



ACJC Grants Portal

Creating a Grant Adjustment Request User Manual





TABLE OF CONTENTS

| | |
|--|-----------|
| CREATING A GRANT ADJUSTMENT REQUEST (GAR)..... | 1 |
| GAR TYPE 1. "Change in Project Period"..... | 4 |
| GAR TYPE 2. "Budget Modification"..... | 4 |
| GAR TYPE 3. "Personnel Update"..... | 6 |
| GAR TYPE 4. "Change in Project Scope"..... | 7 |
| GAR TYPE 5. "Grant Officials Update"..... | 7 |
| GAR TYPE 6. "Project Change"..... | 8 |
| GAR TYPE 7. "Address or Name Change of Organization"..... | 8 |
| GAR TYPE 8. "Sole Source Approval"..... | 9 |
| GAR TYPE 9. "DUNS Change"..... | 9 |
| GAR TYPE 10. "Prior Approval of Certain Costs"..... | 10 |
| SELECTION OPTIONS..... | 12 |
| GRANT ADJUSTMENT STATUS..... | 12 |



CREATING A GRANT ADJUSTMENT REQUEST (GAR) [Return to Top](#)

This section allows any Point of Contact to create and submit Grant Adjustment Requests (GAR) for assigned grant programs.

How to create a Grant Adjustment:

1. Click on the Grant Adjustments button.

Welcome to the new ACJC Grants Management Portal! Please select from the options below.

Weekly Application Status

0 Created 0 Submitted 0 Reviews Pending

| | | | |
|---|---|--|--|
| <div style="background-color: #333; color: white; padding: 5px; margin-bottom: 5px;">Access Applications</div> <ul style="list-style-type: none"> • Create/Edit Applications • View Prior Applications | <div style="background-color: #333; color: white; padding: 5px; margin-bottom: 5px;">Review Applications</div> <ul style="list-style-type: none"> • Score Applications • View Prior Scoring | <div style="background-color: #333; color: white; padding: 5px; margin-bottom: 5px;">View Records</div> <ul style="list-style-type: none"> • View Record Information • Add/Update Information • Contact ACJC | <div style="background-color: #333; color: white; padding: 5px; margin-bottom: 5px;">Manage Personnel</div> <ul style="list-style-type: none"> • View Personnel Information • Create/Edit Personnel |
| <div style="background-color: #333; color: white; padding: 5px; margin-bottom: 5px;">Sub-Awardee Questionnaires</div> <ul style="list-style-type: none"> • View Questionnaires • Submit Questionnaires | <div style="background-color: #333; color: white; padding: 5px; margin-bottom: 5px;">Activity Reporting</div> <ul style="list-style-type: none"> • View Activity Reports • Submit Activity Reports | <div style="background-color: #333; color: white; padding: 5px; margin-bottom: 5px;">Financial Reporting</div> <ul style="list-style-type: none"> • View Financial Reports • Submit Financial Reports | <div style="background-color: #333; color: white; padding: 5px; margin-bottom: 5px;">Grant Adjustments</div> <ul style="list-style-type: none"> • Create a GAR • View Prior GARs |



2. Filter for the grant you are requesting an adjustment on and click "Select".
From the dropdown menu choose:
A. The ACJC grant program
B. Your Agency
C. The Grant Number



Grant Adjustment Requests

Please select from the following:

3. Select the "Create a Grant Adjustment Request" option.

Please select from the following:

