d														2 ×
Edit	t Code		Year	Am	ard Amount		Available Amount	Start Date	-	End Date	Award Nur	nber	PEA	Active	Delet
	ING	•			3		T		1					Active	•
1	ASPI		2004		1 105 562.00		\$0.00	07/01/2003		06/30/2007	STATE		PSOAS	100	×
1	ASPI		2003		\$904,896.00		\$0.00	07/01/2002		06/30/2004	STATE		PSOAS	F	×
1	ASPI		2002		1134,800.00		\$0.00	07/01/2001		06/30/2010	STATE		PSOAS		ж
1	ASPI		2001		11.168.877.00		\$0.00	07/01/2000		06/30/2004	STATE		PSOAS	14	×
1	ASPI		2000		1103,586.00		\$0.00	07/01/1999		06/30/2003	STATE		PSOAS		×
1	ATEP		2013		1.000.000.00		\$1,000,000.00	01/01/2013		12/31/2015	TMP1		WHA	17	×
Breakdown	Documen	IS GAN	Activity Log												
Add new	v record														🖉 Refe
Classifica	ation A		Subject		Notes			ontext		Act				Follow-Up -	Edit Re
[AII]		AII)	-				[A)()						田		
Classification	£		Interna)						Subject.						_
			[Select One]							-					-
Activity Type															
			[Select One]						Notes:						
Activity Type GOCCP Cont Contact:			[Select One]	_					NOTES:						
GOCCP Cont Contact:	act		[Select Cine]						Notes						
GOCCP Cont Contact: Activity Date:	act.		8/30/2012						NOTES						
GOCCP Cont Contact: Activity Date:	act.								Notes						el cas
GOCCP Cont Contact: Activity Date Follow-Up Di	ante:	wretonaden	8/30/2012 9/20/2012	1	on detailed	notes renarrison di	custion Alexande	Antres		Shane 05/3	0.2017	09/10/2012	6		
GOCCP Cont Contact: Activity Date Follow-Up Dr Internal	nact ane C	orresponden	8/30/2012 9/10/2012 28 Funding dit			notes regarding di			Houghton, S		0/2012 STATE	09/10/2012			
GOCCP Cont Contact: Activity Date Follow-Up Di	act ste		8/30/2012 9/20/2012	1	on detailed \$49,088.00 \$49.088.00	notes regarding de	oussion Alexande \$35.00 \$95.50	Andres 07/01/2012 07/01/2011		5hane 05/3 06/30/2013 26/30/2013	0/2012 STATE STATE	09/10/2012	PBARM	т 	

Figure 292 - Activity Log Tab - Data Entry Screen

3. Complete each field in the initial data entry screen for the new Activity Log record as follows:

ACTIVITY LOG TAB -	- "ADD NEW RECORD" FIELDS
Classification	Click the dropdown list and select either Internal or External.
Activity Type	Click the dropdown list and select one of the following Activity Types: Info Requested, Info Received, Sent Non-Funding, Correspondence, Phone Conversation, Site Visit, Application Notes, Meeting Note, Other, Email, Award Note, Close Out, and GAN.
GOCCP Contact	Click the dropdown list and select the GOCCP contact relevant to this record.
Contact	Enter the name of the external contact (if applicable).
Activity Date	Click on the calendar icon and select the date you wish assigned to this activity. Alternatively you can type the date directly into the date field.
Follow-Up Date	Click on the calendar icon and select the date you wish assigned to this activity. Alternatively you can type the date directly into the date field.
Subject	Enter a brief description of the subject of this activity log entry into this field.
Notes	Enter any relevant notes regarding the activity into this field.

4. Click the checkmark icon located in the lower right hand corner of the Data Entry screen to save the new Activity Log record.

To modify an existing Activity log entry, click the pencil icon in the Edit column, open and save. Where you see "more...." in blue, hover with your mouse to display the full Notes section.

r	Grant Menu 🕂		d new record									🙆 Refresh
a n t	Search	Edit	Classification	Activi	ty Type	Subject	Notes	GOCCP Contact	Contact	Activity Date 🗸	Follow-Up Date 👻	Follow-Up 👻
Men	Face Sheet		[All] •	[AII]	•			[All] •				[AII] 👻
e n u	Funding						Follow up required by GOCCP					· · · · · · · · · · · · · · · · · · ·
	Officers	1	Internal	Corres	pondence	Follow up required	to review the previous 2 financial reports.	Allison, Jenna		11/20/2012	12/01/2012	
	Service Sites						[more]		8			
	Summary				Follow up	required by GOCCP to rev	iew the previous 2 finar	ncial reports.				
	Narrative											
	Goals/Objectives											
	Budget											
	Print											
	Documents											
	Activity Log											
	Special Conditions											
	Performance Measures											
	Progress Reports											
	Federal Purpose											
	Site Visits											I
	Audits											

Figure 293 - Edit an existing Activity Log Entry within a Grant Award; see full notes without opening

7.8.5 Create a Grant Award Notice of Dispute

The Notice of Disputes page displays data pertaining to Disputes for the Award; you will soon see that Site Visits and Audits pages work similarly in functionality.

- 1. Click the Add New Record icon in the upper left section of the page to load a form the User can use to record details for new Notice of Disputes.
- 2. Use the form to enter calendar fields and free text fields to annotate:
- Period Begin Date calendar feature
- Period End Date calendar feature
- Notice Sent Date calendar feature
- Dispute Sent To Drop-down menu of recipient roles, Project Director, Fiscal Officer
- Dispute Type Drop-down list of types allows multiple selections via check box
- Notes free text field

- Additional Information free text field
- Document Types Indicates the type of document associated with the notice (Financial Report, Award Acceptance, etc)

Note: If you select the Dispute Type "Other", the resulting report will not include any text entered in the Notes field; it will include any text entered in the Additional Information field. If you select any other Dispute Type, the report will include text entered in the Notes field and not text entered in the Additional Information field.

- 3. At the bottom right of the data entry form is a check mark to save the record or an x to cancel the entry.
- 4. When the record is saved, Notice of Dispute Data displays in the window below the form (when a New Record is open) or at the top of the web page.

Home Grant Managem	ent Funding I	Management	Address Bo	ook Reports	Admin Lo	gout				
t Management > Award Search rant Number: App. Nu	mber: Awar	darde	Reported %:	Match	Match Re	ant Size	Project Dates:	Title:	Grant Status:	
nassigned] 2012-BJ-			0.00 %	50.00	0.00 %	the set	09/01/2012 - 12/31/2012	Wearable Video Camera	Award Packets Pending	
Grant Menu #	Add new record				Corr. St.	-	and the second			2 Re
Narrative	the second s	legin Date	Period End Date	Notice Sent Date	Dispute Sent To	Disput	te Types	Document Types	Status	V
Goals/Objectives Budget	/ 09/30	0/2012	10/31/2012	11/01/2012	Project Director		mmatic Reports not ed, Financial Report not ed	Quarterly Financial Report	New	
Print	/ 11/0	1/2012	11/02/2012	11/02/2012	Fiscal Officer	Financ	cial Report not received	Quarterly Financial Report	New	- 1
Activity Log Special Conditions Performance Measures Progress Reports Federal Purpose	Period Begin Date: Period End Date: Notice Sent Date: Dispute Sent To: Dispute Types:	11/1/2012 11/2/2012 11/2/2012 Fiscal Offic Financial R	er •			Notes:				ä
Site Visits Audits Notice of Dispute Keywords	Document Types	Quarte	Acceptance rly Financial Report Addification Form	Project Commencemen Request for Advance	t	Additional	Information:			4

Figure 294 - Grant Award Notice of Disputes Screen

- 5. In the window above the data entry form, the User can view previous Notice of Dispute records.
- 6. To the right of Notice of Dispute listings are three features:
 - a. From the drop-down Status menu that displays New for newly saved entries, which can be changed to Submit for Approval
 - b. A View icon to save the record to your hard drive or to print the report
 - c. An Edit icon to make changes to the record

7.8.6 Log Grant Award Site Visits

The Site Visit page displays data pertaining to Site Visits.

- 1. Click the Add New Record icon in the upper left section of the page to load a form the User can use to record details for new Site Visits.
- 2. Enter the data the form supports including calendar fields and free text fields to annotate:

- Assigned Date calendar feature
- Initiated Date calendar feature
- Site Visit Date calendar feature
- Date of Report calendar feature
- Monitor drop-down menu of GOCCP staff names
- Narrative free text field
- Comments free text field
- Recommendations free text field
- 3. At the bottom right of the data entry form is a check mark to save the record or an x to cancel the entry.
- 4. When the record is saved, Site Visit Data displays in the window below the form (when a New Record is open) or at the top of the web page.
- 5. In the window below the data entry form, the User can view previous Site Visit records.

Home Grant Management	t Funding Management	Address Bool	c Reports	Admin	ogout			
Grant Number: App. Numb		Reported %:	Match			Project Dates:	Title:	Grant Status:
Unassigned 2012-BJ-002		0.00 %	\$0.00	0.00 %		09/01/2012 - 12/31/2012	Wearable Video Camera	Award Packets Pending
Grant Menu +	Add new record	1		Lawrence of the second s				0
Barralive.	Assigned Date Initiated Date	Sile Visit Date	Date Of Report	Monitor		Status		View
	ssigned Date:	10/2/2012	1999		Narrative:	Follow up visit	one month later	
buayer	nitiated Date:	10/2/2012	(IIII)		Narrative:			
Print	ite Visit Date:	11/1/2012	-					
Documents	ate Of Report: Ionitor:	11/12/2012	T		Comments:			
Activity Log	ionitoi:	Adigun, Kayode				Prostinue to an	dear apparented as	orting; no further site
Special Conditions					Recommenda	nons: visits needed a		orcing; no furcher side
Performance Measures								
Progress Reports								
Federal Purpose	09/01/2012 09/01/2012	10/01/2012	10/02/2012	Adigun, Kayode		New		- 1
Site Visits								
Audits								
Notice of Dispute								
Keywords								
Grant Links								
Close Out								
Reports								
Grant Award GAN								

Figure 295 - Grant Award Site Visits Screen

- 6. To the right of Site Visit listings are three features:
 - A drop-down Status menu that displays New for newly saved entries, which can be changed to Submit for Approval, and Approved.
 - A Download icon to save the record to your hard drive or to print the report
 - An Edit icon to make changes to the record

7.8.7 Log Grant Award Audits

Similar to the Site Visits page in functionality, the Audits page displays data pertaining to Audits performed for the Award.

- 1. Begin by clicking the Add New Record icon in the upper left section of the page to load a form the User can use to record details for new Audits. The form supports calendar fields and free text fields to annotate:
 - Assigned Date calendar feature
 - Initiated Date calendar feature
 - Site Visit Date
 - Closing Letter Sent Date calendar feature
 - Date of Report calendar feature
 - Auditor Drop-down menu of GOCCP staff names
 - Decision Satisfactory or Unsatisfactory
 - Scope of Audit free text field
 - Findings free text field
 - Recommendations free text field
- 2. At the bottom right of the data entry form is a check mark to save the record or an x to cancel the entry.
- 3. When the record is saved, Audit Data displays in the window below the form (when a New Record is open) or at the top of the web page.
- 4. In the window above the data entry form, the User can view previous Audit records.

Home Grant Management	Funding Management	Address Book	Reports	Admin L	ogout			
ant Management > Award Search			-					
Grant Number: App. Number:		Reparted %:	Match	Match I			Grant Sta	
(Unassigned) 2012-BJ-0020	\$3,752.00	0.00 %	\$0.00	0.00 %	09/01/20	12 - 12/31/2012 Wearable \	ideo Camera Award Pao	kets Pending
And and a local division of the local divisi	Add new record							🖾 Refi
Constant of the local division of the local	signed Date Initiated Date	Site Visit Date	Date Of Report	Citising Letter Sent	Auilitor	Audit Manager	Decision	Status
Contraction of the Article of the Ar	09/01/2012 09/01/2012	10/01/2012	10/02/2012	10/02/2012	Adigun, Kayede	Baynes, Sherry	Unsatisfactory	New
Budget	-							×
Print								<u>~</u>
Documents	Assigned Date:			(IIII)				-
Activity Log	Initiated Date:		-	7888				
Special Conditions	Site Visit Date: Date Of Report:			(HII)				
Performance Measures	Closing Letter Sent:		-					
Progress Reports	Auditor:		None	1.000				
Federal Purpose	Audit Manager:			, Sherry ·				
Site Visits	Decision:		None					
Audits								
Notice of Dispute								
Keywords								
Grant Links								
Close Out	Scope of Audit:							
Reports								
Grant Award GAN								

Figure 296 - Grant Award Audits Screen

- 5. To the right of Audit listings are three features:
- A drop-down Status menu that displays New for newly saved entries, which can be changed to Submit for Approval or Approved
- A Download icon to save the record to your hard drive or to print the report
- An Edit icon to make changes to the record

7.8.8 Create a Grant Award Grant Adjustment Notice (GAN) (Accessibility based on Permissions)

Use the online Grant Adjustment Notice (GAN) feature to make changes to your Grant Award directly within GMS:

- Create a General GAN to make changes to your grant's Start and End Date, Fiscal Officer, Project Director, Regional Monitor or Funding Manager.
- Create a Budget GAN to make revisions to your grant award budget.

Use the procedure below to create a new GAN.

NOTES

- You will create the GAN first, then you'll select whether it is a General or a Budget GAN.
- If you switch from General to Budget or vice-versa, you will lose any information you've input thus far
- You may only have one GAN of each type open at a time.
- When doing a budget GAN, if you change a salary, you must MANUALLY adjust the fringe benefits accordingly; they will not automatically adjust.

To add a new GAN:

1. Locate the Grant Award for which you want to add a new GAN in the list of awards on the GMS Home Screen and click the Edit icon.



2. In the Grant Award Menu, scroll down and click on Grant Award GAN.

Grant Award GAN	County	Baltimore City 🔷 🔻
Reports	COUNTY/MUN	ICIPALITY
Close Out	Auth. Official:	Marilyn Mosby
Grant Links	Org. Type: County:	Local Government Baltimore City
Keywords	City, State Zip:	Baltimore, MD 2120
Notice of Dispute		10th Floor
Audits	Organization: Address:	Office of the State's 120 East Baltimore S
Site Visits	Is service site?	

3. Click on Add New Record.

Gra	Grant Award Menu	Add new record	
nt Av	Search		R
Award Men	Face Sheet	GA Add new record Type Approved Date	R A
enu	Funding		E
	Officers	No records to display.	-
	Service Sites		
	Summary		

The GAN screen is displayed. If you are creating a BUDGET GAN, click on the **Budget** tab and skip to step 5. If you are creating a GENERAL GAN, continue with this step. NOTE: The **Fiscal** Specialist can only be changed by GOCCP internal staff, so you may not see that tab.

	12		automatically	Otherwise, t GENERAL GAN				
0/27/2015	E							
	s				_			
			New Value	1				
r Spruill Shell	ey	- 1	[Select One]	•		1		
Carrington V	Wanda	+	Begin typing	to search for fiscal o	officer			
or Dhanraj, Tari	a	-	[Select One]					
ger Lovill, Tam	my	- 1	[Select One]	•				
0/1/2012	Start Date	7/1/2015			ý l			
/30/2016	Ind Date	5/30/2016		I				
ients			0					
	r Spruil Shell Garrington / pr Dhancaj, Tar ger Lovill, Tam 0/1/2012	9/37/2015 Date Changes	Date Changes	9/27/2015 Date Changes r Spoull Shelley Carrington, Wanda or Dhama, Tana ger Louil Tammy 0/1/2012 Start Date 7/L/2015 End Date 6/20/2016		9/27/2015 these fields. Date Changes New Value r Sprail Shelley Select One) ger Lovel Tammy Select One) of/2012 Start Date 7/L/2015 (30)2016 End Date 6/30/2016		9/2772015 these fields. 9/2772015 These fields. 9/2772015 Select One] r Sprolil Shelley Carmington Wandar Select One] r Dharrol, Taxa ger Iball Dutte Changes Select One] Provide Taxing Select One] 0/1/2012 Start Date End Date #/2012 End Date #/2012

a. Complete the **Personnel and Date Changes** section, using the following table as a guide:

GAN "ADD NEW RECO	RD" FIELDS
GAN Number	This is a display-only field. GMS automatically assigns a unique GAN number to a new GAN record.
Date Approved	The date this GAN was approved will appear in this field.
Last Update	This is a display-only field. The date of the last update to this GAN record is displayed in this field.
Personnel and Date Ch	anges
Project Director	
Old Value	Display only: Displays the person currently assigned to the Project Director role for this Grant Award.
New Value	Select the new Project Director from the drop-down list.
Fiscal Officer	
Old Value	Display only: Displays the person currently assigned to the Fiscal Officer role for this Grant Award.
New Value	Click in this field and begin typing the first few letters of the last name of the fiscal officer you want to assign to this role, then select the name from the resulting list.

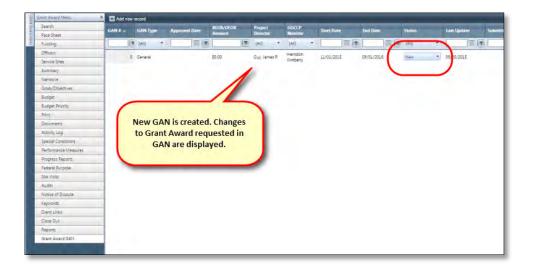
GOCCP Monitor	
Old Value	Display only: Displays the GOCCP staff member currently assigned to the Regional Monitor role for this Grant Award.
New Value	Select the new GOCCP Regional Monitor from the drop-down list. Can only be edited by Internal Staff
Funding Manager	
Old Value	Display only: Displays the person currently assigned to the Funding Manager role for this Grant Award. Only visible to Internal Staff.
New Value	Select the new Funding Manager from the drop-down list. Only visible to Internal staff.
Start Date	
Old Value	Display only: Displays the original Start Date of the Grant Award.
New Value	Enter the new Start Date for this Grant Award. NOTE: The New Start Date must occur on or after the value in the FY Start date box
End Date	
Old Value	Display only: Displays the original End Date of the Grant Award.
New Value	Enter the new End Date for this Grant Award. NOTE: The New End Date must occur on or before the value in the FY End date box
Other Adjustments	This is a free-form text field. Enter any other miscellaneous adjustments or amendments to the Grant Award based on this GAN.

b. When you're finished making changes to personnel and dates, click the **Insert** button below the Other Adjustments box to save your changes.



c. The GAN is created, and you are returned to the Grant Award Menu. The GAN record is displayed and shows the new dates and/or people assigned to roles that you requested in the GAN.

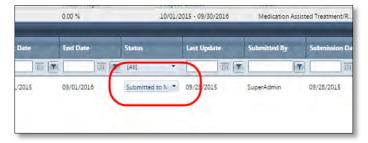
Note that the Status of the GAN is **New** and the GAN # will be **0** until it is executed or denied. You can edit or revise the GAN if you need to – refer to Section **7.8.8 Modifying** *Grant Award Grant Adjustment Notices (GANs).*



d. To submit the GAN for approval, click the status dropdown arrow in the Status column, and select Submit.



e. The status will then change to Submitted to Monitor.



f. Note that you may only have one GAN of type GENERAL open at one time:

2-W2-0010		\$115,000.0	0	0.00 %		20.00	0.0	U 76	07/01/2015
🗄 Add	new record								
GAN		-			1				
	Genera	Budget	Fiscal Specialist		_				
	GAN NUM YOU	may not	create new GAN	ls of this type u		d onen General	GAN has been acc	ented or deleted	
_	Date Approved	inay not i	TIL.	is or and type o	mar the bastin	g open deneral	CHIVINGS DECHI LEC	cpred of defered.	
	Last Update	9/28/2015	s 11						
	Budget Chang	es							
						Budget			
				B/DEOB Amount	New Value				

5. After clicking the Budget tab, the Budget GAN screen is displayed.

General	Budget Fiscal Sp	ialist	
AN Number		Note: Set automatically	
Date Approved		—	
ast Update	9/28/2025		
udget Change	5	(
Old Value		REOB/DEOB Amount New Value	
Grant Funds	\$51.750.		Q0
Available DEOB			
Available REOB			
ther Adjustm	ents		
			Insert Cancel

a. The budget changes fields are display-only and will be updated upon successful creation of a budget GAN:

GAN "ADD NEW RECORD" FIELDS							
GAN Number	This is record	a display-only field. GMS automatically assigns a unique GAN number to a new GAN d.					
Date Approved	Enter	the date this GAN was approved.					
Last Update	This is field.	a display-only field. The date of the last update to this GAN record is displayed in this					
Budget Changes							
Grant Funds Old Valu	e	Displays the original total dollar amount allocated to this Grant Award.					
Grant Funds REOB/DI Amount	EOB	Displays the dollar amount of the REOB/DEOB funding for this GAN.					
Grant Funds New Val	ue	Displays the new total dollar amount allocated to this Grant Award after the REOB/DEOB amount is entered.					
Available DEOB		Displays the available DEOB dollar amount.					
Available REOB		Displays the available REOB dollar amount.					

b. To create a budget GAN, click on the Budget button shown directly under the Budget Changes line in the above figure. Doing this will take you to the Budget Revision screen.

st Lipdate	📄 Advantag	ge Audited Page					-R - D
idget Changes					the state of the s	Save Budget Revision 🐹 Can	cel Budget Revision 🙆 Refrest
	He	alp Budget Category		Total Grant Funds	Total Cash Match	Total In 🖑	Total Budget
Old Value	2 0	Personnel		\$0.00	\$0.00	\$0.00	\$0.00
Grant Funds Available DEOB	> (Operating Expenses		\$0.00	\$0.00	\$0.00	\$0.00
Available RECE	> 6	3 Travel		\$0.00	\$0.00	\$0.00	\$0.00
her Adjustments	2 6	Contractual Services		\$51,750.00	\$0.00	\$0.00	\$51,750.00
	> (Equipment		\$0.00	\$0.00	\$0.00	\$0.00
	× 6	Other		\$0.00	\$0.00	\$0.00	\$0.00
l			Totals:	\$51,750.00	\$0.00	\$0.00	\$51,750.00

c. Entering a budget revision is described in detail in Section 7.3.3 – Add a Budget Revision in this User Manual. In addition, a help video is available online at https://youtu.be/ORqhp3aKRS8

HINT: Be sure to add a justification for every budget line item you create!

d. After creating your budget revision, click Save Budget Revision:



e. You are then returned to the Budget GAN screen. Click the **Insert** button to save your budget GAN:

				Budget	
Old Value	REOB	/DEOB Amount	New Value		
Grant Funds	\$11,904.00	\$2,500,01	0 ()	\$14,404.00	
Available DEOB	5-11,904.00				
Available REOB	524,829.00	4			
ther Adjustments		1			
	budget ver	sion created.			Ingert Calcel

f. To submit the GAN for approval, click the status dropdown arrow in the Status column, and select **Submit**.

GAN # -		GAN Type		Approved Date	REOB/DEOB Amount	Project Director		GOCCP Monitor		Start Date	End Date	Status	Last Update
	7	[AI]	τ.			DIAI	٠	[AID +	•			[AII]	
	0	Budget			\$2,500.00						(New New> Submit	8/28/2015

g. The status will then change to **Submitted to Monitor**.

GAN # -	GAN Typ	æ	Approved Date	REOB/DEOB Amount	Project Director		GOCCP Monitor		Start Date		End Date	Status	Last Update	Submitted By	Submission Date	Active
		*			T (All)	*	IAIO	÷		TT (T		T TAIL *		T		Active
0	Budget			\$2,500.00							(Submitted to N *	09/28/2015	SuperAdmin	09/28/2015	1

7.8.9 Modifying Grant Award Grant Adjustment Notices (GANs)

If there are multiple completed GANs against a single grant award, you will see the most recent one on top; ordered numerically.

Aanagamant > Award Saareh rant Meru																
	Grant Number:	Awarded	Award Reported %:	Match	Match	Reported %	ic P	roject Date	c	1	itles		Status			
Search	CFS-2011-1006	\$37,067.00	58.47 %	\$0.00	0.00%		1	1/01/2011 -	9/30/2012	P	attern Evidence Er	hancements - F	Award In C	ompliance		-
Face Sheet	Add new record					_	_									2
Funding	CAN Number -	Approved Date	Project Director	GOCCP Monitor	Start Date		End Date		Status		Last Update		Active	View	Edit	
Officers iervice Sites	100		TAIT ·	[A]	1.1	1	-	() ()	[AI]		-		Deg .	1	_	-
ummary								Tes (22)				100 65 115				
arrative		07/30/2012		Walker, Anissa	10/01/2011		09/30/2012		Approved		07/30/2012			-	1	
oals/Objectives	7	03/22/2012		Walker, Anissa	10/01/2011		09/30/2012		Approved		03/22/2012		4		1	
udget		02/16/2012		Walker, Anissa	10/01/2011		09/30/2012		Approved		02/16/2012			-	1	
rist.	5	12/19/2011		Walker, Artissa	10/01/2011		09/30/2012		Approved	•	12/19/2011			1		
ocuments	4	11/14/2011		Walker, Anissa	10/01/2011		09/30/2012		Approved	*	11/14/2011		121	1	1	
etivity Log pecial Conditions		10/28/2011		Walker, Anissa	10/01/2011		09/90/2012		Approved	•	10/28/2011				1	
erformance Measures	2	10/13/2011		Walker, Anissa	10/01/2011		09/30/2012		Approved		10/13/2011		14	1	1	
rogress Reports	1	10/06/2011		Walker, Anissa	10/01/2011		09/30/2012		Approved	•	10/06/2011			8	1	
ederal Purpose ite Visits Judits lotice of Disputa (aywords iaywords iaset Links Jose Out Leports irant Ascard (JAH																

Figure 297 - Selecting a GAN to edit from List

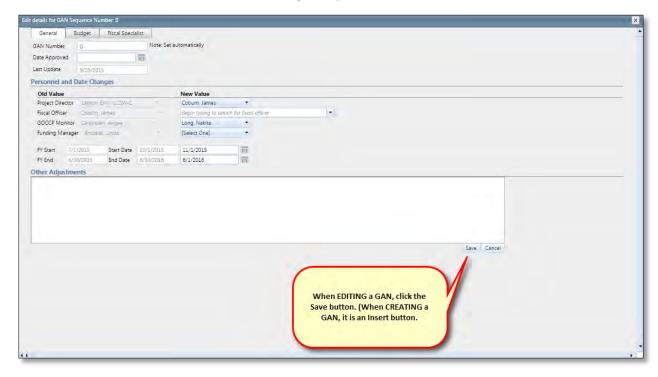
To Edit a GAN:

1. Locate the GAN you wish to edit, then click on the Pencil icon for that GAN:



2. The GAN edit screen appears. Whether the GAN is General or Budget, follow the instructions in the previous section to make your changes.

The only difference when you are Editing a GAN versus Creating one is that when you are ready to save your changes, instead of clicking the **Insert** button when you are finished, there will be a **Save** button instead. Click that to save the changes to your GAN.



7.8.9.1 GAN Approval (Accessibility based on Permissions)

GAN's go through a chain of reviews prior to being executed or denied. Each role in the chain, for example Regional Manager and Funding Manager, has the opportunity to deny the GAN, return the GAN for revision, or approve the GAN. Once a role approves the GAN, it is submitted to the next role in the chain, until it reaches the Fiscal Specialist who Executes the GAN, which makes all changes to the Grant Award that were requested in the GAN, including changes to the Award Budget. To approve a GAN:

1. Locate the GAN, click the drop-down arrow under the Status column for that GAN:

	End Date	Status	Last Update	Submitted By
T		[AII] ·		
		Submitted to N 💌	09/28/2015	SuperAdmin
	06/01/2016	Submitted to Monit > Return > Deny > Approve	or L5	
		P2.		

2. Select **Return** to return the GAN or revision, **Deny** to deny the GAN, and **Approve** to send it to the next role for review.

NOTE: If your role is Regional Monitor, selecting Return will return the GAN for revision to the user who originated it. If you are in any role other than Regional Monitor, selecting Return returns the GAN to the prior role in the chain who approved the GAN before sending it to you.

3. For example, once a user submits a GAN, the status of the GAN changes to **Submitted to Monitor**. The Regional Monitor sees that status, and when she clicks the drop-down arrow in the Status column of that GAN, she can then Return, Deny, or Approve. If she approves, the status will change once again, to **Submitted to Funding Manager**.

Executed •	09/28/2015	SuperA
Submitted to Fu 💌	09/29/2015	SuperA
Submitted to Funding > Return > Deny > Approve	g Manager.	
> Approve		

4. This will continue, until at the last stage of approval, the Fiscal Specialist has the opportunity to Return, Deny, or Execute. Where other roles would select Approve, the Fiscal Specialist selects Execute – all approvals have been made, and all changes requested in the GAN are incorporated into the Grant Award when the GAN is executed.



7.8.9.2 Viewing GAN Budget Changes Immediately

Changes to the Grant Award budget made by a GAN can be viewed immediately after the GAN has been approved and executed. For example, if this is the original award budget, containing nothing in the Equipment section:

Origin	al Grant Av	ward Budget			Select to View a revision	💌 🛃 Print 🐼 Refres
	Help	Budget Category	Total Grant Funds	Total Cash Match	Total In Kind	Total Budget
>	0	Personnel	\$0.00	\$0.00	\$0.00	\$0.00
8	0	Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00
>	0	Travel	\$1,779.00	\$0.00	\$0.00	\$1,779.00
>	0	Contractual Services	\$3,200.00	\$0.00	\$0.00	\$3,200.00
	0	Equipment	\$0.00	\$0.00	\$0.00	\$0.00
5	0	Other	\$6,925.00	\$0.00	\$0.00	\$6,925.00

then by executing a Budget GAN that specifies \$2500 in Equipment:

Add new	record																1	Refresh
GAN# +	GAN Type	Approved Date	REOB/DEOB Amount	Project Director	GOCCP Monitor		Start Date	End Date	Status	Last Update	Submitted By		Submission Date	Active	View	GAN Budger	Edit	Delete
	T (All)	1		CAIG	* LAID	•			(All) *			۲		Active *				
	0 Budget	C	\$2,500.00						Submitted to Fi Submitted to Fiscal> Deny> Return> Execute	09/28/2015 Specialist for Execution	SuperAdmin		09/28/2015	8			1	

we can immediately view the Budget (click Budget in the Grant Award Menu) and see the immediate impact of the GAN:

Curren	t Grant Awa	ard Budget (#1)			Select to view a revision	🝷 🌛 Print 🐼 Refres
	Help	Budget Category	Total Grant Funds	Total Cash Match	Total In Kind	Total Budget
5	0	Personnel	\$0.00	\$0.00	\$0.00	\$0.00
	0	Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00
*	0	Travel	\$1,779.00	\$0.00	\$0.00	\$1,779.00
•	0	Contractual Services	\$3,200.00	\$0.00	\$0.00	\$3,200.0
>.	0	Equipment	\$2,500.00	\$0.00	\$0.00	\$2,500.0
>	0	Other	\$6,925.00	\$0.00	\$0.00	\$6,925.0

Another way of immediately viewing GAN-proposed budget changes to an award is to run the GAN Budget report. Similarly, you can view Grant Adjustment Notices for both General and Budget GANs (refer to **Section 7.8.8.2.2 – Grant Adjustment Notices**).

Home Grant Man	- ad material	unding Manag	11000	PREVEN			Logout			_			Budget Re			
nt Management > Award Search																
ant Number:	App. Number:		Awarded:	Reported	1.96:	Match		Match Rept. %:		Project	Dates:	Title:		Status:		
15-2016-1804	2015-CH-0002	-	\$14,404.00	0.00 %		\$0.00		0.00%		11/01/20	15 - 05/31/2	_		Ad the Docur	ments Due	_
Grant Award Meno	Add new	v record														0
Search	GAN # +	GAN Type	Approved Date	REOB/DEOB	Project	GOCCP	Start Dete	End Date	Status		Last Up	Click to r	eview	Active Vie	GAN Budge	Rdie
Face Sheet	_			Amount	Director	Munitor			-			Grant Adju	stment		Budge	
Funding		TAIG			iali -	i ali			IAII			Noti		Active -	-	
Officers		3 General	09/28/2015	\$0.00	Humelsine, Stacey				Executed		09/28/2	NOT	ce		4	1
Service Sities		2 General	09/28/2015	\$0.00	anaccy		11/01/2015	05/31/2016	Executed		09/28/201				1	1
Summary		I Budget	09/28/2015	\$2,500.00					Executed		09/28/2015	SuperAdmin				1
Narrative		0 General		\$0.00	Griffin Brownia						00/20/2015	Constrademin.	09/29/2015			1
Goals/Objectives		o. Animum			Contraction of the second				Submitted t	DH	03/23/2023	andoranimi	00)20/2020			
Gnals/Objectives		0 General	05/26/2013	\$0.00	Griffin, Ronnie				Submitted t			SuperAdmin	09/29/2015			
Budget																

7.8.9.2.1 GAN Budget Report

To View the GAN Budget Report

- 1. Locate the Budget GAN in the list of GAN's
- 2. Click on the globe icon in the GAN Budget column of that GAN

	Status		Last Update	Submitted By	Submission Date	Active	View	Budget	Edit
1	[All]	•		T		Active 🔻			
	Executed	*	09/28/2015	SuperAdmin		2	0		1
	Executed	•	09/28/2015	SuperAdmin		4	9		<
	Executed	÷	09/28/2015	SuperAdmin		×.		.	1
	Submitted to F	•	09/29/2015	SuperAdmin	09/29/2015	1	le	U	li

3. The report will print to a PDF file and open in another tab of your browser, unless you save the file to your hard disk instead. Following is an example GAN Budget Report.

