



Managing Project Personnel User Manual

Revised July 26, 2021





MANAGING PROJECT PERSONNEL

The Project Personnel section allows grantees to log personnel assigned to the project for the following purposes:

- 1) Maintain an active list of project personnel or members;
- 2) Monitor personnel training/renewal date requirements; and/or
- 3) Establish program income calculations (if applicable).

To access and manage the personnel section, click on the "Manage Personnel" button as indicated below.

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

Weekly Application Status

0 Created 0 Submitted 0 Review Pending

Access Applications

- Create/Edit Applications
- View Prior Applications

Review Applications

- Score Applications
- View Prior Scoring

View Records

- View Record Information
- Add/Update Information
- Contact ACJC

Manage Personnel

- View Personnel Information
- Create/Edit Personnel

Sub-Awardee Questionnaires

- View Questionnaires
- Submit Questionnaires

Activity Reporting

- View Activity Reports
- Submit Activity Reports

Financial Reporting

- View Financial Reports
- Submit Financial Reports


Grant Adjustments

- Create a GAR
- View Prior GARs

PROJECT PERSONNEL MAIN PAGE

To access personnel information, simply select the program, agency and grant number in the dropdown lists and click "Select." Two tables of information will appear. The Current Personnel table will indicate individuals currently assigned to the project while the Former Personnel table will outline individuals removed from the project via the Grant Adjustment Request process.

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Project Personnel

Please select from the following:

Crime Victim Assistance Program Arizona Coalition for Victim Services VA-22-001 [Select](#)

Current Personnel [Add Personnel](#) **1** [Program Income Worksheet](#) **4**

Name/Identifier	Position	Trained/Renewed Date	Program FTE Portion	Grant FTE Portion	Attachments Delete 3
Jon Doe	Officer	07/05/2021	0.75	0.25	

Former Personnel

Name/Identifier	Position	Program FTE Portion	Grant FTE Portion
<i>No personnel have been deactivated at this time.</i>			

Grantees have the following options to manage personnel:

- 1. Add Personnel:** Click on the blue button to add personnel to the list.
- 2. Attachments:** Click the link to add attachments (e.g., certificates) to each individual.
- 3. Delete:** Click this link to remove this individual from the list.
- 4. Program Income Worksheet:** Process a Program Income Worksheet, if required.

