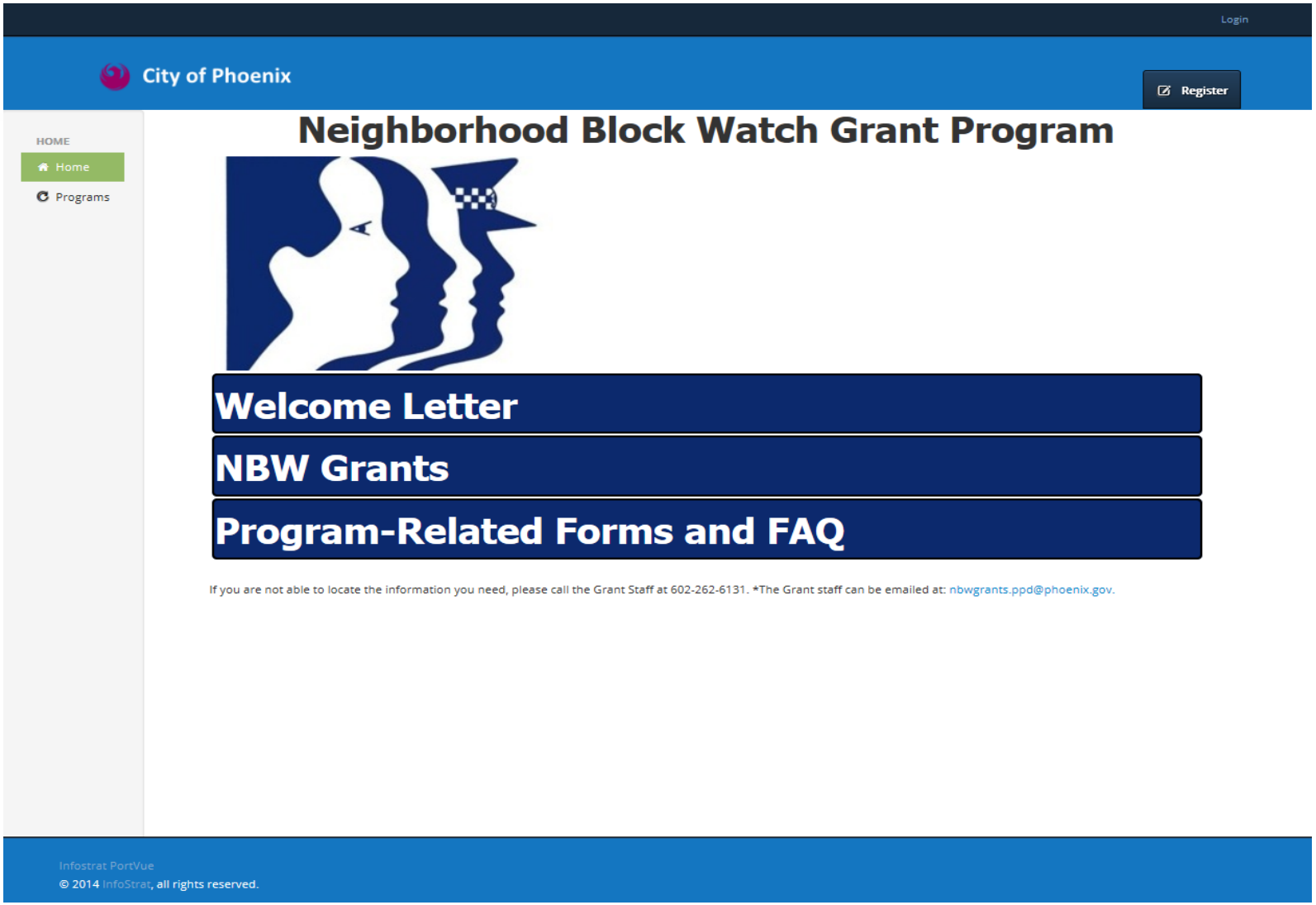
Neighborhood Block Watch Grant Program

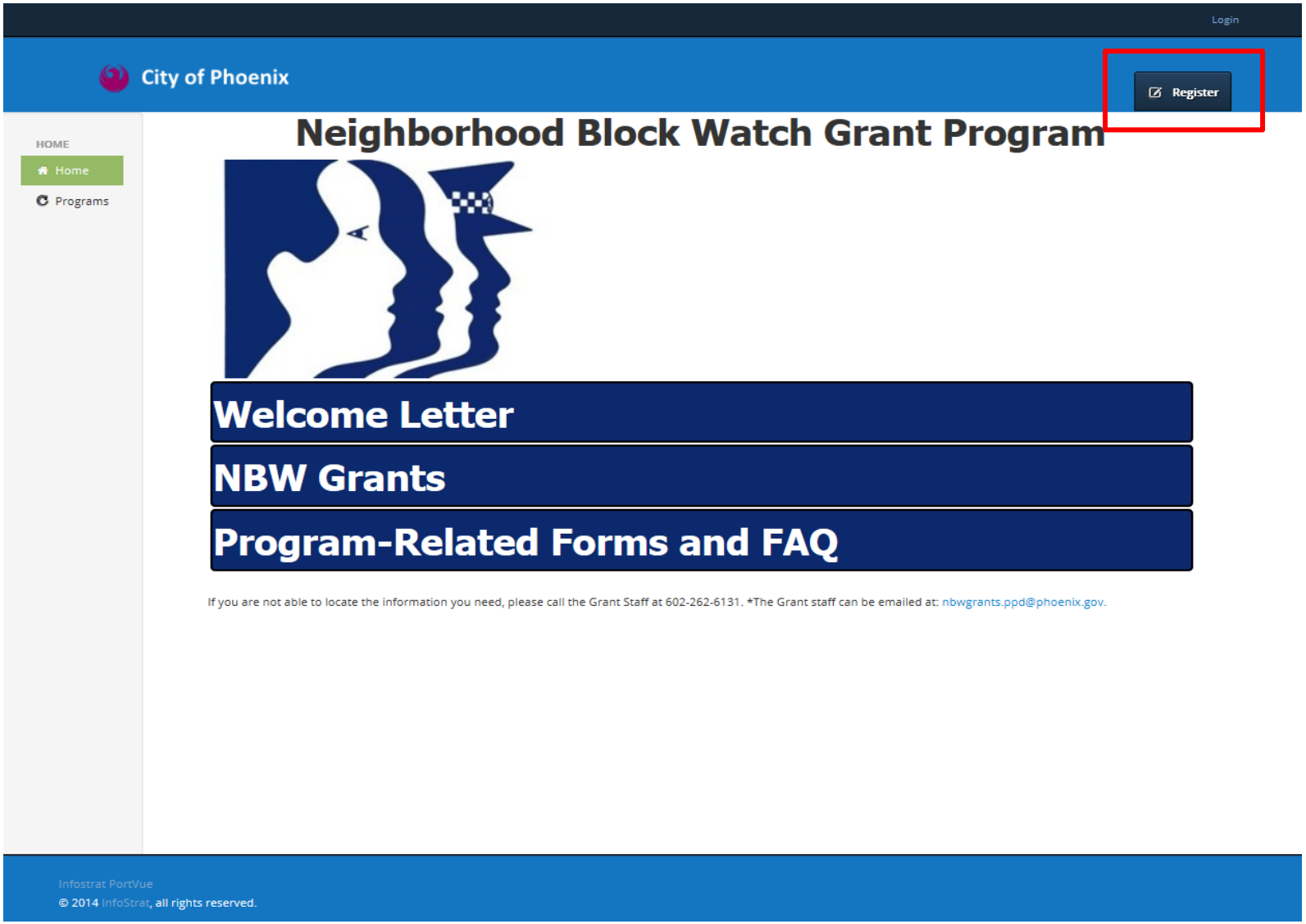
Joseph G. Yahner, Police Chief

2016 Application Process Workshop

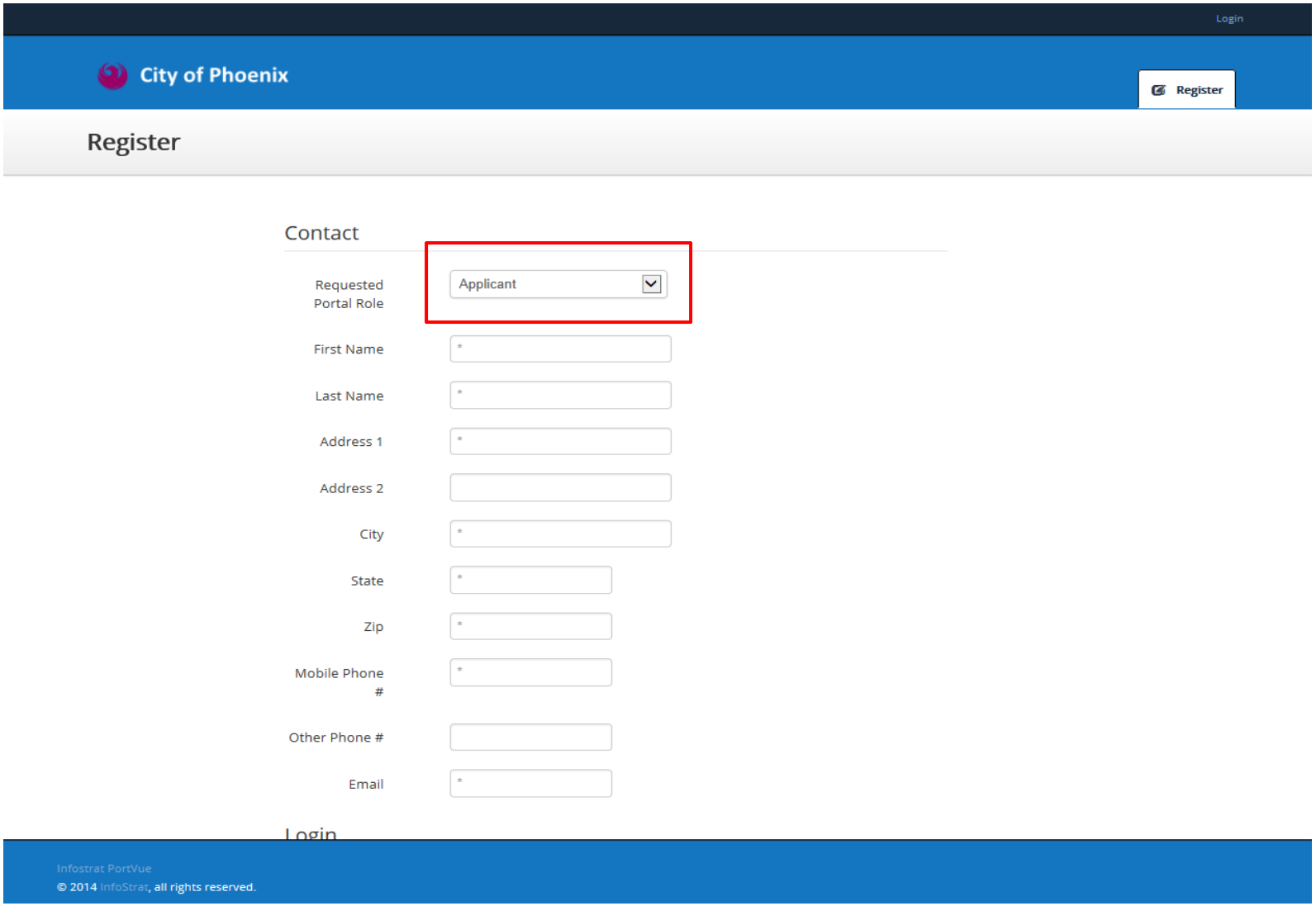
PHX POLICE PHOENIX ARIZONA PD



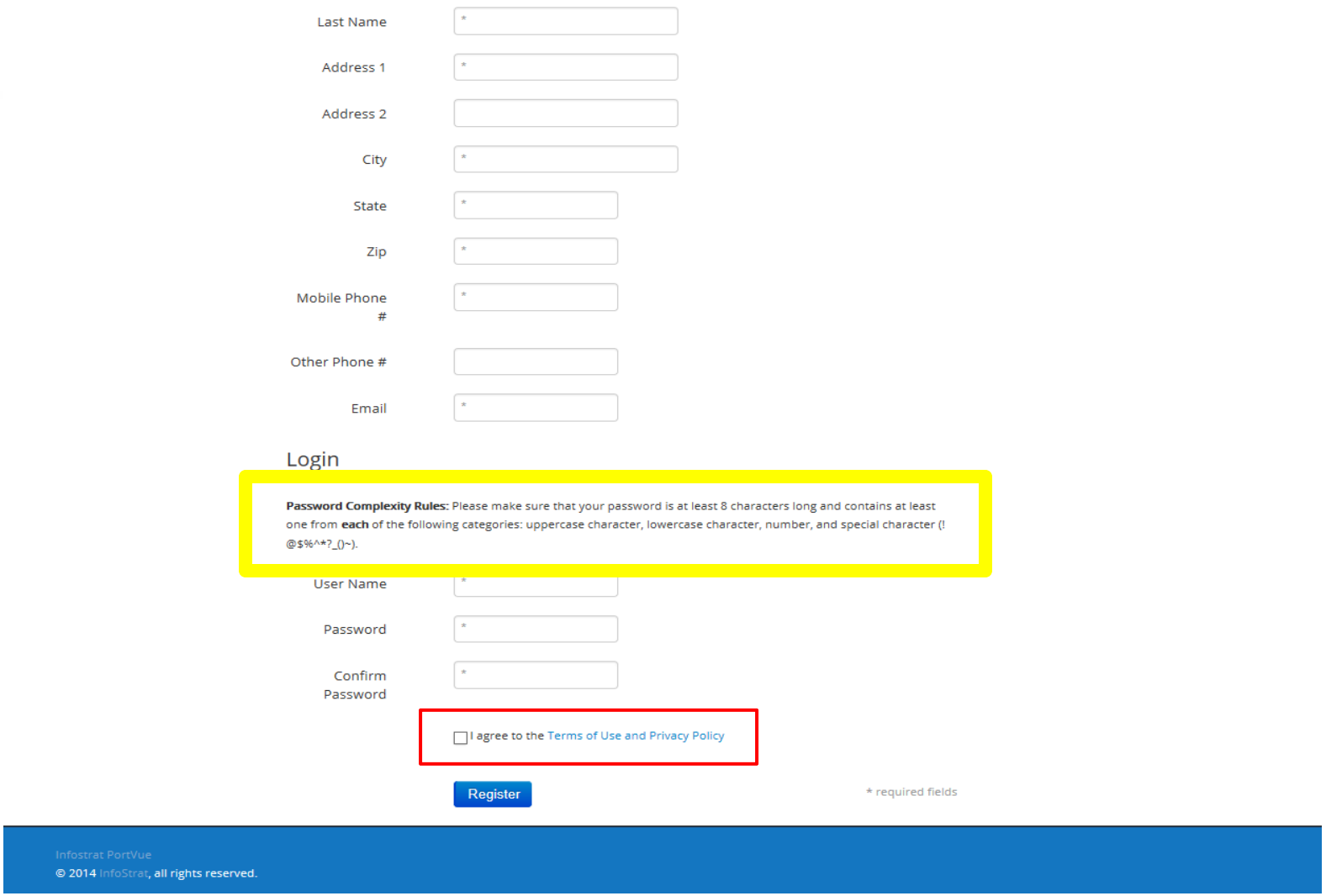
STEP 1 -
USING INTERNET BROWSER, NAVIGATE TO NEIGHBORHOOD BLOCK WATCH GRANT PROGRAM (NBWGP) GRANTS