Federal or Restricted Grant System

Agency Software Instructions

Federal or Restricted Grant Process

By statute, in order to apply for, take receipt of, and expend Federal or private grant funding, every agency must notify the Office of Policy and Management of the agency's intent to apply for such funds. After complying with the notification requirement, and upon approval of the grant application by the grantor (Federal government agency or private entity), a Grant Award Report must be completed and accounting chartfields (appropriation Special ID, or SID) must be requested in order to proceed with receipt of funding. Finally, accounting and appropriation/receivable information must be approved and established in order for the agency to access awarded grant funds. OPM has developed a software application for agency use in the grant process.

Below are detailed explanations of each of the steps an agency must take to secure such grant funding.

1. By creating a **Notification of Intent** (NOI) to apply for a grant, an agency provides all relevant information regarding the available grant or funding in question. This information includes the specific grant and program, the grantor, and funding amount to be requested. The application also enables the applicant agency to summarize the project for which the funding will be utilized and describe any state requirement to commit resources, such as state match funding. Upon completion, the NOI is reviewed by OPM and a decision is rendered. If approved by OPM, the agency can then proceed to apply for the grant.

2. After submitting a grant application and once the agency has been notified by the grantor regarding the status of the application, the agency then prepares a **Grant Award Report**. Through this report, the agency updates the status of the application that had been submitted to the grantor identified in the NOI. If the application is approved by the grantor, the agency enters the specific terms of the funding award in the Grant Award Report, including the approved funding amount, the grant duration terms, and any relevant details regarding how the funding will be utilized (positions and an itemized budget). In addition to filling out the Grant Award Report, the agency also provides any supporting grant documentation (e.g., Federal Notice of Grant Award).

3. Upon completion of the Grant Award Report, the agency requests establishment of Core-CT chartfields through the **Request SID** process. The system enables agencies to submit chartfield requests to the Office of the State Comptroller (OSC). Once the SID has been created by the Comptroller, the agency will receive notification of approval and can then proceed with the creation of a **Federal or Restricted Grant Allotment/Adjustment Request**. This enables the agency to draw down or request a partial or full allotment of a grant receivable, and to reflect any balances remaining against an established receivable appropriation. Allotment/Adjustment Requests are submitted to OPM and to OSC for review and approval.

   Once a receivable is in place, the agency will receive notification that the OSC has finalized the transaction, allowing the agency to access funding.

At each step in the process, agencies will receive e-mail notifications of approvals. If OPM denies or recycles any transactions, the agency contact person will receive an email notification and can contact the agency's assigned OPM analyst to discuss the decision.

Create a Notification of Intent to Apply for a Grant

By completing a **Notification of Intent** (NOI), an agency provides all relevant information regarding the available grant or funding in question. Such information identifies the specific grant, the program from which the funding will be requested, the grantor, and funding amount to be requested. The application also enables the applicant agency to summarize the project for which the funding will be utilized and describe any state requirement to commit resources, such as state match funding. Upon completion, the NOI is reviewed by OPM and a decision is rendered. Once the NOI is approved by OPM, the agency may then submit an application to the grantor.

The following instructions outline the steps for an agency to submit a Notification of Intent (NOI) to apply for Federal assistance or private grant funding.

Step 1: Choose "Grants – Menu"

Go to the **Automated Budget System** web page: http://www.appsvcs.opm.ct.gov/Budget
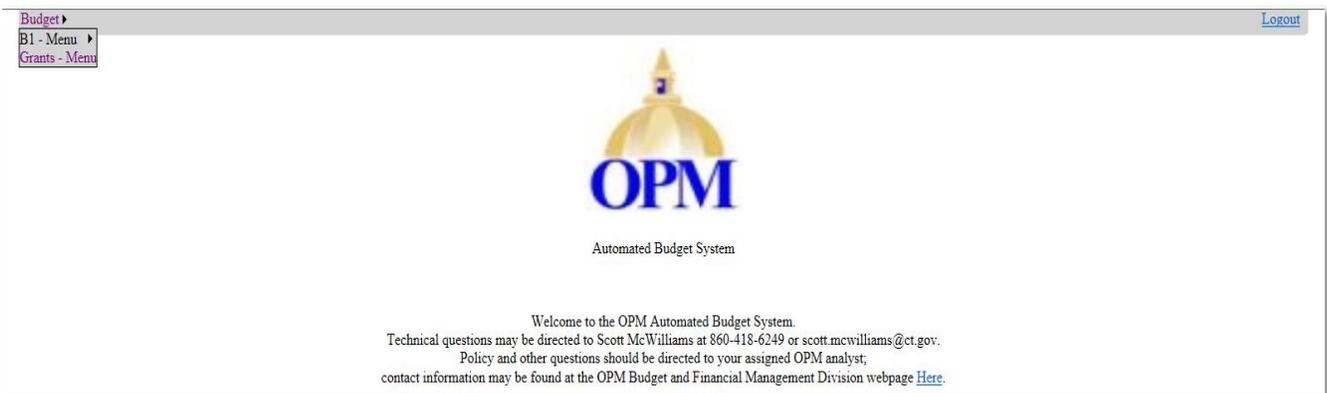
- After logging in to the system, go to drop down menu in upper left-hand corner
- Select **Grants – Menu.** This takes you to the **Agency Home Page** – NOI Module