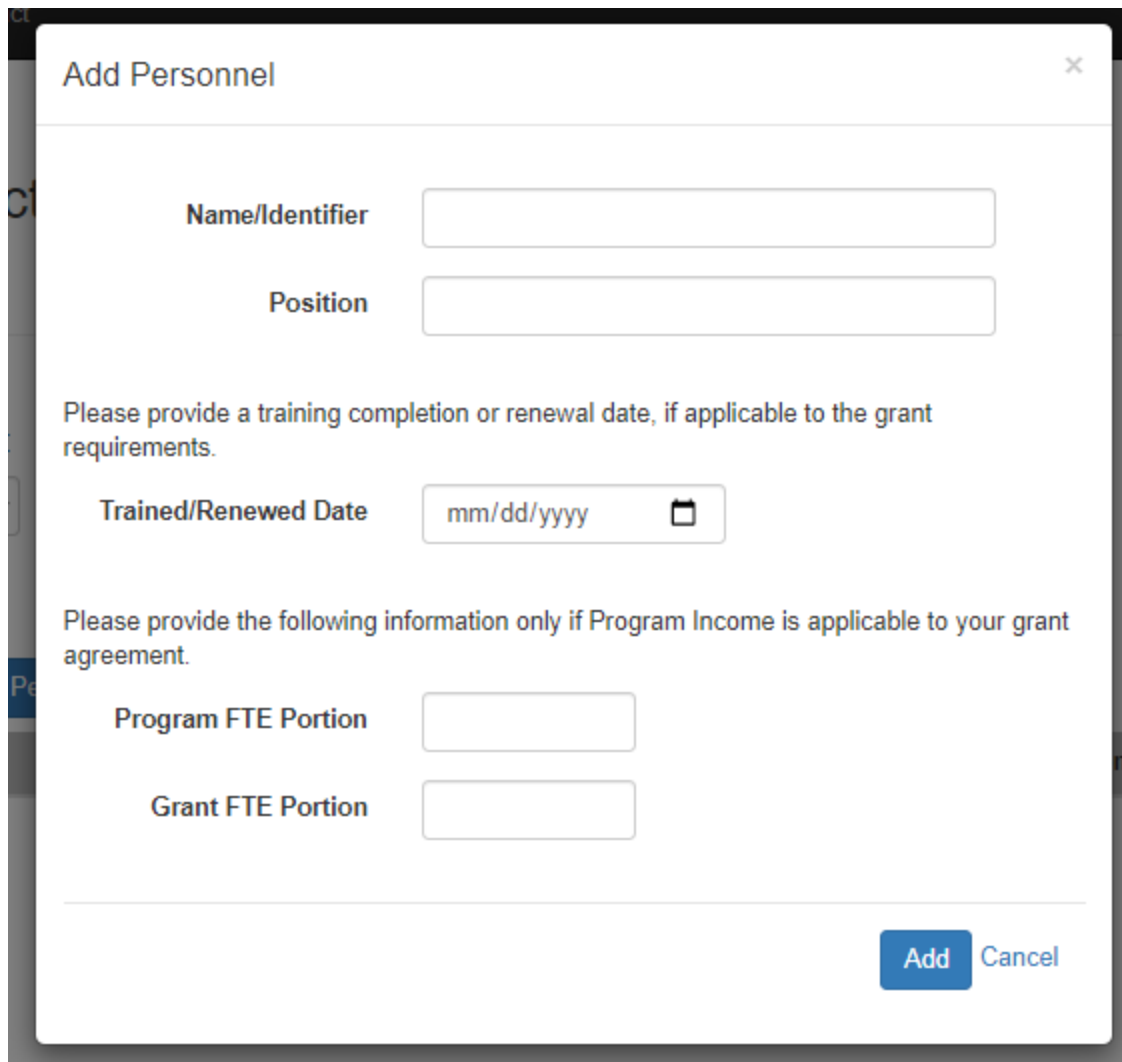
Both the "Add Personnel" button and the "Delete" link will no longer be active if 1) the start date is greater than two (2) months prior to the current date, or 2) a Program Income Worksheet has been submitted.

ADD PERSONNEL

Once the grantee clicks on "Add Personnel", a popup will appear asking for information regarding the individual. Along with the name/identifier (or badge number) and position, there are additional sections for trained/renewed date and FTE portions. If the program requires a trained/renewed date, then please provide the date. If Program Income is required for reporting, then please enter the portions at the bottom of the popup.

Once all the required information is entered, then click the blue "Add" button to process the personnel information.

NOTE: The "Add Personnel" button will no longer be active if 1) the start date is greater than two (2) months prior to the current date, or 2) a Program Income Worksheet has been submitted.



The image shows a screenshot of a web application popup titled "Add Personnel". The popup has a white background and a grey border. At the top right, there is a close button (an 'x' icon). The form contains several input fields and instructions:

- Name/Identifier:** A text input field.
- Position:** A text input field.
- Trained/Renewed Date:** A date input field with a placeholder "mm/dd/yyyy" and a calendar icon.
- Program FTE Portion:** A text input field.
- Grant FTE Portion:** A text input field.

At the bottom right of the popup, there are two buttons: a blue "Add" button and a grey "Cancel" button. The text "Please provide a training completion or renewal date, if applicable to the grant requirements." is positioned above the date field. The text "Please provide the following information only if Program Income is applicable to your grant agreement." is positioned above the FTE portion fields.

ADD ATTACHMENTS

Once the "Attachments" link is clicked, a popup will appear for uploading attachments (e.g., certificates).

To properly upload a document, click on the "Choose File" button and select the correct document in your File Explorer window. Once selected, the grantee will see the name of the document next to the button. It is highly recommended the grantee provide a brief description of the document for easy processing by the ACJC. Once the information is entered, click the blue "Add" button to add the document to the list.

When uploading a document, be sure the document is under 100MB in size and the document is in PDF format. Failure to adhere to these requirements may result in upload error.

Add Attachment ×

Attachments

File Description	Name
<i>No attachments exist at this time.</i>	

Please select an attachment for Jon Doe. 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.