MANAGEMENT SYSTEM (GMS) LANDING PAGE: https://nbwgrants.phoenix.gov/



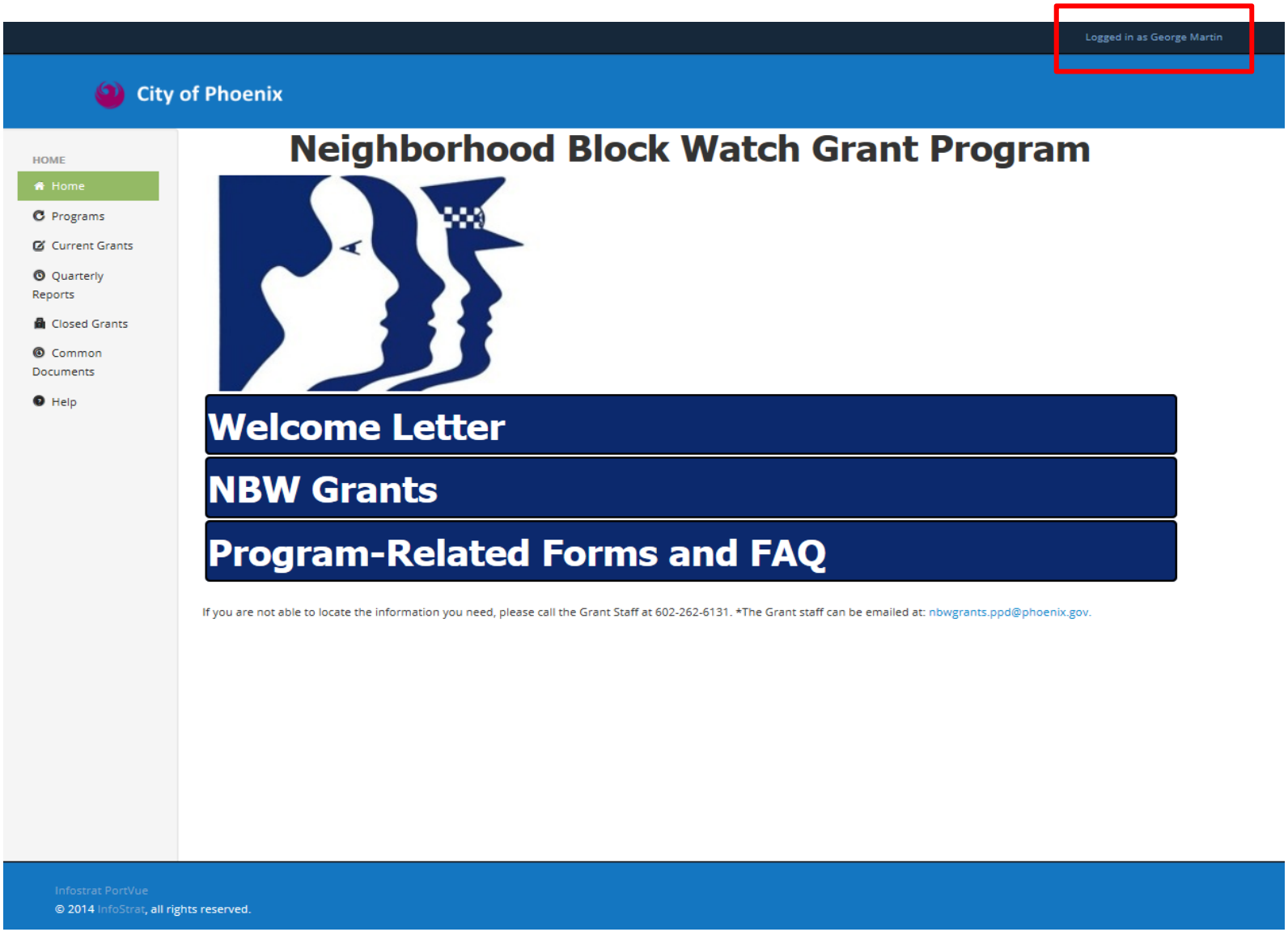
STEP 2 -
CLICK 'REGISTER' TO CREATE YOUR NBWGP GMS USER ID AND PASSWORD



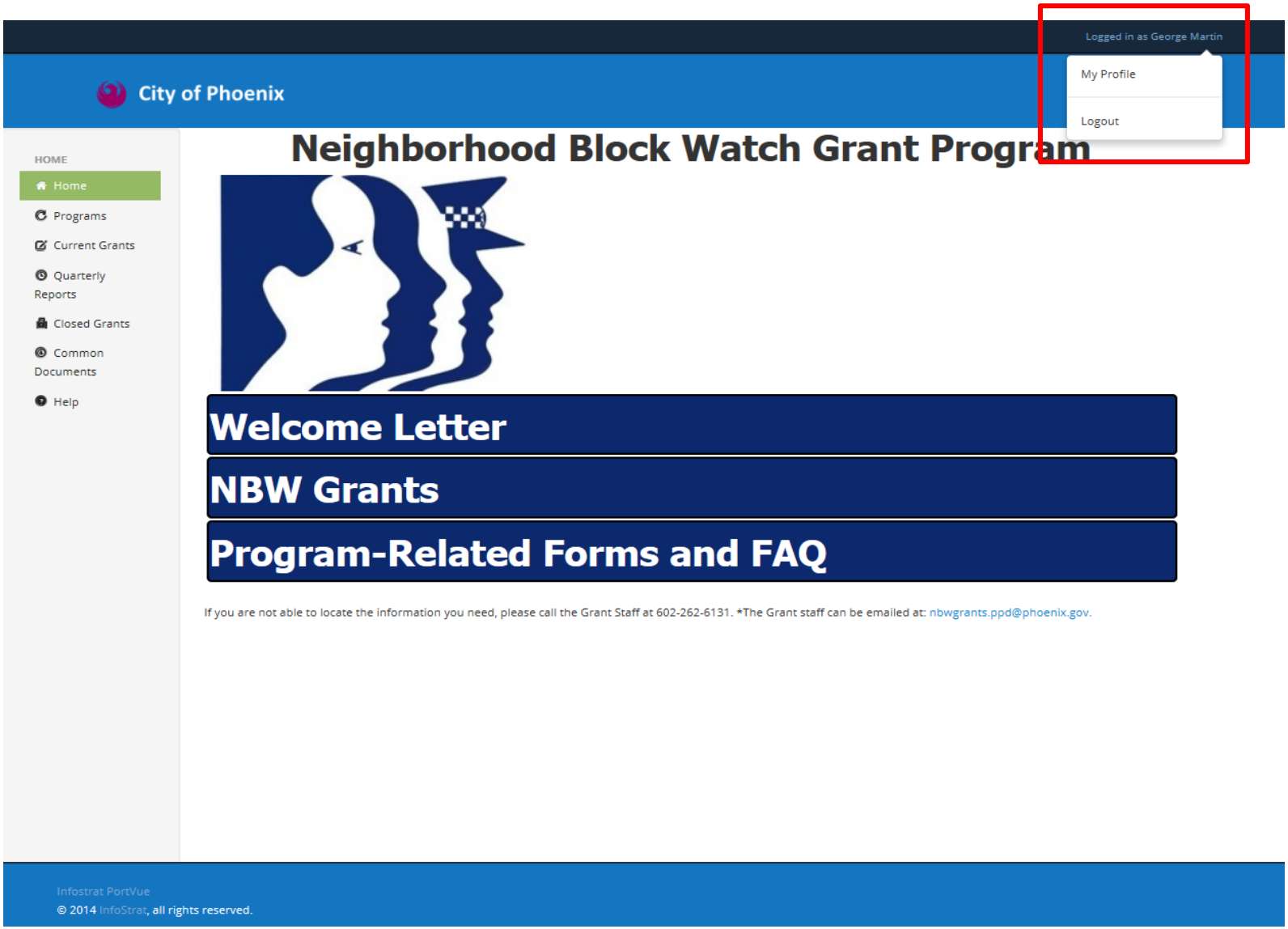
STEP 3 -
BEGIN THE REGISTRATION BY ENTERING YOUR CONTACT INFORMATION. THE DEFAULT 'PORTAL ROLE' IS 'APPLICANT.' YOU MUST REGISTER AS 'APPLICANT.' DO NOT CHANGE ROLE.