Step 2: Agency Home Page – NOI Module

Agency Home Page – NOI Module

This page provides a search feature as well as a list of all the NOI and Grant Award Reports for the agency, and is also used to create a new NOI.

NOI and Grant Award Reports - Search for NOI or Grant Award Report

Agencies can search any of the following fields for a current NOI or Grant Award Report.

- o State Review #
- o Agency Code (First Screenshot Below)
- o Stage – Dropdown Menu (Second Screenshot Below)
- o Agency Ref # – Dropdown Menu
- o Status – Dropdown Menu (Third Screenshot Below)

Entering partial or complete identifying information in any of the fields above or using the drop down menus shown below to filter by particular documents and statuses, and hitting the "**Search**" button will take the user to the applicable NOI or Grant Award Report.

Agency Code – Dropdown Menu

Stage – Dropdown Menu

Status – Dropdown Menu

Create NOI - Link

This option, on the bottom left hand corner of the NOI and Grant Award Reports table, allows the user to proceed with the creation of an NOI. Jump to **Screenshots - Step 3** for instructions on how to create an NOI.

Current NOIs and Grant Award Reports

If the agency already has requests in the system, this additional table will appear below. In this portion of the screen, the user will see the following fields for NOI's and Grant Award Reports that have already been submitted via the system.

- ○ Agency Code
- ○ State Review #
- ○ Agency Ref #
- ○ Status
- ○ Project Title

When applicable, click "**View**" button to open and review the NOI that is the subject of the search.

Step 3: Create NOI

Welcome to the NOI Module. Below you will find all NOI/Grant Award Reports uploaded by your agencies. You can search for NOIs and Grant Award Reports currently in the system or create new ones. To create a new NOI please click "Create NOI" below.

NOIs and Grant Award Reports					
State Review #		Agency Code	▾	Stage	All ▾
Agency Ref #		Status	▾		Search
Create NOI					

Create NOI

There are four sections of this module. The four sections are listed in the far left-hand column on every page. The portion of the menu the user is working in will be bolded. The sections are:

> Section 1 – Contact Information
>
> Section 2 – Application Information
>
> Section 3 – Funding Information
>
> Section 4 – Project Summary

As each step is navigated, the user always has the ability to go back or go forward between screens by clicking the "**Previous**" or "**Next**" buttons on the bottom right corner of each screen.

Step 4: Section 1 – Contact Information

Section 1 - Contact Information	NOI Agency Contact Information	
Section 2 - Application Information	**Applicant Agency**	
Section 3 - Funding Information	OPM20000 - Office of Policy and Management ▾	
Section 4 - Project Summary	**Project Manager**	**Fiscal Officer** ☐ **Same As PM**
	Full Name *	**Full Name ***
	Jordan Hill	Magdalena Lekarczyk
	Title *	**Title ***
	ITA1	Leadership Associate
	Email Address *	**Email Address ***
	Jordan.Hill@ct.gov	Magdalena.Lekarczyk@ct.gov
	Telephone Number *	**Telephone Number ***
	8604186389	8604186405
	Street *	**Street ***
	450 Capitol Avenue	450 Capitol Avenue
	City *	**City ***
	Hartford	Hartford
	State *	**State ***
	CT	CT
	Zip Code *	**Zip Code ***
	06106	06106
	* Denotes Required Fields	
		Next

Steps to Create NOI

Section 1 - Contact Information

In the **NOI Agency Contact Information** table, the applicant must fill out all pertinent information in both the Project Manager and Fiscal Officer columns. If the Fiscal Officer is the same as the Project Manager for the NOI, select the "**Same as PM**" check box, which will fill in the fields using values from the Project Manager portion of the screen.

Once all agency contact information has been entered, select **"Next"** to proceed to **Section 2: Application Information**.

Step 5: Section 2 - Application Information

Section 2 - Application Information

This screen captures all relevant application information for the NOI.

All fields are required to be completed. Note: the fields without drop down menus do not have have any pre-set data entry formatting restrictions.

The "Type of Application" dropdown menu is shown in the screenshot above.

The "Type of Assistance" dropdown menu is shown on the next screenshot.

