

ACJC Grants Management System (GMS) Grantee Training

Frequently Asked Questions (FAQs)

Will I continue to submit the 'financial reports' or will our finance department need to complete and submit the reports?

-The financial reports will be submitted by your Financial Point of Contact (FPOC); it is up to your agency to assign all 'Points of Contact' to his or her specific role. The FPOC can be someone from your agency's finance department but is not required to be. Additionally, some agencies might use one person as all three Points of Contact.

Will the system generate an e-mail letting us know that there is a comment or if a report has been re-opened?

-Your ACJC grant coordinator will email you if there is a comment or if your financial or activity reports have been re-opened for an issue that needs your attention. You can log in to the GMS at any time after submitting a report to view the status.

Will we be able to print financial reports from the GMS?

-Yes, select the signature page icon and print, or export to a Microsoft Word document by clicking the "Export to Word" button at the top of the page.

Will the system e-mail me once payment has been issued?

-No, but you can log into the system to see the most recent updates to your program and the status of your payment.

Will signed originals for financial reports still be required?

-Although you no longer need to send signed reports to ACJC, you may upload the digital copies to GMS if you'd like. You must, however, keep signed copies of your financial and activity reports in your grant files at your office.

Will we have to do a GAN for variances of less than 10% between salaries/ere or will the GMS allow this variance?

-Refer back to your specific grant agreement and talk to your ACJC grant coordinator to see if your grant allows the 10% slide between approved budget categories. The only budget category that the 10% slide do not apply to is the Equipment categories. In this case, a Grant Adjustment Notice (GAN) will need to be submitted for variances over the original budget amount.

How will we submit the Program Income Formula calculation worksheet?

-For applicable programs, continue to submit your program income worksheet via email to your grant coordinator. ACJC will enter your program income percentage into the GMS for you. Once ACJC enters the percentage into the GMS, your reportable program income will automatically calculate when you enter the total program income received on your finance report. You can find your approved program income percentage in the Financial Reporting section of the GMS.

Will there still be a quarterly financial report needed?

-Refer back to your grant agreement; it will lay out all report due dates. Some programs will report monthly, quarterly or annually. Keep track of all your financial activity and upload reports required by your grant agreement.

Where do we indicate the match information on the financial report?

-This depends on your grant program. Some grants include the Match in the approved budget categories. For the Victim Assistance grant you will see a Match budget category under "Other" and all match expenses, regardless of what type of expense it is, will be reported in this category. Refer to your grant agreement and ACJC grant coordinator if you have questions on how to report Match.

Is this new reporting process in GMS applicable for all open grants?

-This new process is for all FY14 grants and beyond. However, your program may have been given specific instructions to use this process for older grant years. Please contact your ACJC grant coordinator with specific questions.

How do you register a POC? (Point of Contact)

-If a Point of Contact is not registered in GMS, click on the "register" button at the upper right hand corner of the GMS log-in page. Then enter all of the person's contact information, select your agency, set your password and click on "register". Once a person is registered under a particular agency, the Agency Contact will find this person in the dropdown lists when selecting Points of Contact. If the Agency Point of Contact (APOC) changes, contact your ACJC grant coordinator for assistance in registering the new APOC.

How do I get access to the GMS?

-The GMS is accessible through the ACJC website at <http://azcjc.gov/> under the 'Grants/Grants Management System' tab on the left-hand side of the screen. Or, click [here](#) to go directly to the login page.

How does ACJC define capital versus non-capital equipment?

-Below is the definition that ACJC uses for Capital and Non-Capital equipment. However, if your agency's policy is more stringent, follow your policy:

Capital \$5,000 or above. If the grantee policy defines capital equipment as less than \$5,000 the grantee must use its own policy. Enter the detailed information on equipment purchases in the box provided at the bottom of the page and check the appropriate box.

Non-Capital \$1,000 - \$4,999 and Technology Equipment \$0 - 4,999 with a useful life of one year or more. Enter the detailed information on equipment purchases in the box provided at the bottom of the page and check the appropriate box.

Will CFDA (Catalog of Federal Domestic Assistance) numbers still be provided to us for federally funded grants?

-Yes, CFDA numbers can be found on the top right-hand side of your grant agreement and will also be included in your close-out letter.

If I have Internet Explorer 10 as my browser how can I access the GMS?

If your Internet Explorer browser has automatically upgraded to version 10 then you can still access the GMS but you must turn on Compatibility view for the GMS website.

To turn on Compatibility View

1. See if the **Compatibility View** button  appears in the Address bar. (If you don't see the button, there's no need to turn on Compatibility View.)
2. Tap or click the **Compatibility View** button  to display the site in Compatibility View.

Source: <http://windows.microsoft.com/en-us/internet-explorer/use-compatibility-view#ie=ie-10-win-7>