



Sub-Awardee Questionnaire User Manual

Revised July 26, 2021

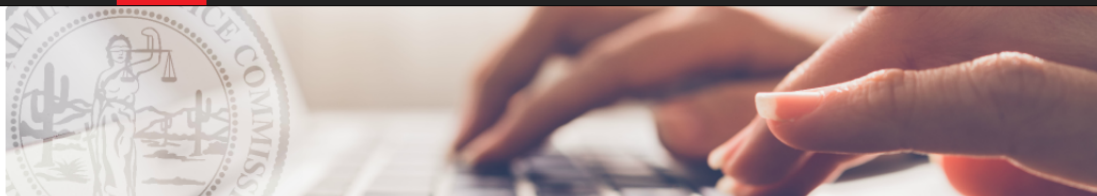




SUBMITTING A SUB-AWARDEE QUESTIONNAIRE

Sub-awardee questionnaires for all ACJC grant-funded programs are accessed through the "Sub-Awardee Questionnaires" button on your grantee main page. Clicking on the button takes you to the main "Sub-Awardee Questionnaires" page.

Please note that only the assigned grant financial contacts (including alternates) may create and submit a sub-awardee questionnaire. Video instructions on how to assign the financial contacts to your grant are available on the "Manuals" page in the top banner of the ACJC Grants Portal site under the Award Requirements section.



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

Weekly Application Status

0 Created **0** Submitted **0** Reviews Pending

Access Applications

- Create/Edit Applications
- View Prior Applications



Sub-Awardee Questionnaires

- View Questionnaires
- Submit Questionnaires

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

Activity Reporting

- View Activity Reports
- Submit Activity Reports

Financial Reporting

- View Financial Reports
- Submit Financial Reports

Grant Adjustments

- Create a GAR
- View Prior GARs

SUB-AWARDEE QUESTIONNAIRES PAGE

The "Sub-Awardee Questionnaires" page requires the following:

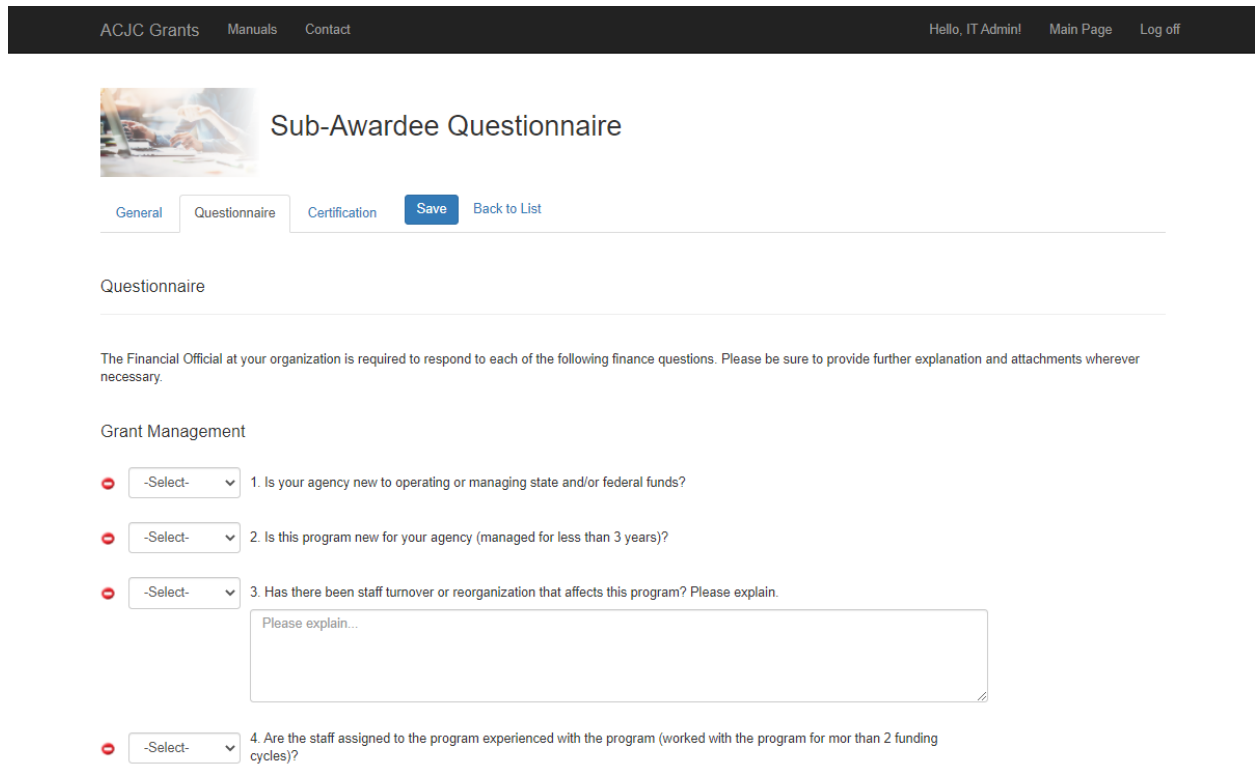
- Grantee must filter by Program/Agency/Grant Number: Please be sure to have this information available to query. The filtering process will direct you straight to the questionnaire for the identified grant.