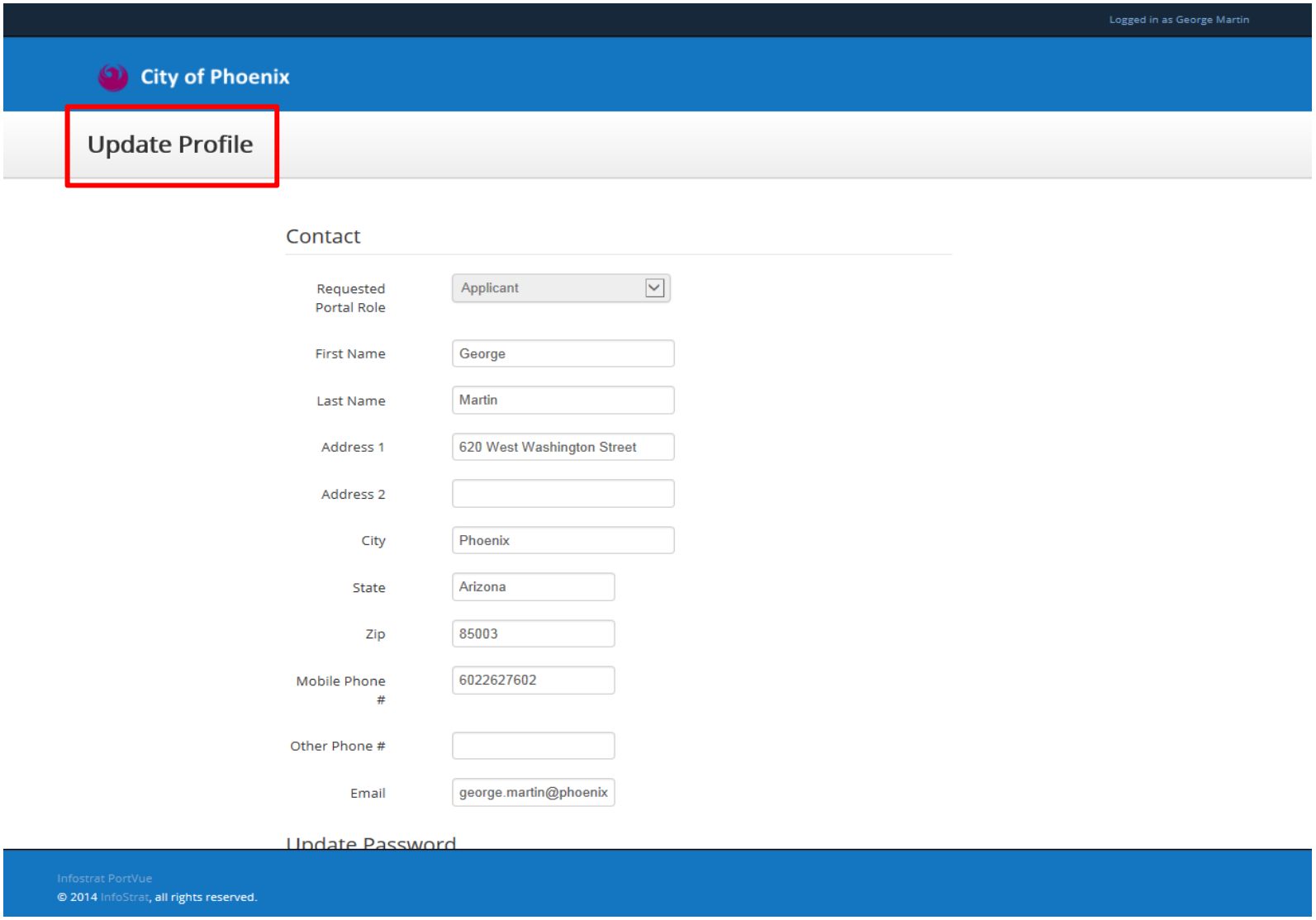
STEP 3 (continued) -
FOLLOW DIRECTIONS IN HIGHLIGHTED SECTION TO CREATE USER ID AND PASSWORD. CLICK BOX TO AGREE TO CITY OF PHOENIX TERMS OF USE AND PRIVACY POLICY. CLICK 'REGISTER'.



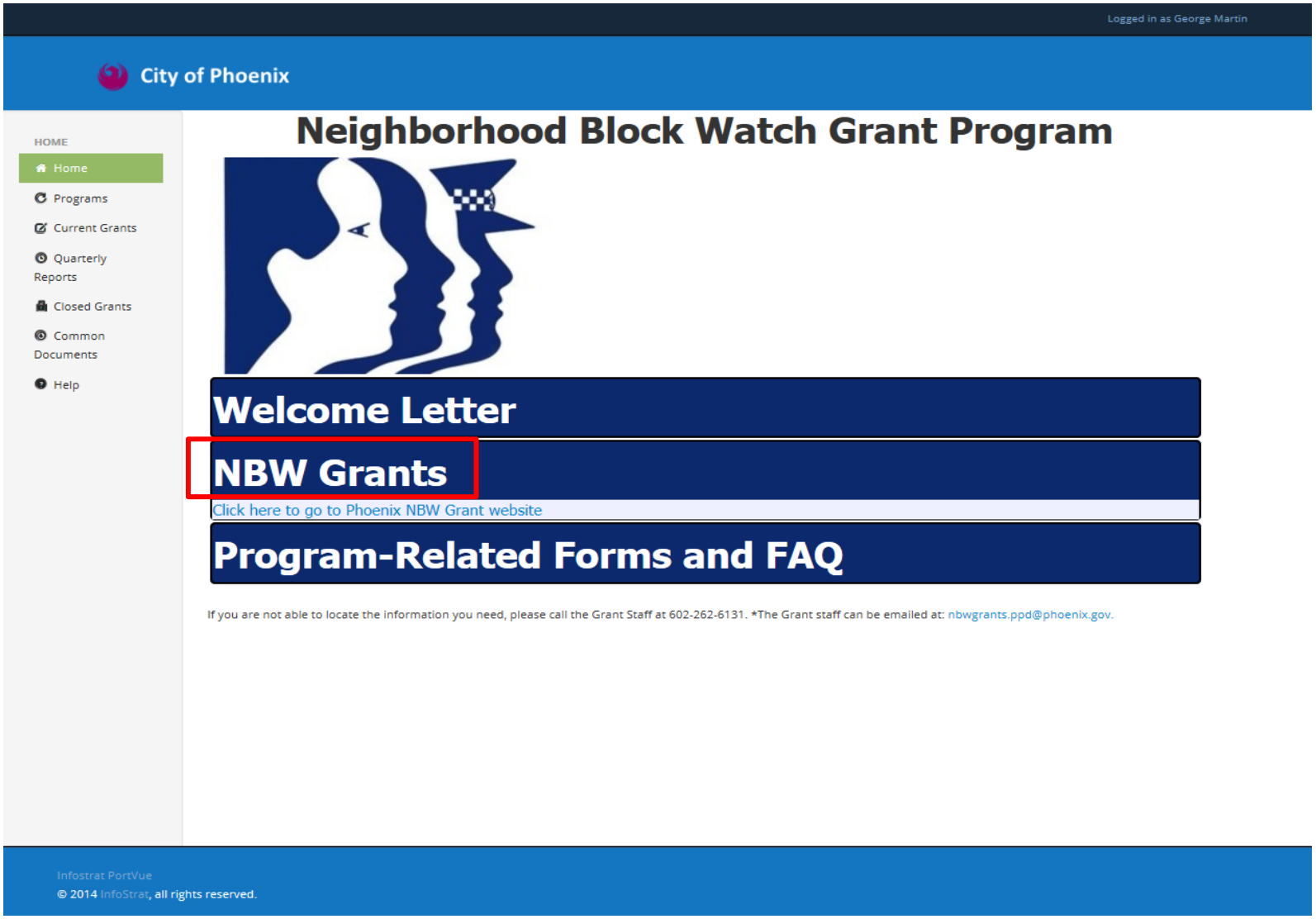
STEP 4 -
ONCE REGISTERED, 'LOGGED IN AS [YOUR NAME]' WILL APPEAR AT TOP RIGHT. YOU WILL RECEIVE AN E-MAIL CONFIRMING YOUR REGISTRATION.



STEP 5 -
TO EDIT YOUR PROFILE ONCE YOU'VE REGISTERED, CLICK 'LOGGED IN AS…' AT TOP RIGHT. DROP-DOWN WILL APPEAR. CLICK 'MY PROFILE.'



STEP 5 (continued) -
'UPDATE PROFILE' PAGE WILL APPEAR. EDIT INFORMATION, THEN CLICK BLUE 'UPDATE' BUTTON AT BOTTOM OF PAGE (YOU ARE NOT REQUIRED TO UPDATE PASSWORD).



STEP 6 -
CLICK 'NBW GRANTS' BANNER TO LINK TO NBWGP WEBSITE (IF NECESSARY; MAY BE HELPFUL TO COMPLETE REPORT). CLICK BANNER AGAIN TO CLOSE.