NOTE: GAN Budget Reports can span several pages. On each page, the top half of the page shows grant award information, followed by a funding summary. After that, each budget category is shown. Using the example from the previous section, we added a \$2500 entry for laptop computer in the Equipment section of the budget. This will be shown on the report:

GAN Budget Report – Page 1

Governor's Office of Crim	e Control & Prevention					egional Monitor: scal Specialist:	Blonder, Ellen Galarza, Andrew	Grant Award Information
GAN Budget No	tice						-	
Grant Award Numb Sub-recipient: Project Title: Implementing Age Award Period:	Frederick Cou Child Advocation	unty, Maryland cy Center Service					CFDA: State	Funding Summary
Funding Summary	Grant Funds Cash Match In-Kind Match Total Project Funds	100.0 % 0.0 % 0.0 %	Prior Tot \$11,904. \$0. \$0. \$11,904.	00 \$14 00 00	,404.00 \$2 \$0.00 \$0.00	ference 2,500.00 \$0.00 \$0.00 2,500.00 Budge	et Version:0	GAN-proposed Budget Changes are shown in the Difference Column
Travel		Service .	44	107-2 621-6				
Description Mid-Atlantic Conferen Neglect - Lodging	nce on Child Abuse and	Funding Grant Funds	Quantity 12	Unit Cost \$148.25		Total New Budget \$1,779.00	Difference \$0.00	
				Cash Match: Grant Funds:	\$0.00 \$1,779.00			
Contractual Services				Travel Total:	\$1,779.00			Budget Sections
Description Interpreter		Funding Grant Funds	Quantity 80	\$40.00		Total New Budget \$3,200.00	Difference \$0.00	
Long to the second				Cash Match: Grant Funds:	\$0.00 \$3,200.00	\$0.00	\$0.00	
			Contractual Se	rvices Total:	\$3,200.00	\$3,200.00	\$0.00	

GAN Budget Report Page 2

Governor's Office of Crime Control & Prevention GAN Budget Notice					igional Monitor: coal Specialist:	Bionder, Ellen Galarza, Andrew
Grant Award Number: CACS-20 Sub-recipient: Frederick Cou Project Title: Child Advocar Implementing Agency: Frederick Cou Award Period: 11/01/20	inty, N cy Cei inty, N	Line Ite				CFDA: State
unding Summary Grant Funds Cash Match In-Kind Yurch Total/Zopect Funds	0.0 % 0.0 %		0.00 0.00 4.00 \$14	\$0.00 \$2 \$0.00 \$0.00	ference ,500.00 \$0.00 \$0.00 \$0.00 500.00 Budd	et Version:0
- stall bje ot i undo			243		1000.00 0003	Ct Verbion.0
	Funding	Quantity		Total Prior Budget		
quipment	2.20					t Difference
Equipment Description	Funding	Quantity	Unit Cost	Total Prior Budget	Total New Budge \$2,500.00 \$0.00	et Difference 0 \$2,500.00 0 \$0.00
quipment Description Laptop Computer	Funding	Quantity 1	Unit Cost \$2,500.00 Cash Match:	Total Prior Budget \$0.00 \$0.00	Total New Budge \$2,500.00 \$0.00 \$2,500.00	t Difference 5 \$2,500.00 5 \$2,500.00 5 \$2,500.00
quipment Description Laptop Computer	Funding	Quantity 1	Unit Cost \$2,500.00 Cash Match: Grant Funds: uipment Total:	Total Prior Budget \$0.00 \$0.00 \$0.00	Total New Budge \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00	et Difference 0 \$2,500.00 0 \$0.00 0 \$2,500.00 0 \$2,500.00 0 \$2,500.00 et Difference
quipment Description Laptop Computer ther Description Maryland Children's Alliance - Membership	Funding Grant Funds Funding Grant Funds	Quantity 1 Equ Quantity 1	Unit Cost \$2,500.00 Cash Match: Grant Funds: uipment Total: Unit Cost \$300.00	Total Prior Budget \$0.00 \$0.00 \$0.00 \$0.00 Total Prior Budget \$300.00	Total New Budge \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00	et Difference 0 \$2,500.00 0 \$0.00 0 \$2,500.00 0 \$2,500.00 0 \$2,500.00 et Difference
quipment Description Laptop Computer ther Description	Funding Grant Funds	Quantity 1 Equ Quantity	Unit Cost \$2,500.00 Cash Match: Grant Funds: uipment Total: Unit Cost	Total Prior Budget \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 Total Prior Budget	Total New Budge \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 Total New Budge	et Difference 0 \$2,500.00 0 \$0.00 0 \$2,500.00 0 \$2,500.00 0 \$2,500.00 0 \$2,500.00 0 \$2,500.00 0 \$2,500.00 0 \$2,500.00 0 \$2,500.00
quipment Description Laptop Computer ther Description Maryland Children's Alliance - Membership Mid Atlantic Conference on Child Abuse and	Funding Grant Funds Funding Grant Funds	Quantity 1 Equ Quantity 1	Unit Cost \$2,500.00 Cash Match: Grant Funds: uipment Total: Unit Cost \$300.00	Total Prior Budget \$0.00 \$0.00 \$0.00 \$0.00 Total Prior Budget \$300.00	Total New Budge \$2,500.00 \$0.00 \$2,500.00 \$2,500.00 Total New Budge \$300.00	tt Difference 0 \$2,500.00 0 \$2,500.00 0 \$2,500.00 0 \$2,500.00 0 \$2,500.00 et Difference 0 \$0.00 \$0 \$0.00 \$0 \$0.00
Auipment Description Laptop Computer Ther Description Maryland Children's Alliance - Membership Mid Atlantic Conference on Child Abuse and Neglect - Registration	Funding Grant Funds Funding Grant Funds Grant Funds	Quantity 1 Equ Quantity 1 11	Unit Cost \$2,500.00 Cash Match: Grant Funds: uipment Total: Unit Cost \$300.00 \$375.00	Total Prior Budget \$0.00 \$0.00 \$0.00 \$0.00 Total Prior Budget \$300.00 \$4,125.00	Total New Budge \$2,500.00 \$2,500.00 \$2,500.00 \$2,500.00 Total New Budge \$300.00 \$4,125.00	t Difference 0 \$2,500.00] 0 \$0.00 0 \$2,500.00] 0 \$2,500.00] 0 \$2,500.00] 0 \$2,500.00] 0 \$2,500.00] 0 \$2,500.00] et Difference 0 \$0.00] 0 \$0.00] 0 \$0.00]
Equipment Description Laptop Computer Description Maryland Children's Alliance - Membership Mid Atlantic Conference on Child Abuse and Neglect - Registration National Children's Alliance - Membership	Funding Grant Funds Funding Grant Funds Grant Funds Grant Funds	Quantity 1 Equ Quantity 1 11 11	Unit Cost \$2,500.00 Cash Match: Grant Funds: uipment Total: Unit Cost \$300.00 \$375.00 \$500.00	Total Prior Budget \$0.00 \$0.00 \$0.00 \$0.00 Total Prior Budget \$300.00 \$4,125.00 \$500.00	Total New Budge \$2,500.01 \$2,500.01 \$2,500.01 \$2,500.01 Total New Budge \$300.01 \$4,125.01 \$500.01	t Difference 0 \$2,500.00] 0 \$0.00 0 \$2,500.00] 0 \$2,500.00] 0 \$2,500.00] 0 \$2,500.00] 0 \$2,500.00] 0 \$0.00] 0 \$0.00] 0 \$0.00] 0 \$0.00] 0 \$0.00]

GAN Budget Report Page 3

Governor's Office of Cri GAN Budget N	me Control & Prevention				GOCCP Regional Monitor: GOCCP Fiscal Specialist:	Blonder, Ellen Galarza, Andrew
Grant Award Nun	nber: CACS-201	6-1804				
Sub-recipient:	Frederick County					
Project Title:	Child Advocacy		3			
Implementing Ag			1. C.			
Award Period:	11/01/2015		016			CFDA: State
COLUMN AVAILABLE			Prior Total	Current Total	Difference	
unding Summary	Grant Funds	100.0 %	\$11,904.00	\$14,404.00	\$2,500.00	
	Cash Match	0.0 %	\$0.00	\$0.00	\$0.00	
	In-Kind Match	0.0 %	\$0.00	\$0.00	\$0.00	
	Total Project Funds		\$11,904.00	\$14,404.00	\$2,500.00	Budget Version:0

7.8.9.2.2 Grant Adjustment Notices

Grant Adjustment Notices are small reports that summarize the changes to the grant award that will occur when a GAN is approved and executed.

To View the GAN Budget Report

- 1. Locate the GAN in the list of GAN's for which you want to view the report
- 2. Click on the globe icon in the View column of that GAN

Status		Last Update	Submitted By	Submission Date	Active	View	GAN Budger	Edit	Delete
[IIA]	•		T		Active	_	>		
Executed	•	09/28/2015	SuperAdmin		-	R	- () ·	1	
Executed	•	09/28/2015	SuperAdmin		-	Y		1	
Executed	٠	09/28/2015	SuperAdmin		æ	0	0	1	
Submitted to Fu	•	09/29/2015	SuperAdmin	09/29/2015	8			1	

3. The report will print to a PDF file and open in another tab of your browser, unless you save the file to your hard disk instead. Following are two **example Grant Adjustment Notices**.

Grant Adjustment Notice (for a Budget GAN) Page 1

Governor's Office of Crime Control a	nd Prevention			Fund	S-2016-1804 ling Year A: State				
	GRANT	ADJUSTME	NT NOTICE	Adjustmen	t No: 1				
TITLE OF PROGRAM:	Child Advoc	acy Center Servi	ces	-					
FUNDING AGENCY:	Frederick Co	ounty, Maryland		The GA	The GAN-proposed				
FUNDING SUBAGENCY:	Frederick Co	ounty, Maryland		the second se	amount is				
FUNDING PERIOD:	11/01/2015 T	0 05/31/2016			vn here.				
SECTION I. DEOBLIGATION	S & REOBLIG	ATIONS:		7	-				
Previous Amount of Grant	Award		\$11,90	4.00					
Reobligation / Deobligation	Amount		\$2,50	0.00					
Adjusted Amount of Award			\$14,40	4.00					
Travel									
Description		Funding	Quantity	Unit Cost	Total Budget				
Mid-Atlantic Conference on 0 Neglect - Lodging	Child Abuse and	Grant Funds	12	\$148.25	\$1,779.00				
Tregreet - Longing				Travel Total:	\$1,779.00				
Contractual Services									
Description		Funding Grant Funds	Quantity	Unit Cost	Total Budget				
Interpreter		Grant Funds	80	\$40.00	\$3,200.00				
			Contractual Se	ervices Total:	\$3,200.00				
Equipment		0.000	2.52	0.5.3.					
Description		Funding	Quantity	Unit Cost	Total Budget				
Laptop Computer		Grant Funds	1	\$2,500.00	\$2,500.00				
			Equi	pment Total:	\$2,500.00				
Other									
Description		Funding	Quantity	Unit Cost	Total Budget				
Maryland Children's Alliance		Grant Funds	1	\$300.00	\$300.00				
Mid Atlantic Conference on C Neglect - Registration	unid Abuse and	Grant Funds	11	\$375.00	\$4,125.00				
National Children's Alliance	Membership	Grant Funds	1	\$500.00	\$500.00				
NCATrak User Fee		Grant Funds	1	\$2,000.00	\$2,000.00				
				Other Total:	\$6,925.00				
SECTION II. CHANGES:									
SECTION IL CHANGES.									

Grant Adjustment Notice (for a Budget GAN) Page 2

Г

No Changes to GOCCP Grant Monitor	
No Changes to Fiscal Specialist	
No Changes to Funding Manager	
No Changes to Start Date	
No Changes to End Date	
No Changes to End Date TION III. OTHER ADJUSTMENTS & INFORMATION: Processed by: Approved:	
TON III. OTHER ADJUSTMENTS & INFORMATION: Processed by:	Authorized Official Governor's Office of Crime Control and Prevention

Grant Adjustment Notice (for a General GAN) Page 1 of 1

Governor's Office of Crime Control	and Prevention	CACS-2016-1804
		Funding Year
	GRANT ADJUSTMENT N	CFDA: State
TITLE OF PROGRAM:	Child Advocacy Center Services	
FUNDING AGENCY:	Frederick County, Maryland	No Budget
FUNDING SUBAGENCY:	Frederick County, Maryland	Changes
FUNDING PERIOD:	11/01/2015 To 05/31/2016	
SECTION I. DEOBLIGATION	S & REOBLIGATIONS:	
Previous Amount of Grant	Award	\$14,404.00
Reobligation / Deobligation	Amount	\$0.00
Adjusted Amount of Award		\$14,404.00
SECTION II. CHANGES:	From: Davis, Lynn To: Humelsine, Stace	ev.
	rom: Davis, Lynn To: Marshall, Abigail	
No Changes to GOCCP	and the state of the second	
No Changes to Fiscal S	pecialist	Personnel change
No Changes to Funding	Manager	requested by GAN
No Changes to Start Da	te	
No Changes to End Dat	e	
	STMENTS & INFORMATION:	
	STMENTS & INFORMATION:	

7.8.10 Review Grant Award Reports

Locate the award you wish to review reports for via Grant Management -> Award Search.

rs varag	enen r	Award Search									-	
Ldit	Reports	Grant # -	App#	Applicant Agency	Implementing Agency	Project Title	Start Date	End Date	Project Director	Amount	County	Refr
		-								T	[AI]	•
8		BARM-2012-1208	2011-84-0017	Cecil County Sheriff's Office Law Enforcement Facility	Cecil County Sheriff's Office Law Inforcement Facility	New Replacement Body Armor	07/01/2011	09/30/2012	Creek Brit	\$3,703.00	Cedi	
8		8JAG-2009-1054	2000-81-0080	Maryland Department of Public Safety and Correctional Services	Manyland Department of Public Safety and Correctional Services	Crime Intelligence Analyst Program	10/01/2010	05/31/2012	Dictars Annald	\$40,000,00	Baltimore County	
8		8/AG-2009-1497	2011-81-0003	Washington College	Washington College	Varyland Crime Mapping and Analysis	05/01/2011	04/30/2012	Bruce Stewart	\$320,357.00	Kare	
8		8.8A-2009-1154	2009-88-0296	Maryland Department of Public Safety and Correctional Services	Information Technology & Communications Division	Vine Protective Order System - JRA	02/02/2020	06/30/2012	Shayaniar Ravi	\$387.669.66	0. State-wide	
2		B.RA-2009-1171	2010-81-0267	Washington College	Washington College	Manyland Offender Management System - (KA2	01/01/2011	04/30/2012	Inice Stevan	5264 247.00	Xert	
2		BRA-2009-1178	2011-81-0146	Fusion Partnerships, Inc.	Fusion Partnerships, Inc.	Victim Services to Proctituted Women - 8/11	10/01/2011	09/30/2012	Robarge Jacqueline	\$82,334.00	Estimore City	
8	0	CAC5-2012-1208	2011-CH-0012	Queen Anne's County Community Partnerships for Children and Families	Queen Anne's County Community Partnerships for Children and Families	Muto-Discolinary Training	10/01/2011	09/90/2012	Coppage Susan	\$12,440.00	Queen Anne's	
R	1	CIAC-2011-1004	2011-CC-0014	University of Maryland, Baltimore - ORD	University of Maryland, Baltimore - ORD	Child Matheatment Training	10/01/2011	09/30/2012	Dubowitz, Howard	\$37,980.00	Baltimore City	
8	1	CSAF-2011-1005	2011-CS-0001	Maryland State Police	Maryland State Police	Statewide License Plate Reader Expansion - LPRE	03/01/2011	02/29/2012	Stascarage Linda	\$452,811.00	Baltimore County	
R	1	CSA/-2012-1436	2013-05-0014	Havre de Grace Police Department	Havra de Grace Police Department	Violence Prevention Initiative	07/01/2011	06/30/2012	Humphrey, Everett	\$19,000.00	Harford	
2	1	SOCM-2012-1609	2011-50-0017	Cecil County Sheriff's Office Law Enforcement Facility	Ceci County Sheriff's Office Law Enforcement Facility	Monitoring Support/Technology Enhancements	07/01/2011	06/30/2012	Creek Dric	\$20,934,15	Ceci	

Figure 298 - Locate Grant Award in Award Search screen

- 1. Click on the magnifying glass icon in the Edit column of the Award record.
- 2. This brings up the Award detail screen with the detailed Grant Award Menu and defaults to the Face Sheet.

Material December 1 Award Rept/ Marche	Iome Grant Manage	ment Funding Manag	ement Address Book	Reports	Admin	Logout	1				
VA.2026-2003 2026-VAX-005 50,000 0.0 % 1002/026-09(12)(021)* Vetter Services Accordance Documentation Caree Accord Search Ac			10				Barris Barl	Dates			-
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Nex Street Sequence Number 103 Funding Image: Service State Image: Service State Image: Service State Officers Project Title Value Service State Image: Service State Service State Image: Service State Image: Service State Service State Service State Image: Service State Operations Service State Service State Service State Service State Service State Operations Service State Service State Service State Service State Service State Service State Service State Service State Operations Service State <td></td> <td>GRANT SEQUENCE</td> <td>NUMBER</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>DEWE</td> <td></td>		GRANT SEQUENCE	NUMBER							DEWE	
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Offices PROJECT TITLE Deficiency Note Project Title Vestinis Service State Overse		-				De	ficiency				
Service Steat Project Title Vidim Services Service Steat		PROJECT TITLE				Defici	ency Note				
Seminary Image: Participation Function Functi	10.000	Project Title	Victim Services								
Namilie UreStyles of Maryland Foundation, Inc. Gass/Objectives Is service still?	Summary		Y								
Case/Objectives Information Information Information Barger Allows Address Status Allows Status Allows Print Crew State Zign La Pitar, MD 20646 GFD Code WMM Documents Crew State Zign La Pitar, MD 20646 GFD Code WMM Documents Crew Townson Crew Townson GFD Code WMM Advices Origh Types Less-Port Non-Religious GFD Code WMM Sceara Constance Crew Townson Crew Townson GFD Code WMM Sceara Constance Crew Townson Crew Townson GFD Code WMM Sceara Constance Crew Townson Crew Townson GFD Code WMM Sceara Constance Crew Townson Crew Townson GFD Code WMM Performance Messures Scoard Waterson Crew Townson GFD Code WMM Performance Messures Scoard Waterson Crew Townson GFD Code WMM Performance Messures Orights of Manyone Foundation, Inc. Ford Date Doctore Townson Performance Messures Declares of Manyone Foundation, Inc. Ford Date Doctore Townson Audits Declares of Manyone Foundation, Inc. Ford Date Doctore Townson		_	7.01		-						
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Badget Phonty Suite 251 GPD Code WWA Print City, State 21get La Prist, MD 20546 GPD Tolle Verter Documents City, State 21get La Prist, MD 20546 Funding State Date 7/2/2/2/8 Documents City, State 21get La Prist, MD 20546 Funding State Date 7/2/2/2/8 Active/Log City, State 20get City, State 20get Funding State Date 7/2/2/2/8 Second Constant City, State 20get Funding State Date 7/2/2/8 Progress Resource Improvement Constants Funding State Date 7/2/2/8 Progress Resource Improvement States Progress Resource Progress Resource <td></td> <td>Organization</td> <td></td> <td>ndation. Inc.</td> <td></td> <td>O PF</td> <td>ROJECT DATES</td> <td></td> <td></td> <td></td> <td></td>		Organization		ndation. Inc.		O PF	ROJECT DATES				
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Active Yuage Auto, Onceat: Secret At Wathrader: Funding instructure Funding instructure Seccra Conditional SAM Lipitation Date: End Date 16/10/2014 Progress Reports Instructure Instructure Instructure Progress Reports Instructure Instructure Project Year Progress Reports UterSpres of Maryland Foundation. In: Project Year Project Year Additt Address: 10/2016 of Maryland Foundation. In: Project Year Additt Address: 10/2016 of Maryland Foundation. Project Year Additt Address: 10/2016 of Maryland Foundation. Project Year National of Dispute UterSpres of Maryland Foundation. Project Year Organization Provide Striket	Documents	Org. Type:	Non-Profit Non-Religious			Fundi	ng Start Date	7/1/2516			
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Ste Visits Is service stell UtbS/des of Manzard Enudgeton, Inc. Image: Comparison of Statutes Image: Comparison of Statutes <thimage: comparison="" of="" statutes<="" td=""><td>Progress Reports</td><td>IMPLEMENTING A</td><td>SENCY</td><td></td><td></td><td></td><td>ROJECT YEAR</td><td></td><td></td><td></td><td></td></thimage:>	Progress Reports	IMPLEMENTING A	SENCY				ROJECT YEAR				
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Close Out Auth. Omiciae Saudra Wathington Proj Commencionent Record Pr	Grant Links								200		
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		COUNTY/MUNICIP	ALITY			Proj C	ommencement Recvd		All I		
Goot Award GAN Country		County Municipality	Charles .				ammatic Frequency:	Quarterly			

Figure 299 – View Award Detail Screen (Grant Award Menu & Face Sheet by default)

7.8.10.1 How to Require Monthly Financial Reporting

Internal users have the option to require a subrecipient to submit financial reports to GOCCP on a monthly basis. This is accomplished from the Face Sheet of a Grant Award as follows:

- 1. Use the Award Search as described above to locate and edit a grant award. The **Face Sheet** is displayed by default.
- 2. Scroll down on the page until you can see the **Reporting Frequencies** section.
- 3. Use the pull-down menu to select **Monthly** as the **Financial Frequency**.

Party of the local division of the local div	TERNOR'S OFFICE OF	ROL & PREV	ENTIC	N	Windcomer back, sup	esame: Logout 😈 🤗	
Home Grant Manageme	ent Funding Manage	ment Address Book	Reports	Admin Logout			
Grant Management > Award Search							_
Grant Number: App. Number:	Awarded: F	teported %: Match:	Match Re	pt. %: Project Dates: T	itle:	Grant Status:	
VAWA-2016-0031 2016-VA-0039	\$6,000.00 0	.00 % \$13,250.00	0.00 %	10/01/2016 - 09/30/2 V	ictim Services	Acceptance Documents Dux	•
Grant Award Menu		INCY		PROJECT YEAR			~
Face Sheet	LifeStyles of Maryland Found	ation, Inc.		Project Year	4th ·		
Funding	Is service site? Organization:	LifeStyles of Maryland Foundation	Inc	AWARD DATES			
Officers	Address:	101 Catalpa Drive	10.				
Service Sites		Suite 103		Approved Letter Pending Award Letter Sent	9/30/2016		
Summary.	City, State Zip: Org. Type:	La Plata, MD 20646 Non-Profit Non-Religious		Award Accepted	10/11/2016		
Narrative	County:	Charles		Accept Package Sent	9/30/2016		
Goals/Objectives	Auth. Official:	Saundra Washington		Proi Commencement Recyd	100		
Budget	COUNTY/MUNICIPA	LITY		Co			
Budget Priority	County	Charles •		REPORTING FREQUEN		_	
Print	Municipality	La Plata *		Programmatic Frequency: Financial Frequency:	Quarterly	-	
Documents	GRANT ROLES			renaricial frequency.	[Select One]		
Activity Log	Project Director	1	0	WINVENTORY	Monthly		
Special Conditions.	Fiscal Officer	Corae Young	0	PIRF Approved	Quarterly		
Performance Measures	GOCCP Regional Monitor	Seondra Washington					
Progress Reports	GOCCP Funding Manager	Carpanieri, Renjee Jang, Sun		W RISK ASSESSMENT			
Federal Purpose	GOCCP Fiscal Specialist	Micho, filtuny		Risk Assessment	Regular		
Site Visits	the second second	and a state of the		1 INITIATIVE			
Audits 🗸				Initiative	[Select One]		~
				and the second sec	1		

Figure 300 – Select Monthly as Financial Reporting Frequency

4. Once you've selected Monthly as the Financial Reporting Frequency, a Must Report check box appears directly below the Financial Frequency pull-down menu. By clicking the check box to place a checkmark in it, you will be requiring the subrecipient of this award to submit financial reports on a monthly basis.

		Accept Package Sent Proj Commencement Recvd	9/30/2016				
*		REPORTING FREQUEN	CIES				
*		Programmatic Frequency: Financial Frequency:	Quarterly Monthly		-		
		Must Report:	K				
	0					_	
	0	PIRF Approved		Ħ			
-		2 RISK ASSESSMENT				_	
		Risk Assessment	Regular		*		
						-	
		Initiative	[Select One]			-	~

Figure 301 – "Must Report" Checkbox appears on Face Sheet

5. Click on the Save button to save your Reporting Frequencies and Must Report changes.

	GOVERNOR'S OFFICE OF CRIME CONTRO	DL & PREVI	NTION				samoni bas, operation Logout 🥘 😕
Home Grant Manag	gement Funding Management	Address Book	Reports Admin	n Logout			
Grant Management > Award Se	earch						
Grant Number: Ap	p. Number: Ascarded:	Reported %:	Match:	Match Rep	n. %: Project Dates:	Title:	Grant Status:
VAWA-2016-0031 201	16-VA-0039 \$6.000.00	0.00 %	\$13,250.00	0.00 %	10/01/2016 - 09/	30/2017 Victim Services	Acceptance Documents Due *
Grant Award Menu							Save -
Search	GRANT SEQUENCE NUMB	ER			O		
Face Sheet	Sequence Number 00	11			DEFICIENCY STATUS		
Funding	PROJECT TITLE				Deficiency Deficiency Note		
Officen	-	tim Services			Desiciency Note.		
Service Sites	(Tights Tota	tom services					
Summary	APPLICANT AGENCY						
Narrative	UfeStyles of Maryland Foundation. 1	nc.					
Goals/Objectives	Is service site?	LifeStyles of Maniand Foun			A		
Budget	Organization: Address:	101 Catalpa Drive	dation inc.		PROJECT DATES		
Budget Priority		Suite 103			GFD Code	V/WA	
Print	City: State Zip:	La Plata, MD 20646			GFD Title	Violence Against Women Ecm	nuta Grant (VAWA) - 2018
Documents	Org. Type: County:	Non-Profit Non-Religious Charles			Funding Start Date	7/1/2018	
Activity Log	Auth Official	Saundra Washington			Funding End Date Start Date	8/30/2028	
Special Conditions	DUNS Number: SAM Expiration Date:				End Date	-uri/ams	
Performance Measures		1481.			Dia Date	Nabouti -	
Progress Reports	W IMPLEMENTING AGENCY	1			PROJECT YEAR		
Federal Purpose	LifeStyles of Maryland Foundation 1	nc.			Project Year	415 *	
Site Visits	Its service site? Organization:		time to				
Audits	Address.	LifeStyles of Maniand Four 101 Catalga Drive	GARDED, JOS		WARD DATES		
Notice of Dispute		Suite 109			Approved Letter Pending	9/30/2016	
Keywords	City, State Zip:	La Plata, MD 20646			Award Letter Sent	9/30/2016	
Grant Links	Org. Type: County:	Non-Profit Non-Religious Charles			Award Accepted Accept Package Sent	10/11/2016	
Close Out.	Auth. Official:	Saundra Washington			Proj Commencement Recvd	9/30/2016	
Reports	COUNTY/MUNICIPALITY				_		
Grant Award GAN	County Ch	aries +		(REPORTING FREQUE	NCIES	
		Plata *			Programmatic Frequency:	Quarterly	
	O CRANT DOUT				Financial Frequency:	Monthly *	
	GRANT ROLES		-		Must Report	Y	
		ner Young	0		INVENTORY		
		untra Wathington	0		PIRF Approved	a	
	GOCCP Regional Monitor	contar, Anna					

Figure 302 – Save Changes

"Must Report" Notes:

- The Must Report checkbox is shown to internal users only, and is shown only when the Financial Reporting Frequency is set to Monthly.
- Grant Managers and Funding Managers can edit the Must Report checkbox when displayed.
- External Users are disabled from making changes to the Financial Reporting Period when creating or editing a Grant Application.

7.8.10.1.1 Generate Grant Modification Request Form

1. Within a grant award, navigate to the Reports, Financial Reports area, and click the magnifying glass icon to view an individual financial report.

me Grant Manag	jement Funding	Management	Address Book	Reports	Admin	Logout							
nt Number:	Awarded:		Requested:		Reimburse		Available:		Report Per	iod:		Fin. Rept. Statu	s:
M-2010-1017	\$2,879.71		\$0.00		\$0.00		\$0.00		07/01/2009			Reviewed	
rant Menu	Ŧ						Grant Modifica	tion 📾 Funds:	Spreadsheet 📖	Budget Notice 🌲	🖞 Financia	l Report 🙈 🛽	tave 🔒
Face Sheet	*												
Funding	Financial Report: 07	/01/2009 - 09/30/2009	,										2 R
Officers			Grant F	unds		c	sh Match			In-Kind		_	
Service Sites	Category		Requested I				ed Remaining		Repo	rted Remaining		Total	Reported
Summary	Personnel												\$0.
Narrative													
Goals/Objectives	Operating Expenses												\$0.0
Budget Print	Travel												\$0.0
Documents													\$0.1
Activity Log	Contractual Service												\$0.0
Special Conditions													
Performance Measures	Equipment												\$0.0
Progress Reports													
Federal Purpose	Other												\$0.0
Site Visits													
Audits	Report Totals:		\$0.00				\$0.00			\$0.00			\$0
Notice of Dispute													
Keywords	Financial Reports L	st											🙆 Re
Grant Links	View Report	Period Start	Period End +	Status	Submitted	Hardcopy Revd	Reviewed	Amount Paid	Sent Date	RSTARS Date	Reviewer		Last Updat
Close Out		7/1/2009	9/30/2009	Reviewed	10/10/2005	10/15/2005	10/15/2005	0.00	10/15/2005	10/15/2005		*	10/15/2009
Reports	2 🖬	10/01/2009	12/31/2009	Reviewed	01/06/2010	01/13/2010	01/25/2010	\$2,879.71	01/14/2010	01/25/2010			01/29/2010
Financial Reports													

Figure 303 - Select an individual financial report to view

- 2. Within the financial report, click the printer icon next to the Grant Modification link at the top right of the page to generate a Grant Modification Request.
- 3. Download the file from your web browser; then save or print from Adobe Acrobat.

Home Grant Manage	ement Funding Management	Address Book	Reports	Admin	Logout							
ant Management > Award Search												
Grant Number:	Awarded:	Requested:		Reimburs	ed:	Available:		Report Per	iod:		Fin. Rept. Statu	s:
ARM-2010-1017	\$2,879.71	\$0.00	_	\$0.00	_	\$0.00		07/01/2009			Reviewed	
Grant Menu	Ŧ					Grant Modifica	ation 鷡 Funds	s Spreadsheet 🚔	Budget Notice 🍦	🛋 Financial	Report 🚔 👔	Save 🛃
Search Face Sheet	^											
Face Sneet Funding	Financial Report: 07/01/2009 - 09/30/	2009										🖉 Refr
Officers	Category	Grant Fe				ash Match			In-Kind	_	Tetel	Reported
Service Sites		Requested F	Remaining		Report	ed Remaining		Repo	rted Remaining		Total	
Summary	Personnel											\$0.00
Narrative	Operating Expenses											\$0.00
Goals/Objectives	operating expenses											\$0.00
Budget	Travel											\$0.00
Print												
Documents	Contractual Services											\$0.00
Activity Log												
Special Conditions	Equipment											\$0.00
Performance Measures	Other											\$0.00
Progress Reports												30.00
Federal Purpose	Report Totals:	\$0.00				\$0.00			\$0.00			\$0.00
Site Visits Audits												
Audits Notice of Dispute	Financial Reports List											Refre
Keywords	View Report Period Sta	rt Period End •	Status	Submitted	Hardcopy Rcvd	Reviewed	Amount Paid	Sent Date	RSTARS Date	Reviewer		Last Update
Grant Links	7/1/2009		Reviewed	10/10/2005	10/15/2005	10/15/2005	Amount Paid	10/15/2005	10/15/2005	Kevlewer		10/15/2009
	//1/2009		Keviewed	10/10/2005	10/15/2005	10/15/2009	0.00		10/15/2005		•	10/15/2009
Grant_Modification												
200/200 //D											Show	all downloads

Figure 304 - Generate Grant Modification Form

7.8.10.1.2 Generate Grant Budget Notice

1. Within a grant award, navigate to the Reports, Financial Reports area, and click the magnifying glass icon to view an individual financial report.