Type of Assistance

Section 1 - Contact Information **Section 2 - Application Information** Section 3 - Funding Information Section 4 - Project Summary	**Application Information**
	Type of Application New Grant ⌄
	If Amendment, Current Grant ID * [ ]
	Application Due Date * 05/10/2014
	State Project Title * 2014 State Justice Statistics Program
	Agency Reference Number * 2014-SJSP
	Grant ID Type and ID * CFDA ⌄ 16.550
	Federal Program Title or Other Program Title * State Justice Statistics Program For Statistical Analysis Centers, 2014
	Federal / Private Agency to Which Applying * US Department of Justice, Office of Justice Programs, Bureau of Justice Statistics
	Type of Assistance Competitive Grant Continuing Grant **Field** Formula Grant Discretionary Grant Other Previous Next

Select the type of assistance. Once data for all relevant fields on this screen have been entered, select **"Next"** to proceed to **Section 3: Funding Information**.

Step 6: Section 3 - Funding Information

Section 3 - Funding Information

This screen captures all relevant funding information for the grant application.

Please enter all pertinent information.

The screenshots on subsequent pages capture the dropdown menus available on this screen.

Once all relevant fields have been entered, select **"Next"** to proceed to **Section 4: Project Summary**.

Will a Successful Application Require Additional Positions – Dropdown Menu

Section 1 - Contact Information
Section 2 - Application Information
Section 3 - Funding Information
Section 4 - Project Summary

Funding Information
Period of Funding
07/01/2014   TO 06/30/2015   OR ☐ N/A
Number of Years Previously Funded
5

Select
Yes
No   ccessful Application Require Additional Positions?

New Positions Required [   ]   Existing Positions Required [   ]

Will A Successful Application Require Additional Capital Expenditures?
No ⌄   If Yes, How Much? [   ]

Will A Successful Application Require Additional Operating Funds?
No ⌄   If Yes, How Much? [   ]

Will A Successful Application Require Additional Or Existing State Match?
No ⌄   If Yes, How Much? [   ]

Total All Funds (Enter Amounts)
Federal [   ]   State [   ]   Private [   ]   Other [   ]   Total Funds [   ]

State Funding Requirements For The Length Of The Project (Required For State Match)

Year	Present Level	Additional Appropriation	Total State Funding
1			
2			
3			
4			

Previous   Next

Will a Successful Application Require Additional Capital Expenditures – Dropdown Menu

Section 1 - Contact Information
Section 2 - Application Information
Section 3 - Funding Information
Section 4 - Project Summary

Funding Information
Period of Funding
07/01/2014   TO 06/30/2015   OR ☐ N/A
Number of Years Previously Funded
5

Will A Successful Application Require Additional Positions?
No ⌄   New Positions Required [   ]   Existing Positions Required [   ]

Select
Yes
No   ccessful Application Require Additional Capital Expenditures?

If Yes, How Much? [   ]

Will A Successful Application Require Additional Operating Funds?
No ⌄   If Yes, How Much? [   ]

Will A Successful Application Require Additional Or Existing State Match?
No ⌄   If Yes, How Much? [   ]

Total All Funds (Enter Amounts)
Federal [   ]   State [   ]   Private [   ]   Other [   ]   Total Funds [   ]

State Funding Requirements For The Length Of The Project (Required For State Match)

Year	Present Level	Additional Appropriation	Total State Funding
1			
2			
3			
4			

Previous   Next

Will a Successful Application Require Additional Operating Funds – Dropdown Menu

Funding Information

Period of Funding

07/01/2014   TO 06/30/2015   OR ☐ N/A

Number of Years Previously Funded

5

Will A Successful Application Require Additional Positions?

No ▼ New Positions Required [____]   Existing Positions Required [_____]

Will A Successful Application Require Additional Capital Expenditures?

No ▼   If Yes, How Much? [_____]
Select
Yes
No   cessful Application Require Additional Operating Funds?
        If Yes, How Much? [_____]

Will A Successful Application Require Additional Or Existing State Match?

No ▼   If Yes, How Much? [_____]

Total All Funds (Enter Amounts)

Federal [_____]   State [_____]   Private [_____]   Other [_____]   Total Funds
[_____]

State Funding Requirements For The Length Of The Project (Required For State Match)

Year	Present Level	Additional Appropriation	Total State Funding
1			
2			
3			
4			

Previous   Next

Will a Successful Application Require Additional or Existing State Match – Dropdown Menu

Funding Information

Period of Funding

07/01/2014   TO 06/30/2015   OR ☐ N/A

Number of Years Previously Funded

5

Will A Successful Application Require Additional Positions?

No ▼ New Positions Required [____]   Existing Positions Required [_____]

Will A Successful Application Require Additional Capital Expenditures?

No ▼   If Yes, How Much? [_____]

Will A Successful Application Require Additional Operating Funds?