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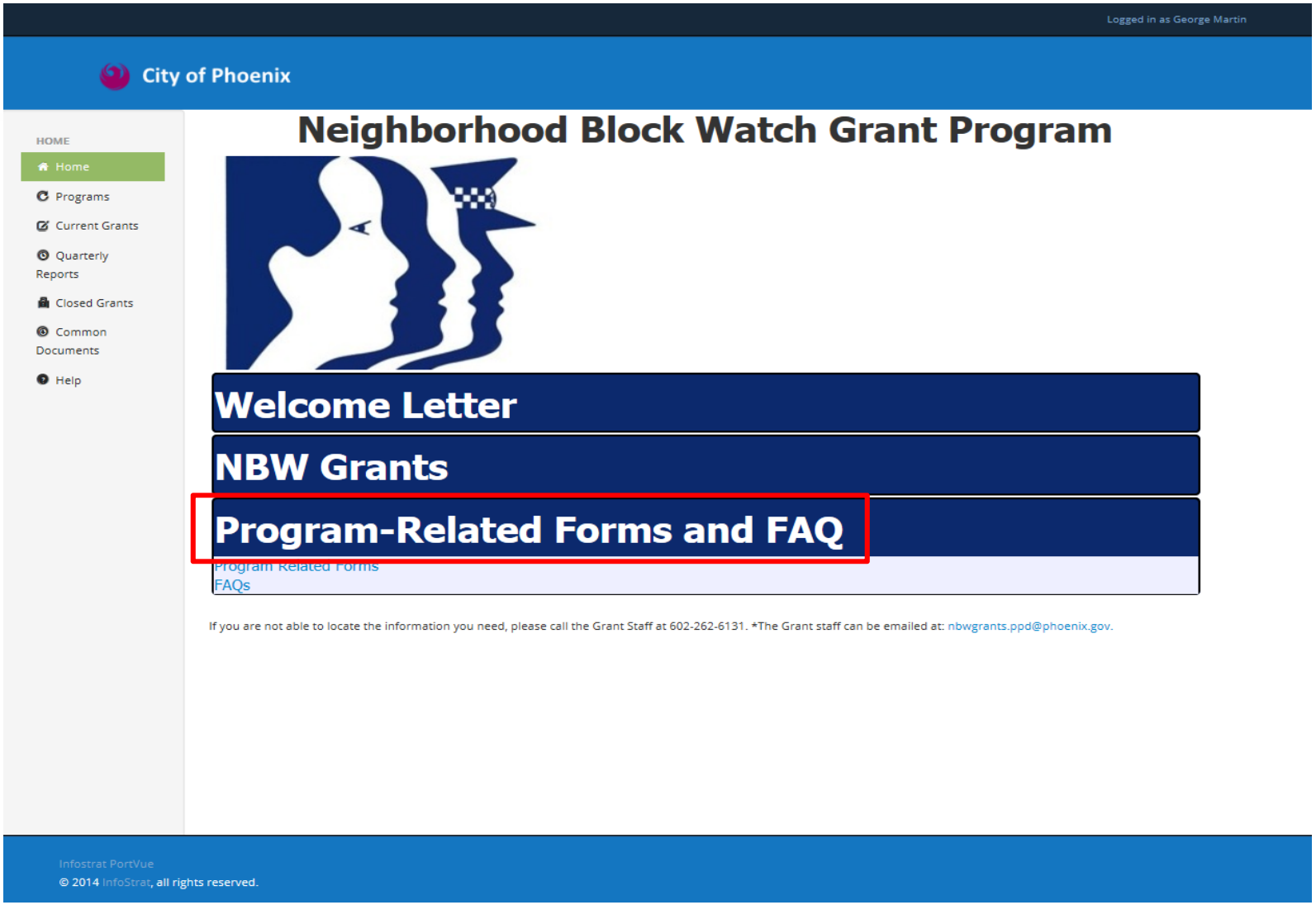
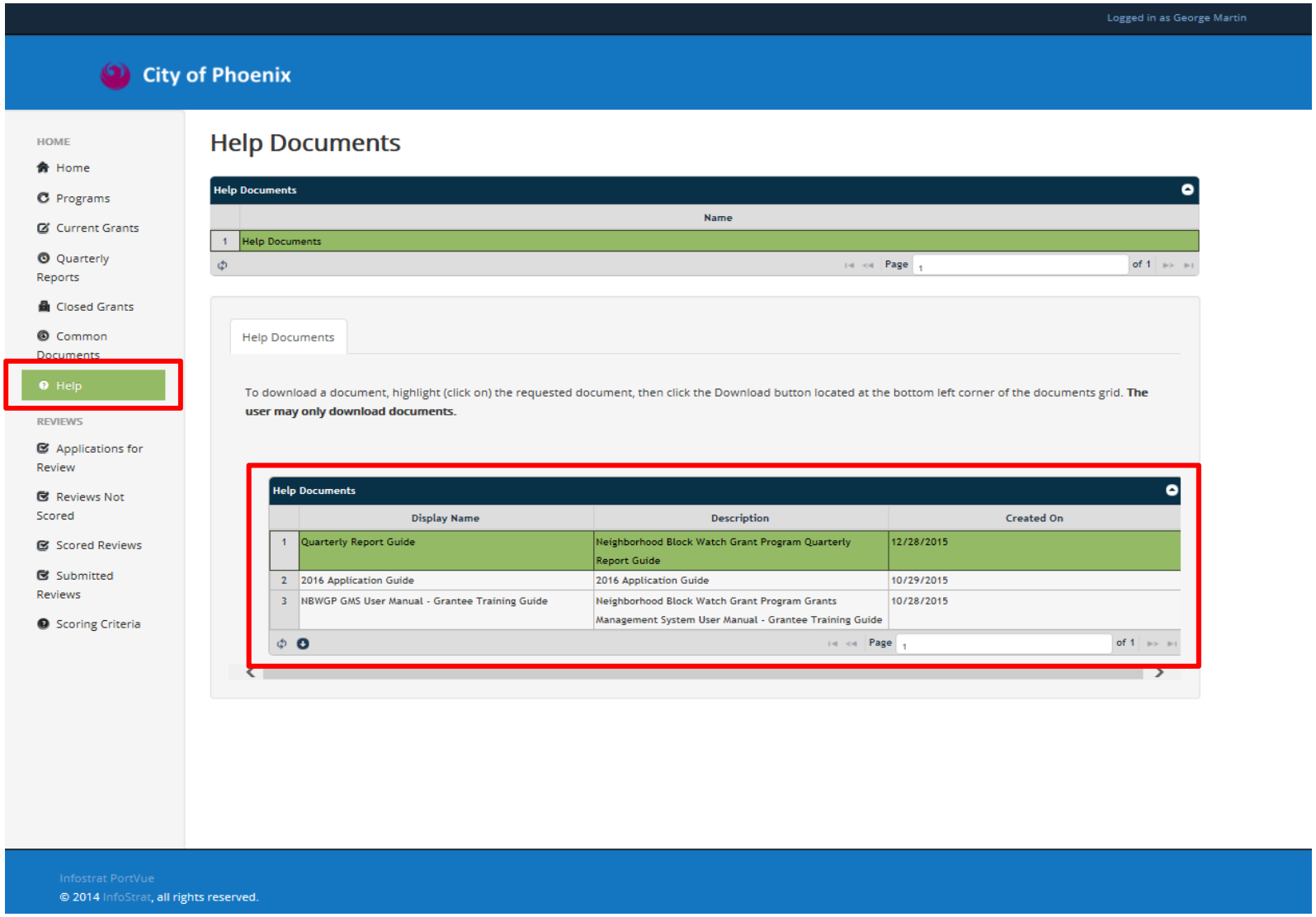
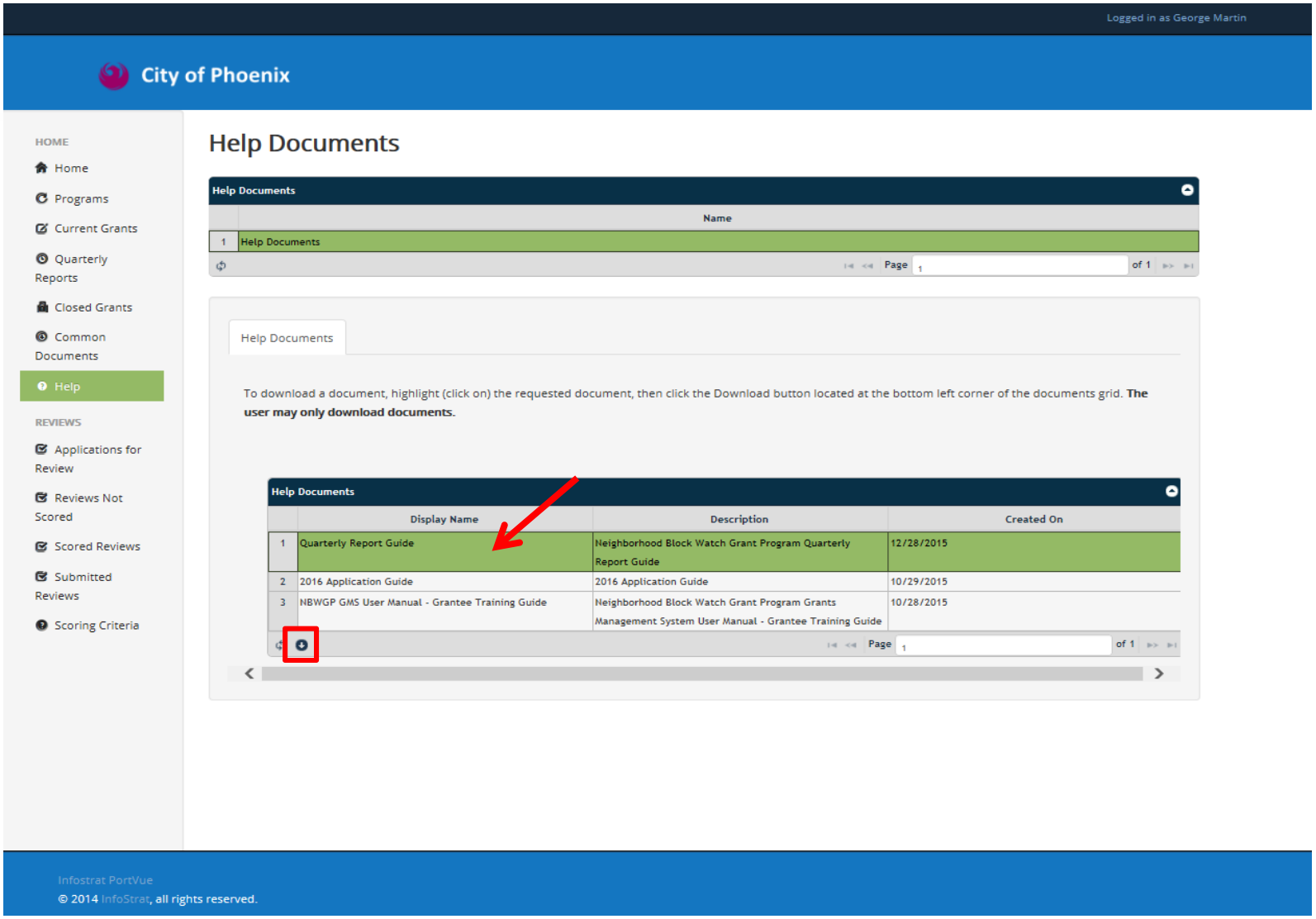


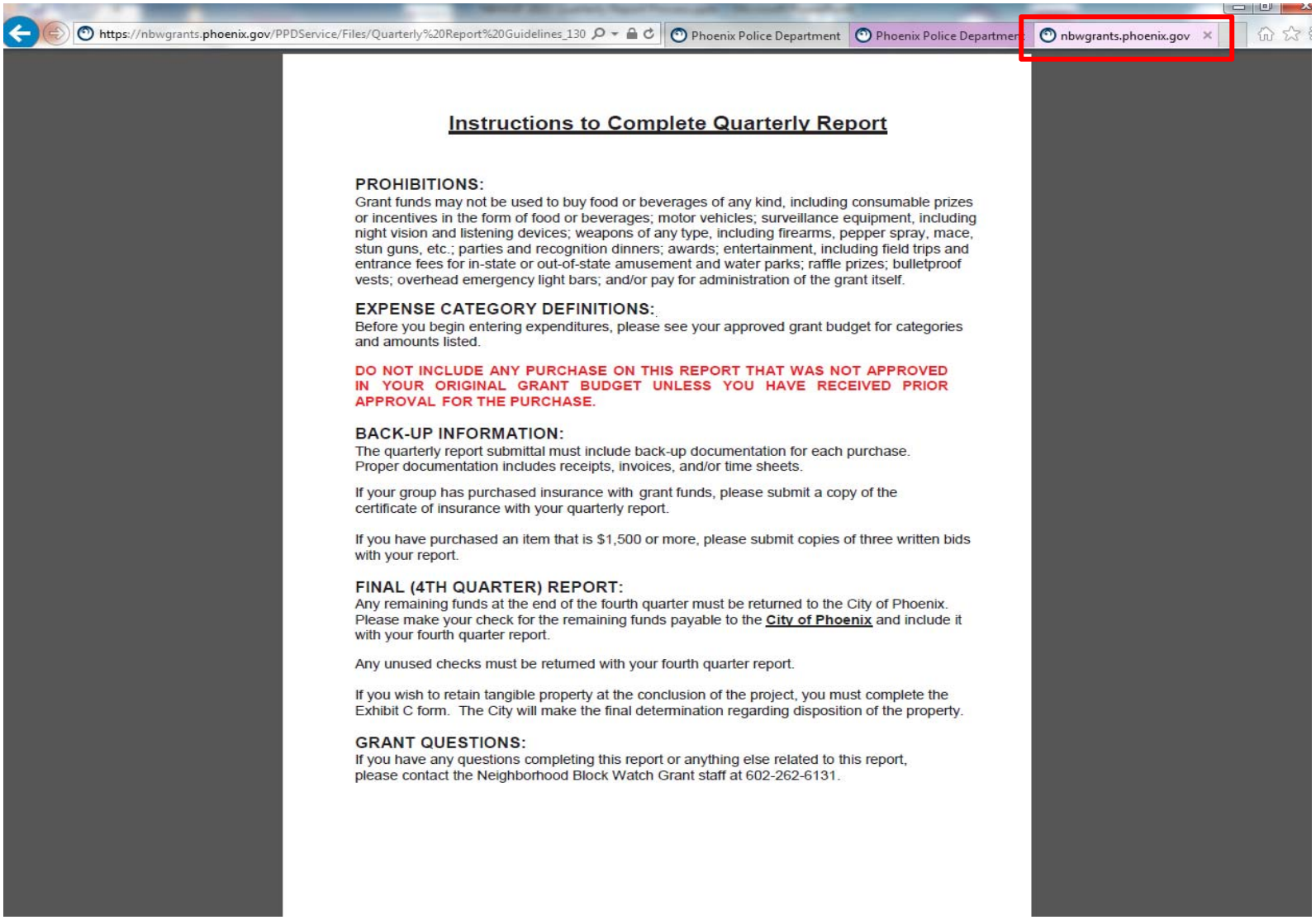
STEP 7 -
CLICK 'PROGRAM-RELATED FORMS AND FAQ' BANNER FOR ANSWERS TO FREQUENTLY ASKED QUESTIONS AND LINKS TO OTHER NBWGP FORMS (IF NECESSARY; MAY BE HELPFUL TO COMPLETE REPORT). CLICK BANNER AGAIN TO CLOSE.



STEP 8 -
CLICK 'HELP' TAB TO DISPLAY HELP DOCUMENTS, INCLUDING QUARTERLY REPORT GUIDE.



STEP 9 -
CLICK ROW THAT CORRESPONDS TO THE DOCUMENT YOU WOULD LIKE TO OPEN. IT WILL TURN GREEN. CLICK 'DOWNLOAD' ICON TO OPEN.



STEP 9 (continued) -
DOCUMENT WILL OPEN IN NEW TAB ON YOUR BROWSER (ENSURE YOU HAVE POP-UP BLOCKER TURNED OFF).