Please note that grantees will only be able to query the grants for which they are assigned as a financial contact or financial alternate contact. Please coordinate with the primary grant contact at your agency for assignment.
- Click "Submit Questionnaire" to Create the Sub-Awardee Questionnaire: The grantee will be prompted to start the questionnaire. Click on "Start" at the prompt to begin editing the questionnaire.
- Access the Questionnaire at Any Time Prior to Submission: Grantees have the ability to edit the questionnaire after creation at any time as long as they have not submitted the questionnaire. Once the questionnaire has been submitted, the grantee will be provided view-only access unless re-opened by the ACJC staff for further editing.
- Sub-Awardee Questionnaires Are Required to Be Submitted by the Due Date.

The screenshot shows the top navigation bar with links for ACJC Grants, Manuals, Contact, Hello, IT Admin!, Main Page, and Log off. Below the navigation is a header section with an image of a person working at a computer and the title "Sub-Awardee Questionnaires". A red box highlights a form area with the text "Please select from the following:" and three dropdown menus: "Crime Victim Assistance Program", "Arizona Coalition for Victim Service", and "VA-22-001". A blue "Select" button is to the right of the dropdowns. Below the form is a blue "Submit Questionnaire" button with a red arrow pointing to it. To the right of the button is the text "Due Date: August 15, 2021". Below this is a table header with columns for "Project Title", "Grant Number", "Submit Date", and "Status". The table body contains the text "No questionnaire started or submitted. Due Date: August 15, 2021." At the bottom of the page is the copyright notice "© 2021 - Arizona Criminal Justice Commission."


EDITING & SUBMITTING A QUESTIONNAIRE

Once the grantee clicks on "Start", they will be directed to the sub-awardee questionnaire for the specific grant filtered. Grantees have the opportunity to save information and return back to the questionnaire at any time in the future for further editing. **Please note that each grant award requires a separate questionnaire to be filled out in the ACJC Grants Portal.**



The screenshot shows the top navigation bar with links for "ACJC Grants", "Manuals", "Contact", "Hello, IT Admin!", "Main Page", and "Log off". Below the navigation bar is a header area with a small image and the title "Sub-Awardee Questionnaire". Underneath the title are four tabs: "General", "Questionnaire", "Certification", and "Save", along with a "Back to List" link. The "Questionnaire" tab is active. The main content area is titled "Questionnaire" and contains a paragraph of instructions: "The Financial Official at your organization is required to respond to each of the following finance questions. Please be sure to provide further explanation and attachments wherever necessary." Below this is a section titled "Grant Management" with four numbered questions, each preceded by a red circle icon. Question 1: "1. Is your agency new to operating or managing state and/or federal funds?" with a "-Select-" dropdown. Question 2: "2. Is this program new for your agency (managed for less than 3 years)?" with a "-Select-" dropdown. Question 3: "3. Has there been staff turnover or reorganization that affects this program? Please explain." with a "-Select-" dropdown and a text input field labeled "Please explain...". Question 4: "4. Are the staff assigned to the program experienced with the program (worked with the program for mor than 2 funding cycles)?" with a "-Select-" dropdown.


While in edit mode, the following three (3) tabs will appear at the top of the page:

- 1) **General**: This tab will provide you identifying information for your grant. This is information only, and it may be used to confirm you have accessed the correct questionnaire for editing. No action is required on this tab.
- 2) **Questionnaire**: This tab contains all questions for response. The grantee will be required to respond to each question, and a  symbol will indicate a required section.
- 3) **Certification**: This tab will require final certification information and provide the button for questionnaire submission.

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

QUESTIONNAIRE TAB

This tab includes all questions for agency response. The grantee will be prompted to supply a dropdown answer and/or an open-ended response. In certain instances, the grantee must also upload a supporting document. **Be sure to save often as there is a timeout feature applied to the ACJC Grants Portal.**

Anything with a red warning symbol  next to it must be completed in order to successfully submit your questionnaire.

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. **The grantee must take the additional step of clicking the blue “Upload” button to submit.** 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.

Please guarantee that all responses and uploaded documents are accurate and complete prior to submission. This will prevent any delays and possibly the reopening of the questionnaire at a later date for further editing by the grantee.

Save

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DO NOT FORGET TO SAVE YOUR WORK!

CERTIFICATION TAB


The Certification tab is where the financial contact submitting the questionnaire must certify to the attested statement by typing their electronic signature, title, and phone number for contact. The ability to submit the questionnaire will be suppressed if any of the required fields on the Questionnaire and Certification tabs are not completed. Click on "How do I activate the Submit button?" for further instruction regarding the Submit button activation.


General Questionnaire Certification **Save** [Back to List](#)


Final Certification

On behalf of the awarded entity, I certify to the Arizona Criminal Justice Commission the following:

1. All the information provided is complete and correct to the best of my knowledge; and
2. I have the requisite authority and information to make this certification on behalf of the awarded entity.

Signature 

Title 

Phone 

Submit [How do I activate the Submit button?](#)

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Once the questionnaire is submitted successfully, the grantee will be directed to the main Sub-Awardee Questionnaires filtering page.


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

VIEWING HISTORICAL QUESTIONNAIRES

In order to view submitted questionnaires, the grantee may simply filter for the proper program, agency and grant number to access. Click on “View” to the far right of the questionnaire in the resulting list for view-only access.

NOTE: This is also the proper method to confirm that the sub-awardee questionnaire has been successfully submitted to the ACJC.

ACJC Grants Manuals Contact Hello, IT Admin! Main Page Log off



Sub-Awardee Questionnaires

Please select from the following:

Residential Substance Abuse Treatment (RSAT) -Select an Agency- RSAT-22-005 [Select](#)

Due Date: August 15, 2021

Project Title	Grant Number	Submit Date	Status	
FY 22 Gemini RSAT Program	RSAT-22-005	07/12/2021	Submitted	View

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