Select   , How Much? [_____]
Yes - Existing
Yes - New   l Application Require Additional Or Existing State Match?
No   If Yes, How Much? [_____]

Total All Funds (Enter Amounts)

Federal [_____]   State [_____]   Private [_____]   Other [_____]   Total Funds
[_____]

State Funding Requirements For The Length Of The Project (Required For State Match)

Year	Present Level	Additional Appropriation	Total State Funding
1			
2			
3			
4			

Previous   Next

Step 7: Section 4 - Project Summary

Section 4 - Project Summary

This screen captures all **Project Summary Information** for the grant application.

Please enter all pertinent information.

This step allows the user to upload **Supporting Documents** which provide further justification and/or a history of the project. Select the "**Browse**" button in order to search for a computer or network source for the file(s) to be uploaded. Such documents may include:

- Budget Detail and Budget Summary
- Abstract – One Page Summary of Project
- Proposal Narrative – Full Detail of Project

There is also a **Notes** field for agency comments which may be in addition to other submitted documentation.

Once all relevant fields have been entered, select **"Finish"** to complete the application.

Selecting the "**Finish**" button on the **Section 4** page takes the applicant back to the **Agency Home Screen** where the NOI will now be available for review.

Step 8: Agency Home Screen - Review of NOI

Agency Home Screen

Once the NOI Application has been completed, the user will be taken back to the Agency Home Screen.

Once the preceding steps have been followed, any NOI that has been entered will now be listed in the bottom portion of the **NOI and Grant Award Reports** table. The system will save all requests that have been entered to-date, and the status of each will be listed in the **Status** column. The requests will be stored in chronological order with the most recently entered request listed first. This section of the screen can be user-sorted.

For each NOI or Grant Award Report that is currently in the system, the following fields will be populated:

- o Agency Code
- o State Review #
- o Agency Ref #
- o Stage
- o Status
- o Project Title

Once the NOI has been created, OPM will be a notified via system-generated email that the NOI has been submitted is ready for review.

OPM will review the NOI and, once approved, the agency contacts will receive system-generated **Notification of OPM Approval** via email.

The "Status" column will display statuses applicable to each NOI:

- • Awaiting OPM Review
- • Recycled
- • Denied
- • Awaiting Grant Award Report

Step 9: Notification of OPM Approval of NOI

Mon 6/23/2014 4:29 PM

NOI-Notifier@ct.gov

Agency Reference Number: 2014-SJSP has been approved by OPM

To   Hill, Jordan; Lekarczyk, Magdalena

Your NOI has been approved by OPM.

Application Information

Agency OPM20000 - Office of Policy and Management

Agency Ref # 2014-SJSP

Project 2014 State Justice Statistics Program

Grant Amount $69,921.00

Project Summary

The State Justice Statistics (SJS) Program is designed to maintain and enhance each state's capacity to address criminal justice issues through collection and analysis of data. The SJS Program provides support to each state to coordinate and conduct statistical activities within the state, conduct research to estimate impacts of legislative and policy changes, and serve as a liaison in assisting BJS to gather data from respondent agencies within their states. Under this award, the Connecticut Statistical Analysis Center (SAC) at OPM will continue to produce the Annual Correctional Population Forecast Study, Monthly Correctional Population Indicator Reports and obtain statewide data to produce quarterly reports.

Click here to view the NOI

Notification of OPM Approval

Once OPM has approved an NOI, the designated person or persons at your agency will receive a system-generated email notification from NOI-Notifier@ct.gov. The Project Manager and Fiscal Officer will receive an e-mail notification with the following subject line:

"Agency Reference Number: XXX-XXXX-XXX-X has been approved by OPM"

The body of the email will note that "Your NOI has been approved by OPM" and outlines the following information:

Applicant Information

- **Agency**
- **Agency Ref #**
- **Project**
- **Grant Amount**

- **Project Summary**

A hyperlink ("Click here to view the NOI") is provided within the body of the email. This hyperlink will take the reviewer directly to the Agency Home Page in the Automated Budget System, enabling the user to take the next step in the process: creation of the **Grant Award Report**.

If an agency NOI is recycled or denied by OPM, the agency contact person will receive a system-generated email notification. Inquiries can be directed to the agency's OPM analyst.

Follow the **Create Grant Award Report** instructions to proceed.

Create Grant Award Report

Once the agency has been notified by the federal or private grantor agency of the status of the grant application, the agency must prepare a **Grant Award Report**. Through the Grant Award Report, the agency updates the status of the application and enters the specific terms of the funding award, including the approved funding amount, the grant duration terms, and detail regarding how the funding will be utilized (positions and itemized budget). In addition to filling out the Grant Award Report, the agency must attach any supporting grant documentation (e.g., Federal Notice of Grant Award).

These following instructions outline the steps for creation of a Grant Award Report.

Immediately below the title of each **Step** in these instructions is a screenshot with applicable directions.