Iome Grant Man	agement	Funding Mana	igement	Address Book	Reports	Admin	Logout							
int Number:	Awar	ded:		Requested:		Reimburse	ed:	Available:		Report Per	riod:	Fin	. Rept. Status:	
M-2010-1017	\$2,875	9.71		\$0.00		\$0.00		\$0.00			-09/30/2009		riewed	
Frant Menu	¥							Grant Modifica	ation 鷡 Funds	Spreadsheet 📖	Budget Notice 🎍	🖞 Financial R	eport 🛋 📑	ave
Face Sheet	^								_	_				
Funding	Financia	al Report: 07/01/20	009 - 09/30/2009											2 R
Officers Service Sites	Categor			Grant Fu			_	Cash Match			In-Kind		Tetal R	leported
				Requested R	lemaining		R	eported Remaining		Repo	orted Remaining			
Summary Narrative	Personn	el												\$0.0
Goals/Objectives	Operati	ng Expenses												\$0.
Budget														20.1
Print	Travel													\$0.
Documents														
Activity Log	Contrac	tual Services												\$0.
Special Conditions	Equipme	ent												\$0.
Performance Measure	es E E equipuis													30.
Progress Reports	Other													\$0.0
Federal Purpose Site Visits														
Audits	Report 1	fotals:		\$0.00				\$0.00			\$0.00			\$0
Notice of Dispute														
Keywords	Financia	al Reports List												🖾 Re
Grant Links	View	Report	Period Start	Period End •	Status	Submitted	Hardcopy R	cvd Reviewed	Amount Paid	Sent Date	RSTARS Date	Reviewer		Last Updat
Close Out		7,	/1/2009	9/30/2009	Reviewed	10/10/2005	10/15/2005	10/15/2005	0.00	10/15/2005	10/15/2005		*	10/15/2009
Reports	8		10/01/2009	12/31/2009	Reviewed	01/06/2010	01/13/201	0 01/25/2010	\$2,879.71	01/14/2010	01/25/2010			01/29/2010
Financial Reports		_												
Grant Award GAN	-	/												



- 2. Within the financial report, click the printer icon next to the Budget Notice link at the top right of the page to generate a Grant Budget Notice.
- 3. Download the file from your web browser; then save or print from Adobe Acrobat.

Awarded:	Requested:	Reimbursed:	- Available:	Report Project	Fin. Rept. Status:
\$2,879.71	\$0.00	\$0.00	\$0.00	07/01/2009-09/30/2009	Reviewed
			Grant Modification 🚔	Funds Spreadsheet 🚔 Budget Notice 🚔 Fin	ancial Report 🚔 🛛 Save
Financial Report: 07/01/2009 - 09/30/	2009				Ø Re
c	Grant Funds		Cash Match	In-Kind	Total Reported
	Requested Remaining		Reported Remaining	Reported Remaining	
Personnel					\$0.0
Operating Expanses					\$0.0
operating expenses					201
Travel					\$0,
Contractual Services					\$0.0
Equipment					\$0.0
Other					\$0.0
Report Totals:	\$0.00		\$0.00	\$0.00	50
					~
E 118					Ø 8-
	a Burinal Card a Card	C.A			
					ewer Last Update
7/1/2009					
- 🔁 Budget_Notice.pdf	 T Grant_Funds_S 		Grant Modificationpdf		Show all download
	\$2.375.71 Financial Report: 07/01/2009 - 69/20/7 Category Personnel Operating Expenses Travel Contractual Services Equipment Other Equipment Cother Financial Reports List View Report Period Start View Report View Report View Report View Report View Report View Report View View View Report View View View View View View View View	Awarded: Requested: 2287971 50.00 Financial Report: 07/01/2009 - 09/20/2009 Category Grant Funds Requested Remaining Personnel 0 Operating Expenses 0 Travel 0 Contractual Services 0 Equipment 0 Other 40.00 Financial Report Totals: 50.00	Awarded: Requested: Reimburset: 52.873.71 \$0.00 \$0.00 Financial Report 07/01/2009 - 09/30/2009 Grant Funds Grant Funds Category Grant Funds Operating Expenses Travel Operating Expenses Image: Contractual Services Equipment Other Image: Contractual Services Financial Reports List \$0.00	Awarded: Requested: Reimburged: Available: 52.873.71 50.00 50.00 S0.00 Grant Modification Financial Report: 07/01/2009 - 09/50/2009 Grant Funds Cate Markb Report for 10/1/2009 - 09/50/2009 Category Grant Funds Cate Markb Report for 10/1/2009 - 09/50/2009 Category Grant Funds Cate Markb Report for 10/1/2009 - 09/50/2009 Category Requested Remaining Report for 10/1/2009 - 09/50/2009 Report for 10/1/2009 - 09/50/2009 Contractual Services Equipment Differ Differ Differ Coher 10/10/2009 10/10/2009 10/11/2009 - 09/50/2009 Amount View Report Period End + Status Submitted Hardcopy Rood Reviewed Amount 7/1/2009 III 10/11/2009 IIII/11/2009 IIII/11/2009 IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Available: Requested: Reinbursed: Available: Report 7 52 873.71 50.00 50.00 50.00 07/01/20 99/30/2009 Financial Report 0/01/2009-09/30/2009 Grant Funds: Calls Match: Report 0/01/2009-09/30/2009 Financial Report 0/01/2009-09/30/2009 Category Grant Funds: Calls Match: Report 0/01/2009-09/30/2009 In Kind Grant Funds: Calls Match: Report 0/01/2009-09/30/2009 Report 0/01/2009-09/30/2009 In Kind Garant Funds: Calls Match: Report 0/01/2009-09/30/2009 In Kind Report 0/01/2009-09/30/2009 Grant Funds: Calls Match: Report 0/01/2009-09/30/2009 In Kind Report 0/01/2009 Operating Expenses Calls Match: Report 0/01/2009 Report 0/01/2009 Report 0/01/2009 Contractual Services Equipment Calls Match: Solon 30.00 Financial Reports List 20.00 50.00 20.00 20.00 ID/15/2009 0.00 ID/15/2009 ID/15/2009 <t< td=""></t<>

Figure 306 - Generate Budget Notice

7.8.10.1.3 Generate Funds Spreadsheet

1. Within a grant award, navigate to the Reports, Financial Reports area, and click the magnifying glass icon to view an individual financial report.

Home Grant Management Management > Award Search	nt Funding Management	Address Book Report	s Admin	Logout						
t Management > Award Search	Awarded:	Requested:	Reimburse	d:	Available:		Report Perio	d:	Fin. Rept	Status:
RM-2010-1017	\$2,879.71	\$0.00	\$0.00		\$0.00		07/01/2009-09		Reviewed	- Statusi
Grant Menu 🕴					Grant Modificat	tion 🛋 Funds S	preadsheet 🖦 E	ludget Notice 🚔	Financial Report	😂 Marriel 🗎
Face Sheet										
Funding	Financial Report: 07/01/2009 - 09/30/2	000								Ø R
Officers	Pinancial Report 07/01/2009 - 09/50/2	Grant Funds			ash Match			In-Kind		
Service Sites	Category	Requested Remaining			ted Remaining			ed Remaining		Total Reported
Summary	Personnel									\$0.
Narrative										
Goals/Objectives	Operating Expenses									\$0.
Budget	Travel									
Print	Travel									\$0.
Documents	Contractual Services									\$0.
Activity Log Special Conditions										
Performance Measures	Equipment									\$0.0
Performance Measures E Progress Reports										
Federal Purpose	Other									\$0.
Site Visits										
Audits	Report Totals:	\$0.00			\$0.00			\$0.00		\$0
Notice of Dispute										
Keywords	Financial Reports List									🙆 Re
Grant Links	View Report Period Start	Period End + Status	Submitted	Hardcopy Rcvd	Reviewed	Amount Paid	Sent Date	RSTARS Date	Reviewer	Last Updat
Close Out	7/1/2009	9/30/2009 📰 Reviewed	10/10/2005	10/15/2005	10/15/2005	0.00	10/15/2005	10/15/2005		 10/15/2009
Reports	2 10/01/2009	12/31/2009 Reviewed	01/06/2010	01/13/2010	01/25/2010	\$2,879.71	01/14/2010	01/25/2010		01/29/2010
Financial Reports										
Grant Award GAN										

Figure 307 - Select an individual financial report to view

- 2. Within the financial report, click the printer icon next to the Funds Spreadsheet link at the top right of the page to generate a Grant Funds Spreadsheet.
- 3. Download the file from your web browser; then save or print from Adobe Acrobat.

Home Grant Managemen nt Management > Award Search	t Funding Management	Address Book Reports	Admin Logout			
Grant Number:	Awarded:	Requested:	Reimbursed:	Available:	Report Period:	Fin. Rept. Status:
3ARM-2010-1017	\$2,879.71	\$0.00	\$0.00	\$0.00	07/01/2009-09/30/2009	Reviewed
Grant Menu # Onicers Service Sites				Grant Modification 📥	Funds Spreidsheet 🖶 Budget Notice 🚔 Fina	ncial Report 🚔 💁
Summary	Financial Report: 07/01/2009 - 09/30/20	09				🐼 Refre
Narrative	Category	Grant Funds Requested Remaining		Cash Match Reported Remaining	In-Kind Reported Remaining	Total Reported
Goals/Objectives Budget	Personnel	requested remaining		Reported Remaining	Reported Remaining	\$0.00
Print Documents	Operating Expenses					\$0.00
Activity Log Special Conditions	Travel					\$0.00
Performance Measures Progress Reports	Contractual Services					\$0.00
Site Visits	Equipment					\$0.00
Audits Notice of Dispute	Other					\$0.00
Keywords Grant Links	Report Totals:	\$0.00		\$0.00	\$0.00	\$0.0
Close Out	Financial Reports List					Ø Refr
Reports Financial Reports	View Report Period Start 7/1/2009	Period End A Status 9/30/2009 Reviewed	Submitted Hardco	py Rcvd Reviewed Amoun	nt Paid Sent Date RSTARS Date Review 0.00 10/15/2005 10/15/2005 10/15/2005 10/15/2005	ver Last Update 10/15/2009
Grant Award GAN 🔫	1/1/2009 E	S/ SU/ 2005 Keviewed				10/15/2009
Financial_Reportingpdf	* 🔁 Budget_Notice.pdf	Grant_Funds_Spr	readpdf 🍸 📆 Gra	nt_Modificationpdf		Show all downloads

Figure 308 - Generate Grant Funds Spreadsheet

7.8.10.2 Review Progress Reports

- 1. Click Reports in the Grant Menu to return the display screen to the report type listing.
- 2. Click the blue-highlighted Progress Reports bar to expand the list of reports filed for this category.

nagement > Award Search		ng Manager		ess Book Reports	Admin Logout					
t Menu	Grant Number:		Awarded:	Award Reported %:	Matche	Match Reported 36:	Pr	oject Dates:	Tille	Statuse
earch ace Sheet	BARM-2012-1203		\$3,703.00	0.00%	\$3,703.00	0.00%	07	/01/2011 - 09/30/2012	New/Replacement Body Armor	Award Not In Compliance
ace Sheet anding	Performance Measur Progress Reports	es.								
fficers	Add new reco	_		_		_	_	_	_	_
ervice Sites	Ed Add new reco	Viter	Report	Period Start	Period End -	Status	_	Submitted	Last Update	Report Type
mmary.	1	8	8	07/01/2011	09/30/2011	Reviewed		01/10/2012	01/12/2012	Progress Reports
arrative	1	8	ä	10/02/2011	12/31/2011	Reviewed		02/02/2012	02/07/2012	Progress Reports
oals/Objectives	1	8	ä	01/01/2012	03/31/2012	Reviewed		08/09/2012	08/13/2012	Progress Reports
nogen.	1	E	ä	04/01/2012	06/30/2012	Reviewed		08/09/2012	08/13/2012	Progress Reports
erformance Measures organis Reports advraf Purpoor ta Vista suifa utila di Biguta esto al Disputa esto al Disputa esto di Disputa esto di Linka fore Out esto di Avani GAN										

Figure 309 - Select Progress Reports

3. One can insert a new progress report; the period start and end dates are prepopulated but can be overwritten; all other fields are manually entered and should be entered before submitting for review. Last Update field is always system generated based on user actions saved.

	ent Funding M	anagement Address Bo	ok Reports	Admin	Logout						
lanagement > Award Search											
t Number:	Awarded:	Requested		Reimburse	d:	Available:	Report Peri	od:	Prog.	Rept. Status:	
1-2012-1203	\$3,703.00	\$0.00		\$0.00		\$3,703.00	07/01/2012-	09/30/2012	New		
Face Sheet Face Sheet Funding Officers Somice Sites Summary Narrative Geals/Objectives Budget Print Documents		rent time, what is your agency's anticipa title next year?	tion for body armor								
Activity Log Special Conditions	Reports List							_	_	2	Pole
Special Conditions	Reports List View Repo	rt Period Start	Period End 🔺	Status	Submitted	Hardcopy Rcvd	Reviewed	Reviewer	_		Refr
ipecial Conditions Performance Measures	View Repo		Period End + 09/30/2011	Status Reviewed	Submitted 01/10/2012	Hardcopy Rovd 01/12/2012	Reviewed 01/12/2012	Reviewer Brockes, Linda	_	Last Update 01/12/2012	Refr
performance Measures Performance Measures Progress Reports	View Repo	07/01/2011							_	Last Update	Refr
Special Conditions Performance Measures Progress Reports Federal Purpose Site Visits	View Repor	07/01/2011 10/01/2011	09/30/2011 12/31/2011	Reviewed Reviewed	01/10/2012 02/02/2012	01/12/2012 02/07/2012	01/12/2012 02/07/2012	Brookes, Linda Brookes, Linda		Last Update 01/12/2012 02/07/2012	Refre
Special Conditions Performance Measures Progress Reports Federal Purpose Site Visits Audits	View Repor	07/01/2011 10/01/2011 01/01/2012	09/30/2011 12/31/2011 03/31/2012	Reviewed Reviewed Reviewed	01/10/2012 02/02/2012 08/09/2012	01/12/2012 02/07/2012 08/07/2012	01/12/2012 02/07/2012 08/13/2012	Brookes, Linda Brookes, Linda Brookes, Linda		Last Update 01/12/2012 02/07/2012 08/13/2012	Refr
	View Repor	07/01/2011 10/01/2011 01/01/2012	09/30/2011 12/31/2011	Reviewed Reviewed	01/10/2012 02/02/2012	01/12/2012 02/07/2012	01/12/2012 02/07/2012	Brookes, Linda Brookes, Linda	·	Last Update 01/12/2012 02/07/2012	Refre

Figure 310 - View progress report details, edit dates, and see last update column

4. Click on the magnifying glass icon in the View column of the Progress Report you wish to review.

ne Grant Managen	sent Funi	ting Manage	ment Address	Book Reports	Admin	Logout					
regement -> Award Search											
threnu 16 saech	Grant Round F BARM-2012-120		Assert Amount	Bergs \$0.00	retion	Randburyed: \$0.00		Available: \$3,705.00	Report Pm 04/01/2012-		Statia
ice Sheet	Dente-star Les		32,762.00	40.00	-	80.00	_	Available: \$3,703			(C) 10
rading	Number	Question					Response				
flicers		-					(tome)				
ervice Sites							nane				
arrative											
oals/Objectives	1				2 thans are barriers; dela	indicate when operations					
rdget		ves commence	Grecume and it all funds will.	be expended.							
ini:											
nivity Log											
ecial Conditions	1000						(columbia)	edes (an internet)			
erformance Measures											
ogress Reports steral Purpose											
ue Vierte	z	If no funct view requesting function	e expended during this report ds. Your explanation should a	Ting period please provide a Iddress each budget catego	an explaination as to why : My:	and when you anticipate					
udits											
atics of Dispute											
eywords											
rant Links Iote Out							2014/10/10	tio-Role			
eports											
rogress Reports			sie begun the procurements			a hard of the loss of the					
rant Award GAN		- BACKET NA DA	AR STOPP PRIMARY PROPERTY	AND THE REAL PROPERTY AND A DESCRIPTION OF THE REAL PROPE	an write it they did servery	estedes serves and set					
	Reports List	-		-			-	_	_		20
	Viese	Report	Period Start	Period End -	Status	Submit	ted	Hardcopy Received	Reviewed	Reviewer	Last Opdate
	X	E	07/01/2011	09/30/2011	Received	01/10	/2012	01/12/2012	01/12/2012		01/12/2012
	X	8	10/01/2011	12/81/2011	Ratianad	02/02	/2012	02/07/2012	02/07/2012		02/07/2012

Figure 311 - Review Progress Report

- 5. When you've reviewed the report and it is satisfactory, click on the Status dropdown menu and select "Reviewed".
- 6. If the review of the report is not satisfactory, click on the Status dropdown menu and select "Return for Revision" and repeat the process until satisfactory.

7.8.10.3 Review Performance Measures

1. Click Reports in the Grant Menu to return the display screen to the report type listing.

2. Click the blue-highlighted Performance Measures bar to expand the list of reports filed for this category.

	nent Fundin	ng Management	Address Book Reports	Admin Logout					
nagement > Award Search t Menu 8	Grant Number:	Awarded	Award Reported %:	Matche	Match Reported 36:	Po	oject Dates	Title	Statust
sarch			0.00%	\$3.703.00	0.00%		01/2011 - 09/30/2012	New/Replacement Body Armor	Award Not In Compliance
ace Sheet	Parlomance Measur	es.							
anding flicers	Add new record	in the second second			_	_			1
noers rivice Sites	Edit		t Period Start	Period Ind -	Status		Submitted	Last Update	Report Type
mmary	1	8	07/01/2011	09/30/2011	Reviewed	+	01/10/2012	01/12/2012	Performance Measures
irrative	/	8 1	10/01/2011	12/31/2011	Reviewed		02/02/2012	02/07/2012	Performance Measures
als/Objectives	1	8 0	01/01/2012	03/31/2012	Reviewed	•	08/09/2012	08/13/2012	Performance Measures
idger. int	1	8 1	04/01/2012	06/30/2012	Reviewed		08/09/2012	08/13/2012	Performance Measures
udits trice of Dispute nywords ant Links ose Out iports ant Award GAN									

Figure 312 - Select Performance Measures

3. Click on the magnifying glass icon in the View column of the Progress Report you wish to review.

Grant Managem	ent Funding Manag	ement Address Bo	ok Reports	Admin	Logout				
ment > Award Search			_						
n (†	Grant Award Mundors BARM-2012-1203	Award Amount: \$3,703.00	Requi	stet	Reimbursett \$0.00	Axailable: \$3.703.00	Report Periodi 04/01/2012-06/30/2012	Status Renewed	
Sheet		10.414	100	_	Note State				2
-	Number Question							_	
ers De Sites		porting quarter, how many officer		in the second				and a second second	
	and the second se	those officers are currently without		and you along:					
tive		ficers are currently using old or es							
Objectives	and the second se	ore vests still need to be procured							
et .									
pents.									
in nos									
ity Log									
al Conditions									
State of the local division of the local div									
ess Reports									
ess Reports									
ess Reports al Purpose									
vess Reports val Purpose fisits									
ess Reports ral Purpose finits s									
ress Reports ral Purpose fisits s a of Dispute									
ress Reports ral Purpose fisits s e of Dispute ords									
rets Reports ral Purpose fisits s a of Dispute ords : Links									
rets Reports ral Purpose fisits s a of Dispute ords : Links									
ress Reports ral Purpose risits s e of Dispute ords t Links (Out									
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ess Reports al Purpose inits a of Dispute ords Links Out ts mance Maissures									
ess Reports al Purpose inits a of Dispute ords Links Out ts mance Maissures									
ess Reports al Purpose inits a of Dispute ords Links Out ts mance Maissures									
ess Reports al Purpose inits a of Dispute ords Links Out ts mance Maissures									
ess Reports al Purpose lisits s ords t Inks Out s mance Meacures	Reports List								_
ess Reports al Purpose lisits s ords t Inks Out s mance Meacures	View Report	Period Start	Period End -	Status -	Salamited	Hardway Record	Reviewed Review	-	att Update
ess Reports al Purpose inits a of Dispute ords Links Out ts mance Maissures	10000000000	Period Start 07/01.201	Period Red - 09(80/2011	Status Reviewed	Submitted 01/10/2012	Barthopy Received 01/22002	Reviewed Review 01/12/2013		est Update
rmahos Measures rets Reports al Purpose set al Dispute onds el Dispute onds taks taks retact Measures Award GAN	View Report	A REAL PROPERTY AND A REAL							211 att Update 02/12/2012 02/07/2012

Figure 313 - Review Performance Measures

4. One can insert a new performance measure; the period start and end dates are prepopulated but can be overwritten; all other fields are manually entered and should be entered before submitting for review. Last Update field is always system generated based on user actions saved.

ome 📃	Grant Managemer	it F	unding Manage	ment Add	ress Book	Reports	Admin	Logout							
Managemer	Grant Manager							*							
ant Numt	Application Sea	rcn		Re	quested:		Reimburse	ed:		Available:	Report Perio	d:		Meas. Status:	
RM-2012-1	Folder Manage	ment		\$0.	00		\$0.00			\$3,703.00	07/01/2012-0	9/30/2012	New		
irant Menu Officers	Tolder Manage	2	How many of those	e officers are currently	without body are	mor?									_
Service S	lites	3	How many officers	are currently using ok	d or expired body	armor?									
Summary		4	How many more w	ests still need to be pro	ocured under this	award?									-
Narrative	2														
Goals/Ob	jectives														
Budget															
Print															
Documen															
Activity I	-														
	onditions ance Measures														
	Reports														
Federal F															
Site Visit															
Audits		Reports	lict											Ø	1.0.
Notice of	Dispute	View	Report	Period Start		Period End 🔺	Status		ubmitted	Hardcopy Rcvd	Reviewed	Reviewer		Last Update	INC
Keyword	s	8	1	07/01/2011		09/30/2011	Reviewed		1/10/2012	01/12/2012	01/12/2012	Brookes, Linda		01/12/2012	
Grant Lin		2		10/01/2011		12/31/2011	Reviewed		2/02/2012	02/07/2012	02/07/2012	Brookes, Linda		02/07/2012	
Close Ou	t														
Reports		8	1	01/01/2012		03/31/2012	Reviewed		8/09/2012	08/07/2012	08/13/2012	Brookes, Linda		08/13/2012	
	ance Measures	2	1	04/01/2012		06/30/2012	Reviewed	0	8/09/2012	08/13/2012	08/13/2012	Brookes, Linda		08/13/2012	
Grant Aw	rard GAN 🔹			7/1/2012	T (9/30/2012	New		1111	100	1111			11/20/2012	

Figure 314 -View performance measure details, edit dates, and see last update column

- 5. When you've reviewed the report and it is satisfactory, click on the Status dropdown menu and select "Reviewed".
- 6. If the review of the report is not satisfactory, click on the Status dropdown menu and select "Return for Revision" and repeat the process until satisfactory.

7.8.11 Create a Grant Award Grant Adjustment Notice (GAN) (Accessibility based on Permissions)

Manage Grant Adjustment Notices (GANs) in this screen. Grant modification requests that have been submitted, reviewed and approved will be entered into the system and managed using this interface.

To add a new GAN:

- 1. Click on Add New Record
- 2. Enter the required data in the date approved and all other fields that apply: ReOb/DeOb funds, personnel changes FY start or end date changes, or other notes. Click Insert to add, or cancel to not add.

GAN "ADD NEW RECOR	D" FIELDS
GAN Number	This is a display-only field. GMS automatically assigns a unique GAN number to a new GAN record.
Date Approved	Enter the date this GAN was approved.
Last Update	This is a display-only field. The date of the last update to this GAN record is displayed in this field.
Budget Changes	
Funding Year	
REOB/DEOB Amount	Enter the dollar amount of the REOB/DEOB funding for this GAN.
Old Value	Display only: Displays the original total dollar amount allocated to this Grant Award.

New Value	Display only: Displays the new total dollar amount allocated to this Grant Award after the REOB/DEOB amount is entered.
Available DEOB	Display only: Displays the available DEOB dollar amount.
Available REOB	Display only: Displays the available REOB dollar amount.
Personnel and Date Cha	nges
Project Director	
Old Value	Display only: Displays the person currently assigned to the Project Director role for this Grant Award.
New Value	Select the new Project Director from the drop-down list.
GOCCP Monitor	
Old Value	Display only: Displays the GOCCP staff member currently assigned to the Regional Monitor role for this Grant Award.
New Value	Select the new GOCCP Regional Monitor from the drop-down list.
Start Date	
Old Value	Display only: Displays the original Start Date of the Grant Award.
New Value	Enter the new Start Date for this Grant Award.
End Date	
Old Value	Display only: Displays the original End Date of the Grant Award.
New Value	Enter the new End Date for this Grant Award.
Other Adjustments	This is a free-form text field. Enter any other miscellaneous adjustments or amendments to the Grant Award based on this GAN.
Insert/Cancel	After entering the required information for this GAN, click on the Insert button to save the record or click the Cancel button to cancel adding this GAN. If you hit the Cancel button, your changes will be lost.

e Grant Management regenerit + Award Search	Funding Management	Address Book	Reports	Admin L	tuopo					
	Grani Harmison Asso	rdedt.	Amond Reported So	Match	-	Malch Reported Vo.	Project Dates	Ťulas-	Station	
and a second	VDCA-2011-1287 59.24	9.00	11119	\$10,000,00		25.00 %	10/01/2013 - 06/30/2013	Children's Advocacy Center	Award In Comptant	e
ere Shewt	Add rea record									6
ndag 🚺	skni)							X	• Ver	101
kers .	GAN Number	Note Set a	automatically		-		_		0	1
rvice Sites	Data Approved	10								-
	Last Update									
rrative	ludget Changes									
als/Objectives	Old Value	REOR/DEOR		v Value						
dget	Grant Aunds	10,545.25	\$0.00	0.28	al .					
•	Available DEDB	8.7782739								
wity Log cial Condition	Avaiable REOB	.2542								
formance Heatures	Personnel and Date Chang									
agress Reports		Old Value Project Desctor	-	New Value						
leral Parpose		GOCCP Manker		[Select One]	-					
Visite	GFD Start	Start Date		(based based						
Ma	GPD Ind	Ind Date			- 2					
lice of Disputa	Other Adjustments									
nywards.	Store watermannes									
ward Link:										
ene Out										
ports										
rant Award GAN										

Figure 315 – Insert a new Grant Award Grant Adjustment Notice (GAN)

3. Click on the Insert button. The GAN is assigned a GAN # after it is approved; before approval it will have a GAN# of zero (0).

7.8.12 Modifying Grant Award Grant Adjustment Notices (GANs)

If there are multiple versions of the GANs against a single grant award, you will see the most recent one on top; ordered numerically.

ne Grant Manager	ment Funding Mar	nagement	Address	s Book Reports	A	idmin Logout											
nagament > Award Saarch nt Menu A	Grant Number:	Awardedt		Award Reported	d No	Match	Ma	ch Reported	96- 0	Project Date		-	itles	Status		_	_
iearch	CFSI-2011-1006	\$37.067.00		58.47%		\$0.00	0.0			0/01/2011 -		,	attern Evidence Enhancements -	# Award In	Compliance		
ace Sheet	Acid new record																2
unding	GAN Number -	Approved Date		Project Director		GOCCP Monitor	Start Da	e	End Date		Status		Last Update	Active	Vice	ERIT	
Officers iervice Sites	(T)	-		TAT		[AI]		100	1.	(i)	TAIL			the			_
lummary		07/80/2012	11 123	1.4			10/01/20		09/30/2012	141 (22)	-		02/30/2012	171	-		
larrative	7					Walker, Anissa					Approved				8	1	
ioals/Objectives	7	08/22/2012				Walker, Anissa	10/01/20		09/30/2012		Approved		03/22/2012	1	8	1	
ludget		02/16/2012				Walker, Anissa	10/01/20		09/30/2012		Approved		02/16/2012		8	1	
Print	5	12/19/2011				Walker, Anissa	10/01/20		09/30/2012		Approved		12/19/2011			1	
Activity Log	4	11/14/2011				Walker, Anissa	10/01/20		09/30/2012		Approved		11/14/2011	171		1	
pecial Conditions		10/28/2011			1	Weiker, Anissa	10/01/20		09/30/2012		Approved		10/28/2011			1	
erformance Measures	2	10/13/2011				Walker, Anissa	10/01/20	1	09/30/2012		Approved	•	10/13/2011	14	É	1	
rogress Reports	1	10/06/2011			1	Walker, Anissa	10/01/20	1	09/30/2012		Approved	•	10/06/2011			1	
ederal Purpose iite Visits Audits Iotice of Dispute Iotywords irant Links Jose Out																	

Figure 316 - Selecting a GAN to edit from List

 You can edit each by clicking the Pencil Icon. Please note that GANs can only be edited while in status 'New'. If they are status 'Approved' – clicking on the Pencil Icon will allow the user to view the data in read-only format.

GAN Number	7		Note: Set automatic	ally	
Date Approved	3/22/2012	I			
Last Update	3/22/2012				
Budget Changes					
Old Value		F	REOB/DEOB Amount	t Nev	w Value
Grant Funds	2	37,067.00	S	0.00	\$37,067.00
Available DEOB	S -	15,391.10			
Available REOB		\$0.00			
Personnel and D					
		Old Value			New Value
			tor [Select One]		* [Select One]
		SOCCP Moni	tor [Select One]		 Walker, Anissa 10/1/2011
		itart Date			9/30/2012
Other Adjustmer		nd Date	9/30/2012		9/30/2012
Approved modific: attached Budget N cc: Iris Bellow Internal tracking #	Notice. All othe			reduce the	e aquipment budget by \$44

Figure 317 - Modify an existing GAN

2. To approve the GAN, click on the Status drop-down list and select Approved. It is only after a GAN is approved that the changes made on the data entry form are applied to the grant award.

Grant Number:	App. Nun	nber:	Awarded:	Rep	ortind %	Match:	Mab	ch Rept. %:	Project Dates:	Title:		Grant St.	atus		
(Unarsigned)	2012-8A-0	020	\$1,200.00	010		\$101,200.00	0.00	N.	07/01/2012 - 11/1	10/2012 Testing 9-	27-12	Award In 1	Complianc	e	*
Grant Menu.	+	Add new	record												Refresh
Search		GAN # -	Feel GAN #	Approved	REOS/DEOB	Project	GOCCP	Start Only	End Date	Status	Last Undate	Attime	Virm	E.M	Detate
Face Sheet		Control of	No. of Concession, Name	Date	Amount	Director	Manikor	Const Const	-	diamet.	Contraction of the local division of the loc			C. Constant	- interest
Funding		17			0	(AU)	(All)	面積	雨雨	(Al) *	同間	Active *			
Officers		0		11/15/2012	50.00	Raffensberger.				her +	11/15/2012	10		1	×
Service Sites						Regit R				New		10	_		1.
Summary		0		\$1/15/2013	80.00				1		11/15/2012	T.	1	1	*
Namative										45					
Goals/Objectives					6	elect App	and from	the							
Budget								and the second							
Print					S	tatus Drop	o-down m	enu							
Documents					_										

Figure 318 – Approve a GAN

7.8.13 Printing Grant Award Grant Adjustment Notices (GANs)

You can print each GAN by clicking the View icon to download to your local hard drive or print.