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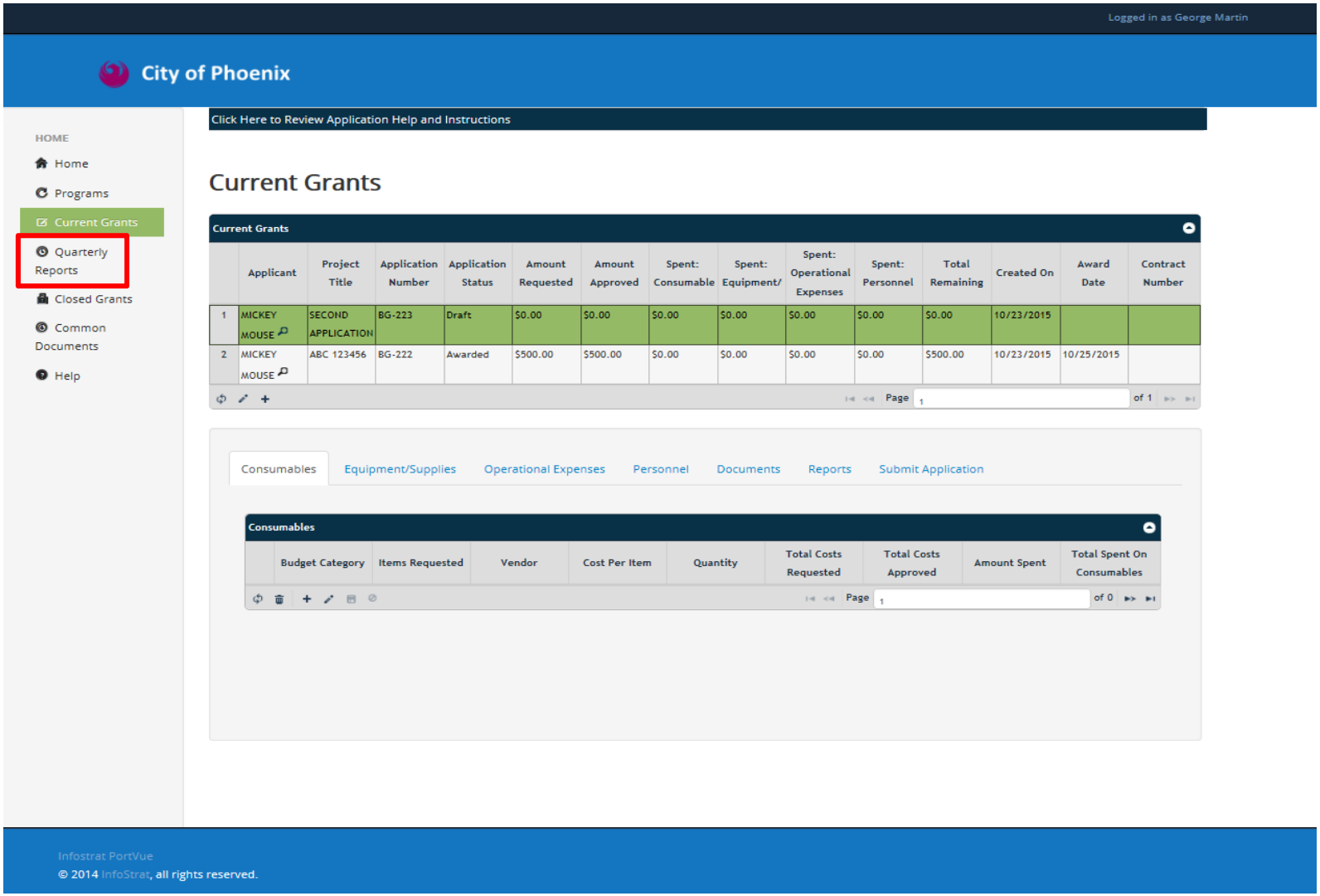
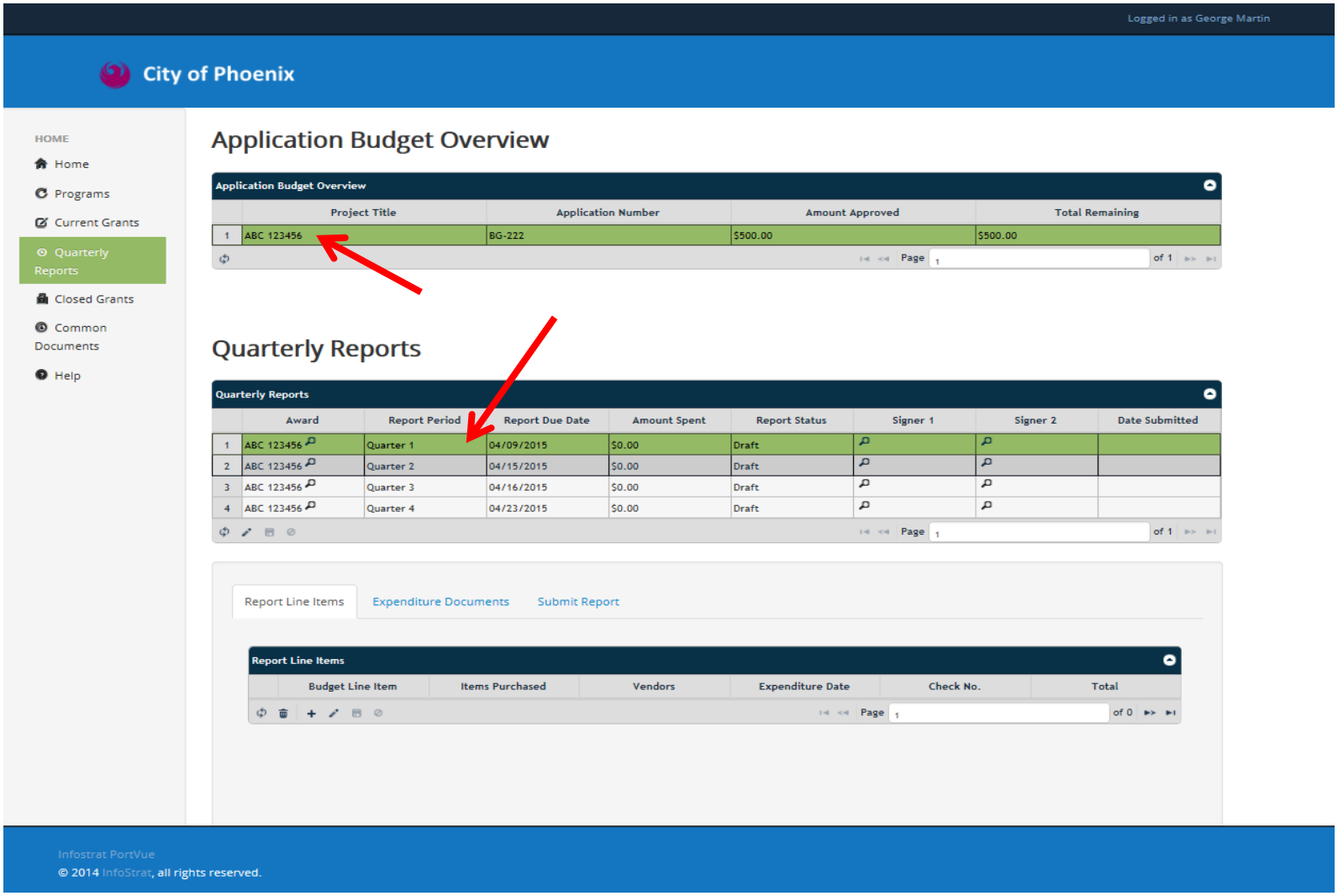
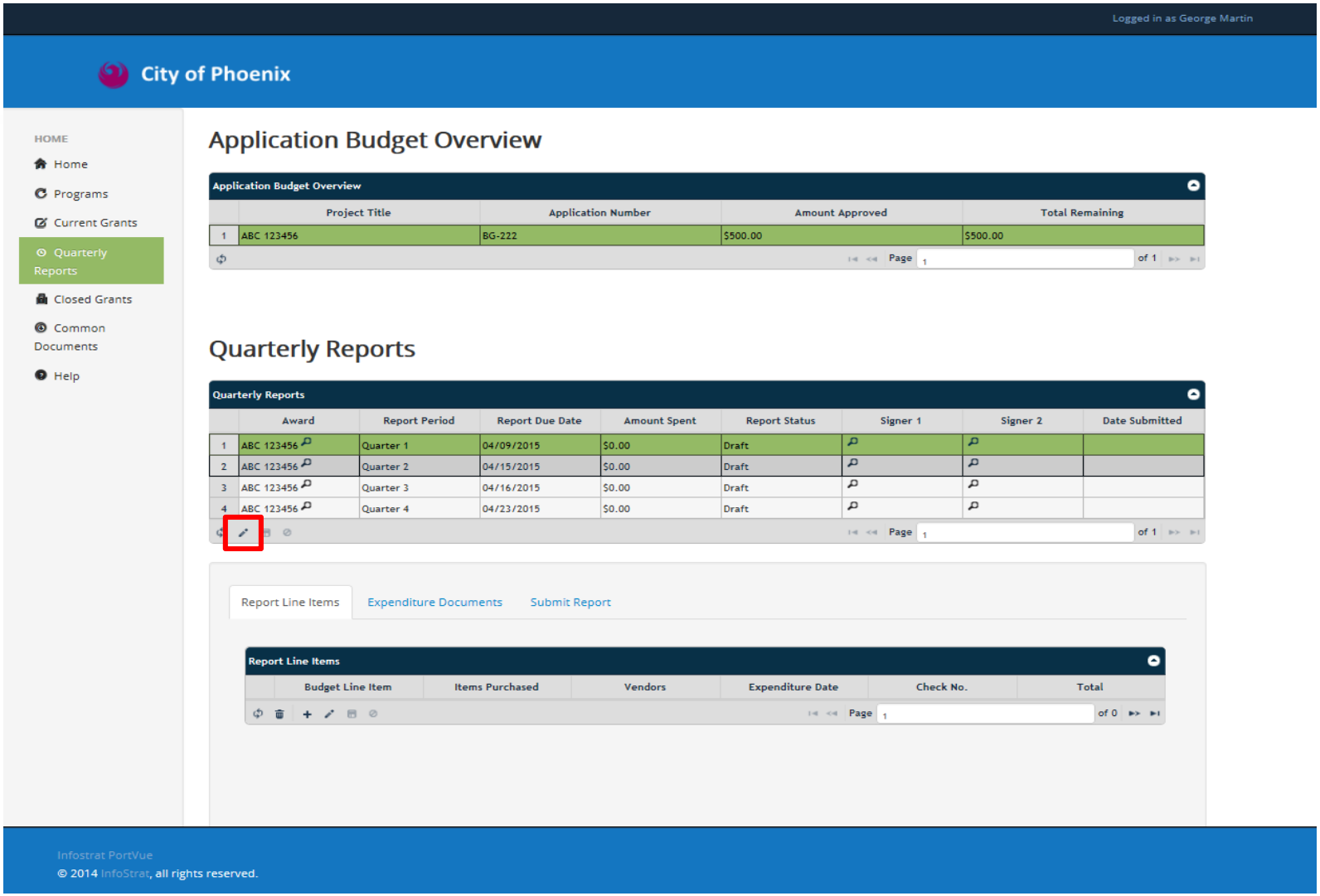


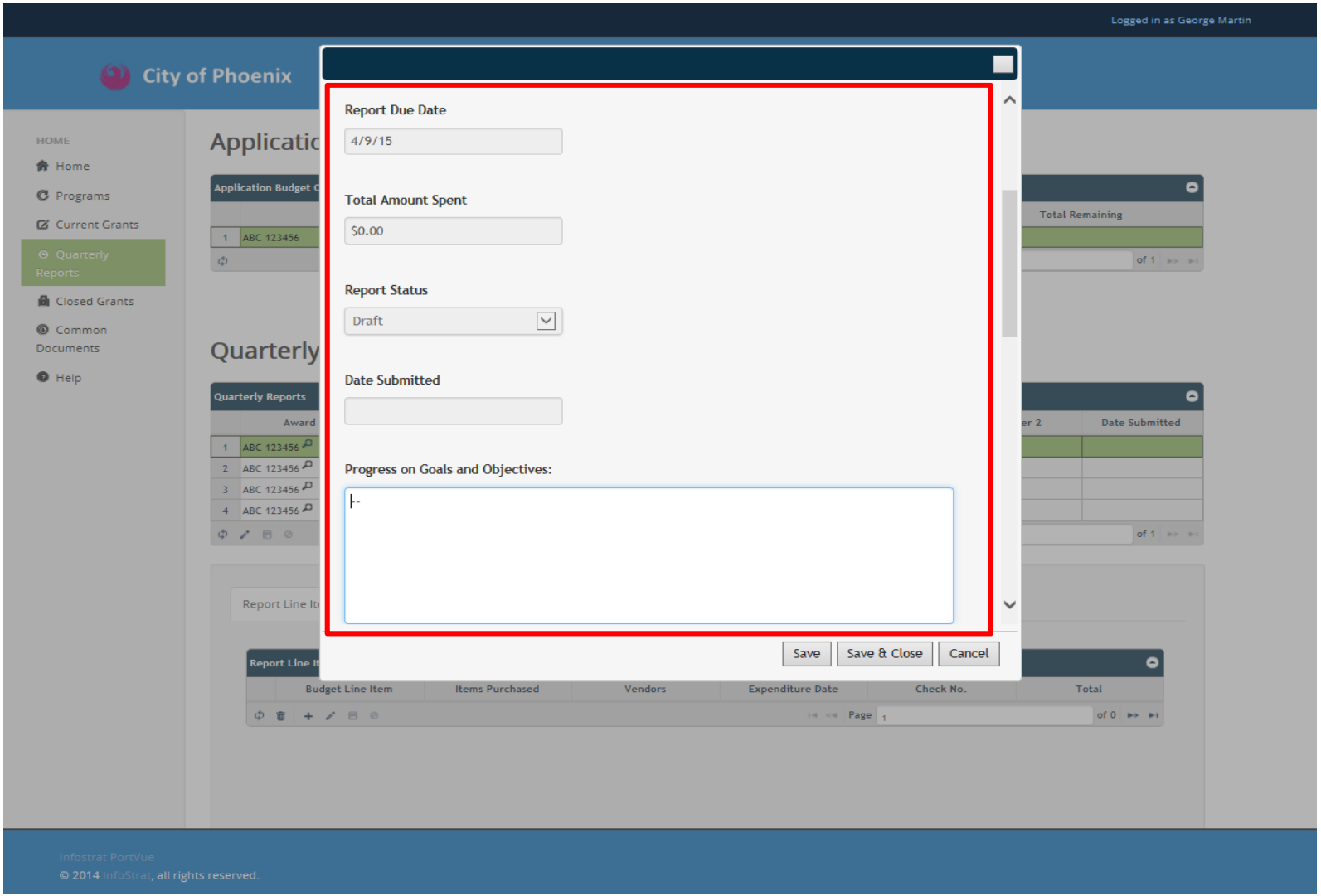
STEP 39 -
GMS WILL AUTOMATICALLY SEND E-MAILS TO GRANTEES TO INFORM THEM OF DUE DATES, COMPLIANCE STATUS, ETC. TO BEGIN THE QUARTER REPORT PROCESS, CLICK 'QUARTERLY REPORTS' ON THE GMS MENU AS SHOWN ABOVE.