Step 10: Create Grant Award Report

Create Grant Award Report

By clicking the "Click here to view the NOI" hyperlink in the **Notification of OPM Approval** email, the user is taken to the Agency Home Page in the Automated Budget System and must complete a Grant Award Report. Alternatively, the user may log directly in to the **Automated Budget System** web page: http://www.appsvcs.opm.ct.gov/Budget to create the Grant Award Report.

For each NOI or Grant Award Report that is currently in the system, the following fields are shown:

- o Agency Code
- o State Review #
- o Agency Ref #
- o Status
- o Project Title

The "Status" column of this section shows the following statuses:

- Grant Award Uploaded
- SID(s) Required
- Awaiting SID(s) From OSC
- Allotment/ Adjustment Request Module Enabled

- Allotment/Adjustment Request(s) Pending Approval
- All Funds Drawn

Find the line that includes the information for the desired Grant Award Report and select "**Create Grant Award Report**."

Selecting "**Create Grant Award Report**" will take the user to the **Grant Application Status Report – NOI Application Information** screen and table.

Step 11: Agency Updates Award Status

Grant Application Status Report	
NOI Application Information	
State Review ID:	2014623001
State Project Title:	2014 State Justice Statistics Program
Agency Code:	OPM20000
Agency Grant ID:	2014-SJSP
Type of Application:	New Grant
Program Title:	State Justice Statistics Program For Statistical Analysis Centers, 2014
Entity Applied:	US Department of Justice, Office of Justice Programs, Bureau of Justice Statistics
Application Due Date:	5/10/2014
Has your grant been selected for an award?:	Select Status ⌄
If Pending, Anticipated Date of Award or "Unknown":	
Reason(s) for Denial or Other:	

[Next]

Grant Application Status Report – NOI Application Information

Grant Application Status Report	
NOI Application Information	
State Review ID:	2014623001
State Project Title:	2014 State Justice Statistics Program
Agency Code:	OPM20000
Agency Grant ID:	2014-SJSP
Type of Application:	New Grant
Program Title:	State Justice Statistics Program For Statistical Analysis Centers, 2014
Entity Applied:	US Department of Justice, Office of Justice Programs, Bureau of Justice Statistics
Application Due Date:	5/10/2014
Has your grant been selected for an award?:	Select Status / Approved / Pending / Denied / Other
If Pending, Anticipated Date of Award or "Unknown":	
Reason(s) for Denial or Other:	

Next

Use the drop down menu to select the answer to the question **Has your grant been selected for an award?** The options in the drop down menu are:

- o Approved
- o Pending
- o Denied
- o Other

NOTE: Each time the status is changed by the agency, the new status is reflected in a monthly report to the Governor's Office. This supports reporting requirements at Sec. 4-31d, CGS.

Once the award has been "Approved", the agency must fill out the "Grant Award Report Form" after selecting "**Next**."

Complete all pertinent fields on this screen and select "**Next**."

Step 12: Fill out the Grant Award Report form (3 screens)

Grant Award Report Form – The following three screens make up the body of the form:

1. **Grant Application Status Report**
2. **Number of Positions / Final Approved Budget / This Award Requires**
3. **Supporting Documents / Notes**

When navigating these three screens, the user always has the ability to go back or go forward between screens by clicking the "**Previous**" or "**Next**" buttons on the bottom right corner of each screen.

1. **Grant Application Status Report** – This table allows for additional details regarding the award to be entered, including the amount of the award, the state match (if needed), and the duration of the grant.

The dropdown menu above lists "Federal" and "Private" as options.

Please fill out all pertinent information on this screen; use the calendars at the bottom of the table to select the start and end dates for the Grant Duration, and click "**Next**."

2. **Number of Positions / Final Approved Budget / This Award Requires** – Provide information regarding the positions funded by the award and the budget details for the award.

Number of Positions	
Federal	0
Private	0
Final Approved Budget	
Personnel	34,961
Fringe Benefits	20,977
Travel	0
Equipment	0
Supplies	0
Contractual	0
Other	0
Indirect	13,983
Less Initial Award	0
Total	69,921
This Award Requires	
None ▼	

Previous   Next

The options included in the dropdown menu in the **This Award Requires** section are shown in the following screen shot.

Please fill out all pertinent information on this screen and select "**Next**."

This Award Requires

Number of Positions	
Federal	0
Private	0
Final Approved Budget	
Personnel	34,961
Fringe Benefits	20,977
Travel	0
Equipment	0
Supplies	0
Contractual	0
Other	0
Indirect	13,983
Less Initial Award	0
Total	69,921
This Award Requires	

None
The use of advance funding
The establishment (or adjustment) of Receivables in anticipation of funds
Receivable for Letter of Credit

3. **Supporting Documents / Notes**

Supporting Documents	
Documents	C:\Users\HillJo\Desktop\Federal Budget.p Browse...
Notes	
Note	The federally approved budget is attached.