Victim Assistance Test 2 Agency Against Victimization va-22-02 Select

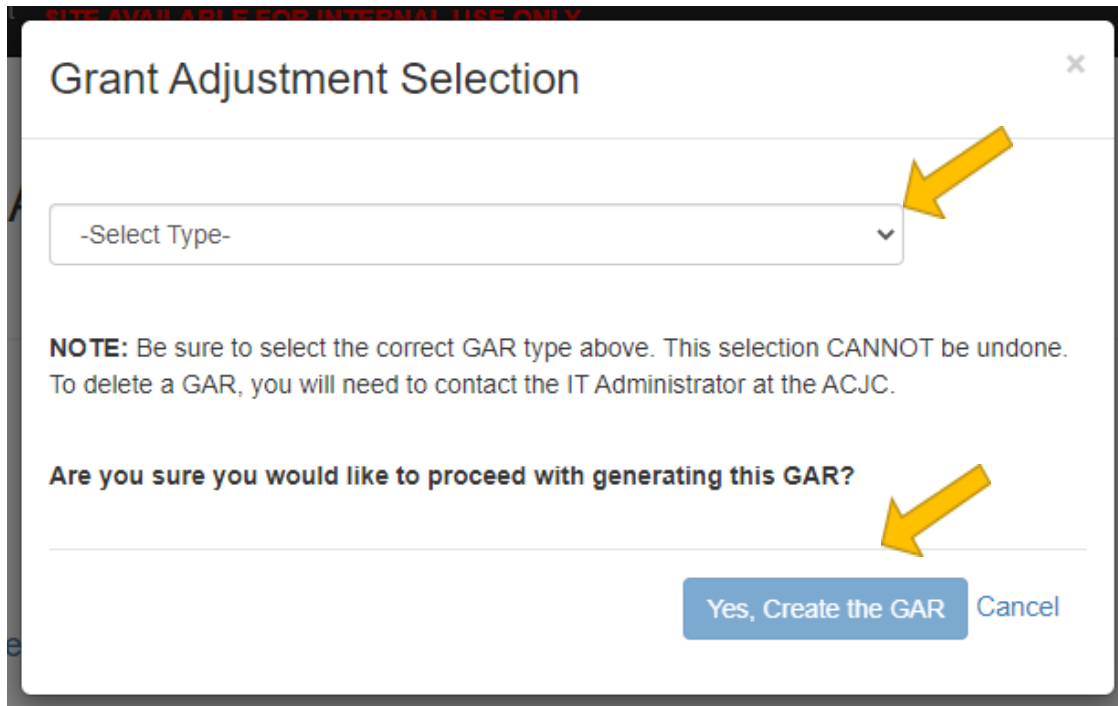
Create a Grant Adjustment Request

| Order | Project | Date Created | Status | Type |
|-------|---------|--------------|--------|------|
|-------|---------|--------------|--------|------|

Types of Grant Adjustment Requests that can be submitted:

1. **Change in Project Period** - Grantee is requesting a change to the end date of the project.
2. **Budget Modification** - Grantee is requesting a change to the budget categories.
3. **Personnel Update** - Grantee is requesting a change to personnel assigned to project activities.
4. **Change in Project Scope** - Grantee is proposing a change to the project scope.
5. **Grant Officials Update** - Grantee is requesting to change the contact information for any of the organization's listed officials.
6. **Project Change** - Grantee is proposing a change to the project, to include timelines, allowable expenses, etc.
7. **Address or Name Change of Organization** - Grantee requests a change to the organization's mailing address or the name of the recipient organization.
8. **Sole Source Approval** - Grantee requests to enter into a non-competitive contractual relationship.
9. **DUNS Change** - Grantee requests a change to the recipient organization's DUNS number.
10. **Prior Approval of Certain Costs** - Grantee requests prior approval for certain costs listed in the grant agreement.

4. Select Type of Grant Adjustment to be submitted using the dropdown menu. Then Select "Yes, Create the GAR".



Grant Adjustment Selection

-Select Type-

NOTE: Be sure to select the correct GAR type above. This selection CANNOT be undone. To delete a GAR, you will need to contact the IT Administrator at the ACJC.

Are you sure you would like to proceed with generating this GAR?

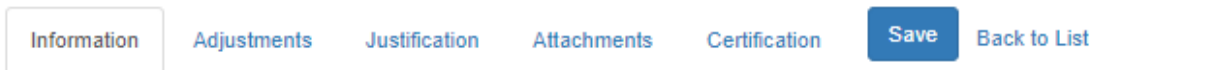
Yes, Create the GAR Cancel

5. Enter the requested information for the Grant Adjustment Request (GAR).

The GAR consists of several tabs to review and complete.



Grant Adjustment Request



Information Adjustments Justification Attachments Certification Save Back to List

The tabs include:

- Information - Review general information regarding the Project. GAR type can be found on this tab.
- Adjustments - Enter the requested information for the GAR type. See below for Instructions for this tab related to each GAR.
- Justification - In the text box, provide a detailed description of the adjustment(s) you are requesting. The Justification field is a required field for all Grant


Adjustment Requests and should include an explanation of why the change is needed and how it will impact the project.