	Offending Statute	OPC-01/90/90 SD/SD-20 LL-Ta DLD/E	Opende market	againant + Anaro Search rt Nerru	Grant Number	Reprinted	Award Teporter	4.6	March	Matth Reported W	Project Dulog	T	Ditte	Status	_	-	-
Second Micros Second Second Micros Approval Second Micros Approval Second Micro Approval Second Micros	All State Strepts Alger weed State	Martine Martine <t< th=""><th>All All Market House All All Market</th><th>carch</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>e1:0</th><th></th><th></th></t<>	All All Market House All Market	carch											e1:0		
Option Approach <	Name Name <th< th=""><th>CAD Manual - Man</th><th>Koll (main) Koll (main)</th><th></th><th>Act new record</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></th<>	CAD Manual - Man	Koll (main)		Act new record												
Nonco fondo Non Non <th< th=""><th>And And And</th></th<> <th>State Image: State Image: State</th> <th>a chail a chail <t< th=""><th></th><th>GAN Number -</th><th>Approved Data</th><th>T Project Distor</th><th></th><th>GOOT Montor</th><th>Iters Date</th><th>Gend Chate</th><th>States</th><th>Last Signature</th><th>Actory</th><th>Vere</th><th>-</th><th></th></t<></th>	And	State Image: State	a chail a chail <t< th=""><th></th><th>GAN Number -</th><th>Approved Data</th><th>T Project Distor</th><th></th><th>GOOT Montor</th><th>Iters Date</th><th>Gend Chate</th><th>States</th><th>Last Signature</th><th>Actory</th><th>Vere</th><th>-</th><th></th></t<>		GAN Number -	Approved Data	T Project Distor		GOOT Montor	Iters Date	Gend Chate	States	Last Signature	Actory	Vere	-	
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Name 5 1.0100011 80 Maske Ander 1.0000101 600 Long and the form 1.0000101 600 1.0000010 1.00000000 1.00000000 1.00000000 1.00000000 1.00000000 1.00000000 1.00000000 1.00000000 1.00000000 1.00000000 1.00000000 1.00000000 1.000000000 1.00000000 1.000	5 3/26/2011 0.0 Weaks. Served 1/20/2011 0/20/2011 1/20/2011 0/20/2011 1/20/2011 0/20/2011 1/20/2011 0/20/2011 1/20/2011 0/20/201	5 1014/0211 102 1000x format 1000x201 0erovet 1100x201 10 1 <td>S Diskozii Bi- Name <th< td=""><td></td><td>6</td><td>02/16/2012</td><td>12</td><td></td><td>Walker, Arrian</td><td>15/01/2011</td><td>09/70/2012</td><td>Approvez</td><td>- 02/16/2012</td><td>137</td><td></td><td>1</td><td></td></th<></td>	S Diskozii Bi- Name Name <th< td=""><td></td><td>6</td><td>02/16/2012</td><td>12</td><td></td><td>Walker, Arrian</td><td>15/01/2011</td><td>09/70/2012</td><td>Approvez</td><td>- 02/16/2012</td><td>137</td><td></td><td>1</td><td></td></th<>		6	02/16/2012	12		Walker, Arrian	15/01/2011	09/70/2012	Approvez	- 02/16/2012	137		1	
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Absolution 2 3102/00011 Bat Observation 1200/0001 Approvation 4200/0001 Approvation	og 2 102/2011 107 109/2012 100/2012 100/2000 1000000000000000	image: segment of the segment of t	by Log 2 430,02211 587 698,02011 08,020211 697,0101 08,020211 697,0101 08,020211 102,02211 0 6 <		4	13/14/2011	82		Walker, Anies	10/01/2011	09/90/2012	Approved	* 11/54/2011	90		1	
apend Greekloom 1 21 2022.11 32 1999 (1999) 1999 (1999	antičkom 2 1/12/2011 10 Winker, forma 12/12/2011 (krazovar + 12/12/2011) (krazovar + 12/12/2011	2 3/21/2021 3/2 9/60000 2/2/2021 // // // // // // // // // // // // //	af Control 2 2013.0211 30- Week /Name D06/2011 Me2021 Approved # 2014.0211 Image: Approved # 2014.0211 <		2	32/28/2011	Sec.		Welker, Anima	10/03,0201	08/90/2012	Approved	+ 10/28/2011		0	1	
hoges largets	Arporto	Rupolo Rupolo Re	and Reports and American and Amer		3	10/12/2011	\$2-		Walker, Anies	10/05/2011	08/30/2032	Approved	- 1012/2011	10		1	
ndexa Fegna	Republic	Region Region Re	Next Reports	untermanyon Measures	1	32/06/2011	52		Walker, Relate	15/01/2011	09/00/2002	Accroves	+ 10,06/2011		13	1	
		h de la constante d	node	rogress Reports		and an									_		
Ker Veda			n el Siguran														
			and Dispute														
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Million of Dispatis																	
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Figure 319 - Grant Award GAN print or download.

7.8.14 Close Out a Grant Award

The Close Out page provides a list of questions to be answered at the conclusion of the Award.

1. Select Close Out from the Grant Menu

MARYLAND			CONTRO	L & PREVI	ENTION		ħ		Nelcome Ineck, Danc Logout 🙂 😵
Home Grant	Managemier	nt F	unding Management	Address Book	Reports Ad	Imin Logout			
ent Makagement > Avland	Search .								
Grant Mumber:	App. Nem	bec	Awarded:	Reported %:	Martchi	Match Rept. %:	Project Dates:	Title	Grant Status:
Unassigned]	2012-84-00	150	\$1,200.00	0.60 %	\$101 200 00	0.00%	07/01/2012 - 11/30/2012	Texting 9-27-12	Award In Compliance
Search	4	Risk Rat	ting: Below Averag	•					Save -
Fara Sheet		1 0	rganizational structur	e and contact persons	presented in appli	cation were knowledgea	ble about the project and	d available to the pr	ogram monitor.
Tunding			No Ves				and the second second		_
Ottions									Click Save
Service Silles		2 T	he organization prom	ptly notified GOCCP of	f any changes in pr	oject staff and/or organ	zational structure.		
: Samunary		3	No ryes						
Ramative							and the second		and the second se
Goals/Objectives			Surger and a surger and	ot had any complaints.	disputes, claims, d	micial protests, or violati	ions of state or federal la	w/regulations durin	g the past year.
Bodget			No Yes						
Decements		4 T	he openingtion project	ained adequate staffic	a locals for the ada	ministration of this proje	-		
Activity Log			* No TYes	arres acequate startin	g neves for the act	minutation of this proje	61-		
Special Condition			· NO · Yes		Click radio	buttons to			
Performance Nea		5 T	he organization has si	ibmitted required	answer g	uestions			
Progress Reports			No TYes		differen q	aconons			
Federal Purpose				-					
Site Vieita		6 T	he GOCCP monitor di	d not have to withhold	payment from the	organization during the	term of award.		
Audita			No ryes						
Notice of Dispute	n								
Keywords				nd performance measu	ires supported the	goals and objectives of	this program.		
Grant Links		3	No Yes						
Close Out									
Reports				ted reasonable expend	itures.				
Grant Award GAN	N		No ryes						
		9 TI		liad with all financial a	comments and rac	uirements of the grant a	and a state of the		
			No Ves	neo with an manual a	greenena ana rea	anementa en ene grant s	india.		
			140 . 145						
		10	The organization follo	wed a spending plan.					
			No ryes						
			100						

Figure 320 - Grant Award Closeout Screen

- 2. Answer each question by clicking on the Yes or No radio button beside each
- 3. Click the SAVE button
- 4. Click on the Grant Status drop-down menu and select Complete Closeout Process

Grant Number:	App, Number:	Awarded:	Reported %/:	Match:	Match Rept. 5:	Project Dates:	Title:	Grant Status:
Unassigned]	2012-8A-0030	\$1,200.00	0.00 %	\$101,200,00	0.00 %	07/01/2012 - 11/30/2012	Testing 9-27-12	Award In Compliance
Crant Menu Suarch Face Sheet Funding Officers Service Sibes Summary Narrative	1 ("No CYes	cture and contact perso	ns presented in application	staff a	ble about the project and ect Complete Clos ss from drop-dow	seout	Avad In Compliance > Reacted by Sub > Under Aust > Your Lin Compliance > Complete Closeout Process

Figure 321 - Grant Award Closeout Screen

5. Print the Close Out Form by clicking on Print in the Grant Menu and selecting Grant Award Close Out from the drop-down list.



Figure 322 – Print Grant Award Close Out Form

6. Submit sub-award (grant) folder and signed Close Out form to the Control Desk for assignment to the appropriate Fiscal Specialist.

7.9 Folder Management

The Folder Management feature of GMS allows you to track the location of the physical folders that contain hardcopies of grant awards through an electronic check-in and check-out system.

Access the Check-In and Check-Out features by selecting Folder Management from the Grant Management menu:

Home	Gran	t Management	Funding Management	Addres
Home Available Fun	A	irant Management pplication Search ward Search	-	
View	F	older Management	Deadline	Actin
			Folder Management	Active
- 2	Amy	Multi-fund test	10/26/2012	10

Figure 323 - Access the Folder Management Screen

The Folder Management screen is displayed:

Statement of the second s	WERNOR'S OFFICE OF	& PREVENTION	r.	Welcome back, Dan	Logout 😈 🚱
Home Grant Manager	nent Funding Management		udmin Logout		
Grant Management > Folder Managemen	t.				
-Please Select an Employed	e First.	Grant Award Files to Check	-Out		🛒 Save 💥 Cano
Select Employee: (Select Em	pioyee] •	Grant #	Employee Name	User Name:	Delete

Figure 324 - GMS Folder Management Screen

7.9.1 Check-Out Folders

- 1. If it is not already highlighted, click on the Check-Out tab. Click the drop-down box next to Select Employee and select a name from the list.
- 2. After selecting an employee, the Grant Award # text box appears.

rant Management > Fold Check-Out Che	er Management ck-In	
-Please Select a	n Employee First:	Grant Award Files to Check-Out:
Select Employee:	[Select Employee]	Grant # Employee
	[Select Employee] Alexander, Andrea Bailey, Felicia Eaddy, Latonya Houghton, Shane	No records to display.

Figure 325 - Click Check-Out

3. Enter the Grant Award number in the text box beside Grant Award # and press the Enter Key.

GOVERNOR'S OFFICE OF MARYLAND CRIME CONTROL	. & PREVENTION	Welcome Back, Dan! Logout 🕖 🤌
Home Grant Management Funding Management	Address Book Reports Admin Logout	
Grant Management > Folder Management Check-Out Check-In		
Please Select an Employee First Select Employee Houghton Shane •	Grant Award Files to Check-Out: Grant # Emphayee Name	🖾 Sove 🕅 Can User Name Delete
Enter Grant Award Number. Grant Award *- RVAA/2013-0010	No records to display.	
	Grant Award Number	

Figure 326 - Enter Grant Award Number and Press the Enter Key

- NOTE: If you are using a barcode scanner, establish your cursor by clicking once inside the Grant Award # text box, and then proceed with scanning.
- 4. The Grant Award is added to the Grant Award Files to Check Out screen.

GOVERNOR'S OFFICE OF			Welcome back, Dar	* Logout 😈 🚱
Home Grant Management Funding Management		udmin Logout		
ant Management > Folder Management Check-Out Check-In				
Please Select an Employee First	Grant Award Files to Check	-Out:		🜌 Save 🐹 Can
Select Employee: Houghton, Shane *	Grant #	Employee Name	User Name	Deinte
Enter Grant Award Number: Grant Award 4:	Grant Award is add to the list to be checked-out.			

Figure 327 - Grant Award added to Check-Out List

5. Repeat this process for each Grant Award you want to check out. When you finish adding items to the list, click on the Save icon to check the files out. NOTE: If you do not click Save, you will lose your selections and the award files will not be checked out.

MARYLAN	GOVERNOR'S OFFICE OF CRIME CONTROL	& PREVENTION	n	Welcome back, Da	" Logout 😈 🔗
	nt Management Funding Management	Address Book Reports A	dmin Logout		
Grant Management > Fol	der Management reck-In				
Please Select	an Employee First:	Grant Award Files to Check	Out:		Save Cancel
Select Employeer	Houghton, Shane -	Grant #	Employee Name	User Name	Dente
		RVAA-2013-0010	Houghton, Shane	shoughton	×
Enter Grant A	ward Number:	MVDC-2013-1112	Houghton, Shane	shoughton	/ ×
Grant Award #:	All G	rant Awards added Appear in Check-Out List		Click to C Items	
		COER-GALDA			

Figure 328 - Click Save icon to Check Out Files

7.9.2 Check-In Folders

1. Click on the Check-In tab.

ant Management	> Folder Management	
Check-Out	Check-In	
Enter G	ant Award Number:	Grant Award Files to Check-In:
Grant Awa	nter Grant Award Number:	Grant #
1		No records to display.



2. Enter the Grant Award number in the text box beside Grant Award # and press the Enter Key.

	A MERICAN AND A DEPARTMENT	the second s		
Home Grant Management Funding Management Management To Folder Management heteksOut Check-In	Enter Grant Award number to be checked-in then press the Enter ke			
Enter Grant Award Number	Grant Award Files to Check-	in:		Save 🔛
	Gradt #	Employee Name	User Name	Deicte
Grant Award +: MVOC-2013-1112	Cotation in	Compared and communications		

Figure 330 - Enter Grant Award Number and Press the Enter Key

- NOTE: If you are using a barcode scanner, establish your cursor by clicking once inside the Grant Award # text box, and then proceed with scanning.
- 3. The Grant Award is added to the Grant Award Files to Check In screen.

GOVERNOR'S OFFICE O	FROL & PRI	EVENTION	le.		
Home Grant Management Funding Management > Rolder Management	Grant Awards added to list of files to be checked-in	Reports A	dmin Logout		
Check-Out Check-In	L				
Enter Grant Award Number		Grant Award Files to Check-	in:		Save 🔀 Ca
Grant Award +:		Grant #	Employee Name	User Name	Deiete
A		RVAA-2013-0010	Houghton, Shane	shoughton	×
		MVOC-2013-1112	Houghton, Shane	shoughton	×

Figure 331 - Grant Award added to Check-Out List

4. Repeat this process for each Grant Award you want to check in. When you finish adding items to the list, click on the Save icon to check the files in. NOTE: If you do not click Save, you will lose your selections and the award files will not be checked in.

dded ress Book Reports Admin Logout	items in list
n List	
and the second se	
Grant Award Files to Check In:	Save 🛐 Can
Grant Employee Name	User Name teste
RVAA-2023-0010 Houghton, Shane	shoughton X
MVDC-2013-1112 Houghton, Shane	shoughton
	Grand & Employee Name RVAA-2013-0010 Houghton, Shane

Figure 332 - Click Save icon to Check In Files

8 Address Book

8.1 Introduction

The GMS Address Book contains two databases – Organizations and Contacts:

1. The Organizations database is a central repository of all information about organizations that provide, utilize, or relate to Grant and Funding activities in GMS.

Edit	Name 🔺	Туре	Auth. Official	Phone	Address	Federal ID	County	Active	Grants	Delete
		[All] •		<u></u>			[All] •	Active 💌		
1	100 Good Men	Non-Profit Non- Religious	Taylor, Edward	(410) 543-4663	650 Fitzwater Street P.O. Box 3743 Salisbury, MD 21802-3743	52-2002447	Wicomico	V	Ŧ	×
1	4-H Teen Leaders in Action	Non-Profit Non- Religious	Brooks, Leon	(301) 868-9636	1500 Merrimac Drive Hyattsville, MD 20783	521422111	Prince George's	√	1	×
1	A.C.T. Activity Community Teams	Non-Profit Non- Religious	Martin, James	(410) 325-1902	4404 Moravia Road Baltimore, MD 21206	03-0432907	Baltimore City	V	Ŧ	×
1	A.S.K., Inc. (Achieving Success through Knowledge)	Non-Profit Non- Religious	Wright, Christopher	(410) 383-9633	3200 Walbrook Avenue Baltimore, MD 21216	52-2268276	Baltimore City	V	Ł	×
1	Abell Foundation, Inc.	Non-Profit Non- Religious	Embry, Robert	(410) 547-1300	111 South Calvert Street, Suite 2300 Baltimore, MD 21202-6174	52-6036106	Baltimore City	<u></u>	Ŧ	х

Figure 333 - Address Book Organizations Database

2. The Contacts database stores information for all individual contacts that are associated with Organizations, Programs, Grants or Funding Sources in GMS.

Edit	Contact Name 🔺	Organization Name	Job Title	Phone	Fax	Email	Active	Delete
				<u> </u>	<u></u>		Active 🔻	
1	4a, RegressionUser	Aberdeen Police Department	Regression User	(410) 272-2121			V	х
1	6a, RegressionUser	Aberdeen Police Department	Regression User	(410) 272-2121			V	×
1	Abadia, Judy	Bureau of Governmental Research	Financial Coordinator	(301) 403-4403		jabadia@bgr.umd.dbu	V	×
1	Abaidoo, Kendra Watts	Ashburton Area Association, Inc.	President	(410) 664-7899		kendra.abaidoo@verizon.net	V	×
1	Abbott, Debbie	Town of Hurlock	Fiscal Officer	(410) 943-4181	(410) 943-8556	information@hurlockmd.net	1	×
1	Abbott, Doug	Carroll County Sheriff's Office	Fiscal Coordinator	(410) 386-2405	(410) 876-1152	dabbott@ccg.carr.org	V	×
1	Abbott, Douglas	Carroll County Board of County Commissioners	Fiscal Coordinator	(410) 386-2405	(410) 876-1152	dabbott@ccg.carr.org	V	х

Figure 334 - Address Book Contacts Database

All information pertaining to Organizations and Contacts is added and updated via the Address Book in GMS. An organization or contact must be stored in these databases in order to be associated with grant applications and awards or funding programs.

- 3. In the Contacts database, you can associate an Organization with a contact.
- 4. Similarly, in the Organizations database, you can assign one or more contacts from the Contacts database to any given organization.

8.2 Organizations

Access the Organizations database by selecting Organizations from the Address Book menu:

Home	Grant Management	Funding Management	Address Book	Reports	Admin	Logout
me			Organizations	N		
vailable Fur	adina		Contacts	Organizations		_

Figure 335 - Address Book -> Organizations

The Organizations screen is displayed:

A	RYL/		ROL & PREV	ENTION					Welcome back, superar	imin' Logor	it 😈
		Grant Management Funding Managem	ent Address Book	Reports Admin	Logout						
50	sek > Org	anizations									
## 1	film filtor	d)									21
8	Fall	Name -	Terret	Auth. Official	Planc	Aubices	Forder al III	Cenanty	Active	Grants	Deke
			hvil	•	L.L.			INE	Rept.		
	1	100 Good Men	Non-Profit Non-Religious	Taylor, Edward	(420) 543-4663	650 Pitzwater Street P.C: Box 3743 Salestyry, MD 21802-3743	52-2003447	Wicomico	10		×
	1	4-H Teen Laaden in Action	Non-Profit Non-Religious	Brocks, Laon	19012 868-9536	1900 Merrimac Drive Hystoville, MD 20783	521422111	Prince George's	12	0	7
	1	A.C.T. Activity Community Teams	Non-Profit Non-Religious	Martin, James	(410) 325-1902	4404 Morava Road Baltimore, MD 21206	03-0432907	Baltimore City	<i>ti</i>		8
	+	A.S.X. Inc. (Achieving Success through Knowledge)	Non-Profit Non-Religious	Wright Connepter	ALL DESCRIPTION	3200 Wisbrock Avenue Batimore, MD 21218	52-2288276	takinain City	T	8	7
	1	Abel Foundation, Inc.	Non-Front Non-Baligious	Embry; Robert	(410) 547-1300	111 South Calvert Street, Suite 2000 Baltimore, MD 21202-6174	52-6036106	Satsmore City	R.		×
	4	Abendeen Community Action Coantion	Non-Profit Non-Religious	Lupes, In-	(410) 272-1600	P.O. Box 142 Aberdeen, ND 20001		Hartons	π.		×
	1	Aberdeen Police Department	Local Government	Tiabert, Herry	(490) 272-2321	60 North Parke Street. Abendeen, MD 21001-9996	52-6000957	Hardova			×
	1	About Face Program - Maryland National Guards	State Agency	Datoryer Robert	14501 702-9683	13630 Meuse Argonne Circle Responses, MD 21136	32-6000013	Batimore County	-F	-	×
	1	Abraham'a Boson, Inc.	Non-Profit Religious	Fairner, Antonio	(453) 268-4200	Annapolic Church of God 84 Jamval Street Annapolis, MD 21403	31-1677577	Anne Anundel	E.	8	7
	1	Academy Hestra Chic Association	Non-Proliti Non-Religious	7 Aper. 44		6140 Regent Park Road Catoroville, MD 21228	32-6043251	Howard.	p.	0	7
	1	Academy of Purpose and Potential: The	Non-Profit Non-Religious	taney, Linds	14301 362-9200	125 North Hilton Street Baltmore, MD 21229	52-2029641	Baitimore City	π	13	ж
	1	Academy of Success, Inc.	Non-Protif Non-Religious	Bratton, Joel	(400) 945-9502	P.O. Rox 20540 Batteriora, MD 21221	52-2134528	Raitinore City	F	8	×
	1	Academy of the Holy Cross	Non-Profit Rangious	O'Connell, Barbara	(301) 963-7954	Home and School Amociation 4920 Southmore Avenue Kingsington, MD 23895	52-0683113	Montgomery	R.	8	×
	1	Account Community Planning Group	Non-From Non-Belgous	Spercer, Deboran	(021) 766-8280	2942 Burrible Bee Roed Accident, MD 21520	52-1876759	Garren	17	0	×
	1	Action Village Homeowhere Association	Non-Frats Non-Religious	McFarlane, Kurt	(331) 843-8111	3352 Old Washington Road Waldorf, MD 20502-3204	52-100117	Charles	E.		8
	1	ACTS Inc	Non-Froit Non-Baligious	Chatikal, Diane	(450) 825-8773	40 East Burke Avenue Battimore, MD 21288	52-3578463	Balbimorel Courty	P.	8	7
	1	Addiction Connections Resource Inc.	Non-ProSt Non-Religious	Wilkawi, Linda	(415) 879-5548	3609 Dualbury Court Jamettoville, MD 21084	52-2358274	Harfold			*
	1	Althrenistrative Office of the Courts	Judiciky	Brocobina, Frank	(410) 260-1419	Maryland Judical Center 580 Taylor Avenue Annapolis, MD 21401-7352	52-6002003	Arine Anundiel	F	8	×
	1	Admenstrative Office of the Courts - Court of Speciel Appendix	Audicery	Krauser, Peter	(412) 260-1410	Robiert C. Murphy Court of Appent Building 361 Rowe Boulewed Annapolic, MD 21041	52-6002033	Anne Arundel	F .	•	×
	1	4 5				433 Cantolin Circle Scale, TI			-	- 2179 -	

Figure 336 - The Organizations Screen

From this screen, you can:

- 1. View all the available Organizations that can apply for or supply a Grant
- 2. Search for an Organization
- 3. View Contacts, Grants, and Documents associated with an Organization
- 4. Add Contacts to an Organization
- 5. Add a new Organization
- 6. Edit an Organization
- 7. Delete an Organization

+	Add ne	w record									
	Edit	Name 🔺	Туре	Auth. Official	Phone	Address	Federal ID	County	Active	Grants	Delete
			[All]		<u> </u>			[All] •	Active 💌		
>	1	100 Good Men	Non-Profit Non-Religious	Taylor, Edward	(410) 543-4663	650 Fitzwater Street P.O. Box 3743 Salisbury, MD 21802-3743	52-2002447	Wicomico	V	Ŧ	×
>	1	4-H Teen Leaders in Action	Non-Profit Non-Religious	Brooks, Leon	(301) 868-9636	1500 Merrimac Drive Hyattsville, MD 20783	521422111	Prince George's	V	Ł	×
>	1	A.C.T. Activity Community Teams	Non-Profit Non-Religious	Martin, James	(410) 325-1902	4404 Moravia Road Baltimore, MD 21206	03-0432907	Baltimore City	V	Ŧ	×
>	1	A.S.K., Inc. (Achieving Success through Knowledge)	Non-Profit Non-Religious	Wright, Christopher	(410) 383-9633	3200 Walbrook Avenue Baltimore, MD 21216	52-2268276	Baltimore City	V	Ł	×
>	1	Abell Foundation, Inc.	Non-Profit Non-Religious	Embry, Robert	(410) 547-1300	111 South Calvert Street, Suite 2300 Baltimore, MD 21202-6174	52-6036106	Baltimore City	V	Ŧ	×

Figure 337 - GMS Organization Fields

The following columns of information are displayed for each organization record:

- 1. Organization Name
- 2. Type of Organization Funding Organization by type, Grantee or Prime Recipient
- 3. Authorized Official Last Name, First Name
- 4. Organization Phone Number
- 5. Address (Street, City, State, Zip)
- 6. Federal ID

- 7. County
- 8. Active Status

Three action columns are also included in this view:

- 1. Edit: Click the pencil icon in this column to edit the information for an organization
- 2. **Grants**: Click the icon in this column to download a PDF file that lists any grant awards this organization has received.
- 3. **Delete**: Click the X icon in this column to delete an organization from the database. Contacts which were part of this organization will still exist but will no longer be linked to the deleted organization. Awards or applications which had listed the organization before it was deleted will still do so, but the organization will no longer be assignable for applications, awards or contacts.

8.2.1 Expand and View an Organization Record

Scroll through the list and use the search/filter fields to locate the organization you wish to view. Refer to the section *Sorting, Filtering, and Searching for Records* for help with sorting, filtering, and searching for records.

1. When you locate the organization you want to view, click the expand icon to the left of the record.

>	1		Abell Foundation, Inc.	Non-Profit Non-Religious	Embry, Robert	(41
>	/		Aberdeen Community Action Coalition	Non-Profit Non-Religious	Lucas, Jo	(41
>	/	-	Aberdeen Police Department	Local Government	Trabert, Henry	(41

Figure 338 - Expand Organization Record

2. Organization information is displayed in tabs beneath the expanded record.

lome	Grant Management	Funding Management	Address Book	Reports	Admin Logout	-				
as Took :	> Organizations			-						_
Add new	a resord									🙆 Re
Edit	Name +	Type	Auto. Official	Phone	Address	Federal ID	County	Active	Grants	Dele
		[A]	T	(_)([Al]	Adive -		
1	Aberdeen Community Action Cosision	Non-Profit Non-Religious	LUCAS 30	(410) 272-1600	P.O. Box 142 Aberdeen, MD 21001		Harford		8	×
1	Aperdeen Police Department	Local Government	Trabert, Henry	(410) 272-2121	60 North Parke Street Abertleen, MD 21001-9998	52-6000957	Harford	R	E	×
Conta	scts Grants Documents d new record			-	_				5	Refre
Nar				voe:			Abb Title			Dee
42	RegressionUser		1.11				Regression User		1	×
6a 8	RegressionUser						Regression User		1	*
Cox	k Kenneth						Captain		1	×
Libur	cher, Jm						Project Writer		1	×
Rud	by, Randy						Chief of Police		1	×
Seve	em, Albert						Administrative Sergeant		1	×
Trak	bert Henry						Chief of Police		1	×
Wits	son, Unda						Director of Einarice		1	×
1	About Face Program - Marviano National Guard	State Agency	Danmyer, Robert	(410) 702-9683	13620 Meuse Argonne Circle Reisterstown, MD 21136	\$2-6002033	Baitimore County	R		×
	Abranam's Bosom Inc.	Non-Profit Religious	Palmer Antonio	(410) 268-4200	Annapolis Church of God 84 Janual Street	31-1677577	Anne Arundei	ii.	B	×

Figure 339 - Expanded Organization Record

8.2.1.1 Expanded Organization Record – Contacts Tab

Upon expanding an organization record, the Contacts tab is displayed by default. This tab displays a record for each contact that is associated with the expanded organization.

Add new record			0	Retresh
Neme	Contact Type	Job Title	Edit	Delete
4a, RegressionUser	and the second sec	Regression User	/	×
6a, RegressionUser		Regression User	1	×
Cox, Kenneth		Captain	- /	×
Laucher, Jim		Project Writer	1	7
Rudy, Randy		Chief of Police	1	7
Severn, Albert		Administrative Sergeant	1	21
Trabert, Henry		Chief of Police	1	×
Wilson, Linda		Director of Finance	1	×

Figure 340 - Organization Record - Contacts Tab

The following columns are shown for each contact associated with the organization:

- 1. Name
- 2. Contact Type
- 3. Job Title

The following action columns are also displayed:

- 1. Edit: Click on the pencil icon in this column to edit the details of a contact.
- 2. **Delete**: Click the X in this column to delete a contact from the organization. This does not delete the contact from GMS or the Contacts database it only deletes the association of the contact to the organization.

8.2.1.1.1 Add a Contact to an Organization

You can add a contact from the GMS Contacts database to an organization. Note: Adding a new Contact requires that the Contact exist in the Contact Directory. If not, then the Contact should be added to the Contact Directory first, and then added as a Contact to the Organization record. If the checkbox for Employer is selected, and the Start Date is entered, then the organization's address record will be included within the contact's record.

Aberde Contacts		add a new contact Janization.	Henry	(410) 272-2121	60 North Parke Street Aberdeen, MD 21001-9998	52-6000957	Harford	R	×.	×
Add new reco	ord		-		_		-			Refr
Name			Contact Type			Job Title		Click to Save.	1	Deiete
Name:	Servet or Type a Name			Start	Date:	1			<	
Job Title:				End I	Date:	一百			~	
Employer:	г									
										X
4a, Regress						Regression User			6	
6a, Regressi	ionUser					Regression User			e	×
Cox, Kennet	th					Captain			e	×
CDX, Menney										

Figure 341 - Add a Contact to an Organization

- 1. Click on Add New Record at the top of the Contact tab.
- 2. Either select a Contact Name from the drop-down menu or begin to enter a Contact Name into Name box.
- 3. Enter a Job Title.

- 4. Enter the Start and End Date (if known) for the Contact. This information is important if a point of contact changes jobs but will still be participating with a grant's implementation.
- The employer checkbox indicates if this person is an employee. It also updates the contact's address, phone and organization tabs to include the organization's values in each area as part of their own.

н	ome	Grant Management Funding Management	Address Book Reports Admin Lo	ogout					
	s Book > 1 Add new record	Folder Management ding Programs Funding Year GFDs							🖉 Refresh
	Edit	Contact Name .	organization Name	Job Title	Phone	Fax	Email	Active	Delete
		morse						Active •	
	1	Morse, Joseph	100 Good Man	Project Director	(410) 543-4663	(410) 546-2022		1	×
	Address	Phone Number Email Address Organization	s						
	Add ne	w record							🙆 Refresh
	Address Typ	e Address Line 1		Address 2 Ad	dress 3 City		State 2	Zip Prim	nary Edit Delete
	Work	100 Good Men: 650 Fi	itzwatar Streat	P.O. Box 3743	Salisbur	y	MD 2	1802	

Figure 342 - Contact Record when Employer checkbox is checked

Hor	me Gra	ant Management	Funding Management	Address Book	Reports	Admin	Logout									
idheas B	Book > Contacts															
Ad	dd naw neord															
	Edit	Contact Name 🔺		Organization Name				lob Title	Phone		Fax	Email			Active	Delete
		morse									<u></u>			Active	•	
	1	Morse, Joseph							(410) 543-4663		(410) 546-2022				1	×
	Address	Phone Number Emi	ail Address Organizations													
	🛃 Add new r	record														🖉 Refn
	Address Type		Address Line 1				Add		Address 3	Chy			State	Zip	Primar	y Edit De
	No records to d	lisplay.														

Figure 343 -Contact Record when Employer checkbox is not checked

6. Click on the checkmark icon in the lower right hand corner to save the contact record.

8.2.1.1.2 Edit a Contact Associated with an Organization

You can edit certain information about a contact from within the Organization database, including their Job Title, Employer status, Start Date, and End Date.

Aberdeen E	xpanded Organ	nization Record	Lucas, Jo	(410) 272-1600	P.O. Box 142 Aberdeen, MD 21001		Harford	N	1	7
Aberdeen Police		Local Government	Trabert, Henry	(410) 272-2121	60 North Parke Street Aberdeen, MD 21001-9998	52-6000957	Harford	E	Ŧ	7
Contacts	Desuments	Contacts Tab							_	_
Add new record		and the second second							0	Re
Name			Contact Type			Job Title	Click to Edit	Edit	-)elet
4a, RegressionUser						Regression User	Contact Record	1		Χ
6a, RegressionUser						Regression User		1 1		×
Cox, Kenneth						Captain		11		х
Laucher, Jim						Project Writer		1		×
Rudy, Randy						Chief of Police		1		Χ
Edit details for Contact: Ru	ıdy, Randy							2		
Job Title:	Chief of Police	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		Starf	Date:	T	Click to Save	1		
Employer:	ব			End	Date:		Contact Record Changes		-	
Severn, Albert						Administrative Ser	geant	1		×
Trabert, Henry						Chief of Police		1		x
Wilson, Linda						Director of Finance		1		×
About Face Proc National Guard	oram - Maryland	State Agency	Danmyer, Robert	(410) 702-9683	13620 Meuse Argonne Circle Reisterstown, MD 21136	52-6002033	Baltimore County	R	Ł	7

Figure 344 – Edit an Organization's Contact

- 1. Locate the contact you wish to edit and click on the pencil icon in the Edit column.
- 2. Make any appropriate changes to the contacts data.
- 3. Click on the checkmark icon in the lower right hand corner to save your changes, or click on the X button beside the checkmark to cancel the edit.

8.2.1.1.3 Delete a Contact from an Organization

You can delete a contact from an organization. The contact will remain in the GMS Contacts database, but will no longer be associated with the organization.

Add new record		-	Canada a seconda a se	Refres
Name			Click to delete a contact	Edit Dele
4a, RegressionUser	Delete Contact from		from an organization	XX
6a, RegressionUser	Organization?	1	Regression User	XX
Cox, Kenneth Then click OK to confirm.	OK Cancel		Captain	XX
Laucher, Jim			Project Writer	XX
Rudy, Randy			Chief of Police	1 X
Severn, Albert			Administrative Sergeant	1 1
Trabert, Henry			Chief of Police	1 X
Wilson, Linda			Director of Finance	XX

Figure 345 – Delete a Contact from an Organization

- 1. Locate the contact you wish to delete from the organization and click on the X icon in the Delete column.
- 2. When the "Delete Contact from Organization" dialog box appears, click the OK button to confirm or the Cancel button to cancel the delete process.

8.2.1.1.4 Designate Additional Award Packet Email Contact(s)

You can designate one or more Contacts for any Organization whom should receive award packet email notifications (in addition to the Authorized Official and the Project Director).

- 1. Go to the Address Book --> Organizations screen and locate the Organization associated with the Contact who should receive award packet email notifications.
- 2. Click the **Expand** icon for that Organization.