Previous   Finish

The system allows the user to upload documents to explain and justify the information provided for the Grant Award Report.

To upload a document, click "Browse," which allows the user to search a computer or network to locate the file(s) to be uploaded to the system.

Such documents may include:

- **Federal Grant Award Document**
- **Federal Special Conditions Page** – *see note below*.
- **Federal Approved Budget**

*(**NOTE**: All criminal justice-related grants should include this page, which will be reviewed by OPM's Criminal Justice Policy and Planning Division (CJPPD). CJPPD will have the ability to review, but approval authority rests with OPM's Budget and Financial Management Division. The Budget Division will review uploaded documents for accuracy and funding availability, while the Criminal Justice Policy and Planning Division will review for policy compliance.)*

There is also a **Notes** field for agency comments and additional information not included in any uploaded documents.

Once documents have been uploaded and any notes entered, click "**Finish**."

NOTE: Uploading a supporting document will not finalize the submission. Clicking "Finish" completes the submission process.

Once all preceding steps have been completed, the agency has created the Grant Award Report. Immediately following the submission of the request, the user will be taken back to the Agency home screen and "**Request SID(s)**" feature will then be enabled. This feature allows the agency to request chartfields from the Office of the Comptroller (OSC) as well as establishment of an appropriation (i.e., receivable). Note that the status on this screen for the Grant Award Report will now reflect "SID(s) Required."

Request SID(s)

Upon completion of the Grant Award Report, the agency can then complete the **Request SID(s)** process. This involves the agency requesting that the Office of the State Comptroller (OSC) establish appropriate Core-CT chartfields so that a receivable can be processed.

These following instructions outline the steps for an agency to request a Special Identification (SID) number needed to process a Grant Award.

Immediately below the title of each **Step** in these instructions is a screenshot with applicable directions.

Step 13: Request SID(s)

Go to the **Automated Budget System** web page: http://www.appsvcs.opm.ct.gov/Budget

Go to drop down menu in upper left-hand corner

Select **Grants – Menu** – This takes the user to the **Agency Home Page** – NOI Module

Agency Home Page – NOI Module

This page lists all the NOI and Grant Award Reports for the agency.

Find the line that includes the information for the applicable Grant Award Report and select the "**Request SID(s)**" button.

Selecting "**Request SID(s)**" will take the user to the **Chartfield Information** screen and table.

Step 14: Upload SID Chartfield Maintenance Form

Request For New SID(s)

Step 1: Download and fill out the "Chartfield Maintenance Form"

Download and fill out the Excel spreadsheet.

Once all the pertinent information required by the Office of the State Comptroller (OSC) is complete, save a copy of the document on your computer or network.

Step 2: Upload the "Chartfield Maintenance Form"

To upload the Excel spreadsheet back into the system, click "Browse." This will enable the user to search a computer or network to find and upload the file saved in step 1 above.

Once the Chartfield Maintenance Request Form has been uploaded, click "Submit SID Request."

NOTE: Uploading the document alone will not finalize the submission. Once the document is uploaded, you must click "Submit SID Request."

After submitting the request, the OSC will receive a system-generated email notification which will include the uploaded Chartfield Maintenance Form for their review and approval.

After completion of these steps, the user will be returned to the Agency Home Screen where the status for the applicable Grant Award Report will be changed to "Awaiting SID(s) From OSC."

Step 15: Notification of OSC Approval of SID(s) entered into system

Tue 6/24/2014 9:16 AM

NOI-Notifier@ct.gov

Agency Reference Number: 2014-SJSP has had SID: 21057 - 2014-SJSP added.

To Hill, Jordan; Lekarczyk, Magdalena

SID: 21057 - Justice Statistics has been added to your NOI. You are now able to make a Federal or Restricted Grant Allotment / Adjustment Request.

Application Information	
Agency	OPM20000 - Office of Policy and Management
Agency Ref #	2014-SJSP
Project	2014 State Justice Statistics Program
Grant Amount	$69,921.00

Project Summary

The State Justice Statistics (SJS) Program is designed to maintain and enhance each state's capacity to address criminal justice issues through collection and analysis of data. The SJS Program provides support to each state to coordinate and conduct statistical activities within the state, conduct research to estimate impacts of legislative and policy changes, and serve as a liaison in assisting BJS to gather data from respondent agencies within their states. Under this award, the Connecticut Statistical Analysis Center (SAC) at OPM will continue to produce the Annual Correctional Population Forecast Study, Monthly Correctional Population Indicator Reports and obtain statewide data to produce quarterly reports.