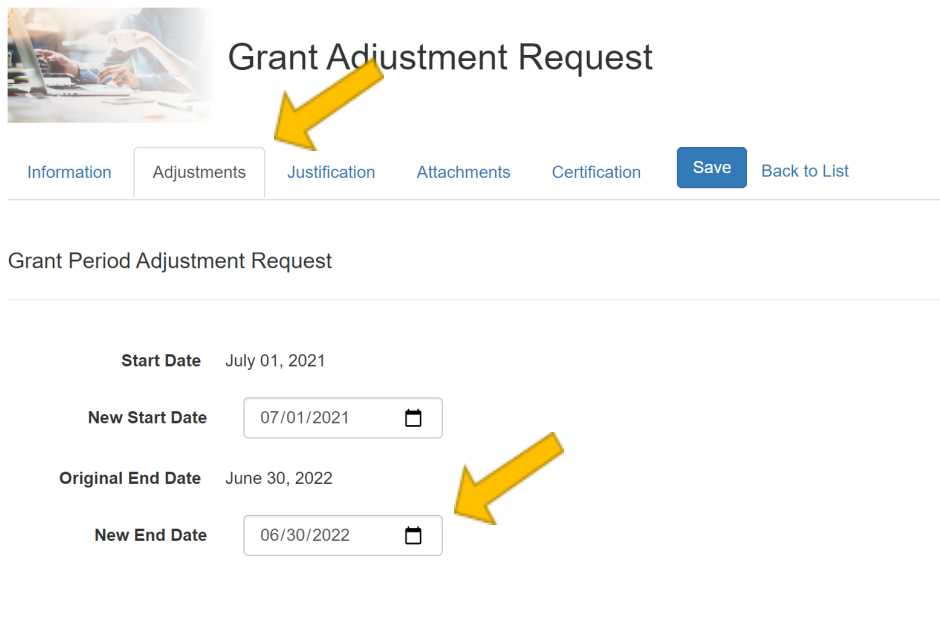
- Attachments - If additional material is needed to further explain the grant adjustment request, utilize the attachments tab.
- Certification -. In the "Approved by" field, enter the name of the person or the Project Official who has approved this request.

6. Entering Information in the "Adjustments" tab:

GAR TYPE 1. "Change in Project Period" [Return to Top](#)

-The current start and end dates of the project period are displayed.

Click the Calendar button  and select a new project period end date. Proceed to the Justification Tab.




Grant Adjustment Request


Information Adjustments Justification Attachments Certification Save Back to List

Grant Period Adjustment Request

Start Date July 01, 2021

New Start Date 07/01/2021 

Original End Date June 30, 2022

New End Date 06/30/2022 

GAR TYPE 2. "Budget Modification" [Return to Top](#)

-All budget categories are displayed. You can view the budget amount of those categories, as well as what is remaining in the award for those budget categories.

-Next to the "Change Requested" column, you will select the "plus" sign in the dropdown, to increase a budget category. You will select the "minus" sign in the dropdown, to decrease a budget category.



-In the "Change Requested" column, enter the amounts that you want to increase and decrease the corresponding budget categories.

Budget Adjustment Requested

| Budget Categories | Original Budget | Remaining Award | Change Requested |
|--------------------------|-----------------|-----------------|------------------|
| Personal Services Salary | \$17,000.00 | \$17,000.00 | +▼ \$1,000.00 |
| Personal Services ERE | \$8,000.00 | \$8,000.00 | -▼ \$(1,000.00) |

-The "Total Adjustment" column will show the new totals based on the amounts entered in the Change Requested column.

| Change Requested | Remaining Match | Change Requested | Total Adjustment |
|------------------|-----------------|------------------|------------------|
| +▼ \$1,000.00 | \$0.00 | +▼ \$0.00 | \$18,000.00 |
| -▼ \$(1,000.00) | \$0.00 | +▼ \$0.00 | \$7,000.00 |

If the amount that is change requested exceeds the current budget amount, the totals at the bottom of the budget will display in red, with a warning.

| | | | | |
|-------|-------------|-------------|------------|------------|
| TOTAL | \$31,250.00 | \$25,000.00 | \$2,000.00 | \$6,250.00 |
|-------|-------------|-------------|------------|------------|

The Adjusted Total must not exceed the Original Budget Total.