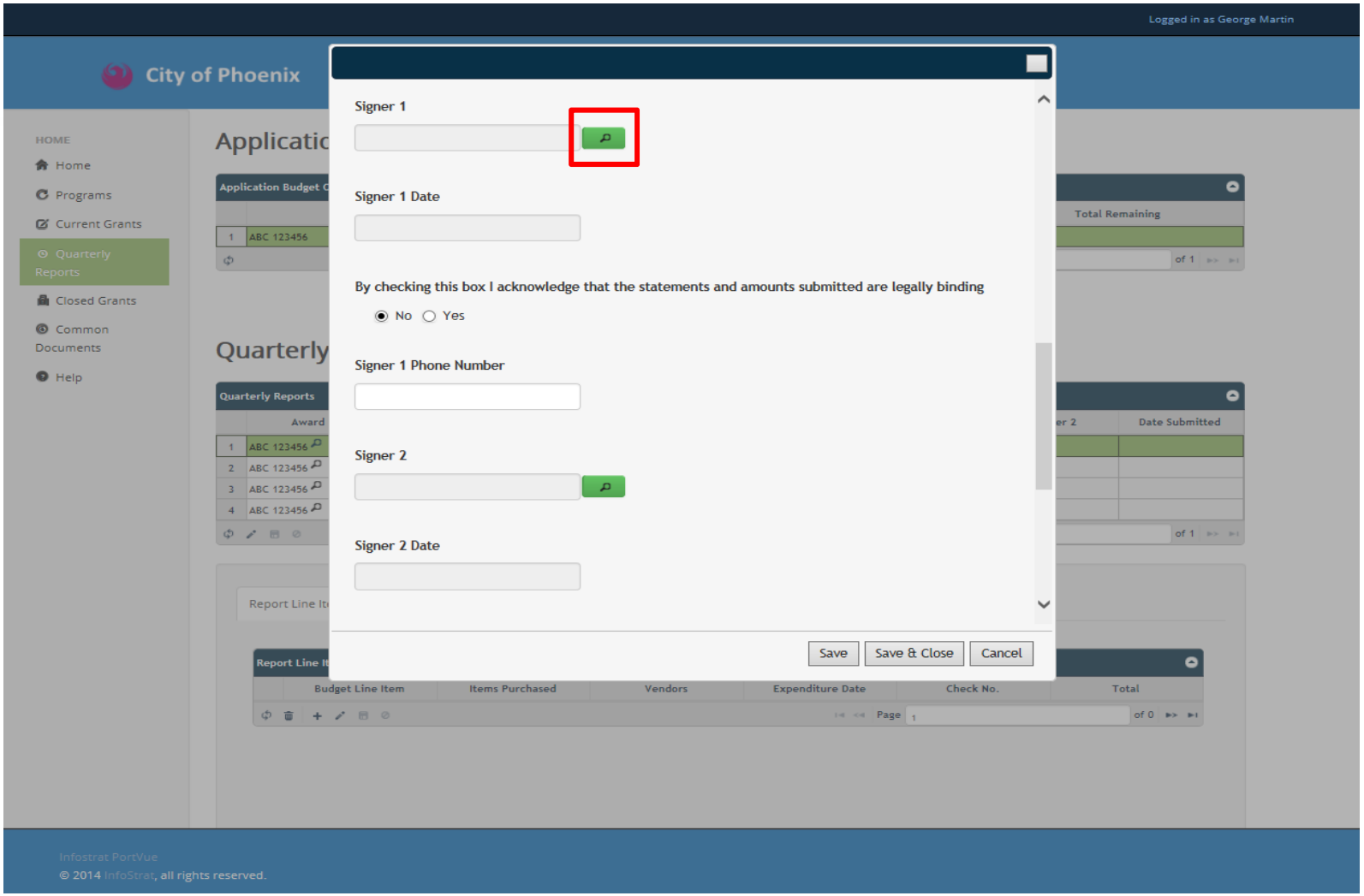
STEP 40 -
TO BEGIN FILLING OUT YOUR QUARTERLY REPORT, CLICK THE ROW IN THE TOP GRID THAT CORRESPONDS TO THE CORRECT APPLICATION (GREEN), AND CLICK THE ROW IN THE BOTTOM 'QUARTERLY REPORTS' GRID THAT CORRESPONDS TO THE CORRECT QUARTER (GREEN).



STEP 41 -
WITH THE CORRECT APPLICATION AND QUARTER SELECTED (BOTH ROWS GREEN), CLICK THE 'PENCIL' ICON IN THE 'QUARTERLY REPORTS' GRID, AS SHOWN ABOVE.

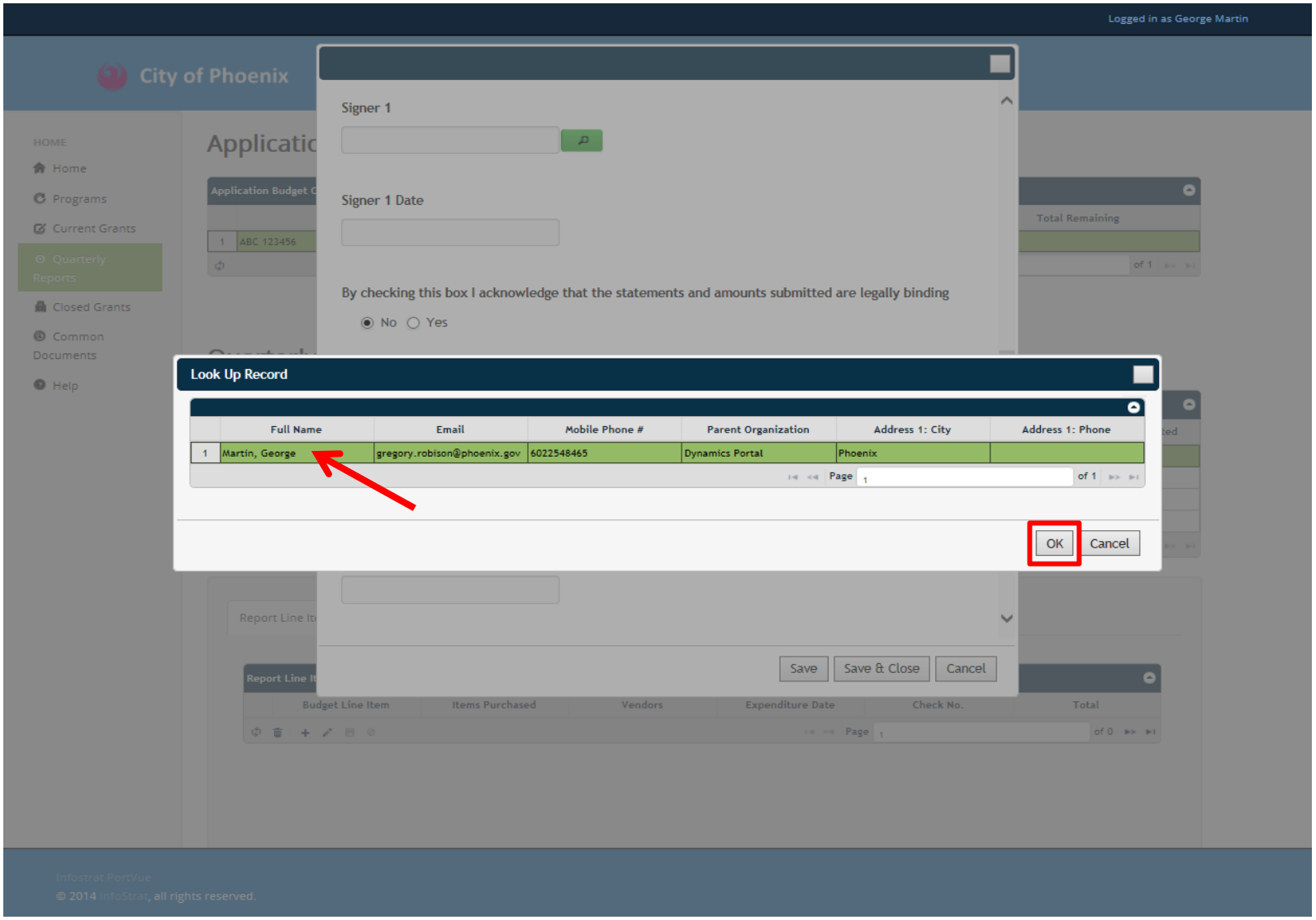


STEP 42 -
ENTER YOUR INFORMATION INTO THE QUARTERLY REPORT FORM. FIELDS DENOTED WITH AN ASTERISK ARE REQUIRED. FIELDS THAT ARE SHADED CANNOT BE FILLED IN BECAUSE THEY ARE AUTOMATICALLY FILLED BY GMS.

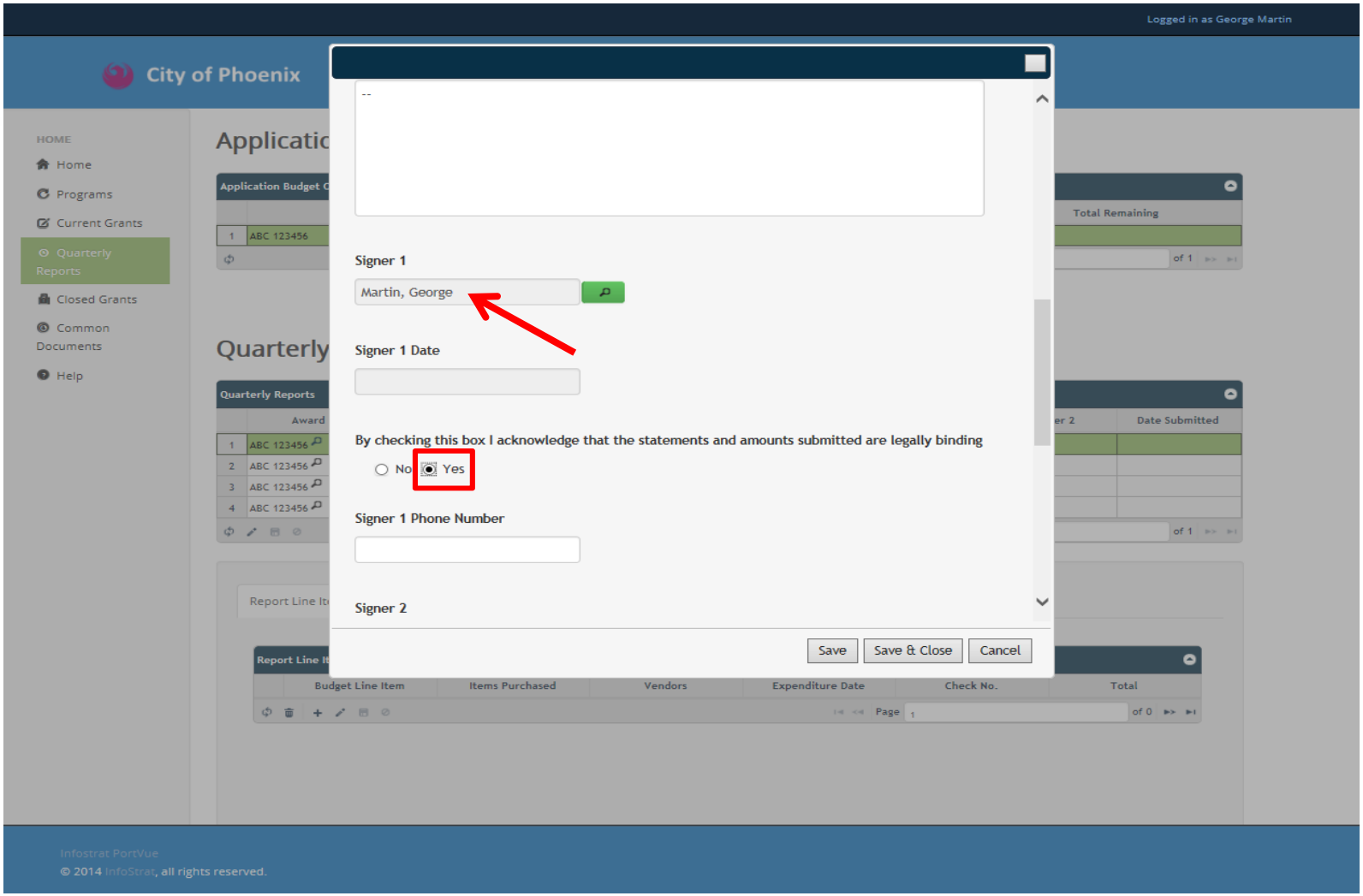


STEP 43 -

AT LEAST TWO SIGNERS MUST SIGN THE QUARTERLY REPORT. THE SIGNATURES WILL BE ELECTRONIC. TO "SIGN", EACH SIGNER MUST LOG INTO GMS USING THEIR PROFILE. SIGNERS WILL NOT HAVE THE ABILITY TO SIGN FOR ANYONE OTHER THAN THEMSELVES. CLICK THE 'MAGNIFYING GLASS' ICON, AS SHOWN ABOVE, TO BEGIN THE SIGNATURE PROCESS.