Click here to view the NOI

Notification of OSC Approval

Once the OSC has approved the chartfield maintenance request, the designated person or persons at your agency will receive a system-generated email notification from NOI-Notifier@ct.gov. The Project Manager and Fiscal Officer will receive the following notification with the subject line below:

"Agency Reference Number XXX-XXXX-XXX-X has had SID: YYYYY – XXX-XXXX-XXX-X added"

The body of the email will note "SID: YYYYY – New SID for GRANT has been added to your NOI. You are now able to request funding." It also outlines the following information for the NOI for which the SID has been approved:

Applicant Information

- **Agency**
- **Agency Ref #**
- **Project**
- **Grant Amount**
- **Project Summary**

The hyperlink "Click here to view the NOI" will be provided within the body of the email in order to take the reviewer directly to the Agency Home Page in the Automated Budget System, at which point the agency can **Create Allotment/Adjustment Request**. Please see the **Create Federal or Restricted Grant Allotment/Adjustment Request** section to proceed.

Create Federal or Restricted Grant Allotment/Adjustment Request

Once the SID has been established by the Comptroller, the agency will receive a system-generated notification of approval and can then proceed with the creation of a **Federal or Restricted Grant Allotment/Adjustment Request**, more commonly referred to as an **Allotment/Adjustment Request**. Through this request, the agency can draw down or request partial or full allotment of the grant receivable. The agency must provide information regarding the amount of the receivable and, based on the entry for the requested amount, the system will reflect the balance remaining, if any, of the original Receivable Appropriation.

Note that this Allotment/Adjustment Request is submitted first to OPM. Subsequent to OPM's review and approval, the request is transmitted to the OSC to establish or adjust the receivable.

Once all steps are complete, the agency will receive a system-generated notification that the OSC has finalized the transaction, allowing the agency to access funding.

These instructions will outline the steps for an agency to create an Allotment/Adjustment Request.

Immediately below the title of each **Step** in these instructions is a screenshot to which the directions immediately following the screenshot apply.

Step 16: Create Allotment/Adjustment Request

After clicking the "Click here to view the NOI" hyperlink in the **Notification of OSC Approval** email, the user is taken to the Agency Home Page in the Automated Budget System in order to create the Allotment/Adjustment Request. Alternatively, the agency may at any time go directly to the **Automated Budget System** web page: http://www.appsvcs.opm.ct.gov/Budget.

For each Grant Award Report that is currently in the system, the following fields will be shown:

- o Agency Code
- o State Review #
- o Agency Ref #
- o Status
- o Project Title

Find the line that includes the information for the applicable Grant Award Report. Note that now that the OSC has created the SID(s) for the receivable, the status on this screen for the

Grant Award Report has changed to "Allotment/Adjustment Request Module Enabled." This status change now indicates that the agency can proceed to create the Allotment/Adjustment Request.

Select the "**Create Allotment/Adjustment Request**" button to proceed with your request.

Step 17: Choose the SID/Amount requested and Submit Request

Federal or Restricted Grant Allotment / Adjustment Request	
Total Grant Amount	$69,921.00
Less Previous Requests	$0.00
Total Grant Amount Remaining	$69,921.00
Previous Federal or Restricted Grant Allotment / Adjustment Requests	
No Previous Advanced Funding Requests Made	
Create Federal or Restricted Grant Allotment / Adjustment Request	
SID	[▼]
BudRef	[ ]
Federal Project # (Optional):	[ ]
Type Of Receivable:	[Federal ▼]
Receivable Appropriation:	[ ]
Receivables Per Previous Request:	[ ]
Receivable as Adjusted by this Request:	[ ]
Adjustment	[ ]
	[Submit Request]

Selecting "**Create Allotment/Adjustment Request**" will take the user to the next page that includes the following sections:

- **Funding Information**
    - **Total Grant Amount** – Total grant amount approved by the grantor
    - **Less Previous Requests** – Total amount of previous Allotment/Adjustment Request allotments
    - **Total Grant Amount Remaining** – Total amount of previous Allotment/Adjustment Request allotments subtracted from the Total grant amount approved by the grantor
- **Previous Allotment/Adjustment Requests**– Total amount of previous Allotment/ Adjustment Request allotments
- **Create Allotment/Adjustment Request**
    - **SID** – SID created by the OSC (Dropdown – Screenshot)
    - **BudRef** – This section includes the following information:

- **Federal Project # (Optional)** – Project number, if available (make entry)
- **Type of Receivable** (Dropdown – Screenshot)
- **Receivable Appropriation** – Total Award Amount (previously entered)
- **Receivables Per Previous Request** - Total of all previous partial Allotment/Adjustment Request portions (calculated based on previous requests)
- **Receivable as Adjusted by this request** – Remaining grant amount after the current Allotment/Adjustment Request (calculated based on this request)
- **Adjustment** – The Allotment/Adjustment Request (make entry)