Edit	Name 🔺	Туре	Auth. Official	Phone	A
_		[All]			
1	100 Good Men	Non-Profit Non-Religious	Taylor, Edward	(410) 543-4663	65 31 58
pand	4-H Teen Leaders in Action	Non-Profit Non-Religious	Brooks, Leon	(301) 868-9636	15 H
,	A.C.T. Activity Community Teams	Non-Profit Non-Religious	Martin, James	(410) 325-1902	44 Ba
1	A.S.K., Inc. (Achieving Success through Knowledge)	Non-Profit Non-Religious	Wright, Christopher	(410) 383-9633	31 Bi

3. Click the **Contacts** tab to highlight it.

Add new	record									🐼 Re
Edit	Name 🔺	Туре	Auth. Official	Phone	Address	Federal ID	County	Active	Grants	Delete
		[All] •		U			[All] •	Active 🔻		
Contac	100 Good Men Crants Documents	Non-Profit Non-Religious	Taylor, Edward	(410) 543-4663	650 Fitzwater Street P.O. Box 3743 Salisbury, MD 21802-3743	52-2002447	Wicomico	æ	@	×
Add	new second		_							Refre
Name	-			Jo	b Title		Active	-	Edit	Delete
							Active	*		
Morse, Ja	oseph			Pr	oject Director		×		1	×
Taylor, E	dward			Pr	esident		e.		1	x
VATester	r, External						2		1	×
1	4-H Teen Leaders in Action	Non-Profit Non-Religious	Brooks, Leon	(301) 868-9636	1500 Merrimac Drive Hyattsville, MD 20783	52-1422111	Prince George's	*		×

4. Click the **Edit** pencil for the contact you wish to edit.

1	100 Good Men		Non-Profit Non-Religious	Taylor, Edward	(410) 543-4663	650 Fitzwater Street P.O. Box 3743 Salisbury, MD 21802-3743	52-2002447	Wicomico	æ	0	×
Contacts	Grants	Documents									
+ Add n	iew record										Refre
Name						Job Title		Active		Edit	Delete
					1			Active	-	-	
Morse, Jose	eph					Project Director		2	- ((h)	×
Taylor, Edw	ward					President		÷.		Edit	X
VATester, E	External							10		-	×
1	4-H Teen Leade	rs in Action	Non-Profit Non-Religious	Brooks. Leon	(301) 868-9636	1500 Merrimac Drive Hyattsville, MD 20783	52-1422111	Prince George's	÷	9	×

5. Click to place a checkmark in the Email ALL Award Packets checkbox.

100 Good Men	Non-Profit Non-Religious <u>Taylor, Edward</u>	(410) 543-4663 3743 Salisbury, MD 21802-3743
Contacts Grants Documents		
Add new record		
Name		Job Title
Marse, Joseph		Project Director
Edit details for Contact: Morse, Joseph Job Title: Employer:	Project Director	Start Date:
Email ALL Award Packets: Acuve:		End Date:

6. Click the checkmark icon at the far right to update the contact's record.

100 Good Men	Non-Profit Non-Keligious	Taylor, Edward	(410) 545-4663	Salisbury, MD 21802-3743	52-2002447	vvicomico	10	U	0
Contacts Grants Document	ts								c
Add new record									🖗 Refre
Name			Ja	b Title		Active		Edit	Delete
						Active	*		
Morse, Joseph		_	Pr	oject Director		17		1	×
Edit details for Contact: Morse, Joseph									
Job Title:	Project Director		Start	Date:	I				
Employer:	10		End	Date:	I				
Email ALL Award Packets:	۲								
Active:	۲							1	-
Taylor, Edward			Pr	esident		4		1	date Cor
VATester, External						-21		/ Cope	X
4-H Teen Leaders in Action	Non-Profit Non-Religious	Brooks, Leon	(301) 868-9636	1500 Merrimac Drive Hyattsville, MD 20783	52-1422111	Prince George's	4		×
6	New Desta New Delivious		(410) 225 1002	4404 Moravia Road	02 0422007	Dellinger City		-	

8.2.1.1.5 Denoting Where the Project Director Should be Emailed both Award Packet Notifications

You can denote in GMS when the Project Director should be emailed both Award Packet Notifications.

- 1. Go to the Address Book --> Organizations screen and locate the Organization.
- 2. Click the **Edit** pencil icon to the left of the organization name.

	lress Book				
*	Add new	record		and the second second	
-	Edit	Name 🔺	Туре	Auth. Official	Pho
			[AII] *		
>	1	100 Good Men	Non-Profit Non-Religious	Taylor, Edward	(410
>	1	4-H Teen Leaders in Action	Non-Profit Non-Religious	Brooks, Leon	(301
>	1	A.C.T. Activity Community Teams	Non-Profit Non-Religious	Martin, James	(410
>	1	A.S.K., Inc. (Achieving Success through Knowledge)	Non-Profit Non-Religious	Wright, Christopher	(410
>	(h)	Apell Foundation, Inc.	Non-Profit Non-Religious	Embry, Robert	(410
2	Edit	Aberdeen Community Action	Non-Profit Non-Religious	Lucas, Jo	(410
>	1	Aberdeen Police Department	Local Government	Trabert, Henry	(410
>	1	About Face Program - Maryland	State Agency	Danmyer, Robert	(410

3. Click to place a checkmark in the PD Receives Both Packets checkbox.

an Organization N 💌		Address 2:			
	-	Address 3:			
in menghe as		City:		Baltimore	
0		State:		MD	-
9		Zip:		21202-6174	
bell.org/		County:		Baltimore City	-
		Congressional District:		0 State-wide	-
		Legislative District:		000	•
		BJAG External Reporting	User Name:		
		Comment:			
		PD Receives Both Packet	5:		
		Receipts Required:	-		
					× ×
on-Protit Non-Keligious	bratton, Joej	(410) 945-9502		32-2184318	Baitimore City
		1.1.10.0000	Baltimore, MD 21223		
			Home and School Associ	ation	

4. Click the checkmark icon to save the update to the organization.

Legislative District:	000			
BJAG External Reporting User Name:			1	
Comment:			10	
Fringe Exempt:			2	۲
PD Receives Both Packets:				-
Receipts Required:	Ē.		-	
			e .	
		Update P	roperty Record	
(410) 945-9502 Baltimore, MD 2.	1223 52-2184518	baitimore City	di la	
Home and Schoo	ol Association			

8.2.1.2 Expanded Organization Record – Grants Tab

Click on the Grants tab to view a list of all the grants awarded to the selected organization.

							🙆 Retri
Edit	App # 🔺	Applicant Agency	Implementing Agency	Project Title	Start Date	End Date	Project Director
						1	
R	BARM-2013-1050	Aberdeen Police Department	Aberdeen Police Department	New/Replacement Body Armor	07/01/2012	06/30/2013	Severn, Albert
R	BJAG-2007-0167	Aberdeen Police Department	Aberdeen Police Department	CCTV/Pole Cameras (LETC)	01/01/2008	06/30/2009	Trabert, Henry
R	B/AG-2009-1017	Aberdeen Police Department	Aberdeen Police Department	Notification Software	10/01/2010	04/30/2012	Trabert, Henry
8	BRIN-2009-1015	Aberdeen Police Department	Aberdeen Police Department	LPR - Computer Replacement - LTR2	05/01/2012	06/30/2012	Severn, Albert
x	HSCI-2000-0087	City of Aberdeen	Aberdeen Police Department	Harford County/Aberdeen/Community Policing I	01/01/2000	12/31/2000	Cox, Kenneth
8	H5CI-2001-1025	Aberdeen Police Department	Aberdeen Police Department	Harford-Aberdeen-Community Policing	02/01/2001	12/31/2001	Cox, Kenneth

Figure 346 – Organization Grant Tab

The following columns are shown for each grant awarded to the organization:

- 1. Award Number (click to view grant summary in a popup window)
- 2. Applicant Agency
- 3. Implementing Agency
- 4. Project Title
- 5. Start Date
- 6. End Date
- 7. Project Director
- 8. Amount
- 9. County
- 10. Monitor
- 11. Status

The following action column is also displayed:

12. Edit: Click on the pencil icon in this column to edit the grant award. You will leave the Organizations database and be taken to the Grant Award Menu screen and you must navigate back to the address book menu item to return to the organization record:

	CRIME CONTROL & PREV	ENTION			Logout 🕐
ree Grant Mesa			min Logant		
ri kant bian	the limit American American Imports the limit of	E Martin	Marin Tayao Ind In Fragm (Dalwy 1974- West 2012 - W	time rstrool kan riteraor	Court Assess Status
all bleet	GRANT SEQUENCE NUMBER				الحميد
Terro .	Insurant lange		PROJECT DATES		
mar film		STREAM	and a		
PROJECT TITLE			GKD Title	stay incoming the	100-200
Conditioner	Present Title Law-Geplacement Body Arms		funding (test Date)		
	APPLICANT AGENCY		funding the Date	Printle	
Laborat Contractor			Start Date	102811	
Test .	Devices Fore Department		Troi Oaze	*10/2010	
etereda .	American and American Steel		AWARD DATES		
Activity Log Spectral Conditions			Apploved Latter Panding	4/05/0012 III	
	Cip Nam 200 Augusters, MI 2200		Approved Letter Seet	twini =	
demands Bratanti	Dig Tipe Loss Government		mand Accessed		
regerns Reports	Advication remy tases	•	All opt Paulage Sert	18701	
ndenal Parpore	CO IMPLEMENTING AGENCY		Reg Community Read	MACHIE IN	
in the					
	Lipeline fore Department		SNVENTORY		
state of Departm	datest Chart Pow Iter		NOS Received		
rywends Get Lasks					
	Dry 1929-200 Antegers vol 1122			_	
and a	Coarter Harters		Rox Submaneed	hep-re-	+1/
mail Amazed Calls	Auto Device Lettry Typest		D INITIATIVE		
	COUNTY/MUNICIPALITY		USEN .	(Section)	
	County Hypered P		DEPICIENCY STATUS		
	Aurican's Average +		The state is a second to it with the state is a second sec	-	
	GRANT ROLES		T Delmancy Deficiency form		
	Project Director	0			
	Fiscal Officer				
	DOCCP Repaired Manimal Providen Tree	-			
	GOOD Families Manager Brown unter				
	GOOD Facial Company Annual				

Delete document

8.2.1.3 Expanded Organization Record – Documents Tab

Click on the Documents tab to view a list of all the documents associated with the selected organization.

Grouped by	Documents -		Documents Tab			Document Records
Classification						Records
1 .	dit Document	Document Name	Created	 Modified 	Modified T	D
Classificati	on: ; Count: 1					
	Pownload	Personnel Listing	10/26/20	12 10/26/2012		
Classificati	ont General Document: Co					
	Downidad	5-1-2012 General Correspondence	10/25/20	12 10/25/2012		

The following columns are shown for each document associated with the organization:

- 1. Document Name
- 2. Created (Date the document was uploaded)
- 3. Modified Date the document record was last modified)
- 4. Modified By (Contact who last modified document record)

The following action columns are also displayed:

- 1. Edit: Click on the pencil icon in this column to edit the document record.
- 2. Document: Click on the Download link in this column to download a copy of the document.
- 3. **Delete**: Click the checkmark in this column to delete the document if you have uploaded the incorrect item.

Document records display grouped by classification, which is a value you can assign to a document when adding or editing a document record.

8.2.1.3.1 Add a Document to an Organization

Adding a document to an organization involves uploading a file and providing information about it.

Add new record	Document	Document Name	Se	elect Classification	Madified Madif	Ref
Classification: Document:	JANUT JANUT	[Select One]	-		lick to select file to upload from your computer	ien oy Leen
Document Name:					E	
			Enter Name,			C
Description			Description, and Expiration Date			Click to Save new document record
Description: Expiration Date:)	3	document record
	sant: 1	_	Expiration Date)	а	

Figure 348 - Add Document to Organization

- 1. Click on Add New Record at the top of the Documents tab.
- 2. Select a Classification for the document from the drop-down menu.
- 3. Click the Select button. This will display a standard dialog box, shown in the figure below in the upper right corner that allows you to select a file from your computer to upload.

Giuin	E CONTROL &	X TKEVE	NIIOIN	Organize 👻 New folder	- 12		
me Grant Management Book > Organizations	Funding Management	Address Book	Reports Admin	Favorites	GOCCP	ents lib Arrang	ge by: Folder 👻
d new record	and the second division of the second divisio	-		Sample Pictures	Date modify	fied	Name
Edit Name -	Type (Alt)	Auth. Official	Phone	Desktop	10/16/2 10/15/2	2012 3:16 PM 2012 1:51 PM 212 2:00 PM	For Keith-GOC MBE reports Training video
100 Good Men Contacts Grants Documen	Non-Profit Non-Religious	Taylor, Edward	(410) 543-4663	Libraries	10/22/2 10/22/2	2012 6;42 PM 2012 6;43 PM 2012 6;44 PM 2012 6;04 PM	Special conditi Not sure how t
Add new record				Music Pictures		2012 3:20 PM	Swishikawa Copy of Gocc
	ameni Document Name			V tens	- e _ m		
Classification: Document: Document Name:	Gener	al Document	* Select	File name: Co	py of GoccpPerlGrantAppCom	nj - All Files Open -	Cancel
Description:							
Expiration Date:	_	E					
	ument: Count: 1						6

Figure 349 - Upload document file

4. If there is a green dot next to the file name of the file you just selected, you are ready to upload. If there is a red dot next to the file name, then the file cannot be successfully uploaded due to format or connection errors. If there is a yellow dot next to the file name it is still loading.

acts	Grants	Documents						
ld ne	w record							🙆 Refresh
	Edit	Document	Document Name		Created 🔺	Modified	Modified By	Delete
	Classification:		General Docume	ent 🔹				
	Document:		sw ishikawa.JPG	×Remove				
	Document Name							
	Description:							
	Expiration Date:					/		
								××
_	Classification	General Document: Co	sunt: 1					

Figure 350 - Document status indicators in uploading to the Documents section

- 5. Enter a descriptive name for the document. This will be the name of the document record and does not have to be the same name as the file you upload.
- 6. Enter a detailed description of the document into the Description field.
- 7. If applicable, enter a date into the Expiration Date field. This indicates the date after which the information in this document is no longer valid.
- 8. Click on the checkmark icon in the lower right hand corner to save the new document record.

8.2.1.3.2 Edit a Document Record in an Organization

You can edit certain information about a document record associated with an organization, including the documents classification and the records name, description, and expiration date.

	Edit	Document	Document Name	Created 🔺	Modified	Modified By	Delete
~	Classification:	General Document; Coun	it: 1				
	1	Download	The new organization chart	11/14/2012	11/14/2012		×
	Edit details for D	ocument with ID 101					
	Classification:		General Document 👻				
	Document:		Select				
	Document Name	8	The new organization chart				
			Test				
	Description:						
	Expiration Date:		11/1/2013				
							×

Figure 351 - Edit a Document Record for an Organization

- 1. Locate the document you wish to edit and click on the pencil icon in the Edit column.
- 2. Make any appropriate changes to the contacts data and optionally change the classification.
- 3. Click on the checkmark icon in the lower right hand corner to save your changes, or click on the X button beside the checkmark to cancel the edit.

8.2.1.3.3 View or Download a Document Record in an Organization

1. Locate the document you wish to view and click on the <u>Download</u> link. If the file name can be renamed if desired during download but by default is the same as shown in the download screen.

8.2.1.3.4 Delete a Document Record in an Organization

1. Locate the document you wish to delete and click on the checkmark in the Delete column to delete, click Ok to continue.

📑 Add n	ew record						L.	Refresh
	Edit	Document	Document Name	Created 🔺	Modified	Modified By		lete
~	Classification	Grand Darani, Cour	nt: 1					
	1	Download	The new organization chart	11/14/2012	11/14/2012			ĸ
-								,

Figure 352- Download, View or Delete a Document record

8.2.2 Add an Organization

1. Access the Organizations database by selecting Organizations from the Address Book menu:



Figure 353 - Access the Organizations Screen

2. Click Add New Record from the Organizations screen.

d new reco	Click to add a new organization									Re Re
- Jam		-1	1.		_	_	×	Active	Grants	Dele
		1	Authorized				-	Active *		
Vamer			Official:	_				E.	1	×
Parent		9	Address 1: Address 2:	-				.Der	2	
Drg.:	Select or Type on Organization No •	-	Address 3:	-				10	E	7
Type: Phone:	[Select One] *	•	Cityr.	-	-			ल	E	7
anc			State:	MD						
Vebsite:			Zip:					E		7
ederal ID:			County: Congressional	0 - State-w				10	Ð	7
RS Tax ID Votice:	F		District	0 State-wide						
Application Restricted:	F		Legislative District:	000				R		7
OUNS			Comment			-		স	±	2
Number:			Comment			1		17	B	7
spiration:	F									
Active	1º							Er.	Ľ	?
								F	8	7
	- (6			10	ź	7
	Select values from dro	p-down lists				ick to save new organization		াল		,
					6		,	M		7
								65	-	
								F	B	7
								स		,
									_	
					Darchiter, INIC/21200			R		7
/ Ad	diction Connections Resource, Inc. Non-Profit Non-Religio	us Williams, Linda	(410) 879		3609 Duxbury Court Jarrettsville, MD 21084	52-2358274	Hartord	ाल	±.	7
/ Ad	ministrative Office of the Courts Judiciary	Broccolina, Frank	(410) 260-	-1419	Maryland Judicial Center 580 Taylor Avenue Annapolis, MD 21401-2352	52-6002033	Anne Arundei	F		7
	4 5 > > > Page size: 20 -									

Figure 354 - Add New Organization

- 3. Enter information about the organization into the data fields as follows. Where applicable, select values from drop-down lists. *At a minimum, the Organization Name and Type are required to create an Organization record*.
 - Name: Organization Name (required)
 - Parent Organization: Select from drop-down list if applicable
 - Type: Select from drop-down list (required)
 - **Phone**: Provide primary phone number for organization
 - **Fax**: Provide primary fax number for organization
 - Website: Provide URL if the organization has a website
 - Federal ID:
 - IRS Tax ID Notice: Place a checkmark in this box if the organization has a W-9 on file
 - **Application Restricted**: Place a checkmark in this box if applicable (requires Parent Organization)
 - **DUNS Number**: Provide DUNS number (nine characters, no punctuation)
 - **CCR Expiration**: Either type in the date or select it using the calendar icon
 - Active: Place a checkmark in this box to make the organization active in GMS (default is checked)
 - Authorized Official: Select a contact from the drop-down list. The contact must exist in the GMS contacts database to be selected here
 - ****Address Fields**: Enter the physical address of the authorized official for the organization
 - **Congressional District**: Select from the drop-down list

- Legislative District: Select from the drop-down list
- **Comment**: Enter any notes or descriptions provided by the organization
- 4. Save.

****ADDRESSES NOTE**: To avoid any ambiguity or errors when entering information into address fields, GMS has implemented Google auto-complete for addresses. This process works whether the address is for a new organization, or is being edited for a current organization.

1. Place your cursor in the field for **Address 1** and begin typing the address. Immediately you will see a drop-down list with suggestions based on what you typed:

Authorized Official:	*
Address 1:	3300
Address 2:	9 3300 Paxton Street, Harrisbu
Address 3:	9 3300 Union Deposit Road, H
City:	
State:	3300 North 2nd Street, Harris
Zip:	9 3300 North 3rd Street, Harris
County:	9 3300 Walnut Street, Harrisbu
Congressional District:	powered by Google
Legislative District:	000 -
BJAG External Reporting User Name:	
Comment:	
Fringe Exempt:	
PD Receives Both Packets:	
Receipts Required:	

2. The more you type, the more the address will be narrowed down. When you find the address you're looking for, click on it in the drop-down list.

Authorized Official:	
Address 1:	3300 Falls Road
Address 2:	9 3300 Falls Road, Baltmore
Address 3:	
City:	
State:	9 3300 Falls Road Terrace
Zip:	9 3300 Maryland 25 Baltim
County:	9 3300 Falls Road Parkton,
Congressional District:	powered by Google
Legislative District:	000 *
BJAG External Reporting User Name:	
Comment:	
Fringe Exempt:	
PD Receives Both Packets:	<u>.</u>
Receipts Required:	

3. Note that the City, State, and Zip will be populated correctly:

Authorized Official:	
Address 1:	3300 Falls Road,
Address 2:	
Address 3:	
City:	Baltimore
State:	MD 👻
Zip:	21211
County:	U - State-Wide
Congressional District:	0 State-wide 🔹
Legislative District:	000 -
BJAG External Reporting User Name:	
Comment:	
Fringe Exempt:	
PD Receives Both Packets:	a
Receipts Required:	

4. NOTE: Google will not auto-populate the Address2 and Address3 fields, so items like Suite numbers must by manually entered.

8.2.2.1 Assign Organizations to the Audit List (Permissions Allowing)

Auditors need the ability to carry out audit procedures on certain applicants and monitor them. This can be accomplished through a new field on the Organizations screen.

1. Add a new organization or edit a current organization. You will see a field called "Receipts Required" and an empty checkbox next to it.

Congres	sional District:	0 State-wide	*	
Legislati	ve District:	000	*	
BJAG Ex	ernal Reporting User Name:			
Comme	it:			
Fringe E	kempt:		/	
PD Rece	ves Both Packets:	0		
Receipts	Required:	\bigcirc		
				~
				1

- 2. To assign an Organization to the Audit list, click to place a check in the checkbox next to "Receipts Required".
- 3. Click on the checkmark icon to save your changes.

8.2.3 Edit an Organization

4. Click on the pencil icon in the Edit column of the record you wish to edit.

÷	Add new	record				
	Edit	Name -	Туре	Auth. Official	Phone	Addr
			[All]			
•	1	100 Good Men	Click to Edit an Organizations Details	or, Edward	(410) 543-4663	650 Fi 3743 Salisb
,	1	4-H Teep-Louders in Action	Non-Pront Non-Religious	brooks, Leon	(301) 868-9636	1500 Myatts
		A.C.T. Activity Community Teams	Non-Profit Non-Religious	Martin, James	(410) 325-1902	4404 M Baltim
	1	A.S.K., Inc. (Achieving Success through Knowledge)	Non-Profit Non-Religious	Wright, Christopher	(410) 383-9633	3200 V Baltim
E.						111 5

Figure 355 – Access the Organization Edit Screen

5. If you do not have the ability to edit an organization, click on the link for the organization name to see a tooltip with all of its details.

H A	dd new r	record										S Refre	
	Edît	Name -	Тур	e	Auth. Official	Phone	Address	Federal ID	County	Active	Grants	Delete	
		Vane		Aberdeen Police De	partment	[Lul aution			[All] -	Active 👻			
I.	1	A.C.T. Activity Commun Type:		Local Government		(410) 325-1902	Baltimore, MD 21206	03-0432907	Baltimore City	1941	*	×	
	1	A.S.K., Inc. (Achieving) Knowledge	5:	Trabert, Henry (410) 272-2121 (410) 272-6632		(410) 383-9633	3200 Walbrook Avenue Baltimore, MD 21216	52-2268276	Baltimore City		1	×	
	1	Addre	ent Org.: (L) Control (L) Con	www.aberdeenpolice.org/ 52-6000957 60 North Parke Street		(410) 547-1300	111 South Calvert Street, Suite 2300 Baltimore, MD 21202-6174	52-6036106	Baltimore City	U	Ŧ	×	
	1	Aberdeen Community State		Aberdeen MD		(410) 272-1600	P.O. Box 142 Aberdeen, MD 21001		Harford		1	×	
		Aberdeen Police Dep. Count	ty:	21001-9998 Harford		(410) 272-2121	60 North Parke Street Aberdeen, MD 21001-9998	52-6000957	Harford		1	×	
	1	About Face Program . Legis. National Guard IRS Ta	District: ax ID Notice:			(410) 702-9683	13620 Meuse Argonne Circle Reisterstown, MD 21136	52-6002033	Baltimore County			x	
	1	Abraham's Bosom, In CCR E	State: Zip: County: Legis. District: IRS Tax ID Notice: App. Restricted: DUNS Number:	DUNS Number: CCR Expiration:	nber: 098661465		(410) 268-4200	Annapolis Church of God 84 Janwal Street Annapolis, MD 21403	31-1677577	Anne Arundel	E	Ŧ	×
	1	Academy Heights Civi					6140 Regent Park Road Catonsville, MD 21228	52-6043251	Howard			×	
	1	Academy of Purpose a				(410) 362-9200	125 North Hilton Street Baltimore, MD 21229	52-2029641	Baltimore City	17	*	×	
	1	Academy of Success, Inc.		нтонстон-пекатоо	DIMENTER	(410) 945-9502	P.O. Box 20544 Baltimore, MD 21223	52-2184518	Baltimore City		1	×	
	1	Academy of the Holy Cross	Nor	n-Profit Religious	O'Connell, Barbara	(301) 963-7954	Home and School Association 4920 Strathmore Avenue Kingsington, MD 20895	52-0683113	Montgomery	121	¥	×	

6. Modify any applicable fields, then click the checkmark to save your changes. Refer to the section *Add an Organization* above for descriptions of the data fields.

dd new reco	rd	Heading India Editing the o					
Edit details	for Organization: Aberdeen Police	e Department	-				
Name:	Aberdeen Police Depart	tment	E C	Authorized Official:	Trabert, Henry		
There is a second s				Address 1:	60 North Parke Street		
Parent Org.:	Select or Type on Crystownhoe h	a. .		Address 2:			
Type;	Local Government			Address 3:	Aberdeen		
Phone:	(410)272-2121			City: State:			
Fax	(410) 272-6632				MD	-	
Website:	www.aberdeenpolice.org			Zipt	21001-9998		
Federal ID:	52-6000957			Countyr	Harford	• 2	
IRS Tax ID Notice:	F			Congressional District:	0 State-wide		
Application Restricted:	F			Legislative District:	000	Click to Save changes to	
DUNS Number:	098661465			Comment		the organization.	
CCR Expiration:							
Active:	17 I						-

Figure 356 - Edit an Organization

8.2.4 Validate an Organization as Tax Exempt

In order for a tax-exempt organization's grant application to processed by GOCCP, the Tax Exempt Valid checkbox on the organization's screen must be checked. To do this:

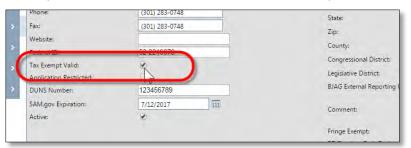
1. Go to Address Book -> Organizations



2. Locate the Organization, then click the Pencil icon in the Edit column for that Organization.

Home	Grant Management	Funding Management	Address Book
ddress Book	> Organizations		
Add new	record		
Edit	Name ×	Туре	Auth. Official
	agape		
6	Agape and Riverview Terrace / Park Forest Communities	Non-Profit Non-Religious	÷.
Im	Agape Deliverance Church Youth Ministry	Non-Profit Non-Religious	Allen, DeBorah
Y	Agape Family Empowerment Center Inc. (AFEC)	L Non-Profit Religious	Bryant, Eleanor
1	Agape House, Inc.	Non-Profit Religious	Robinson, Edward
1	Agape Restoration Ministry, Inc	Non-Profit Non-Religious	Horne, Evelyn

3. Click to place a check in the checkbox next to Tax Exempt Valid:



4. Click the checkmark icon to save your changes.



8.2.5 Delete an Organization

You can delete an existing Organization from the GMS Organizations database. *However, deleting an Organization should go through internal approvals as all the related Program, Grant and activity data of the Organization will also be deleted*.

1. Click on the X icon in the Delete column of the record you wish to delete.

۰.0	udd new	record									Refres
	Edit	Name +	Туре	Auth. Official	Phone	Address	Federal ID	County	Active	Grants	Delete
1			(All)					(Aut) -	Active *		
•	1	100 Good Men	Non-Profit Non-Religious	Taylor, Edward	(410) 543-4663	650 Fitzwater Street P.O. Box 3743 Salisbury, MD 21802-3743	52-2002447	Vicomico Click to Delete	M		×
	1	4-H Teen Leaders in Action	Non-Profit Non-Religious	Brooks, Leon	(301) 868-9636	1500 Merrimac Drive Hyattsville, MD 20783	521422111	Organization			×
•	1	A.C.T. Activity Community Teams	Non-Profit Non-Religious	Martin, James	(410) 325+1902	4404 Moravia Road Baltimore, MD 21206	03-0432907	Baltimore City	3	£	1
•	1	A.S.K. Inc. (Achieving Success through Know edge)	Non-Prafit Nan-Religious	Wright, Christopher	(410) 383-9633	3200 Walorook Avenue Baltimore, MD 21216	52-2268276	Baltimore City	F	8	Dele
	1	Abeli Foundation Inc.	Non-Profit Non-Religious	Embry, Robert	(410) 547-1300	111 South Calvert Street, Suite 2300	52-6036106	Baltimore City	E	8	×

Figure 357 - Delete an Organization

2. Click the OK button when the delete-confirmation dialog box appears. If you click the Cancel button, the organization will not be deleted.

	(410) 272-1600	Aberdeen, MD 3	21001
Henry 🖻 r, Robe 🣿 Antonic	Delete this Organi		treet .001-999 Johne Gi J1156 of God L403 Road 1226 Street
nda C		Sattimore, MUT2	1229
ind.	(410) 945-9502	P.O. Box 20544	

Figure 358 - Confirm Deletion of Organization

8.3 Contacts

Access the Contacts database by selecting Contacts from the Address Book menu:



Figure 359 - Address Book -> Contacts

The Contacts screen is displayed:

He	ome	Grant Management	Funding Management Address B	Book Reports	Admin La	gout			
dres	is Book >	Contacta	1						_
8 A	Add new r	record							Ref
	Edit	Contact Name .	Organization Name	Job Title	Phone	Fax	Email	Active	Delete
					0	0		Active *	
E	1	Abell Sr., Ed	Stoneleigh Citizens on Patrol (COP)		(410) 377-0501			17	×
l	1	Abell Paul L	Baltimore Police Department	Acting Fiscal Director	(410) 396-2498		Paul.abeli@baltimorepolice.org	F	×
	1	Abookire, Noerena	Governor's Office of Crime Control & Prevention		(410) 821-2828			ল	×
ł	1	Abraham MSW, Meena	Center for a Healthy Maryland	Executive Director	(410) 539-0872	(410) 547-0915	mabraham@medchi.org	E	×
	1	Apraham_Mary	Governor's Office of Crime Control & Prevention		(410) 821-2828			R	×
Ŀ	1	Abraham, Skarla F	City of New Carroliton	Finance Director	(301) 459-6100	(301) 459-8172	skariaapraham199@hotmall.com	F	×
Г	1	Abrams, Erwin E	Hospice of the Chesapeake, Inc.	President and CEO	(410) 987-2129	(410) 987-3951		R	8
1	1	Abrams, Kerny Ann	Town of Port Deposit		(410) 378-2121	(410) 378-9104	mayor@portdepasit.org	TT.	×
	1	Abramson Ph.D. Lauren	Community Conferencing Center	Executive Director	(410) 889-7400	(410) 889-0944	(abramso@)nmi.edu	र ह	x
ľ	1	Abramson, Carol	Frederick County Government - Commissioners	Frederick County Grants Coordinator	(301) 600-1120	(301) 600-1302	cabramson@fredco-md.net	11	×
	1	Abrims, Jack	Woodside Garden Apartments Community Association	President	(410) 269-6563	(410) 269-0831		10	×
	1	Acevedo-Harper, Sandra	Montgomery County State's Attorney's Office	Victim-Witness Coordinator	(240) 777-7493	(240) 777-7413	sandra.acevedo- harper@montgomerycountymd.gov	31	×
	1	Achuff, Grace D	District Court of Maryland	Administrative Clerk	(410) 996-0720		grace.achuff@courts.state.md.us	EF.	7
	1	Achuff, Richard	Cecil County State's Attorney's Office	Chief Investigator	(410) 996-5335	(410) 392-7814		TE	×
Ľ	1	Aclemo, Michael	Town of Brookeville	President of Commission	(301) 570-4465	(301) 570-0355	acierno@dtm.ciw.edu	10	×
	1	Ackerson, Angela	Cross Cultures Youth Day Camp	Director	(410) 341-4670	(410) 577-4489		17	×

Figure 360 - The Contacts Screen

From this screen, you can:

- 1. View all of the Contacts in the GMS database
- Search for a Contact: (Please note when searching for a contact searches for a first and last name must be entered specifically as the data would be formatted in this column including suffix and all appropriate commas. For example, searching for the former Police Chief of Baltimore City Police: Frederick Bealefeld III would require the user to enter:

Bealefeld III, Frederick H

- 3. Add Contacts to an Organization
- 4. Add a new Contact
- 5. Edit a Contact
- 6. Delete a Contact

.	dd new r	ecord							🙆 Refre
	Edit	Contact Name .	Organization Name	Job Title	Phone	Fasi	Ensail	Active	Delete
						10		Active •	
1	1	Abel Sr. Ed	Stoneleigh Citizens on Patroi (COP)		(410) 377-0501			10	×
21	1	Abel Paul L	Baltimore Police Department	Acting Fiscal Director	(410) 396-2498		Paul.abell@baltimorepolice.org	FE	×
1	1	Abookire: Noerena	Governor's Office of Crime Control & Prevention		(410) 821-2828			R	х
	1	Abraham MSW, Meeria	Center for a Healthy Maryland	Executive Director	(410) 539-0872	(410) 547-0915	mabraham@medchl.org	F	×

Figure 361 - GMS Contact Fields

If you do not see a pencil in the Edit column on the left side, then click the name of the contact to see the details about it.