If project match is reported by each budget category, the remaining match and change requested amounts will auto-populate based on the change requested amounts.

-Once all budget category change requests have been captured, proceed to the Justification tab.


Save Back to Top **DO NOT FORGET TO SAVE YOUR WORK!**

GAR TYPE 3. "Personnel Update" [Return to Top](#)

-To add personnel assigned to project activities, select "Add".


Project Personnel Adjustments

| Status | Name/Identifier | Position | Training/Renewal Date | Program Portion | Grant Portion |
|------------------------------------|-----------------|----------|-----------------------|-----------------|---------------|
| <input type="button" value="Add"/> | | | | | |



Project Personnel Adjustments

| Status | Name/Identifier | Position | Training/Renewal Date | Program Portion | Grant Portion |
|------------------------------------|---------------------------------------|---|--|-------------------------------------|---------------------------------------|
| <input type="button" value="Add"/> | <input type="text" value="Jane Doe"/> | <input type="text" value="Legal Advocate"/> | <input type="text" value="09/01/2021"/> <input type="button" value="📅"/> | <input type="text" value="0.00"/> % | <input type="text" value="0.00"/> % |
| <input type="button" value="Add"/> | | | | | <input type="button" value="Delete"/> |



-Enter the name/identifier, position of the personnel to be added, and select the training date if there is a training requirement for the personnel in your project. Select the renewal date if renewal/reappointment is a requirement for the personnel in your project. If training or renewal is not a part of this grant, then it is recommended you leave this field blank.

-You may enter the Program FTE Portion and Grant FTE Portion for Program Income calculations. If program income is not a part of this grant, then it is recommended that these two fields are left blank.

-To Delete entries, select "Delete". The delete function is only available during the GAR creation.

-Continue this process for all personnel additions.


-To Deactivate Personnel previously entered, select "Deactivate" and the personnel status will show as deactivated for that individual.

-To Reactivate personnel, select "Reactivate", and the deactivate status will be removed.

-Once all personnel changes have been captured, proceed to the Justification tab.

Project Personnel Adjustments

| Status | Name/Identifier | Position | Training/Renewal Date | Program Portion | Grant Portion |
|------------------------------------|-----------------|---|--|-------------------------------------|---|
| <input type="button" value="Add"/> | Jane Doe | <input type="text" value="Legal Advocate"/> | <input type="text" value="mm/dd/yyyy"/> <input type="button" value="📅"/> | <input type="text" value="100.00"/> | <input type="text" value="10.00"/> |
| <input type="button" value="Add"/> | | | | | <input type="button" value="Deactivate"/> |



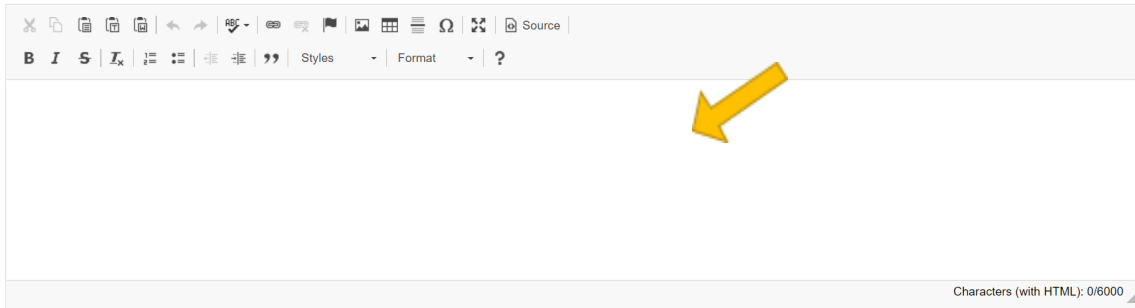
[Back to Top](#) **DO NOT FORGET TO SAVE YOUR WORK!**

GAR TYPE 4. "Change in Project Scope" Return to Top

- Enter a detailed explanation of the adjustment you are requesting.
- Proceed to the Justification tab.

Adjustment Requested

Please provide a detailed explanation of the adjustment you are requesting.