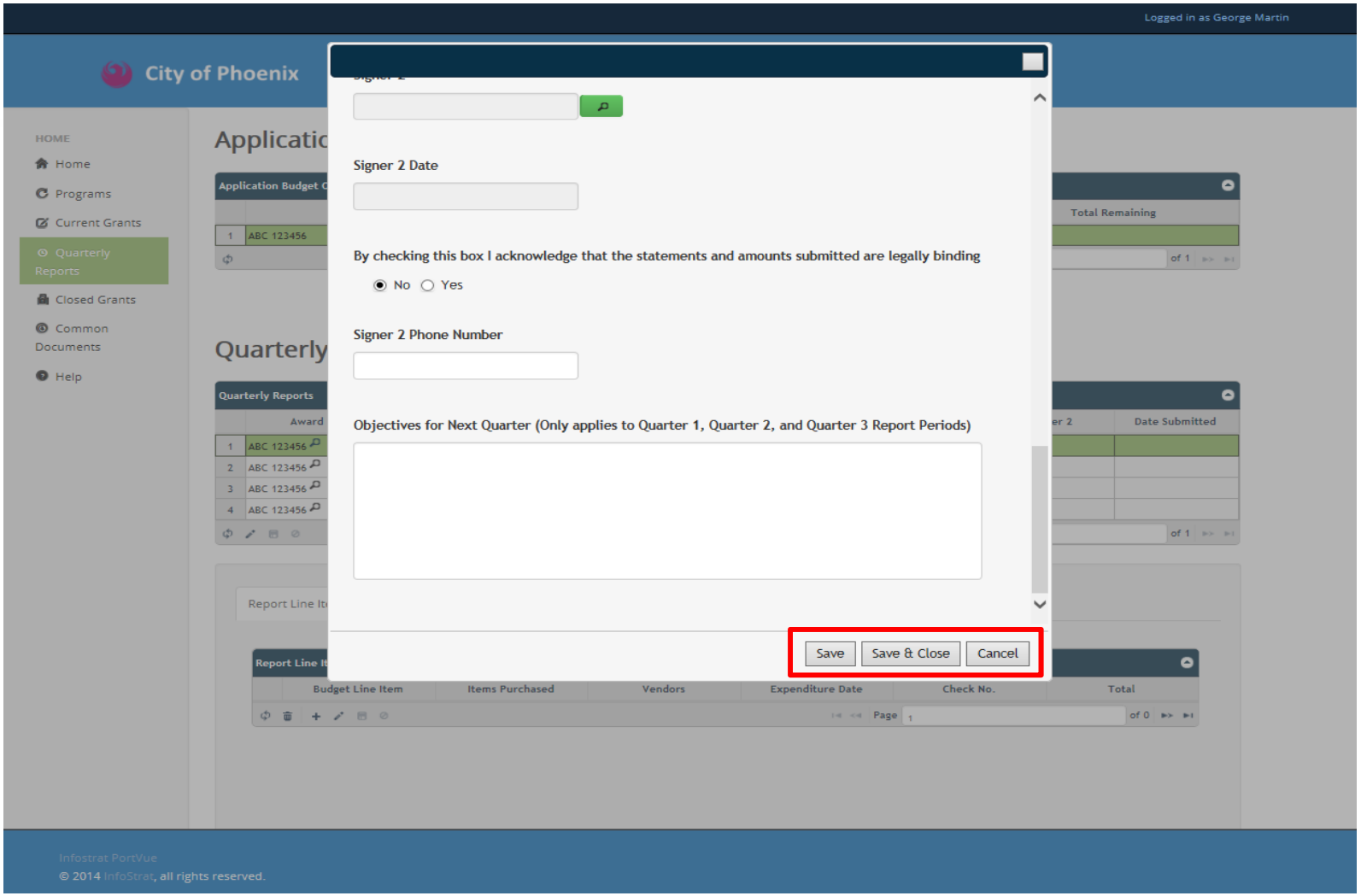


STEP 44 -
CLICK THE ROW WITH YOUR INFORMATION. IT WILL TURN GREEN. CLICK THE 'OK' BUTTON.



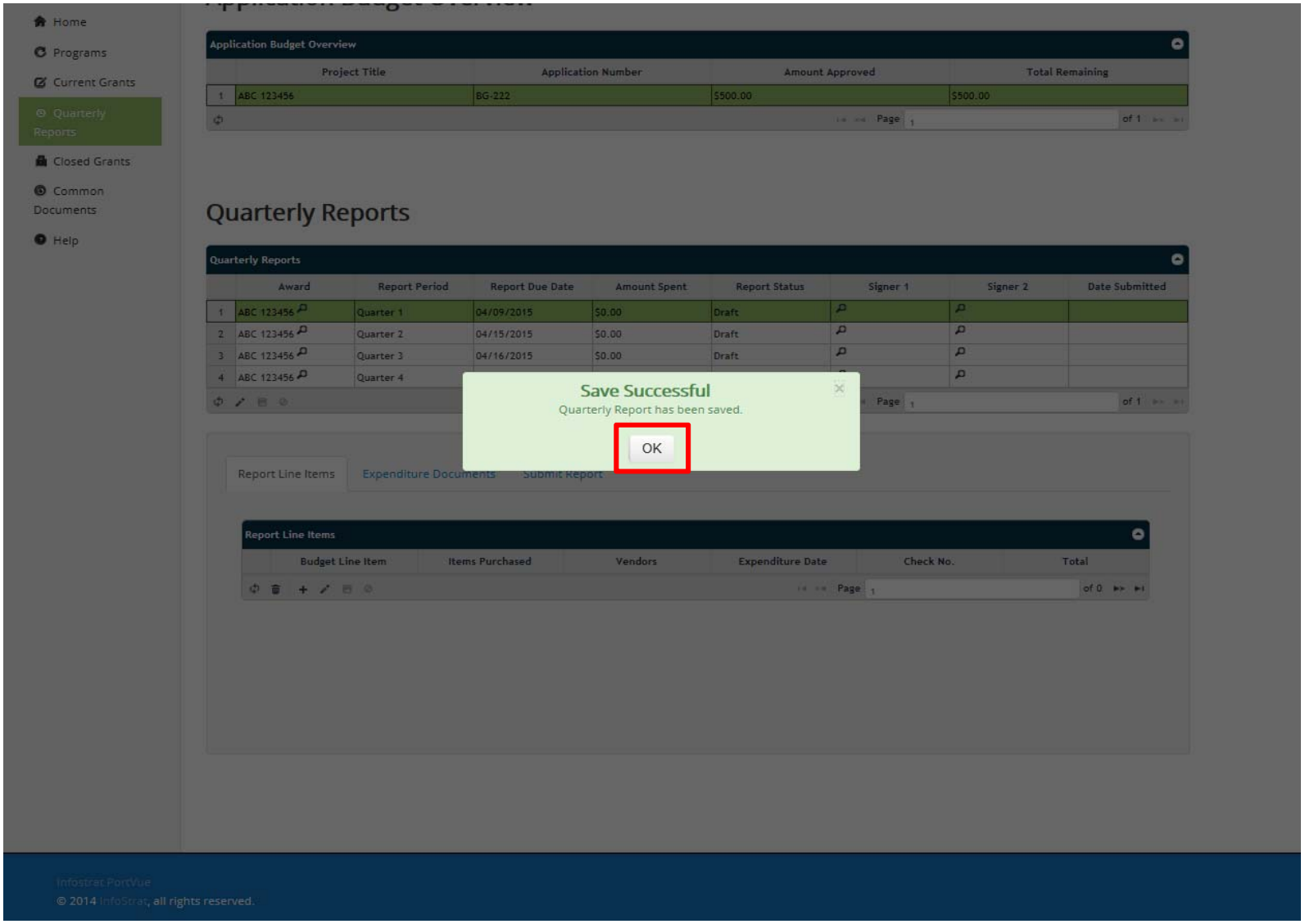
STEP 45 -

YOUR NAME WILL APPEAR IN THE SIGNER 1 BOX, AS SHOWN ABOVE. CHECK THE 'YES' BUTTON ACKNOWLEDGING THAT THE REPORT IS ACCURATE. BOTH SIGNERS MUST COMPLETE THIS ACTION TO SUCCESSFULLY COMPLETE AND SUBMIT A QUARTERLY REPORT (IN INSTANCES WHERE ALL THREE SIGNERS WISH TO SIGN, THAT IS POSSIBLE, AS WELL).