He	ome	Grant Management	Funding Management	Address Book	Reports	Admin	Logout				
dres	ss Book > C	ontacts									
e a	Add new re	cord									🙆 Refr
	Edit	Contact Name 🔺	Organization Name		Job Title		Phone	Fax	Email	Active	Delete
							()	()		Active •	
Ľ	1	Adigun, Kayode	Governor's Office of Crin	e Control & Prevention			(410) 821-2828				×
Г	1	Alexander, Andrea	Governor's Office of Crin	e Control & Prevention			(410) 821-2828			1	×
b	1	Allen, Haman	Governor's Office of Crin	ne Control & Prevention			(410) 821-2828				×
Ľ	1	Allison, Je					(410) 821-2828			\checkmark	×
	1	Alphonso Name:	_/_ Stephen Amos				(410) 821-2828				×
E	1	Alston, Br Organization:	Governor's Office of Crime Cont 300 East Joppa Road, Suite 110 Baltimore	ntrol & Prevention			(410) 821-2828			\checkmark	×
	1	Alston, Ch Address:		05			(410) 821-2828				×
Г	1	Amos, Ster State:	Baltimore MD				(410) 821-2828			V	×
	1	Antal, Jam Zip: Phone:	21286-3012 (410) 821-2828				(410) 821-2828				×
E	1	Arnold, Dr Fax:	(410) 321-3116				(410) 821-2828			\checkmark	×
	1	E-Mail: Bagorazzi, User Name:					(410) 821-2828				×
E	1	Baier, Mic					(410) 821-2828			\checkmark	×
	1	Baig, Osman	Governor's Office of Crin	e Control & Prevention			(410) 821-2828				×
	1	Bailey, Felicia	Governor's Office of Crin	ne Control & Prevention			(410) 821-2828			V	×
	1	Baker-Simon, Patricia	Governor's Office of Crin	ne Control & Prevention			(410) 821-2828				×
	1	Barnwell, Ben1	Governor's Office of Crin	ne Control & Prevention			(410) 821-2828			\checkmark	×
	1	Baum, Alisa	Governor's Office of Crin	ne Control & Prevention			(410) 821-2828				×
	< 1 2	3 4 5 > > Page size:	20 🔻							222 ite	ems in 12 p

Figure 362 - View contact details when you do not have the ability to edit

The following columns of information are displayed for each organization record:

- 1. Contact Name
- 2. Organization Name (organization that the contact is assigned to)
- 3. Job Title
- 4. Phone
- 5. Fax
- 6. Email
- 7. Active Status

Three action columns are also included in this view:

- 8. Edit: Click the pencil icon in this column to edit the information for an organization
- 9. Delete: Click the X icon in this column to delete an organization from the database.

8.3.1 Expand and View a Contact Record

Scroll through the list and use the search/filter fields to locate the contact you wish to view. Refer to the section *Sorting, Filtering, and Searching for Records* for help with sorting, filtering, and searching for records.

1. When you locate the contact you want to view, click the expand icon to the left of the record.

>	1	Abell Foundation, Inc.	Non-Profit Non-Religious	Embry, Robert	(41
>	1	Aberdeen Community Action Coalition	Non-Profit Non-Religious	Lucas, Jo	(41)
>	/	Aberdeen Police Department	Local Government	Trabert, Henry	(41

Figure 363 - Expand Contact Record

2. Contact information is displayed in tabs beneath the expanded record.

ARYI	TAND CR	IME CONTROL &	PREVEN	IION	-	-			
me	Grant Manageme	nt Funding Management Ad	dress Book Repo	rts Admin	Logout				
Took > C			_	-				_	-
id new tes Edut	Contact Name	Organization Name	Job Title	Phone	P.4	Ental		Adive	Refe Delete
-						11		Adlve	
1	Abel Sr. Ed	Stoneleigh Citizens on Patrol (CCIP)		(410) 377-0501	,			E	×
1	ADEL FRUIL	Baltimore Police Department	Acting Fiscal Direct	tor (410) 596-2498		Paulabel@batimo	preparice.org	R	×
1	Abdokire, Noerena	Governor's Office of Crime Control & Prevention		(410) 821-2828				10	×
1	Abraham MSW, Meena	Center for a Healthy Maryland	Executive Director	(410) 539-0872	(410) 547-0915	mabraham@medd	hildrig	স	×
Address	Phone Number	Email Address Organizations							
Add m	ew record								Refresh
Addres		Address Line 1.		Address 3 Co		State	Zρ	Printing	Earl Develo
Work	1	Center for a Healthy Maryland: 1211 Cathedral Stree	¢	Ean	impre	MD	21201	17	
1	Abraham, Mary	Governor's Office of Crime Control & Prevention		(410) 821-2828				ह	×
1	Abraham, Skarla P	City of New Carroliton	Finance Director	(301) 459-6100	(301) 459-8172	skarlaabraham199i	@hotmail.com	17	2
1	Abrams Erwin E	Bospice of the Chesapeake Inc.	President and CEO	(410) 987-2129	(410) 987-3961			8	×

Figure 364 - Expanded Contact Record

8.3.1.1 Expanded Contact Record – Information Tabs

A contact's information is displayed in four tabs beneath the contact record when it is expanded. Each tab contains one record for each information type, for example if the contact has several phone numbers (work, home, etc), each phone number will be displayed as a separate record within the Phone Number tab. The tabs are:

- 1. Address
- 2. Phone Number
- 3. Email Address
- 4. Organizations

Upon expanding a contact record, the Address tab is displayed by default. For descriptions of each tab, refer to the section *Edit a Contact*.

Address	Phone Number	Email Address	Organizations						
Add new rec	cord								Refrest
Address Type	e	Address Line 1	_	Address 2	Address 3	£ity	State	Zo	Primary Edit Delet
Wark		Center for a Healthy	Maryland: 1211 Cathedral Stre	et		Baltimore	MD	21201	E

Figure 365 - Contact Record – Contact Information Displayed in Tabs

8.3.2 Add a New Contact

1. Click Add New Record from the Organizations screen.

ome	Grant Ma	a new Contact	ss Book Reports	Admin	logout			
-	> Contact			_	_		GMS user from	Ø
Edit	Contact Name .	Organization Name	Job Title	Phone	Fax	Envail	op-down list	Dele
				10			Active	1
alutatio	on: (Empty)		G	MS Login:	[None]			
First Nar diddie f			Contact information into data fields.	omment				1
ast Nar				tive:	7	Click to Save new Contact		
ast Nar		Aberdeen Police Department	Regression User	(410) 272-2121	7			
ast Nari Luffoc	mes .	Aberdeen Police Department Aberdeen Police Department			7		а н С	×
ast Nan iuffic	4a. RegressionUser		Regression User	(410) 272-2121	P			× ×
ast Nan iuffoc	da RepressionUser Ea RepressionUser	Aberdeen Police Department	Regression User Regression User	(410) 272-2121 (410) 272-2121	2	new Contact	ম	× × ×
ast Nan Luffoc	4a RepressionUser Ea RepressionUser Abadia.Juor	Aberdeen Police Department Bureau of Governmental Research	Regression User Regression User Financial Coordinator	(410) 272-2121 (410) 272-2121 (301) 403-4403	(410) 943-8556	jabadla@bgr.umd.dbu	10	×××××
ast Nar	da, Repressor User Ka, Repressor User Ka, Borression User Abadia, Jusoj Abadido, Kendra Watta	Aberdeen Police Department Bureau of Governmental Research Ashburton Area Association, Inc.	Regression User Regression User Financial Coordinator President	(410) 272-2121 (410) 272-2121 (301) 403-4403 (410) 664-7899		jabadia@bgrumd.dbu kendra.abaidoo@verizon.net	य ख ख	× × × × ×
ast Nar iuffoc	es da Repression User Sa Repression User Sa Depression User Sabada, Looi Abada, Looi Abada, Korida Wetts Abbott Debble	Aberdeen Police Department Bureau of Governmental Research Ashburton Area Association, Inc. Town of Hurlock	Regression User Regression User Financial Coordinator President Fiscal Officer	(410) 272-2121 (410) 272-2121 (301) 403-4403 (410) 664-7899 (410) 943-4181	(410) 943-8556	jatoadia@bgrumd.dbu kendra.abaidoo@verizon.net information@hurockmd.net	य व व व	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
ast Nan Suffor	es da Repression User Sa Repression User Sa Repression User Sabardu Davi Abbott Debols Abbott Debols	Aberdeen Police Department Bureau of Governmental Research Astrburton Area Association, Inc. Town of Hurlock Carroli County Sheriff's Office Carroli County Board of County	Regression User Regression User Financial Coordinator President Fiscal Officer Fiscal Coordinator	(410) 272-2121 (410) 272-2121 (301) 403-4403 (410) 664-7899 (410) 943-4181 (410) 386-2405	(410) 943-8356 (410) 876-1152	jabadia@bgrumd.dbu kendra.abadoo@verion.net information@huriodind.net dabbott@cog.can.org	य य य य	× × × × × × ×

Figure 366 - Add New Contact

- 2. Enter information about the contact into the data fields as follows. Where applicable, select values from drop-down lists. *At a minimum, the First Name and Last Name are required to create a Contact record*.
 - Salutation (optional)
 - Prefix (optional)
 - First Name (required)
 - Middle Name (optional)
 - Last Name (required)
 - Suffix (optional)
 - GMS login (Select from drop-down menu)
 - Active status defaulted with a check for Active
- 3. Click the checkmark icon in the lower right corner to save the new contact.

You are taken back to the main Contacts screen. At this point the new contact has been saved and is now in the GMS database, and you can now add addresses, phone numbers, and email addresses to the new contact, and associate the new contact with an organization. Refer to the section *Edit a Contact* for instructions on adding information to a contact.

4. To quickly locate the new contact you just added, type the full or partial name into the Contact Name field in the column heading and press Enter.

-	Add new r	ecord	Type in the full or partial	-	
	Edit	Contact Name +	and press the Enter key to locate the contact.	Job Title	
,	1	Acevedo-Harper, Sandra	Montgomery County State's Attorney's Office	Victim-Witness Coordinator	124
5	1	Achuff, Grace D	District Court of Maryland	Administrative Clerk	(41
2	1	Achuff, Richard	Cecil County State's Attorney's Office	Chief Investigator	(41
	1	Aciemo, Michael	Town of Brookeville	President of Commission	(30
>	1	Ackerson, Angela	Cross Cultures Youth Day Camp	Director	(41

Figure 367 - Locate New Contact Record

5. The search executes and the newly added contact record is displayed. See the following section for instructions for adding additional information to the new contact.



8.3.3 Edit a Contact

Locate the contact you wish to edit – refer to the section *Sorting, Filtering, and Searching for Records* for help locating a contact in the database.

8.3.3.1 Editing High-Level Contact Information

1. When you locate the contact you wish to edit, click the Expand arrow next to the record:

Contact Nan Click to expand contact record		Job Title		ope	Fax.	Email		Active	Delete	
	14				للحرار	1 10		11		
r. Fm									जि	×
tone Number	Email Address	Organizations								
d										Refresh
	Address Line 1		Address 2	Address 3	City		State	Zip	Primary	Edit Deele
e 9	er er, Jim Phone Number ord	er En	er ErLim hone Number Email Address Organizations rd Address Line 1	er	er Erail Address Organizations more Number Email Address Organizations nd Address Ema 1 Address 2 Address 3	er Elimi Hone Number Email Address Organizations rd Address Line 1 Address 7 Address 3 City	er Lint Hone Number Email Address Organizations rd Address Line 1 Address 7 Address 3 City	er Curris en Limi Hone Number Email Address Organizations and Address Line 1 Address 7 Address 7 City State	er Unit er Limi hone Number Email Address Organizations rd Address Line 1 Address 3 City State Zap	er Active er Im hone Number Email Address Organizations rd Address Line 1 Address 7 Address 3 City State Zip Primary



2. To edit high-level contact information, click the Pencil icon in the Edit column. This will display the high-level contact data entry screen – the same screen used when initially adding a contact.

Add new record						🖉 Refi
Edit Contact Nar	Click to edit high-level	Job Title	Phone	Fax	Email	Active Dek
Lauches	contact information				_	Active •
/ Lauther, Jim						E X
Edit details for Contact:	Jim Laucher					
Salutation	(Emptyj 🔹		GMS Login:	Dan		
Prefix	[Empty] ·	Make any updates or		New Contact	added 10-20-2012	N
First Name:	Jim	modification to data fields	Comment			
Middle Name:			Active	F	_	
Last Name:	Laucher				Click to save changes to	o contact
Suffic						

Figure 369 - Edit High-Level Contact Details

3. Click on the checkmark icon in the lower right corner to save changes to the contact.

8.3.3.2 Editing Contact Information in Tabs

Use the tabs located below the expanded contact record to add or edit a contact's addresses, phone numbers, and email addresses, and to assign the contact to an organization.

1 4	Abraham MSW, Meena	Center	for a Healtny Maryland	Finnt	ve Director	(410) 535-0872	(410) 547-0915	mabraham@medch	Long	31	×
Address	Phone Number	Ernail Address	Organizations	Click to Add a new record	_	_	_	Click to Edit existing reco		-	Refresh
Address	and the second	Address Line 1		Address 2	Address 3	Oty		State	Zp	Printer	Edit Deleti
Work		Center for a Healthy	Maryland: 1211 Cathedr	al Street		Baltimor		MD	21201		

Figure 370 - Add New or Edit Existing Contact Information in Tabs

5. The following procedures describe how to add new information to a contact. The same procedures apply for editing records in tabs for a contact – you will just click the pencil icon in the Edit column of the record instead of clicking the Add New Record icon.

8.3.3.2.1 Add an Address to a Contact

- 1. Click on the Address tab if it is not currently highlighted and active.
- Click the Add New Record icon directly beneath the Address tab for the expanded contact record.

Edit Contact Name -	Organization Name	Job Title	Phone	Fax	Email	A	ative	Delete
	Click to add new address to		(J	10		Active	e 7	
Laucher, lim	Click to add new address to	contact					E.	к
Address Phone Hall De	r Email Address Organizations							
Add new record							Ø	Refresh
Address Type	Address Line 1	Address 2 Addr	ess 3 City		State	Zip Pi	innary Ed.	Delete
Address Type:	Wark 🔹		Citys	P.				
Address Line 1:		Enter address information	State	Select One*	-			
Address 2:		into data fields	Zip:			k to save new		
Address 3:	-	<u> </u>	,		addr	ess for contact		
Primary:							-	-
No records to display.								_

Figure 371 - Add a new Address to a Contact

- 3. Enter the new address information into the data fields. Place a checkmark into the Primary checkbox if this address is the contact's primary address.
- 4. Click on the checkmark in the lower right corner to save the new address.

8.3.3.2.2 Add a Phone Number to a Contact

- 1. Click on the Phone Number tab if it is not currently highlighted and active.
- 2. Click the Add New Record icon directly beneath the Phone Number tab for the expanded contact record.

	Edit	Contact Name +	Organization Name	Job Title	Phone	Fax	Email	Active	Delete
(and		laucher	Click to add new phone		10	10		Active	(
~	Address Prone Number Email Address Organizations						Click to save new phone number for contact	E	×
	Add to	www.record					-	S	Refresh
	Prone	Type		Phone Number		-	Extension	PROVIDE NO.	Edit Deate
	Work	•		[U	Enter new phone information		1	E	N N
	No reco	ords to display.							

Figure 372 - Add a new Phone Number to a Contact

3. Select the Phone Number type from the drop-down list.

- 4. Type the area code and phone number into the Phone Number field. Enter an extension in the Extension field if applicable.
- 5. Place a checkmark into the Primary checkbox if this address is the contact's primary phone.
- 6. Click on the checkmark in the lower right corner to save the new phone number.

8.3.3.2.3 Add an Email Address to a Contact

- 1. Click on the Email Address tab if it is not currently highlighted and active.
- 2. Click the Add New Record icon directly beneath the Email Address tab for the expanded contact record.

Edit	Contact Name +	·	Job Title	Phone	Fiel	Email		Active	Delete
	laucher	Click to add new email address to contact						Active	
Addres	Läucher, Jim ss. Blee & Number Email Addre						Click to save new email address for contact	æ	×
Add	I new record	and the owner where the party is not		_					Refresh
Emai	i Type	Emai Addre	4					Printe	Lat Delet
Won		1	Entere	mail address				2	*

Figure 373 - Add a new Email Address to a Contact

- 3. Select the Email Address type from the drop-down list.
- 4. Type the email address into the field.
- 5. Place a checkmark into the Primary checkbox if this is the contact's primary email address.
- 6. Click on the checkmark in the lower right corner to save the new email address.

8.3.3.2.4 Add an Organization to a Contact

- 1. Click on the Organizations tab if it is not currently highlighted and active.
- 2. Click the Add New Record icon directly beneath the Organizations tab for the expanded contact record.

Edit	Contact Na	me .	Organization Name		Phone	Fan	Email	Active	Delete
	aucher			Click to add an organi to the contact	zation	146-		Active	7
Address	Laucher Jim Phone I		tress Organization:					to complete adding	×
Add ne	ew record						org	anization to contact	Refres
	Eat	Name		Job Title	Start Date	End Date	Employer	Active	Delete
Name:		Litelect of Type an Organismtion Nate		Select Organization from the	Start Date:		1		
Job Title:				drop-down list and complete data	End Date:				1
Employen		F		fields	Active	F			
				<u></u>					

Figure 374 - Add an Organization to a Contact

- Click on the Name drop-down list to display a listing of all the organizations in the GMS Organizations database that are available to you. If you know the organization name, you can begin typing it to find it in the list. When you find the correct organization, click on it to select it.
- 4. If the organization is the contact's employer, enter the contact's job title into that field and place a checkmark in the Employer box.

The employer checkbox indicates if this person is an employee. It also updates the contact's address, phone and organization tabs to include the organization's values in each area as part of their own.

The following logic pertains to the Employer checkbox on the association between Contact and Organization:

- 1. A contact may only have one (1) employer at a time. All previously selected Employer values for the given contact are cleared when a record is saved with the Employer checkbox checked.
- 2. The organization name shown on the Contact Search Grid is the one selected as Employer
- 3. Work Address and Work Phone Number are displayed from the Employer Organization record on the Employed Contact's Phone and Address lists.

Ha Address	Book > 1	Grant Management Folder Managem	Funding Management ent ding Programs Funding Year	Address Book Reports	Admin Logout						
• •	ld new record Edit	Contact Name 🔺	GEDs	organization Name	Job Title	Phone	Fax	Email	1	ctive	Refresh Delete
		Morse Joseph		100 Good Men	Project Director	(410) 543-4663	(410) 546-2022		Active	- -	×
	Address Phone Number Email Address Organizations										
	Address Type		Address Line 1		Address 2	Address 3	Gity	State	Zip	Primary	Edit Dek
	Work		100 Good Men: 650 F	Fitzwater Street	P.O. Box 3743		Salisbury	MD	21802		

Figure 375 - Contact Record when Employer checkbox is checked

Ho	ome	Grant N	Management Funding Management	Address Book Reports	Admin Logou	it							
Address	on Took - Coraes												
	🛛 Add new record												
_	66	i Co	ontact Name .	Organization Name		Job Title	Phone		Fax	Email		Active	Delete
		-	norse				<u></u>		<u></u>			Active	
	/	Ma	lorse, Joseph				(410) 543-466		(410) 546-2022			1	×
	Addres	as Pho	one Number Email Address Organizations	1									
	Ada	I new record	d										🙆 Refres
	Address		Address Line 1		Ad	dress 2	Address 3	City			State Zi	• P	rimary Edit Dele
	No recon	ds to display	у.										

Figure 376 - Contact Record when Employer checkbox is not checked

- 1. Enter the date the contact started with the organization into the Start Date field, or select it by clicking on the calendar icon beside the field.
- 2. If the contact is no longer employed by the organization, enter a date into the End Date field.
- 3. Place a checkmark into the Active checkbox if this is the contact is currently associated with the organization.
- 4. Click on the checkmark in the lower right corner to save the new organization record.

8.3.4 Manage Digital Signatures for a Contact (Permission Required)

Admin role users can upload, view, and delete digital signature files which appear on system-generated reports.

- Signature files must be under 2Mb in size, and
- Must be of type PING (.png)

8.3.4.1 Uploading a Digital Signature File

If you have the permission to use a digital signature, you will see an <u>Upload</u> link in the **Upload Signature** column of the **Contacts** grid.

1. Click on the <u>Upload</u> link.

- IN

								Refres
	Fax	Email	Active	Upload Signature	View Signature	Delete Signature	Label	Delete
	(_)		Active 🔻					
0-3200			ē.				9	n
1-1000	(443) 481-1299		1				4	×
3-3844	(410) 333-8563	KBaylin@dpscs.state.md.u	- 90				-	×
i3-3844	(410) 333-8563	kbaylin@dpscs.state.md.u	×				-	x
8-1700	(410) 228-9641	jbaynard@docogonet.con	(e)				-	×
4-7426	(410) 514-7925	Baynes@dhcd.state.md.us	1				*	x
7-9290	(443) 782-0205	Sherry.Baynes@maryland.	1	Upload			-	×
6-7900	(410) 889-3856		×.)		*	x
3-1350	(410) 523-1374	bbazemore@druidheights	1				-	×
6-9033			110				-	x

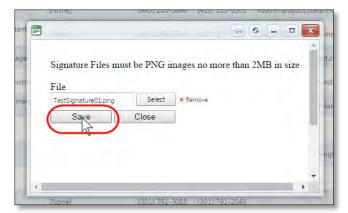
2. Click the Select button to view and select your Digital Signature File.

ant 🚍			3
ge	Signature Files	must be PNG images no more than 2MB in size	at
str	File	\frown	in
nal	Save	Close Remove	Itä
			÷1
10			•
	INonel	(301) 791-3088 (301) 791-2048	-

3. Click to select your file, then click the **Open** button.

Organize 👻 New folder		III 🕈 🗖 🔞
 Favorites Libraries Documents Music Pictures Videos Homegroup Computer OS (C:) Network 	Documents Ii Arrange by: Folder * Signatures Name (a) TestSignature01	Test Signatine
File name: Ter	< m , tsignature01	✓ All Files ✓

4. When you've selected your file, click the **Save** button to save it in GMS.



5. Once you've successfully uploaded your digital signature file, two new buttons appear in your row: the View button under the View Signature column heading, and a Delete button under the Delete Signature column heading. Use the View button to confirm your signature appears correctly, and the Delete button if you want to delete your signature.

in	Phone	Fax	Email	Active	Upload Signature	View Signature	Delete Signature	Label	Delete	
	() (301) 790-5200	<u> </u>		Active 🔻				9-9	~	
	(443) 481-1000	(443) 481-1299		8				-	×	
	(443) 263-3844	(410) 333-8563	KBaylin@dpscs.state.md.u	1				-	×	
	(443) 263-3844	(410) 333-8563	kbaylin@dpscs.state.md.u	ß				-	×	
	(410) 228-1700	(410) 228-9641	jbaynard@docogonet.con	4				-	×	
	(410) 714-7426	(410) 514-7925	Baynes@dhcd.state.md.us	1				1	x	
Øgoccp.state.md.	(410) 697-9290	(443) 782-0205	Sherry.Baynes@maryland.	e.	Upload	View	Delete	8	×	
	(410) 396-7900	(410) 889-3856		(A)				1	×	
	(410) 523-1350	(410) 523-1374	bbazemore@druidheights					-	×	

8.3.4.2 Viewing a Digital Signature File

1. Click on the View button in your row under the View Signature column heading.

kbaylin@dpscs.state.md.u					#	×
jbaynard@docogonet.con	×.				-	×
Baynes@dhcd.state.md.us	2		-		#	×
Sherry,Baynes@maryland.	(e)	Upload	(View)	Delete	-	×
			View		-	×
bbazemore@druidheights	£				-	×
	1				-	x

2. The system will assign the file a name (in the File name field); use that name or type in another instead, then click the **Save** button. When the file has been saved, use Explorer to navigate to the folder in which it was saved, then double-click on the file to view it.

Organize 👻 New folder		III 👻 🔞
	Documents library Signatures Name	Arrange by: Folder • Size Type * 9 KB PNG File
File name: CSites-L Save as type: Adobe Fine	MA-BLIS_GOCCP_Doc-Documents-Contact-12125-Signature	Sancel

8.3.4.3 Deleting a Digital Signature File

1. Click on the Delete button in your row under the Delete Signature column heading. Once you do this, the View and Delete buttons will no longer appear. Admins have the permission to delete an online digital signature file for any user.

	jbaynard@docogonet.con					-	×
	Baynes@dhcd.state.md.us	8				#	×
i	Sherry.Baynes@maryland.		Upload	View	Delete		×
5					Delete	1	×
	bbazemore@druidheights	10				-	×
						4.4	

8.3.5 Assigning the GOCCP Signatory Authority Role

Only one user (GOCCP only) can be assigned the GOCCP Signatory Authority Role. Upon using the following procedure to assign the role to a contact, the role is no longer assigned to the previous user it was assigned to. Upon assigning the role to a user, you will see that user's information when viewing the Signatory on the AO Award Packet (Letter Page 2) as follows:

- 1. First Name & Last Name
- 2. Job Title where the Company is the Prime Recipient
- 3. Signature File

and the following information when viewing Page 3 of the AO Packet

- 1. Job Title where the Company is the Prime Recipient
- 2. Signature File

How to assign the GOCCP Signatory Authority Role:

- 1. Go to Address Book --> Contacts and locate the contact you wish to assign the signatory role
- 2. Click the **Expand** icon to expand the contact's information

4	Add n	ew record				_
	Edit	Contact Name *	Organization Name	Job Title	GMS Login	Phone
						(a) <u>12</u> -1
>	1	Bayless, Victoria	Anne Arundel Medical Center	Chief Operating Officer	[None]	(443) 481-10
>	1	Baylin, Kevin	Division of Parole and Probation	Acting Exectutive Director	[None]	(443) 263-38
>	1	<u>Baylin, Kevin A</u>	Maryland Department of Public Safety and Correctional Services	Acting Assistant Director	[None]	(443) 263-30
>	1	Baynard, M. Jane	Dorchester County Government - County Council	County Manager	[None]	(410) 228-1
>	1	Baynes, Kevin	MD Department of Housing and Community Development	Grant Administrator	[None]	(410) 714-74
) Jby	1	Baynes, Sherry	Governor's Office of Crime Control and Prevention	Director of Financial Operations	SBaynes@goccp.state.md.	(410) 697-92
Ð	xpand	Bayor, Gregory	Baltimore City Dept. of Recreation and Parks - Druid Hill	Director	[None]	(410) 396-79
,	1	Bazemore-Cook, Benita	Druid Heights Community Development Corporation	Corporate Accountant	[None]	(410) 523-13
			Anne Arundel Conflict Resolution			

3. Click on the Role Types tab

			County Council				
>	1	Baynes, Kevin	MD Department of Housing and Community Development	[None]	(410) 714-7426	(4	
~	1	Baynes, Sherry	Governor's Office of Crime Control and Prevention	SBaynes@goccp.state.md.	(410) 697-9290	0 (4	
	Add	ress Phone Number	Email Address Organizat	tions Role Type	5		
	E A	dd new record			9-		
	Addre	ss Type	Address Line 1		Address 2	Add	ress
	Work		Governor's Office of Crime Contr Community Place, 1st Floor	rol and Prevention: 10	0		
>	1	Bayor, Gregory	Baltimore City Dept. of Recreation and Parks - Druid Hill	Director	[None]	(410) 396-7900	(4
>	1	Bazemore-Cook. Benita	Druid Heights Community Development Corporation	Corporate Accountant	[None]	(410) 523-1350	(4
>	1	Beach, Dave	Anne Arundel Conflict Resolution Center	Treasurer	[None]	(410) 266-9033	
>	1	Beachley, Donald E	Washington County Circuit Court	Circuit Court Associate Judge	[None]	(301) 791-3088	(3

4. Click on the Add new record icon under the Address tab

1	1	Baynes, Kevin	Community Development	Grant Administrator	[None]	(410) 714-7426	(410) 514-7925
~	1	Baynes, Sherry	Governor's Office of Crime Control and Prevention	Director of Financial Operations	SBaynes@goccp.state.md.	(410) 697-9290	(443) 782-0205
	Add	ress Phone Number	Email Address Organiza	tions Role Types			
1	E A	dd new record					
	Ro	Id new record					
		P Audit Manager					
	GULL	P Funding Chief					
	1	Bayor, Gregory	Baltimore City Dept. of Recreation and Parks - Druid Hill	Director	[None]	(410) 396-7900	(410) 889-3856
	1	Bayor, Gregory Bazemore-Cook, Benita		Director Corporate Accountant	[None] [None]	(410) 396-7900 (410) 523-1350	(410) 889-3856 (410) 523-1374
	1 1 1		Recreation and Parks - Druid Hill Druid Heights Community	Corporate	1.141	10-10-00-00	

5. Click the Role drop-down menu and select GOCCP Signatory Role

ĺ	/ Bayne	<u>es, Kevin</u>	MD Department of Housing and Community Development	Grant Administrator	[None]	(410) 714-7426	(410) 514-7925
	Baynes, Sherry		Governor's Office of Crime Control and Prevention	Director of Financial Operations	SBaynes@goccp.state.md.	(410) 697-9290	(443) 782-020
	Address	Phone Number	Email Address Organiza	tions Role Types	6]		
	Add new	record					
	Role					_	_
	[Select One]		•				
1	Civil Rights C GOCCP Mon		1				
	GOCCP Audi GOCCP Audi		Itimore City Dept. of creation and Parks - Druid Hill	Director	[None]	(410) 396-7900	(410) 889-385
	GOCCP Gran		uid Heights Community	Corporate Accountant	[None]	(410) 523-1350	(410) 523-1374
	GOCCP Signa	atory Anthority	ne Arundel Conflict Resolution	Treasurer	[None]	(410) 266-9033	
			Maria a carao -	Circuit Court			

6. Click on the **Insert** icon under the Edit heading to the far right

ome	Grant Manager	nent Funding Managem	ent Address	Book Reports	Admin	Logout	1						
	ok i Contacti									-		_	
dd ne	w record					-			Upload	View	Delete	-	🔄 Reln
dit	Contact Name +	Organization Name	Job Title	GMS Login	Phone	Гах	Email	Active	Signature	Signature	Signature	Label	Delet
	1.1)[]			U	W		Active *					
1	Bayless Victoria	Anne Arundel Medical Center	Chief Operating Officer	[None]	(443) 481-1000	(443) 481-1299		9				1	×
1	Baplin, Kevin	Division of Parole and Probation	Acting Exectutive Director	[None]	(443) 263-3844	(410) 333-8563	KBaylin@dpscs.state.md.ur	ιđ.				-	×
/	Baylin, Kevin, A	Maryland Department of Public Safety and Correctional Services	Acting Assistant Director	(None)	(443) 263-3844	(410) 333-8563	kbaylin@dpscs.state.md.ur	÷				*	×
1	Baynard, M.Jane	Dorchester County Government - County Council	County Manager	(None)	(410) 228-1700	(410) 228-9641	jbaynard@docogonet.com	AI.				-	×
1	Baunes, Kevin	MD Department of Housing and Community Development	Grant Administrator	[None]	(410) 714-7426	(410) 514-7925	Baynes@dhcd.state.md.us	12				*	X
/	Saynes, Sheny	Governor's Office of Crime Control and Prevention	Director of Financial Operations	SBaynes@goccp.state.md/	(410) 697-9290	(443) 782-0205	Sherry Baynes@maryland.c	4	Upleed	View	Delete	-	×
Addr	ess Phone Number	Email Address Organizatio	ns Role Types										
	d new record				_	_					-	_	Refres
ske		-									Delete	-	Ldit
	P Signatory Authority Audit Manager										×		
	Funding Chief										×		Insert
1	Rayor, Gregory	Baltimore City Dept. of Recreation and Parks - Druid Hill	Director	[None]	(410) 396-7900	(410) 889-3856		*				-	×
1	Bazemore-Cook, Benita	Druid Heights Community Development Corporation	Corporate Accountant	[None]	(410) 523-1350	(410) 523-1374	bbazemore@druidheights.	d.				-	×
1	Beach Dave	Anne Arundel Conflict Resolution Center	Treasurer	[None]	(410) 266-9033			8				*	x
1	Beachley, Donald E	Washington County Circuit Court	Circuit Court Associate Judge	[None]	(301) 791-3088	(301) 791-2048		14				340	x

7. GOCCP Signatory Authority is now shown under the **Roles** tab for that contact

~	Baynes, Sherry		Governor's Office of Crime Control and Prevention		ctor of F rations
	Address	Phone Number	Email Address Organ	nizations	Role
	🛨 Add new	record			
	Role				
	GOCCP Audit	Manager			
	GOCCE Fund	ing Chief			
	GOCCP Signa	tory Authority			
>	Baye	or. Gregory	Baltimore City Dept. of Recrea and Parks - Druid Hill	ation Dire	ctor

8.3.6 Print Contact Labels

To expedite the process of sending correspondence, you can print a contact's mailing address on an Avery 5163-compatible mailing label sheet. These sheets contain 10 mailing labels, and you can control which label you want to print the contact's address on.