A rich text editor interface with a toolbar containing icons for undo, redo, bold, italic, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, source code, and help. The text area is currently empty. A yellow arrow points to the text area. The character count at the bottom right is "Characters (with HTML): 0/6000".

GAR TYPE 5. "Grant Officials Update" Return to Top

- Provided is a list of all the organization's listed officials that were provided at the time of application, or have been updated using the GAR process. Select the + symbol to expand the selection.

+ Agency Official

+ Authorized Official

+ Project Official

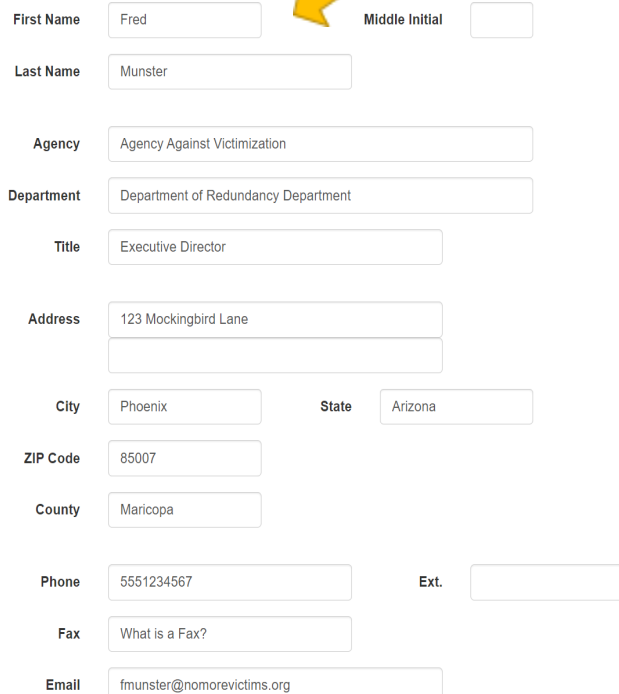
+ Financial Official

+ Legal Official

+ Civil Rights Official

+ Other Official

Agency Official



A form for entering details for an Agency Official. The fields are: First Name (Fred), Middle Initial (empty), Last Name (Munster), Agency (Agency Against Victimization), Department (Department of Redundancy Department), Title (Executive Director), Address (123 Mockingbird Lane), City (Phoenix), State (Arizona), ZIP Code (85007), County (Maricopa), Phone (5551234567), Ext. (empty), Fax (What is a Fax?), and Email (fmunster@nomorevictims.org). A yellow arrow points to the Middle Initial field.

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Save [Back to Top](#) **DO NOT FORGET TO SAVE YOUR WORK!**

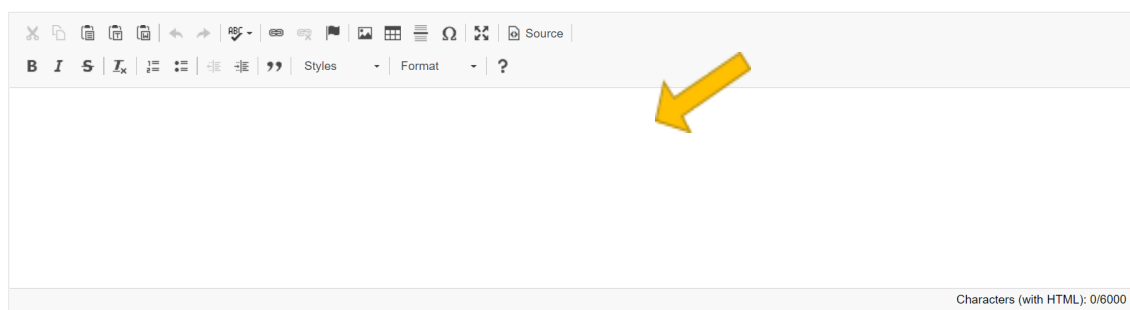
- Update any information for the listed official(s).
- Once all updates have been made, proceed to the Justification tab.

GAR TYPE 6. "Project Change" [Return to Top](#)

- Enter a detailed explanation of the adjustment you are requesting.
- Proceed to the Justification tab.

Adjustment Requested

Please provide a detailed explanation of the adjustment you are requesting.