SID – SID created by the OSC

Federal or Restricted Grant Allotment / Adjustment Request	
Total Grant Amount	$69,921.00
Less Previous Requests	$0.00
Total Grant Amount Remaining	$69,921.00
Previous Federal or Restricted Grant Allotment / Adjustment Requests	
No Previous Advanced Funding Requests Made	
Create Federal or Restricted Grant Allotment / Adjustment Request	
SID	21057: Justice Statistics
BudRef	
Federal Project # (Optional):	
Type Of Receivable:	Federal ▾
Receivable Appropriation:	
Receivables Per Previous Request:	
Receivable as Adjusted by this Request:	
Adjustment	
	Submit Request

Type of Receivable

Federal or Restricted Grant Allotment / Adjustment Request	
Total Grant Amount	$69,921.00
Less Previous Requests	$0.00
Total Grant Amount Remaining	$69,921.00
Previous Federal or Restricted Grant Allotment / Adjustment Requests	
No Previous Advanced Funding Requests Made	
Create Federal or Restricted Grant Allotment / Adjustment Request	
SID	[▼]
BudRef	[ ]
Federal Project # (Optional):	[ ]
Type Of Receivable:	Federal / Private / Other
Receivable Appropriation:	[ ]
Receivables Per Previous Request:	[ ]
Receivable as Adjusted by this Request:	[ ]
Adjustment	[ ]
	Submit Request

Fill out all pertinent information and click the "**Submit Request**" button. The Allotment/ Adjustment Request is submitted to OPM for approval.

Once the request is submitted, the status for that Grant Award Report will change to "Allotment/Adjustment Request(s) Pending Approval."

Upon approval by OPM, the request moves to the OSC for final approval. A system-generated email is sent to the OSC indicating that final approval has been made, and will include a PDF report outlining the details of the grant.

If an agency Grant Award report is recycled or denied by OPM, the agency contact person will receive a system-generated email notification. Inquiries can be directed to the agency's OPM analyst.

Step 18: Notification of OSC Approval of Allotment/Adjustment Request

Tue 6/24/2014 9:46 AM

NOI-Notifier@ct.gov

Agency Ref #: 2014-SJSP's request for Federal or Restricted Grant Allotment / Adjustment Request has been approved by OSC

To   Hill, Jordan; Lekarczyk, Magdalena

Message   ApprovedRequest.pdf (7 KB)

The following request for Federal or Restricted Grant Allotment / Adjustment Request has been approved by OSC.

Federal or Restricted Grant Allotment / Adjustment Request	
OPM20000 - Office of Policy and Management	
2014 State Justice Statistics Program	
SID	21057 - Justice Statistics
Receivable Appropriation	$69,921.00
Receivables Per Previous Request	$0.00
Receivable as Adjusted by this request	$0.00
Adjustment	$0.00

Application Information	
Agency	OPM20000 - Office of Policy and Management
Agency Ref #	2014-SJSP
Project	2014 State Justice Statistics Program
Grant Amount	$69,921.00

Project Summary

The State Justice Statistics (SJS) Program is designed to maintain and enhance each state's capacity to address criminal justice issues through collection and analysis of data. The SJS Program provides support to each state to coordinate and conduct statistical activities within the state, conduct research to estimate impacts of legislative and policy changes, and serve as a liaison in assisting BJS to gather data from respondent agencies within their states. Under this award, the Connecticut Statistical Analysis Center (SAC) at OPM will continue to produce the Annual Correctional Population Forecast Study, Monthly Correctional Population Indicator Reports and obtain statewide data to produce quarterly reports.

Click here to view the NOI

Notification of OSC Approval

Once the OSC has approved the Allotment/Adjustment Request, the designated person or persons at the agency will receive a system-generated email notification from the email NOI-Notifier@ct.gov. The Project Manager and Fiscal Officer will receive the following notification with the subject line as below:

"Agency Ref #: XXX–XXXX-XXX-X's request for funding has been approved by OSC."

The body of the email will note that "The following request for funding has been approved by OSC" and outlines the following information:

Federal or Restricted Grant Allotment/Adjustment Request

- **Agency**
- **Project Title**
  - o SID
  - o Receivable Appropriation
  - o Receivables Per Previous Request
  - o Receivable as Adjusted by this request

- o   Adjustment
- **Agency Ref #**
- **Grant Amount**
- **Project Summary**

Applicant Information

- **Agency**
- **Agency Ref #**
- **Project**
- **Grant Amount**
- **Project Summary**

The body of the email will include a hyperlink "Click here to view the NOI" which will take the reviewer directly to the Agency Home Screen in the Automated Budget System.

Once a receivable has been fully utilized or depleted and there are no funds remaining, the status on the Agency Home Screen for that grant will change to "All Funds Drawn."

Questions and Feedback

Questions regarding and feedback about this software application should be directed to the agency's assigned OPM analyst.