1	6
2	7
3	8
4	9
5	10

To print a mailing label for a contact:

1. In the **Address Book -> Contacts** listing, click the printer icon in the **Label** column for the contact you wish to print:

idre	lome	Grant Managemer	t Funding Management	Address Book	Reports Admin	Logout					
-	_	 Contacts w record 									E Ref
Ť	Edit	Contact Name -	Organization Name	Job Title	GMS Login	Phone	Fax	Email	Active	Label	Delet
						(J.J.] [0.2		Active *		
	1	Abadia, Judy	Bureau of Governmental Research	Financial Coordinator	[None]	(301) 403-4403		jabadia@bgr.umd.dbu	12	-	х
l	1	Abaidoo, Kendra Watts	Ashburton Area Association, Inc.	President	[None]	(410) 664-7899		kendra.abaidoo@verizon.net	*	-	х
	1	Abbott Christie	Somerset County Health Department	Administrator	christie.abbott@maryland.gov	(443) 523-1711	(410) 651-5680	Christie Abbott@maryland.gov		-	х
ľ	1	Abbott, Debbie	Town of Hurlock	Fiscal Officer	[None]	(410) 943-4181	(410) 943-8556	information@hurlockmd.net	+	-	×
	1	Abbott, Douglas	Carroll County Board of County Commissioners	Fiscal Coordinator	[None]	(410) 386-2405	(410) 876-1152	dabbott@ccg.carr.org	*	*	×
l	1	Abbott, Douglas W.	Carroll County Sheriff's Office	Fiscal Coordinator	dabbott@ccg.carr.org	(410) 386-2405	(410) 876-1152	dabbott@ccg.cam.org	4	-	x
	1	Abbott, Jesse E. C	Family Worship Center Church of God	Pastor	[None]	(410) 749-7732	(410) 749-4581		8	3	х
l	1	Abbott, Rachel	Lighthouse Church of God	Church Clerk	[None]	(410) 799-3400	(410) 799-3318		-	-	×
	1	Abdul-Rahim, Anees	AL-Tawhid Community Mission Center, Inc.	Project Director	[None]	(410) 728-8703			10	-	×
l	1	Abdul-Rahim, Raiza	AL-Tawhid Community Mission Center. Inc.	Fiscal Officer	[None]	(410) 728-8703			1	Y	×
	1	Abed, Sam J	MD Department of Juvenile Services	Secretary	[None]	(410) 230-3101	(410) 333-4199	abeds@djs.state.md.us	8	3	х
	1	Abell Sr., Ed	Stoneleigh Citizens on Patrol (COP)		[None]	(410) 377-0501			*	*	×
	1	Abell Paul L	Baltimore Police Department	Acting Fiscal Director	[None]	(410) 396-2498		Paul.abell@baltimorepolice.or	8	4	×
	1	Abraham MSW, Meena	Center for a Healthy Maryland	Executive Director	[None]	(410) 539-0872	(410) 547-0915	mabraham@medchi.org	4	3	×

2. The print dialog box appears:

Research	Financial Coordinator	[None]		(301) 403-4403	
ion. Inc.	President	[None]		(410) 664-7899	-
Departmen	Advantage Audited Pag	ge	-	<u></u>	51-5680
	Ad	ldress Type:	[Select One]	÷	43-8556
County	Label St	art Position:	1	: 3	76-1152
office		Print	Cancel		76-1152
hurch of Go					49-4581
d					99-3316
lission Cent-					
lission Cent					
ile Services	Secretary	[None]		(410) 230-3101	(410) 333-4199
atrol (COP)		[None]		(410) 377-0501	

a. Click on the drop-down box arrow beside Address Type and click to select:

Address Type:	[Select One]	
Label Start Position:	[Select One]	
Print	Project Director Authorized Official	6

b. Next, select the Label Start Position by clicking on the up or down arrows:

Address Type:	Project Director	-
Label Start Position:	6	- î
Print	Cancel	4m

You can select where on the page you'd like the label to print. For example, if you select **Label Start Position 6**, your label will print on the label page as so:

		Label osition 6
1	6	1
2	7	ĺ
3	8	ĺ
4	9	Ì
5	10	ĺ

3. When you've selected the label position, click on the **Print** button:



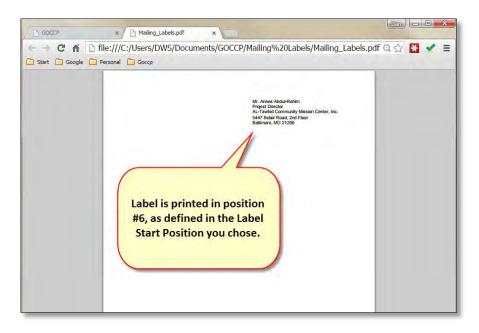
4. Type in the filename, then click the **Save** button.

≥twork	Enter filename. Default "Mailing_Labels". You ca add the contact's last na or any other identifyin information.	n ne	Click Save button when ready	
File name:	Mailing_Labels - (last name)			-
Save as type:	Adobe Acrobat Document			•
e Folders			Save	Cancel

5. Locate the file on your hard disk and click to open the PDF, or if your browser shows the file at the bottom, click on that to open the label report in a new tab:

,	1	Abaidoo, Kendra W	atts Ashburton Area Association, Inc.	President		[None]	(410) 664-7899	
8	1	Abbott, Christie	Somerset County Health Department	Administrator		christie.abbott@maryland.gov	(443) 523-1711	(410) 651-5
	1	Abbott Debbie		icer		[None]	(410) 943-4181	(410) 943-8
•	1	Abbott, Do			ator	[None]	(410) 386-2405	(410) 876-1
	1	Abbott, Do	Click on the name of the file j generated to open it in anothe of your browser.	ust at	ator	dabbott@ccg.carr.org	(410) 386-2405	(410) 876-1
8	1	Abbott, Jes				[None]	(410) 749-7732	(410) 749-4
•	1	Abbott, Ray				[None]	(410) 799-3400	(410) 799-3
5	1	Abdul-Rahi			e.	[None]	(410) 728-8703	
8	1	Abdul-Rahim R		Cer		[None]	(410) 728-8703	
	1	Abed, Sam J	Department of Juvenile Services	Secretary		[None]	(410) 230-3101	(410) 333-4
2	1	Abell Sr., Ed	toneleigh Citizens on Patrol (COP)			[None]	(410) 377-0501	
K		2 3 4 5 6 7 8 ling_Labels.pdf	9 10 > M Page size 20 -					

6. From here you can print the sheet directly to your printer.



8.3.7 Delete a Contact

You can delete an existing Organization from the GMS Organizations database. *However, deleting an Organization should go through internal approvals as all the related Program, Grant and activity data of the Organization will also be deleted*.

1. Click on the X icon in the Edit column of the record you wish to delete.

1 A	dd new re	brond							Refresh
	Edit Contact Name - Organization Name Sub Title Phone Fax result Active						Active	Delete	
				11	10		Click to delete contact	Active -	
2	1	Acevedo-Harper, Sandra	Montgomery County State's Attorney's Office	Victim-Witness Coordinator	(240) 777-7493	(240) 777-7413	sandra.acevedo- harper@montgomerycountyind.gov	F	Ť
	1	Actuff, Grace D	District Court of Maryland	Administrative Clerk	(410) 996-0720		grace.achuff@courts.state.md.us	E	Delete
8	1	Achuff, Richard	Cecil County State's Attorney's Office	Chief Investigator	(410) 996-5335	(410) 392-7814		a a	×
6 E	1	Acierno, Michael	Town of Brookeville	President of Commission	(301) 570-4465	(301) 570-0355	acierno@dtm.ciw.edu	展	7
	1	Antonio Annala	Conce Culturer Youth Day Camp	Director	0530 241 4620	(410) 577 ANRO		E.	×

Figure 377 - Delete a Contact

2. Click the OK button when the delete-confirmation dialog box appears. If you click the Cancel button, the contact will not be deleted.

	Email	Active	Desete
10-2-	11	Active	
0) 777-7415	sandra Hessage from harper	webpage X	13
	grace z 🕢 Dele	te this Contact?	<i>7</i> C
0) 392-7814			×
1) 570-0355	acierro		*
0) 677-4489	OK	Cancel	×
0) 217-7441		E	×
0:272-0012	racostal®bocharfordco.o	m F	×

Figure 378 - Confirm Deletion of Contact

8.4 County Monitor Assignments (Permissions Allowing)

Each county in Maryland must be assigned a GOCCP employee as Monitor for the county. To assign a monitor to a county:

1. Click on Address Book, then select County Monitor Assignments.



- 2. The County Monitor Assignments grid is displayed. There are three columns:
 - a. The Edit column, which allows you to choose a monitor for a county
 - b. The County column, which lists all counties
 - c. The County Monitor column, which displays who the monitor is for the county

M		GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION	ıt 🕐 🌔
Ho	me Grant Ma	Aanagement Funding Management Address Book Reports Admin Logout	
Addre	ss Book > County M	Monitor Assignments	
		The Real Property lies and the	S Re
Edit.	County	County Monitor	
~			
-		k - k	
1	0 - State-wide	[Tmpty]	
1	Allegany	Jones, Quentin L	
1	Anne Arundel	Carpintieri, Angela	
1	Baltimore City	Blonder, Ellen	
1	Baltimore County	Jang, Sun	
1	Calvert	Lovill Tammy	
1	Caroline	Brookies, Linda	
1	Carroll	Whitestone, Danielle	
1	Cecil	Brookes, Linda	
1	Charles	Carpintien, Angela	
1	Dorchester	Jang, Sun	
1	Frederick	Brooke, Linda	
1	Garrett	Jones, Quentin L	
1	Harford	Jones, Quentin L	
1	Howard	Carpintieri, Angela	
1	Kent	Brookes, Linda	
1	Montgomery	Carpintieri, Angela	
1	Prince George's	Whitestone, Danielle	
1	Queen Anne's	Brookes, Linda	
1	Somerset	Beasley, Lashonde	
-	St. Mary's	Lovil Tammy	
1	Talbot	Beasley, Lashonde	
1	Washington	Beasley, Lashonde	
1	Wicomico	Carpintien, Angela	
1	Worcester	Brockes, Linda	

3. To change a monitor for a county, click on the pencil icon in the edit column for the county you wish to change monitors for.

1	Baltimore City	Blonder, Ellen
In	Baltimore County	Jang, Sun
Y	Calvert	Lovill, Tammy
Ed	Caroline	Brookes, Linda
1	Carroll	Whitestone Danielle

4. The edit screen appears for the county you selected.

Baltimore County Jano Sun		
Edit Monitor for County: Baltimore County		
County Monitor:	Jang, Sun 🔫	

5. Click the list of monitors and select the person you wish to be monitor for that county.

C	Baltimore County	long Sun:		
lit M	lonitor for County: Balt	more County		K
ount	y Monitor:		Jang, Sun	*
			Jang, Sun Johnson, Shanelle	^
1	Calvert	Lovill, Tammy	Jones Quentin L	
1	Caroline	Brookes, Linda	Lasch, Eleanor	
1	Carroll	Whitestone, Danielle	Litecky, Anne Marie	
1	Cecil	Brookes, Linda	Long, Nakita	
1	Charles	Carpintieri, Angela	Lovill, Tammy	
1	Dorchester	Jang, Sun	Macano Kavla	
1	Frederick	Brookes, Linda		

6. When you've made your selection, click the X icon to cancel or the checkmark icon to save your changes.

Edit M	Ionitor for County:	Baltimore County		
Count	y Monitor:		Lasch, Eleanor 👻	
1	Calvert	Lovill, Tammy		Compar
1	Caroline	Brookes, Linda		

7. NOTE: All Maryland Counties are accounted for in the grid, so there is no "Add" functionality – you can only change who is the monitor for any given county.

9 Admin

GOCCP administrators and technical personnel use the tools provided in the Admin menu to control and configure GMS system-wide data and processes.

me	Gra	ent Management Fu	inding Management	Addre	ss Book	Reports	Admin					Logo
alaise fran	ndan Kat	Application Search	Funding Programs Funding Year		anizations tacts	Disease A	Permissions Roles				Hel Dec	1
		Award Search Folder Management	GFDs	Adat .	1		Users:		Add New User		-	1149
	MULS	roider management	konstitut	0		6	Reference Type	s. 1	Permission Types	2000	(6.25.707)	Wilidgen
	siam	This Work Print Print Land Cold - 10	(inclusive)	÷		0			Address Types	neta 👘	darearents.	benny
	1112	Kannikursable Aznik Inter Dirikin Iterbült. Drum Infartur (2013)	Risk 6000018	0		0	File Location Reporting Requirements			2012	ne legant i	Acetry Pari Copy
	ALIAL	Bally Arries for Local Jan Entropenent 2	ant kanadata			6				2012	ein seine	Inviting Parel Case
	and the	Body simplifier Local Law Inforcement - 2		17	19	0			Phone Number Types Document Classification	2012	indocrus.	Average Have Copy
	KON	Saturday Co. Connumy Parany - 2012				0			Doc Classification Group	1001	100100100	feeling
	621	Betredent Gty Finante Entraligition William	e wateri				File Location			2013	(attraction)	Apploitan Desirat
	king.	Referencian Program - 2013 Reference City (Sant Nerve - 2013	6/30/2013				Reporting Requ	irements	General Conditions		(enaution)	dealery Hart Corp.
	ATVC	Between Cry Volent Crime Control Cram		12					Special Conditions		and the spect of	Detting.
	IAC	Unit Advances General BIG	1000051	TT.	19				Performance Measures		19/30-2023	Averegister Gay
	100	Colored battle Constituation Council o 270			15				Progress Report Questions Federal Purpose Areas			
	JUD-	Geomoletic Arriste Coart Program (2012)	8/35/2558		0				Reporting Requirement Type			_
	DAF	Domestic Welgers Unit Program - 2023	878/2513	10		0.0	Budget Catego			-		
	Sinc.	Ger Youris Souther Grad - Dans Fre	012 4/30/2013	<i>t</i>		0	Statuses		Page (74)	-		
	+355	Provid George's County Drug Grant - 2022	Amount	10		0	Business Proces	ises	Chine Advectory Climetry	the second	1. Divestration	412,000
	1010	and George's County Violent Cross Gran	e-imi kanoni	10	12	6	Change My Pas	the second second	Orient Laboratory Eritamamietta	Lars Pet	1 16405-2012	
	A124.	Rome victors Assistance Assistance of Maryl 2012	and - M902601	10		0	Change My Sec	urity Q&A	Crime Laboratory Transments	un en	E 09/36/201	
		1992 March Attenny's Departmenting Deserve-2					Line and the	materiation	Volena Weierica Intalia	77. (20)		
	1000	Ste Offantile Compliante and Unknowned					The state state state	MILCOND	Automatical Antibuting	01/11/2011	1. (66/911/2011	149.000 (
	ALC: N	Marylans - 2752		-			NAME AND ADDRESS OF AD	ion-di-one	Prosentive Deservice Service Service	100,003	t 06/05/301	0.1983
	And C	War Street - Skipsenke Cel - 2013	4/MOODINE				2005-002-002	811.07-0784	Frateston Criter Brity/Elevica-	Wietrad.	L (65/19/2011	1 127,013.5
						10	2010.001.1014	711-24-0017	Underland Duise Exclusioned	07/01/201	1 05/95 200	DANK
						3	and iniversit	100-01-001	Protective Dates (http://www.e	a)/si/an	r 60707301	1270031
						10	Stat. Miletine	and dy may	Senterio comi benyclasica.	127/121/201	a midealer	18.10
							105-2011-1002	2011 AL INCOM	Cell Resort Mandatoon	01/01/001		121.0114

Figure 379 – GMS Admin Menu

GMS is a role-based system; users have access to system features like viewing screens, changing statuses, creating funding programs, and editing applications & awards based on what role is assigned to their user ID. All of the customizable information used to implement GMS businesses processes are defined in the Admin menu.

NOTE: The Business Process System (E&V) includes complex logic for dynamic processing of custom validation, events, and actions. Statuses, Flows, Events, Actions, etc. make up the Business Processing System. No changes should be made to any of those areas without the involvement of the development team to ensure dependencies are not broken and processing logic is maintained.

9.1 Admin Screens Illustration

This illustration demonstrates the following GMS screens:

- 6. Admin -> Users
- 7. Admin -> Roles
- 8. Admin -> Permissions
- 9. Admin -> Business Processes
- 10. Admin -> Statuses

To illustrate how information defined in the various Admin screens combine to define processes in GMS, consider the Grant Application process. After an application is initially created, it progresses through various statuses like Submitted, Pending, and Internal Review. Sometimes the application status changes

after the applicant takes action, like submitting or cancelling the application. Other times the application status will change when a GOCCP user takes action, like receiving the hardcopy or beginning an internal review of the application. Eventually the application is either denied or awarded as a grant and its status is changed accordingly.

 In this illustration, there are several Users involved, including the applicant and the GOCCP user. Those users have been assigned Roles (the applicant could be assigned the role *External User*, the GOCCP user may be assigned the roles of *Internal Staff* and *Regional Monitor*. Users are set up in GMS in the *Admin -> Users* screen.

Add new record			UserID					Refres
	UserName	Frent	(Record is Expanded)	Active	Locked	Online		Edit
~	tiovili	tiovill@goccp	state.md.us	Active •			Roles that have been assigned to this User ID	,
	Add new record	_		- 10		-		Refresh
	User				Role		De	lete
	tiovill	_			Internal Staff		X	
	tiovill				Regional Monito	or	×	
	tlovill				SystemAccess		×	
	user01	info@goccp.s	tata and us	P	-	_	Change Password Change Security Q/A	2

Figure 380 - Admin -> Users Screen

 The GOCCP user has permission to view, edit, and change the status of the application because their User ID has the *Internal Staff* role assigned to it, and that role has been defined with those permissions. Roles are set up in GMS in the *Admin -> Roles* screen.

dd new record		The Role "Internal Sta	aff"			🙆 Refi
lame	1	(Record is Expanded	d)			Delete
nternal Staff Users Pe	ermissions	Permissio				×
Add new re	cord					Refres
Edit	Туре	Parent Permission	Permission	Granted Permissions	Active	Delete
	A User ID with the Role			Active *		
1		A User ID with the Role "Internal Staff" has permission to "Enter, View" a Grant Application.	Administration	Enter	जि	×
1			Organization	Enter, View	R	×
1			Contact	Enter, View	14	×
1	For		Program	Enter	স	×
1	Form	[None]	Funding Spurce	Enter	191	×
1	Form	[None]	Distribu jon	Enter	ज	×
1	Form	[None]	GrantApplication	Enter, View	THE .	×
1	Form	[None]	GrantAward	Enter, View	F	×
		[None]	GrantApplicationSearch	Enter, View	12	×

Figure 381 - Admin -> Roles Screen

 Because the applicants User ID has been assigned the Role of External User, they have Permission to access the Grant Menu screens as well as to change the status of the application to Submitted or another status like Withdrawn. Similarly, because the GOCCP User ID has been assigned the Role of Internal Staff, they have the permission to view and edit the Grant Application as well as to change its Status to Hardcopy Received, Internal Review, Awarded, or another status. Permissions are defined in the *Admin -> Permissions* screen.

Edit Permission Type Name - OrderBy Active - Allowed Permissions Form GrantApplication 0 IF Enter, View, Edit Edit details for Permission: GrantApplication 0 IF Enter, View, Edit Type: Form OrderBy: 0 Name: GrantApplication If Unknown If Description: Allows user to access # If If Edit" clicked to show detail Active: IF View Description: If View	A 🖸								w record	Add new	
Edit details for Permission: GrantApplication OrgerBy: 0 Type: Form OrgerBy: 0 Name: GrantApplication Unknown F Edit Description: Allows user to scores # Application page # GMS Permission "GrantApplication" ("Edit" dicked to show detail) Finter F Add	Dek	llowed Permissions	+ Allo	Active -	OrderBy	Name _	Name -	pe	Permission Ty	Edit	
Type: Form Croefby: 0 Name: GrantApplication Allows user to access . Grant Application grant Application "Grant Application" ("Edit" clicked to show detail) Finter Finded	×	nter, View, Edit	Ente	R	0	GrantApplication	GrantAppication		Form	1	
Name: GrantApplication Description: Allows user to access Grant Application page GMS Permission "GrantApplication" ("Edit" clicked to show detail)								c GrantApplication	ils for Permission	dit deta	
Description: Allows user to access . GMS Permission "GrantApplication" ("Edit" dicked to show detail) Finter Fad			0			OrderB)		et GrantApplication ription: Allows user to access Grant Application pa			
Description: Allows user to access + GMS Permission GrantApplication Grant Application page + ("Edit" clicked to show detail) P Enter Add		nknown F Edit	E Unk		-		-	e GrantApplication Allows user to acces Grant Application pa			
isrant apprication page -						GMS Permission "GrantApplica	cceas +	Allows user to a			
iche: F View 1 Delete		ther Tarid	Fote			The first of the second second			001	Ascrintio	
						("Edit" clicked to show deta		Grant Applicatio	on:		
	C716					("Edit" clicked to show deta		Grant Applicatio	on:		
Form GrantApplicationSearch 0 En	ভাভ	ew C Delete	ार View		_		o page 🗐 🗌	Grant Applicatio	on: Form		
Roles with this Permission can Enter, V	ion can Enter, View,	Roles with this Permission	ार View		°	SrantApplicationSearch	GrantAppicationSe	Grant Applicatio	Form		
Form GrantAward 0 F Vie and Edit the GrantApplication Form (the	ion can Enter, View, ation Form (the Grant	ew Derete Roles with this Permission and Edit the GrantApplicatio	Fr View Entry Vie	14	0 0	SrentApplicationSearch GrantAvend	GrantApplicationSe GrantAward	Grant Applicatio	Form Form		
Form GrantAvand 0 Form Roles with this Permission can Enter, 1 Form GrantAvand 0 Form Ve and Edit the GrantApplication Form (the GrantAvand Search) 0 Form Menu which users see when they application form (the GrantAvand Search) Form Form <td< td=""><td>ion can Enter, View, ation Form (the Grant when they apply for a</td><td>ew Deete Roles with this Permission and Edit the GrantApplicatio Menu which users see whe</td><td>En Vie En</td><td>म स</td><td>0 0 0</td><td>SrentApplicationSearch GrantAward SrantAwardSearch</td><td>GrantApplicationSe GrantApplicationSe GrantAward GrantAwardSearch</td><td>Grant Applicatio</td><td>Form Form Form</td><td></td></td<>	ion can Enter, View, ation Form (the Grant when they apply for a	ew Deete Roles with this Permission and Edit the GrantApplicatio Menu which users see whe	En Vie En	म स	0 0 0	SrentApplicationSearch GrantAward SrantAwardSearch	GrantApplicationSe GrantApplicationSe GrantAward GrantAwardSearch	Grant Applicatio	Form Form Form		
Form GrantAward 0 IF Roles with this Permission can Enter, 1, 4 Form GrantAwardSearch 0 IF Van d Gitt the GrantApplication form (the Menu which users see when they application form (the Menu which users see when they application form) Form GrantAwardSearch 0 IF En Menu which users see when they application 560 IF En	ion can Enter, View, ation Form (the Grant when they apply for a	Roles with this Permission and Edit the GrantApplicati Menu which users see whe grant or edit a grant	En View En En En	म म	0 0 0 560	GrentApplicationSearch GrentAward GrentAwardSearch GrentUnks	GrantApplicationSe GrantApplicationSe GrantAward GrantAwardSearch GrantAwardSearch	Grant Applicatio	Form Form Form Form		
		nknown P Edit				GMS Permission "GrantApplica					
	وابعا					("Edit" clicked to show deta			Grant Applicatio	Grant Applicatio	
Form GrantApplicationSearch 0 Ent Bolas with this Permission can Enter V	1	Roles with this Permission can Enter, View	ार View	e			o page 🗐 🗌	Grant Applicatio			
Roles with this Permission can Enter, V	ion can Enter, View,	Roles with this Permission	ार View		°	SrantApplicationSearch	GrantAppicationSe	Grant Applicatio	Form		
Form Grant Award 0 F Ve and Edit the Grant Application Form (the	ion can Enter, View, ation Form (the Grant	ew Derete Roles with this Permission and Edit the GrantApplicatio	Fr View Entry Vie	14	0 0	SrentApplicationSearch GrantAvend	GrantApplicationSe GrantAward	Grant Applicatio	Form Form		
Form GrantAvand 0 Form Roles with this Permission can Enter, 1 Porm GrantAvandSearch 0 Form Ve Menu which users see when they application 0 Form Form	ion can Enter, View, ation Form (the Grant when they apply for a	ew Deete Roles with this Permission and Edit the GrantApplicatio Menu which users see whe	En Vie En	म स	0 0 0	SrentApplicationSearch GrantAward SrantAwardSearch	GrantApplicationSe GrantApplicationSe GrantAward GrantAwardSearch	Grant Applicatio	Form Form Form		
Form GrantAward 0 IF Roles with this Permission can Enter, 1, 4 Form GrantAwardSearch 0 IF Vend Edit the GrantApplication Form (the Menu which users see when they application form (the Menu which users see when they application form) Form GrantAwardSearch 0 IF En Form GrantAwardSearch 0 IF En Form GrantAwardSearch 560 IF En	ion can Enter, View, ation Form (the Grant when they apply for a	Roles with this Permission and Edit the GrantApplicati Menu which users see whe grant or edit a grant	En View En En En	म म	0 0 0 560	GrentApplicationSearch GrentAward GrentAwardSearch GrentUnks	GrantApplicationSe GrantApplicationSe GrantAward GrantAwardSearch GrantAwardSearch	Grant Applicatio	Form Form Form Form		
Form GrantAward 0 IF Ve Roles with this Permission can Enter, 1, 4 Form GrantAwardSearch 0 IF Ve and Edit the GrantApplication Form (the GrantAwardSearch) Form GrantAwardSearch 0 IF En Form GrantAwardSearch 0 IF En Form GrantAwardSearch 0 IF En	ion can Enter, View, ation Form (the Grant when they apply for a	ev Deete Roles with this Permission and Edit the GrantApplicati Menu which users see whe grant or edit a grant	En View En En En En	स स स	0 0 560 10	GrantApplicationSearch GrantAward GrantAwardSearch GrantLinks GrantUnks	GrantApplicationSe GrantApplicationSe GrantAward GrantAwardSearch GrantAwardSearch GrantManagement	Grant Applicatio	Form Form Form Form		

Figure 382 - Admin -> Permissions Screen (Permission to access a GMS Screen)

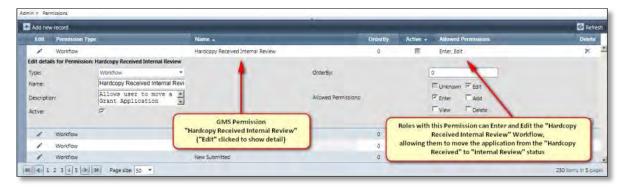


Figure 383 - Admin -> Permissions Screen (Permission to change an Application Status)

4. The action of moving a grant application from one status to the next – in this case from *Hardcopy Received* to *Internal Review* – is called a Workflow in GMS. In a larger context, the entire Grant Application process is called a **Business Process** in GMS.

	"Grant Application"	Processes Tab				
ant Application Statuses Processes	A CONTRACT AND A	Tab				
Add new record	the second s	All and a second se		-	-	-
Current Status	Target Status	Event.	Permission	Proces "Begin Internal		
Application Lienico				Moves applicat		
Application Denied	Pink Sheet Review		Application Denied Pink Sheet Review	Re Current Status: Hard		d
Awaiting Hard Copy		Grant Application Hardcopy Received	Awaiting Hard Copy Hardcopy Received	to		
Workflow	Hardcopy Received Withdrawn	Grant Application Hardcopy Received	Awaiting Hard Copy Hardcopy Received Awaiting Hard Copy Withdrawn	Re Target Status: Inte	rnal Review	
Hardcopy Received"	and diam.	100	Anating hard copy with drawn	-		-
Awarded	Pending Award	From Admin ->	Awarded Pending Award	Return to Pending	1	7
Awarted	Withdrawn	Permissions	Awarded Withdrawn	Withdraw Application	1	7
Cancel d					-	
Cancel d	Pending		Cancelled Pending	Reopen Application	1	.7
Hardcopy Recoved		and the second se				
Hardcopy Received	Pending Revision	Grant Application Returned for Review	Hardcoby Secelved Pending Revision	Return to App ant	1	7
Hardcopy Received	Internal Review		Hardcopy Received Internal Review	Begin Internal Review	1	7
Hardcopy Received	Awarting Hard Copy		Hardcopy Received Awarting Hard Copy	Return to Awaiting Hardcopy	/	7
Hardcopy Received	Withdrawn		Hardcopy Received Withdrawn	Withdraw Application	1	7
K K 1 2 3 4 3 34 Page	size: 10 ·				32 tents in-	4 pinc

Figure 384 - Admin -> Business Processes Screen

- Business processes contain many workflows; the Hardcopy Received workflow is expanded and contains one record for each status that the application could be moved to from Hardcopy Received. For this illustration, the relevant record can be found under the *Grant Application* Business Process, the *Hardcopy Received* Workflow, and the *Begin Internal Review* process.
- 5. In order for Statuses to be available for creating workflows in Business Processes (and anywhere else within GMS) they must be defined in the *Admin -> Statuses* screen.

Add new record	Status "Internal Review"	🙆 Refresh
Status	("Edit" clicked to show detail)	Edit
Internal Review		/ 2
Edit details for Status: Int	ernal Review	
Status:	Internal Review	
New		1
New Grant		1

Figure 385 - Admin -> Statuses

9.2 Working with Narrative Sections

When creating a GFD a GOCCP user assigns one or more Narrative Sections that a grant applicant must complete in order to submit an application. The figure below shows that process – the GOCCP user selects a narrative from the **Available Sections** pane and drags it to the **Assigned Sections** pane.

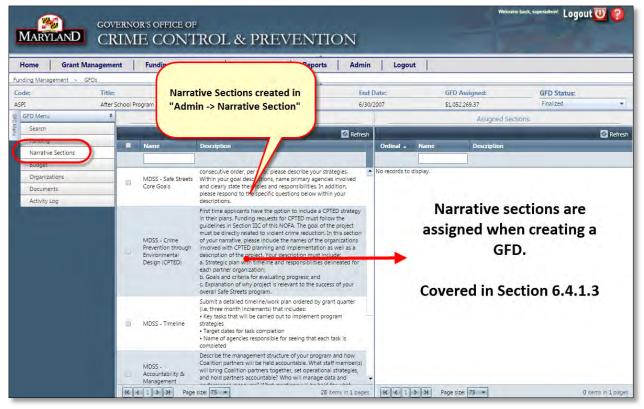


Figure 386 – GFD – Assigning Narrative Sections to Grants based on GFDs.

This procedure describes how to access, create, edit, delete, and filter Narrative Sections from the Admin menu.

9.2.1 Access Narrative Sections

1. Click on Admin, then select Narrative Section.

ss Book	Reports	Admin	Logout	
		Narrat	ive Section	
Active	Docs	Permis Roles Users		roject Title

Figure 387 – Admin -> Narrative Section.

2. The Narrative Sections screen is displayed.

MA Hom	Narrative Name	SOFFICE OF CONTROL & DD EXTRACTION ing Management A Description		
Add	new record			🙆 Refres
Edit	Name 🔺	Description	Active	Delete
/	Adult Day Reporting Center Partners List	See NOFA	Acove	x
1	BARM & BPVP Statistics	See NOFA	2	×
1	Collaboration	See NOFA	8	×
1	Enter Name of New Narrative Section	Enter detailed description of new narrative section. Alternatively, enter the text "See NOFA" if the narrative section is described in the NOFA for a particular grant.	*	×
1	Federal Purpose Area	See NOFA	2	х
1	Goals, Objectives & Performance Measures	See NOFA	×.	×
1	Management Capabilities	See NOFA	2	×
/	MDSS - Accountability & Management	Describe the management structure of your program and how Coalition partners will be held accountable. What staff member(s) will bring Coalition partners together, set operational strategies, and hold partners accountable? Who will manage data and performance measures? What meetings will be held for what purpose with what frequency for keep strategies on track?	*	×
1	MDSS - Coalition Partners List	Provide a bulleted list of agency names ordered by government and nongovernment categories. No descriptions are necessary for this section; however, you will be required to describe roles and responsibilities of agencies within the "Safe Streets Core Goals" section below:	8	×

Figure 388 – Narrative Names and Descriptions

9.2.2 Add a New Narrative Section

1. Click on the **Add new record** icon.

Home	Grant Management	Funding Management	Address Book
dmin > N	larrative Section		
Add new	record		
		Descriptio	in i

Figure 389 – Adding a New Narrative Section

2. The New Record screen appears. Enter the required information described below.

Home	Grant Management	Funding Management	Address Book	Reports	Admin
Admin > N	larrative Section				
Add new r	ecord				
Edit Mar					-
Name:	Enter	Name of New Narrative Section	\supset		×
1		detailed description of new narrative rrative section is described in the NC		r the text "See NOF	A" if
Descript	tion:				
1					A valition partner
Active:	0			-	and performa
1	<u> </u>			Q	rd nongovern Socials' section
/ MD	SS - Crime Prevention through Em		tion as well as a descriptio		section of you

Figure 390 – Adding Information into a new Narrative Section.

a. Name: Enter a descriptive name in the Name field.