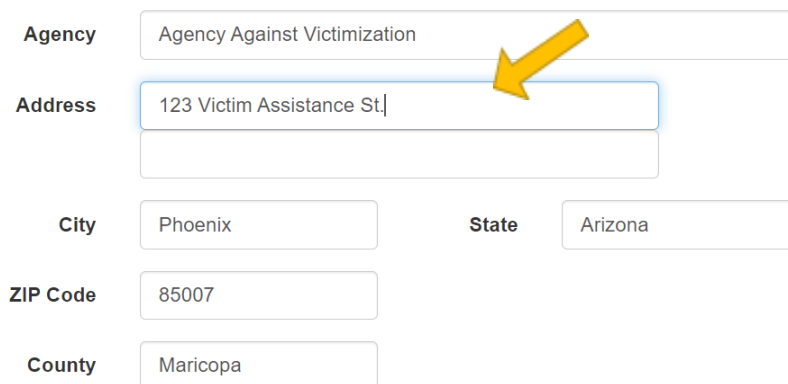


A rich text editor interface with a toolbar at the top containing icons for undo, redo, bold, italic, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, source code, and help. Below the toolbar is a large text area for entering the explanation. A yellow arrow points to the text area. At the bottom right of the text area, it says "Characters (with HTML): 0/6000".

GAR TYPE 7. "Address or Name Change of Organization" [Return to Top](#)

- Update the agency's mailing address or the name of the recipient organization.
- Proceed to the Justification tab.

Agency Adjustments



A form for Agency Adjustments with the following fields:

- Agency:** Agency Against Victimization
- Address:** 123 Victim Assistance St. (A yellow arrow points to this field)
- City:** Phoenix
- State:** Arizona
- ZIP Code:** 85007
- County:** Maricopa

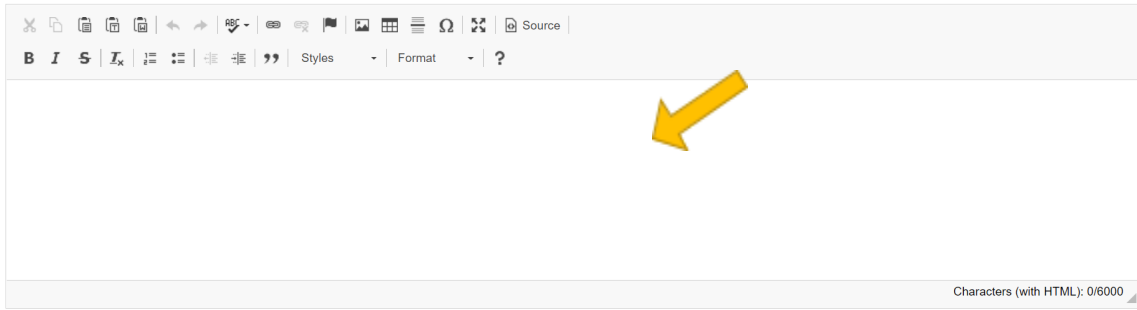
[Save](#) [Back to Top](#) **DO NOT FORGET TO SAVE YOUR WORK!**

GAR TYPE 8. "Sole Source Approval" [Return to Top](#)

- Enter a detailed explanation of the adjustment you are requesting.
- Proceed to the Justification tab.

Adjustment Requested

Please provide a detailed explanation of the adjustment you are requesting.



A rich text editor interface with a toolbar at the top containing icons for undo, redo, bold, italic, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, insert link, insert image, source code, and help. Below the toolbar is a large text area for entering the adjustment request. A yellow arrow points to the text area. At the bottom right of the editor, it says "Characters (with HTML): 0/6000".

GAR TYPE 9. "DUNS Change" [Return to Top](#)

- Enter the new DUNS Number for the recipient agency.
- Proceed to the Justification tab.