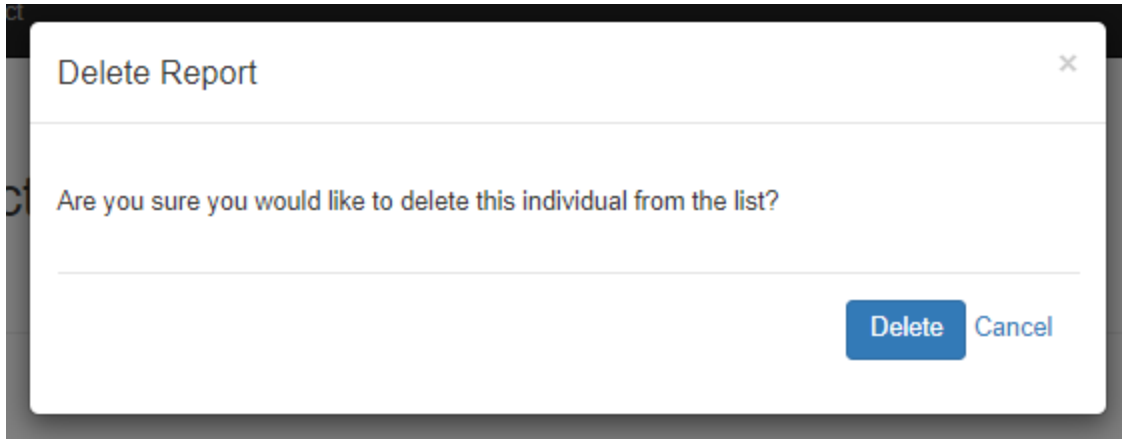
Select File:

No file chosen

DELETE PERSONNEL

Once the "Delete" link is clicked, a popup will appear requesting confirmation to delete the corresponding individual from the list. To confirm, simply click the blue "Delete" button.

NOTE: The "Delete" feature will no longer be active if 1) the start date is greater than two (2) months prior to the current date, or 2) a Program Income Worksheet has been submitted.



SUBMIT A PROGRAM INCOME WORKSHEET (IF APPLICABLE)

In certain cases, the ACJC program requires reporting of program income for federal grant monies. Since the required FTE portions are entered per personnel entry to calculate the *Program Income Formula*, a simple acknowledgement of the personnel information is necessary to fulfill the Program Income Worksheet requirement. Once a grantee clicks on the "Program Income Worksheet" button, a popup will appear outlining the calculated information based on prior personnel entry.

The screenshot shows a web browser window with a popup titled "Submit Program Income Worksheet". The popup contains a warning message, a form for entering FTE portions, instructions, a signature section, and a confirmation checkbox. At the bottom right, there are "Submit" and "Cancel" buttons.

Submit Program Income Worksheet

WARNING: Prior to completing the following Program Income Worksheet, please be sure that ALL personnel information is entered completely and accurately, including the FTE equivalencies for the grant and the entire program.

Program Income Formula

A. Total FTE Portion Paid by the Grant	<input type="text" value="0.25"/>
B. Total FTE Portion Dedicated to Program	<input type="text" value="0.75"/>
C. Program Income Formula (A / B)	<input type="text" value="33.33"/> %

Instructions:

Total FTE Portion Dedicated to Program- This is the portion of the employee's salary dedicated to the program (for example, 75% of Sue's time is spent working on task force-related activities. Sue's FTE portion is then .75).

Total FTE Portion Paid by the Grant- This is the portion of the employee's salary the Byrne/JAG grant pays for (for example, the Byrne/JAG grant pays for 50% of Sue's salary. The FTE portion is then .50).

By submitting this report, I certify that I have examined the information provided and it is accurate to the best of my knowledge.

In addition, I certify that I am the signing authority, or have been delegated or designated as the signing authority by the appropriate official, to provide the information requested throughout this report on behalf of this agency.

Signature

Title

Phone

By checking this box, I understand this is the final submission. To make any future changes, please contact your grant coordinator.

To officially submit the information, the grantee must type their digital signature, title, phone number and check the confirmation box to submit the worksheet. Once ready to submit, simply click the blue "Submit" button to process.