- b. Enter a detailed description in the **Description** field. If the narrative is described in the NOFA, enter "See NOFA" in this field.
- c. To make the narrative active, click to place a check in the Active checkbox.
- d. When all fields are complete, click the checkmark icon in the lower-right corner to save the narrative section.
- 3. The newly added narrative section is displayed in the list.

Hom	e Grant Management	Funding Management	Address Book Re
Admin	> Narrative Section		
+ Add	new record		
Edit	Name 🔺	Descripti	on
1	Adult Day Reporting Center Partners Li	t See NOFA	
1	BARM & BPVP Statistics	See NOFA	0
11	Collaboration	See NOFA	
1	Enter Name of New Namative Section	Enter deta	iled description of new narrative sec
1	Federal Purpose Area	See NOFA	
1	Goals, Objectives & Performance Measure	ures See NOFA	
1	Management Capabilities	See NOFA	

Figure 391 – Newly Added Narrative Section is displayed in list.

9.2.3 Delete a Narrative Section

1. To delete a Narrative Section, click on the X in the **Delete** column for the section you wish to delete.

		Refres
	Active	Delete
	Active	-
	2	X
	2	N
	R.	×
on is described in the NOFA for a particular grant.	1	X
	e.	×

Figure 392 – Click X to delete a Narrative Sections

2. Click the **OK** button on the **Delete this Narrative Section Item?** dialog box.

ua.getadvantage.com says:		×
Delete this Narrative Section Item?	-	>
	QK	Cancel

Figure 393 – Click OK to confirm deletion.

9.2.4 Edit a Narrative Section

1. To edit an existing Narrative Section, click the pencil icon in the **Edit** column beside the section you wish to edit.

Hon	ne Grant Management	Funding Management	Address Book	Reports
Admin	> Narrative Section			
🗄 Add	new record			
Edit	Name 🔺	Description		
1	Adult Day Reporting Center Partners L	st See NOFA		
1	BARM & BPVP Statistics	See NOFA		
1	Collaboration	See NOFA		
1	Enter Name of New Narrative Section	Enter detailed d	lescription of new narrative	section. Alternatively, en
1	Federal Purpose Area	See NOFA		
1	Goals, Objectives & Performance Meas	ures See NOFA		
1	Management Capabilities	See NOFA		
J.	MDSS - Accountability & Management	operational stra	anagement structure of you tegies, and hold partners a ep strategies on track?	
1_	MDSS - Coalition Partners List		ed list of agency names ord cribe roles and responsibilit	

Figure 394 – Click the pencil icon to edit a Narrative Section

2. The **Edit Details** screen is displayed for the selected Narrative Section. Edit the details as described in Section 9.2.2, and click the checkmark icon in the lower-right corner when complete.

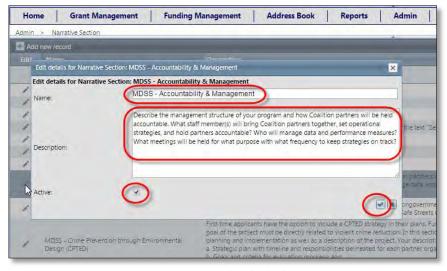


Figure 395 – Complete Narrative Sections and Click Checkmark in Lower-Right Corner

9.2.5 Filter Narrative Sections by Active/Inactive/All

You can easily filter the Narrative Sections to see all of them, or only those that are active or inactive.

1. From the Narrative Sections screen, click the **Active** arrow directly under the **Active** column heading.

		Refres	
	Active	telete	
	Active 🔫		
	[All] Active Inactive	×××	
matively, enter the text "See NOFA" if the narrative section is described in the NOFA for a	8	×	
	8	×	
	2	×	
	8	X	
nd how Coalition partners will be held accountable. What staff member(s) will bring Coalition partners accountable? Who will manage data and performance measures? What meetings will		x	

Figure 396 – Click the Active menu to view Narrative Sections in different states of activity.

- a. From the pull-down menu, select All to view all Narrative Sections.
- b. From the pull-down menu, select **Active** to view only those that are currently active.
- c. From the pull-down menu, select **Inactive** to view only those that are currently inactive.

9.2.6 Filtering Narrative Sections by Name

If you are searching for a specific Narrative Section, use the **Name** filter box to narrow down sections that are shown.

1. For example, if you know the Narrative Section you are searching for is one in the group that begins with "MDSS", enter MDSS in the **Name** box directly below the **Name** column. When you've entered the text, press the **Enter** key.

Home	e Grant Management	Funding Management	Address Book
Admin >	 Narrative Section 		
+ Add n	new record		
Edit	Manual Control of Cont	Description	
0	MDSS I		
~	Ruun Day Reporting Center Partners	List See NOFA	
1	BARM & BPVP Statistics	See NOFA	
1	Collaboration	See NOFA	
1	Enter Name of New Narrative Section	Enter detailed	description of new narra

Figure 397 – Enter Search/Filter Text into the blank field directly under the Name column.

2. For every Narrative Section returned, the text "MDSS" is in the Name.

mīn		Management Address Book Reports Admin Logout	
-	> Narrative Section		
Add	new record	Description	
(MDSS		
1	MDSS - Accountability & Management	Describe the management structure of your program and how Coalition partners will be held accountable operational strategies, and hold partners accountable? Who will manage data and performance measures to keep strategies on track?	
1	MDSS - Coalition Partners List	Provide a buileted list of agency names ordered by government and nongovernment categories. No des to describe roles and responsibilities of agencies within the "Safe Streets Core Goals" section below.	
,	MDSS - Crime Prevention through Environmental Design (CPTED)	First time applicants have the option to include a CPTED strategy in their plans. Funding requests for 0 of the project must be directly related to violent crime reduction. In this section of your narrative, plea planning and implementation as well as a description of the project. Your description must include: a. Strategic plan with timeline and responsibilities delineated for each partner organization; b. Goals and criteria for evaluating progress; and c. Evalenation of why project is relevant to the success of your overall Safe Streets program.	
1	MDSS - Current Success	For existing sites only, summarize the success of your program to date using crime trend statistics and exa	
1	MDSS - Peer Recovery Specialist	Peer Recovery Specialists are individuals who are in recovery from substance abuse or co-occurring menta knowledge and skill sets that allow them to provide effective recovery and support services to individuals apply for additional funding to hire a "Peer Recovery Specialist". Information pertaining to this element ca	
1	MDSS - Problem Statement & Crime Reduction Objective	Provide the latest statistical data to document the problem. Describe the nature and extent of the probler Within your reponse, state the boundaries of your site. At the conclusion of this section, name your speci example, "In P 2016, the agency name Safe Streets goal is to reduce violant crime by 135% within program."	
1	MDSS - Safe Streets Core Goals	The Safe Streets model encompasses 10 Core Goals. In consecutive order, per goal, please describe your s involved and clearly state their roles and responsibilities. In addition, please respond to the specific questi	

Figure 398 – Notice that search terms are contained in every name of a Narrative Section displayed.

3. **REMEMBER**: To view all Narrative Sections after performing a filter, you must clear the filter. First clear the type out of the **Name** field, then press the **Enter** key.

Hon	ne Grant Management Funding Man	agement Address Book Rep
Admin	> Narrative Section	
+ Add	new record	
Er	Name .	Pescription
ĥ	3	
1	MDSS - Accountability & Management	Describe the management structure of your prog operational strategies, and hold partners account strategies on track?
1	MDSS - Coalition Partners List	Provide a bulleted list of agency names ordered I describe roles and responsibilities of agencies wit
1	MDSS - Crime Prevention through Environmental Design (CPTED)	First time applicants have the option to include a project must be directly related to violent crime r implementation as well as a description of the pr a. Strategic plan with timeline and responsibilities b. Goals and criteria for evaluating progress; and

Figure 399 – Clear the Name field and press Enter to reset filter.

4. All Narrative Sections are now displayed again.

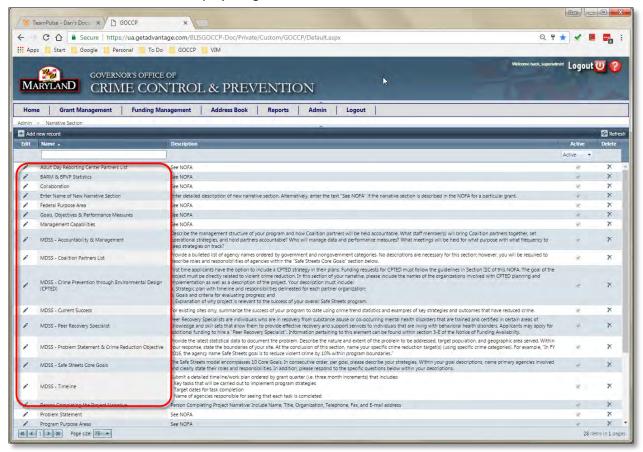


Figure 400 – With the filter cleared, all Narrative Section are displayed again.

9.3 Add a New GMS User

Create new GMS user by accessing the Add New User screen (Click Admin -> Users -> Add New User). Note that the new user can log into the system, but in order for them to apply for a grant or view any organizations' applications or awards, they must be associated with a Contact and an Organization.

9.3.1 Add new GMS Login

1. Access Users -> Add New User from the Admin menu.

Narrative Section Permissions Roles	et The
Users	 Add New User
Reference Types	
File Location	Agency WAR Room Coordination
Reporting Requirements	
Budget Category	oving CASA Services
Statuses	nced Domestic Violence Legal esentation
Business Processes	
Change My Password	nore City Improving Criminal Justice poses to Domestic Violence & Sexual
Change My Security Q&A	lit Program

Figure 401 - Admin -> Users -> Add New User

2. Enter the new users information.

	Grant Management	Funding Management		Reports		Logout	
dmin > Users	> Add New User						
			Create New Us	er			
	User Name:						
	Password:						
	rassword.	Password must at least 8 chara	ters in length and inclu	le at least 1 non-a	alphanumeric char	acter	
	Confirm Password:						
	E-mail:					_	
				Enter new use	er information i	into	
	Security Question:			text fields th	en click the Cre	ate	
	Security Answer:			Use	er button		
			(a markette		Create U

Figure 402 - Enter New User Information

3. Click the Create User button in the lower right corner of the window.

9.3.2 Associate New GMS Login with a GMS Contact

1. Access the Contacts database by selecting Contacts from the Address Book menu:

ement	Address Book	Reports	Admin
	Organizations		
-	Contacts		7
ectronic De	County Monit	or Assignments	

Figure 403 - Access Address Book -> Contacts

2. Click Add new record

A	dd new ra	scord		Click to add new contact						C Ret
	Edit	Contact Name +		Organization Name	Select the User you ju	t added in	Fast	Email	Active	Delete
			_		Admin -> Users -> Add	New User		11	Active *	
5	ialutation:		[Empty]	•	GN	S Login:	[None]	-		
P	refor:		[Empty]				HughMoms judytest1 (Inactive)	1		.81
Ŧ	irst Name	:		_		nvnent	LenHoffman (Inactive)			9
10	Aiddle Na				nter required Ac	ove:	Ihoffman (Inactive)	Click to s	ave	
10	ast Name		-		monnauon		regressionUser39 regressionUser40	new Con		
5	Suffic:		()				regressionUser41	-	~	
ľ	1	Achuff, Grace D		District Court of Maryland	Administrative Clerk	(410) 996-0720		grace.achuff@courts.state.md.us	IE.	x
	1	Achuff, Richard		Cecil County State's Attorney's Office	Chief Investigator	(410) 996-5335	(410) 392-7814		P	×
	1	Aciemo, Michael		Town of Brookeville	President of Commission	(301) 570-4465	(301) 570-0355	aciemo@dtm.ciw.edu	展	×
	1	Ackerson, Angela		Cross Cultures Youth Day Camp	Director	(410) 341-4670	(410) 677-4489		핏	×
h		Acosta Eso. Carlos		Montgomery County State's Attorney's Office	Assistant State's Attorney	(240) 777-7300	(240) 217-7441		10	x

Figure 404 - Add New Contact Record and Select GMS User ID

3. Enter required information, associate the new contact with the new GMS user you added by selecting their User ID from the drop-down list, and click the Save icon.

9.3.3 Associate New Contact with a GMS Organization

1. Locate the contact you just added, and click the Expand icon next to the record to display the data tabs beneath it.

Address		spand Baltimore Police Department Lecord Email Address Organizations	Acting Fiscal Director Go to Or	(410) 396-249 ganizations Tab	8	Paul.abeil@battimorepolic	e.org	E X
Add n	ew record							🙆 Refre
-	Edit	lame Jap		Start P	Click to access list of GM	loyer	Active	Délete
Name: Job Title: Employer:		100 Good Men 4-H Teen Leaders in Action A.C.T. Activity Community Teams A.S.K., Inc. (Achieving Success through Knowledge)	Ę	End Date: Active:	Organizations, then sele	ct.	Click to save.	
		Abel Foundation, Inc. Aberdeen Community Action Coalition				E	R	x
1		Aberdeen Police Department Aberdeen Police Department	-1	(410) 821-282	6			E X
	Abraham MSV	= Berrs 1-25 out of 2181	-	(410) 539-087.	(410) 547-0915	mabraham@medichi.org		F X

Figure 405 - Add an Organization to a Contact

- 2. Click on the Organizations tab if it is not currently highlighted and active.
- 3. Click the Add New Record icon directly beneath the Organizations tab for the expanded contact record.
- 4. Click on the Name drop-down list to display a listing of all the organizations in the GMS Organizations database that are available to you. If you know the organization name, you can begin typing it to find it in the list. When you find the correct organization, click on it to select it.
- 5. If the organization is the contact's employer, enter the contact's job title into that field and place a checkmark in the Employer box.
- 6. Enter the date the contact started with the organization into the Start Date field, or select it by clicking on the calendar icon beside the field.
- 7. If the contact is no longer employed by the organization, enter a date into the End Date field.
- 8. Place a checkmark into the Active checkbox if this is the contact is currently associated with the organization.
- 9. Click on the checkmark in the lower right corner to save the new organization record.

With these three steps complete, the new user will have permission to apply for a grant and will see the associated organizations' applications and awards in their home page dashboards.

9.4 Reference Types

Reference types are labels for categories of values that a particular object could potentially have. For example, if the object is a Phone Number, the reference types could be Home, Work, Cell, etc. In GMS, reference types are normally selected from a drop-down list. Using phone number as an example, when adding a phone number to a GMS Contact, you will be required to select a Phone Number Type from the drop-down list:

Add new	record	
Edit	Contact Name -	Organization Name
	laucher	
1	Laucher, Jim)
Addr	ess Phone Number	Email Select Phone Type
	d new record	The values in this list are created in Admin
Pho	ine Type	-> Reference Types ->
W	or .	Phone Number Types
W	larik.	
G		
	ome	
52	x ther	

Figure 406 - Selecting a Reference Type from a Drop-down List

 To add a new Phone Number Reference Type, go to Admin -> Reference Types -> Phone Number Types and click.

Permissions		
Roles	=	
Users		
Reference Types		Permission Types
File Location		
and an entrement		Address Types
Reporting Requirements	1	Contact Types
Budget Category		Email Address Types
Statuses		Phone Number Types
Business Processes	1	Document Classification
Change My Password		Doc Classification Group
Change My Security Q&A		

Figure 407 - Access Admin -> Reference Types -> Phone Number Types

2. Click the Add New Record icon, and enter the new type name.

Add new record								
1D	Phone Number Type Name	Enter new phone number	OrderBy	Active	Delete	Edit		
		type, like "Satellite"	-	E		××		
i.	Work		10	田	x	1		
2	Cell	Enter OrderBy number to	20	T	X	1		
3	Home	indicate where the type will	30	Click to save	×	1		
4	Fax	be displayed in reference to the other types in the list	40	new type	X	1		
5	Other	Contract of the second second	50	3	×	1		

Figure 408 - Add New Phone Number Reference Type

3. Enter a number in the OrderBy field. This number will indicate where the new type will be displayed in reference to the other values in a drop-down list. For example, in Figure 304, if you entered "25" into the OrderBy field for the new value type, it would be displayed after Cell and before Home in a drop-down list.

Add new record								
ID .	Phone Number Type Name	OrderBy	Active	Delete	Edit			
		New Phone Number		Active *				
1	Work	Reference Type is added.	10	E	×	1		
2	Cell		20	R	×	1		
3	Home		30	Æ	×	1		
4	Fax		40	E	×	1		
5	Other		50	E	x	1		
7	Satellite		25	17	×	1		

Figure 409 - New Reference Type Shown

4. To verify the new reference type has been added correctly and appears where it should in a drop-down list, access the Address Book -> Contacts screen, expand a contact, select the Phone Numbers tab, click to Add New Record, then click the Phone Type drop-down list.



Figure 410 - Confirm New Reference Type Appears Correctly in Drop-down List

Follow the above procedure for adding other Reference Types.

9.5 File Location

The values in this list represent the locations where physical folders containing grant-related information reside. To add a new File Location:

1. Access Admin -> File Location



Figure 411 - Admin -> File Location

2. Click Add New Record, enter new location into the File Location text field.

Add new record	Click to add new File Location			🙆 Refresh	
File Location .		Active	Edit	Delete	
		5	××		
Archives A8		M	1	×	
Grant Manager's Room		E	1	x	

Figure 412 - Add New File Location

3. Place a checkmark in the Active checkbox if you want the location to appear as active, then click the checkmark icon under Edit to save the new record.

9.6 Reporting Requirements

Reporting requirements are categories of information that are required by sub-recipients on a regular basis to maintain compliance with the terms of a grant award. When awarding a grant, you can specify which categories of reporting requirements, and which measures or questions within the categories that will be required of the sub-recipient:

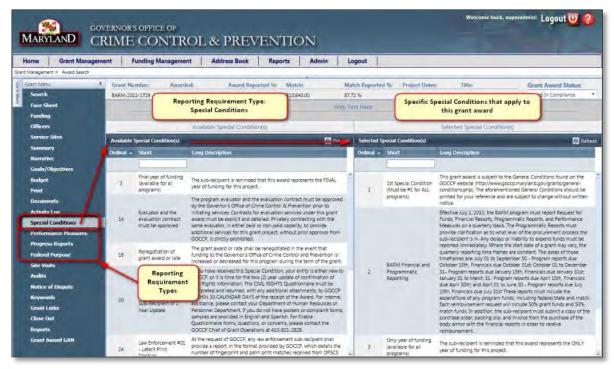


Figure 413 - Reporting Requirements Assigned to a Grant Award

In the Grant Menu and Award screen shown in Figure 309, the reporting requirement categories are shown in the menu down the left-hand side. Special Conditions is currently selected, so all of the special conditions that were added in Admin -> Reporting Requirements -> Special Conditions are displayed in the Available Special Conditions panel. By dragging a requirement from the Available panel to the Selected panel, that requirement is assigned to the current grant award. This works the same way for all of the reporting requirement categories:

Federal Purpose Areas	Defined Federal Program definitions that would be used to align a Grant Application and Award with Federal funding.
Performance Measures	The set of metrics that should be used to measure the implementation, effectiveness and success of a to be awarded or awarded Grant.
Progress Report Questions	Set of Questions whose answers represent a report of work accomplished during a specific time period.
Special Conditions	Set of rules and regulations that are specific to the funding source, funding year, and/or sub-award.
General Conditions	Rules and regulations for all sub-recipients regardless of funding source.

NOTE: The Reporting Requirements sub-menu has one item in addition to the requirement categories – the Reporting Requirement Types item. Use this to add a new category of requirement as follows:

- 1. Access Admin -> Reporting Requirements -> Reporting Requirement Types
- 2. Click Add New Record, enter new location into the File Location text field.

Add new record	Click to add new reporting requirement type	Refresh					
Reporting Requirement Type		Order By	Active	Edit	Deleta		
			Active *				
Federal Purpose Area		10	E.	1	×.		
Performance Measure	Enter name of new type	_20	F	1	×		
Progress Report Question		30	E	1	×		
Special Condition		40	100 Million	1	7		
General Conditions		50	展	1	×		

Figure 414 - Add New Requirement Reporting Type

- 3. Place a checkmark in the Active checkbox if you want the type to appear as active.
- 4. Enter a number in the OrderBy field. This number will indicate where the new type will be displayed in reference to the other types in the grant award screen.
- 5. Click the checkmark icon under Edit to save the new record.

9.6.1 Manage Reporting Requirements

You can manage the Reporting Requirement Types and items of each type via the Admin -> Reporting Requirements menu. General Conditions will be used in this example; all reporting requirements are added in the same manner.

1. Access Admin -> Reporting Requirements and select General Conditions from the sub-menu.

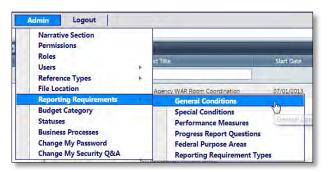


Figure 415 - Admin -> Reporting Requirements -> General Conditions

2. Enter a short description and long description, and click the checkmark in the lower-right corner to save the record.

-	I new record Click to	add new General Condition		Refra
Edit	Short Description	Long Description	Active	Delete
-			Active *	
Short De OrderByt	anotion:	Enter Description Active Click to save		1 1 1
/	Award Period	Approved by the Governor's Office of Crime Control and Prevention (GOCCP) of the submitted application, and the sub-award that it has generated, is for the time period, stated in this Sub-award Package and constructes no commitment for the continuation of funding beyond that time period.	E	×
1	Statutes and Requirements of State and Federal Funds	This sub-award is subject to all State of Maryland and Federal statutes and requirements that apply to the relative funding source.	E	x
	Policies and Procedures - General and Special Conditions	This sub-earst is support to the Special Candidows and the General Constitution elementa on the GOCSP results are accepted by the Automated Official on the official Means Acceptance document, GOCSP - Tealmark harry total and Special Constitution, 14 and when research and the two and special Do Not SPECIAL CONDITIONS, GR ANY OTHER SART OF YOUR PACIT. There are the policies, pacessizes, pulsarises, and business rules from GOCSP results of the SPECIAL CONDITIONS, GR ANY OTHER SART OF YOUR PACIT. There are the policies, pacessizes, pulsarises, and business rules from GOCSP for grant trads, meaners of the founding source. The only documents that must be returned are the Award Acceptance document. The Project Commonsement/Delay from ties disadlines under #3) and the GVI Rights Quantomain equipments when supplicable (sup even three G1) years affective year one (1) being F20012, unless new supplicable, TC, The Award Acceptance and Praces Commonsement must contain endinate the BUE INK.	F	×

Figure 416 - Add New General Condition

3. The new General Condition will now appear in the Grant Menu "Available General Conditions" panel.

9.7 Budget Category

The values in this list represent the categories of budget items that are required in a grant application:

Gia	Grant Menu	Ŧ	App. Numbe	er: Requested Fund	s: Match Funds	: % of Project Cost	: Project Dates					
Grant Menu	Search		1999-JB-0001	\$78,630.00	\$0.00	0.00 %	09/01/2000 - 08					
2	Face Sheet		Current Grant Application budget (#5)									
	Officers		F elp	Budget Category		Total Grant Funds	Total Cash Match					
	Service Sites		> 🕒	Personnel		\$64,355.00	\$0					
	Summary Narrative		> 🕢	Operating Expenses		\$6,350.00	\$0					
	Budget		2	Travel		\$1,775.00	\$0					
	Print		> 🚯	Contractual Services		\$0.00	\$0					
	Documents		>	Equipment		\$0.00	\$0					
	Activity Log Special Conditions Performance Measures	ľ	• e	Other	J	\$6,150.00	\$0					

Figure 417 - Budget Categories shown in Grant Application Menu

To add a new Budget Category:

1. Access Admin -> Budget Category



Figure 418 - Admin -> Budget Category

2. Click Add New Record.

	Click to add new					
H Add new record	budget category					Refresh
Category Name		Short Catego	ory Name OrderBy .	Active	Edit	Delete
[Active *	6	
Category Name:		Active: 🔽				
Short Category Name:						
OrderBy:						
Budget Control:	[Select One] *					
		Help				
	Enter required info	Text:				
	Enter required info	Text:				
	Enter required info	Text:	L C Preview	Words: 0	Character	5:0
	Enter required info	rmation Text:	L C Preview.	Words: 0	Character	5:0
Personnel	Enter required info	rmation Text:		Words: 0	Character	
	Enter required info	Text: Design O HTM				
Operating Expenses	Enter required info	Text: Design C HTM PERSNL		-		×
Operating Expenses Travel	Enter required info	PERSNL OE	Click to save new record 1 2			××
Personnel Operating Expenses Travel Contractual Services Equipment	Enter required info	PERSNL. OE TRVL	Click to save new record 1 2 3	् य य		××××

Figure 419 - Add New Budget Category

- 3. Enter a name for the new category, and a short name that will represent the category.
- 4. Enter text into the Help Text field that will appear as "Tool-Tip" help in a popup window when a user clicks the help button.
- 5. Click the checkmark icon in the lower right corner to save the new Budget Category.

9.8 Change My Password

If you want to change your GMS password at any point:

1. Access Admin -> Change My Password

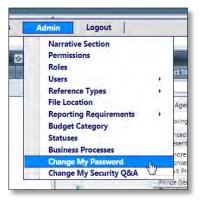


Figure 420 - Admin -> Change My Password

2. Enter your current password. Then enter your new password, and re-enter it into the Confirm New Password field.

Admin > Change My Password		
Change Your Password		
From this page you can change your password.		
Password must at least 8 characters in length and incl	ude at least 1 non-alphanumeric character	
User Name: superadmin Account Created: 8/19/2010 Password Last Changed: 1/26/2012	Enter Current Password	
Password:		
New Password:	Enter New Password again to confirm	
Confirm New Password:		
Change Password	Click to confirm and change password	
Back Home		

Figure 421 – Enter New Password

3. Click the Change Password button.

9.9 Change My Security Q&A

Security Q&A offers an added level of protection to your GMS account. You will be asked for the answer to your security question if you require technical support. If you want to change your GMS Security Question and Answer at any point:

1. Access Admin -> Change My Security Q&A



Figure 422 - Admin -> Change My Security Q&A

2. Enter your current password. Then enter your new question and the answer to your new question.

hange Security Question/Answer		
rom this page you can change your security question	and onswer Enter your current password	
f you forget your password you will be asked the secu	ity position y	
/our Current Password:		
New Security Question:	Enter the answer to your new question	
New Security Answer:		
Change Security Question and Answer	Click to save new Q&A	

Figure 423 – Enter New Security Question and Answer

3. Click the Change Security Question and Answer button.

10 Reports

GMS provides internal users with the ability to print a wide variety of funding management, grant management, and administrative reports from one central location.

1. Click Reports from the GMS Home Screen to bring up the Reports screen.

GOVERNO	OR'S OFFICE OF					Welcome back, seperadmint Logout
	E CONTRO	L & PREV	ENTION			
iome Grant Management	Funding Management	Address Book	Reports Admin	Logout		
BLIS Enterprise Reporting	:					
and a strength of the strength of the	Select Report Group			Select One:	•	
	Select Report			(Select One)		
	Dulgut Type				•	
				1		
				*		
		R				
		N				
						1,85%

Figure 424 - GMS Reporting Screen

The reports screen is played out in such a way that the options that are displayed depend on the selection of the first category.

- 2. Begin by clicking the Select Report Group drop-down list. You are presented with the four report categories:
 - Admin Reports
 - Grant Applications
 - Grant Awards
 - Program Funds
- 3. Select a reporting group, for example Grant Awards

MAP		OR'S OFFICE OF	o DDEN	ENTRO	N.T.		Welcome tack, superadmint Logout 😈 🤗
Home	Grant Management	IE CON'TRO	Address Book	Reports	Admin	Logout	
BI 15	Enterprise Reporting	1				-	
		Select Report Group Select Report Output Figs				Einer Ons) 7 Tseich Orch Admin Regions Gaint Appliations Dart Awards Program Funds	
							* 85%

Figure 425 - Reports - Select Report Group

4. Based on the report group you selected, the list of reports available for that group will appear in the drop-down menu next to Select Report.

	NOR'S OFFICE OF						Welcome tack, superadmint Logout
MARYLAND CRIN	IE CON'TRO	L & PREV Address Book	ENTIO: Reports	Admin	Logout		
a.							
BLIS Enterprise Reportin	d.						
	Select Report Group				Grant Awards		
	Select Report				Select One)	-	
	Dutted Type				ISelect One) Award Deficiency	-	
					Award Packet Authorized Official		
					Award Packet Project Director Budget Notice		
					GAFL Labels		
					Grant Award Processing Times	÷.	

Figure 426 - Reports - Select Report Type

5. Click the drop-down menu next to Select Report and click to select the report, for example Award Deficiency

6. Based on your report selection, different selection criteria are presented to you in the form of selection boxes:

MARY		NOR'S OFFICE OF	a DDET					Welcome tasck, superadmint Logout
lome	Grant Management	TE CON'TRO	Address Book	EN IIC Reports	Admin	Logout		
n								
81.15 E	interprise Reporting	g:						
		Select Report Croup				Grant Awards		
		Select Report				Award Deficiency		
		Seluct Grant Program				Abort - Adam School Brogummin BCOH - Schenool Cry Columnin BCSH - Submoor Cry Columnum BCSH - Submoor Cry Kool Net BCVC - Submoor Cry Volker D BCVC - Submoor Cry Volker D BCVC - Submoor Cry Volker D BCVC - Borth - Submoor Cry Locat D BCVC - Borth - Submoor Cry Locat D	ry Indone wysiązatow Wowenni mak Dampier Grant Softwarzani	
		Select (agolittise Olistinci				Autor Ani 2001 - Matte-under Crist - Council and Anegarry Count Crist - Anegarry and Volantington Dial - Angenry and Volantington Dial - Magnety and Volantington Dial - Washington County Cite - Washington County Cite - Washington County Cite - Washington County		
		Stred Funding Vial				2013 2013 2013 2013 2014 2016 5000 2000		
		Select Ninicipality				Los Ania - Stra-unite Abstraum Actuart Argangeous Estimoly Istragy		
		- Samer Grand Status				Vanie Szize Award Szize Award Szizette Pervet Avard Scotter Pervet Avard Chapter Avard Chapter Award		
		Sellert Applicant Collery				E-strate-white E-Strate-white American Amer	-	*, 85%

Figure 427 - Reports - Select Reporting Criteria

- 7. Make your selections for each criteria by clicking on the drop-down list beside each criteria category.
- 8. Scroll down the page to be sure you've covered all criteria selection.
- 9. If you want to create the report for a specific Grant Award (works for grant applications as well) you can enter the Award # in the Grant Award Number field near the end of the list:

MARY		NOR'S OFFICE OF ME CONTRO	L & PREV	VENTIC	ON			Welcome back, superadmint Logout 💟 🌘
Home	Grant Management	Funding Management	Address Book	Reports	Admin	Logout		
porti				_		Ni Asa Triugtag Dyskectores		
		Select Funding Chief				Hougeton, Sitane		
		Saturi Funding Manager				And Art Propulsion, Sharta	_	
		Seniol Frical Specialise				Autor Conner Balloy, Conner Balloy, Follow Benetic Autor Denter Autor Carlos, Carlostro Carlos, Carlostro Carlos, Carlostro Carlos, Carlostro Carlos, Carlostro Carlos, Carlostro Carlos, Carlostro Carlos, Carlostro Carlos, Carlostro Benetico, Carlostro Carlos, Carlostro Benetico, Carlostro Carlos, Carlostro Benetico, Carlostro Carlos, Carlostro Benetico, Carlostro Carlos, Carlostro Benetico, Carlostro Carlos, Carlostro Benetico, Carlostro Carl	1	
		Selved GOOCP Monitor				Account and a second	ž.	
		Select Crysensation				Part Are 100 Disks Men Are Taken Likeling in Action A.E.K. Mr. (Astronomy To Are Antibushing Ton Area Transformer, mil Areat Transformer, mil Areat Economics Area	Tagma Desa Monigh Kommerge - In Coattion	
		Direct Scient Award Nameter				Advertiser Porce Department	1	
		Kenar Propert Time				L-		
		Over Terr				POR	•	
						-		
						-		1,85%

Figure 428 - Report on a specific Grant Award or Application Number

10. Click in the Output Type drop-down list and select:

- PDF (Adobe Acrobat Format)
- RTF (Rich Text Format)
- CSV (Comma Separated Variable Format)
- XLS (Excel Worksheet Format)

Then click the Printer icon to print the report.

Select Organization	PDF	
	RTF	
	CSV	
	XLS	
Enter Grant Award Number		
Enter Project Title		
Output Type	PDF	
	3	

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