DUNS Number Adjustment

DUNS Number

15559029

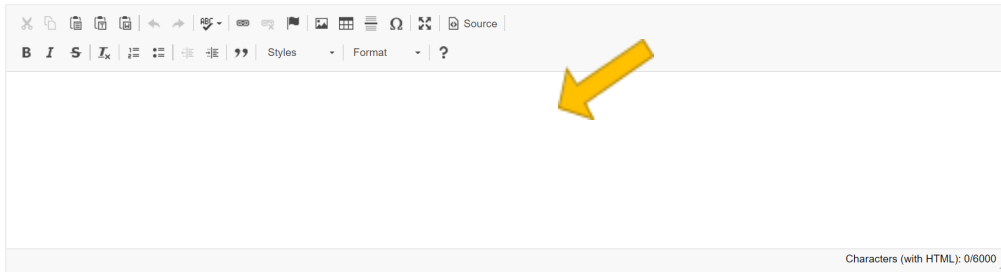


GAR TYPE 10. "Prior Approval of Certain Costs" [Return to Top](#)

- Enter a detailed explanation of the adjustment you are requesting.
- Proceed to the Justification tab.

Adjustment Requested

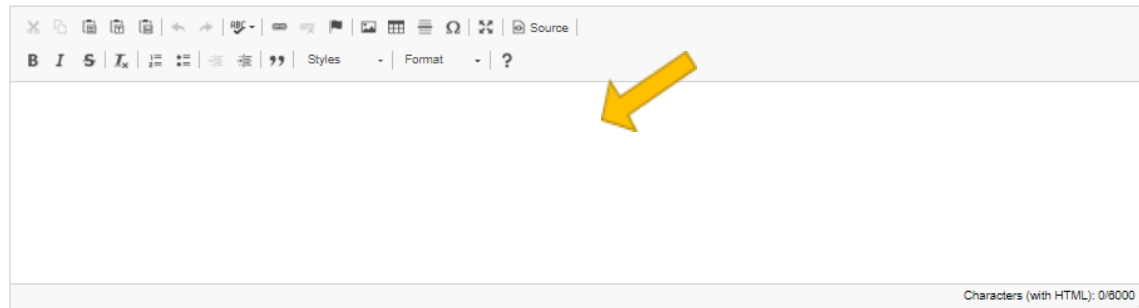
Please provide a detailed explanation of the adjustment you are requesting.



7. **Justification-** Provide a detailed justification of the adjustment you are requesting, in the "Justification" tab.

Adjustment Justification

Please provide a detailed justification of the adjustment(s) you are requesting.



8. **Attachments-** If additional material is needed to further explain the grant adjustment request, documents can be attached in the "Attachments" tab by selecting the "choose file" button and finding the file on your computer that you want to attach. After you select "Open", the file location and name will appear in the box. Select the "Add" button, and the file selected will appear under the "Attachment List". A document is removed by checking "delete" under the "Attachment List", and then selecting "Delete Selected".

Document Attachments

Please select attachments for your grant adjustment request. Assure the following:

- All attachments are PDF documents.
- Attachments are less than 100MB in size.
- Each attached file name MUST BE unique from other file(s) uploaded.

Select a File:

GAR Documentation.pdf

Attachment List

| File Name | Delete? |
|---|--------------------------|
| 20210902130108117_GAR Documentation.pdf | <input type="checkbox"/> |

9. **Certify & Submit the Grant Adjustment Request-** Select the "Certification" tab. In the "Approved by" field, enter the name of the person or the Project Official who has approved this request. Select "Submit"

Information Adjustments Justification Attachments Certification [Back to List](#)

Grant Adjustment Request (GAR) Certification

Requested By VS Admin

Approved By

How do I activate the Submit button?

[Back to Top](#)

DO NOT FORGET TO SAVE YOUR WORK!

SELECTION OPTIONS [Return to Top](#)

"Save": Will allow you to save your work.

"Submit": This will validate that all necessary fields have been entered, and lets you know if any errors exist. Necessary changes must be made to the request before Grants Portal will allow you to submit the request to ACJC.

"Back to List": This will take you to the main GAR request screen. Be sure to select "Save" before you go "Back to List" so you do not lose any unsaved work.

GRANT ADJUSTMENT STATUS [Return to Top](#)

The following are the various Grant Adjustment Request statuses:

"Pending" - This request has **not** been submitted to ACJC. You can edit or delete your GAR while it is in pending status.

"Submitted" - This request has been submitted to ACJC for consideration and is pending review and approval.

"Re-Opened" - This request has been re-opened for corrections or additional information. This status allows users to make the necessary changes and resubmit a GAR.

"Approved" - This request has been approved by ACJC.

"Denied" - This request has **not** been approved by ACJC.