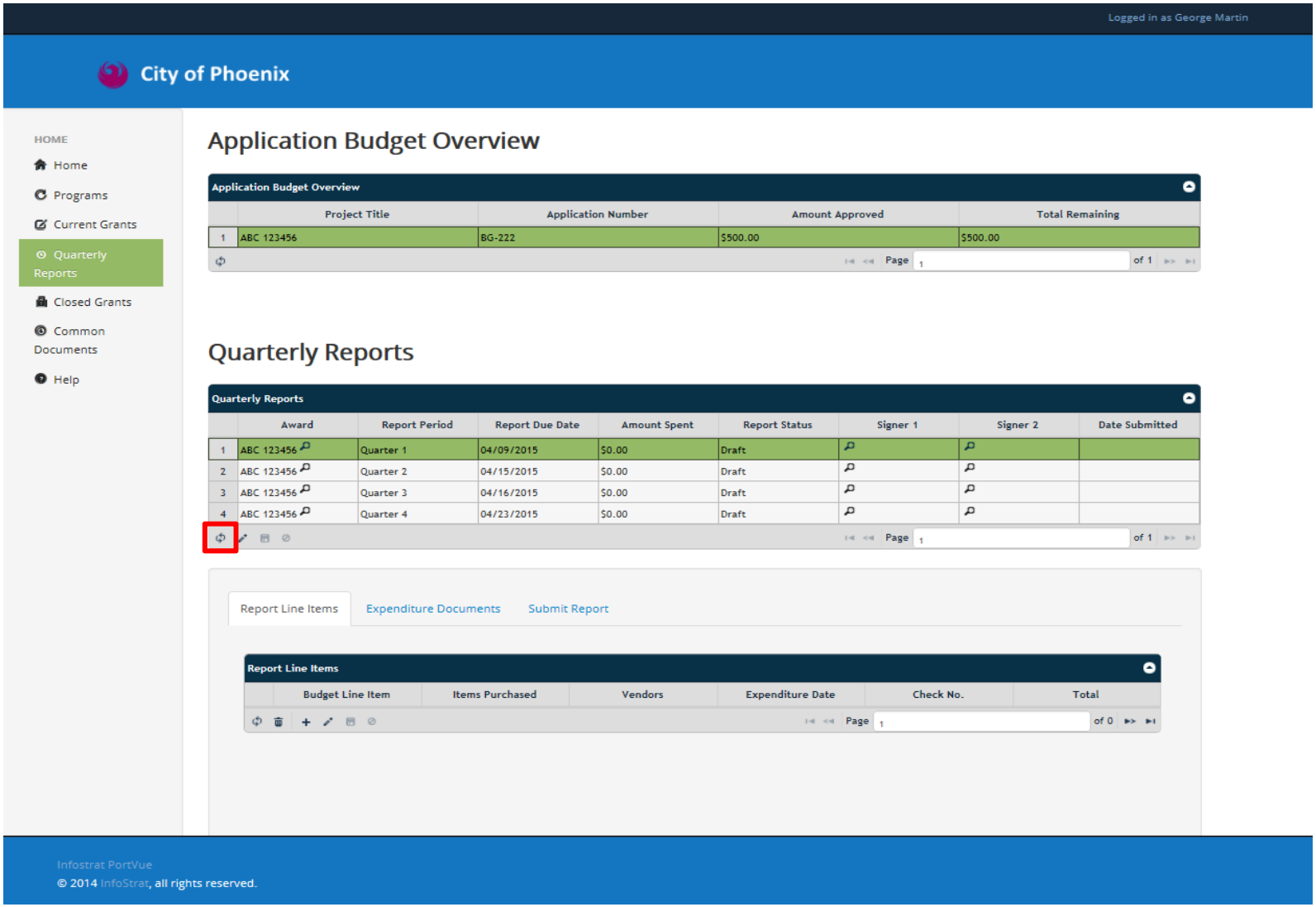


STEP 46 -

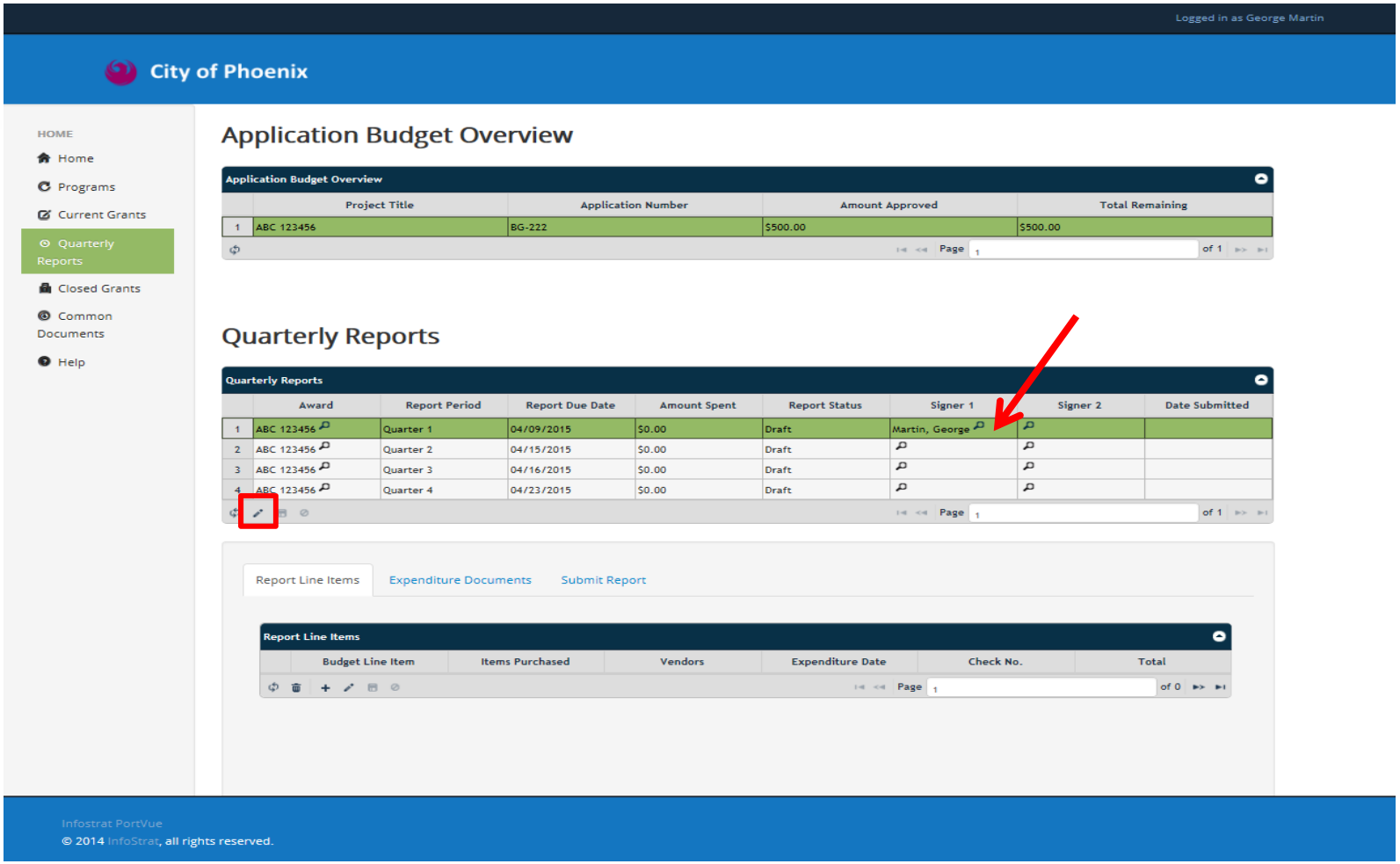
ONCE AT LEAST TWO SIGNERS HAVE SIGNED, AND THE FORM IS FILLED OUT COMPLETELY, CLICK 'SAVE AND CLOSE' TO SAVE YOUR QUARTERLY REPORT. IF YOU HAVE MADE A MISTAKE, YOU CAN CLICK 'CANCEL' TO CLOSE WITHOUT SAVING AND RETURN TO THE GMS 'QUARTERLY REPORTS MENU.



STEP 47 -
IF YOUR SAVE IS SUCCESSFUL, YOU WILL SEE THIS PROMPT. CLICK 'OK'.

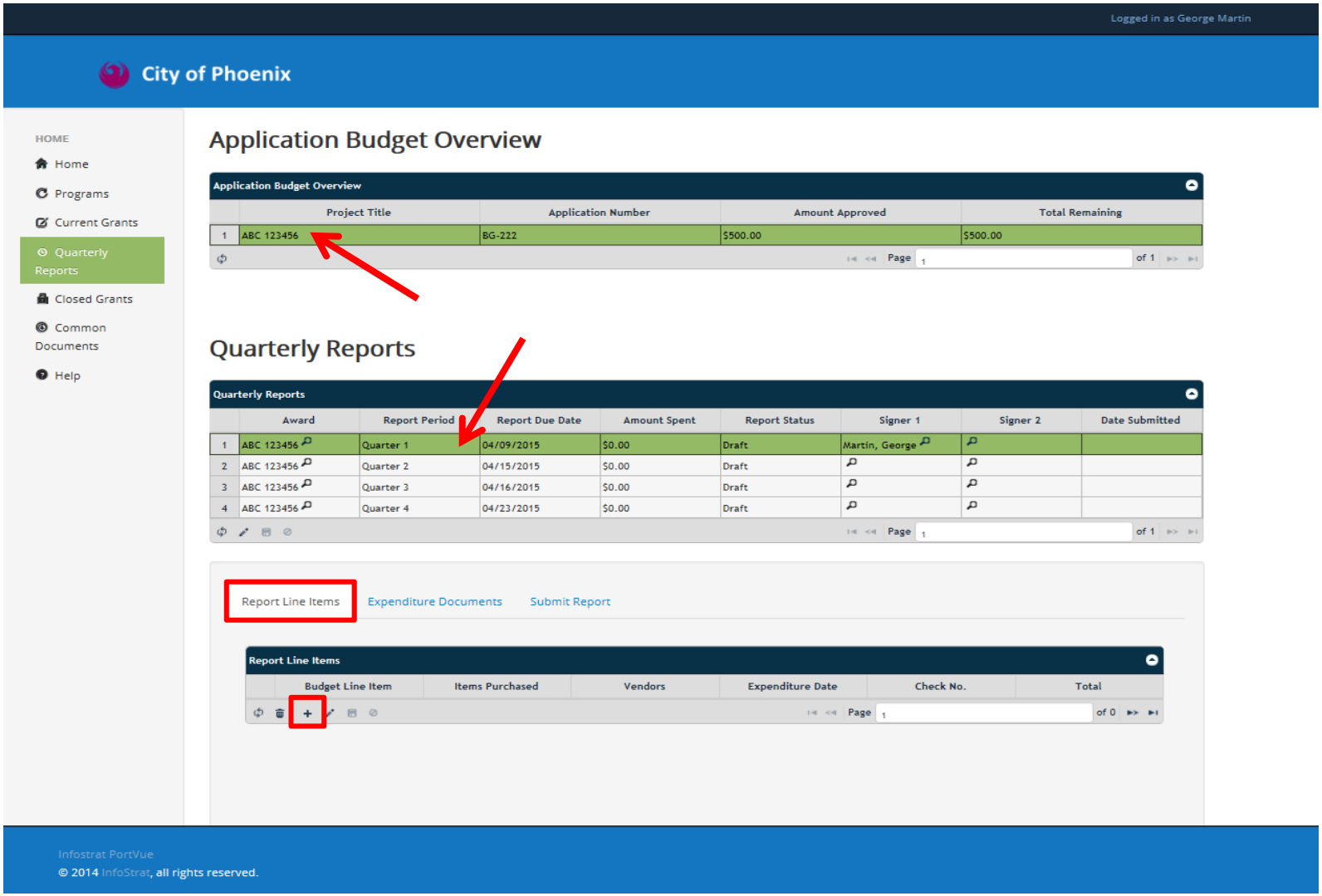


STEP 48 -
CLICK THE 'REFRESH' ICON IN THE QUARTERLY REPORTS GRID TO REFRESH YOUR QUARTERLY REPORT PROGRESS.

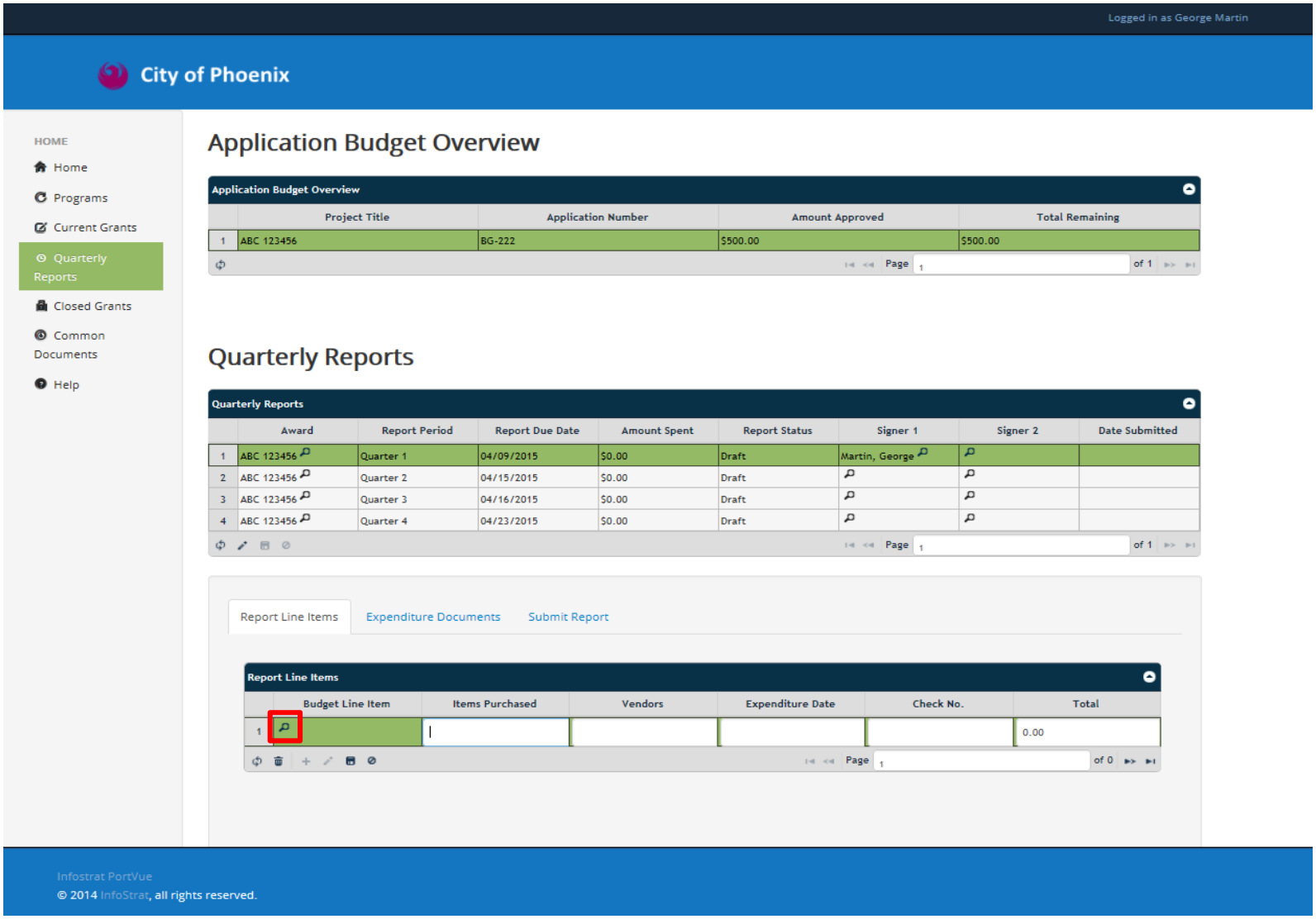


STEP 49 -

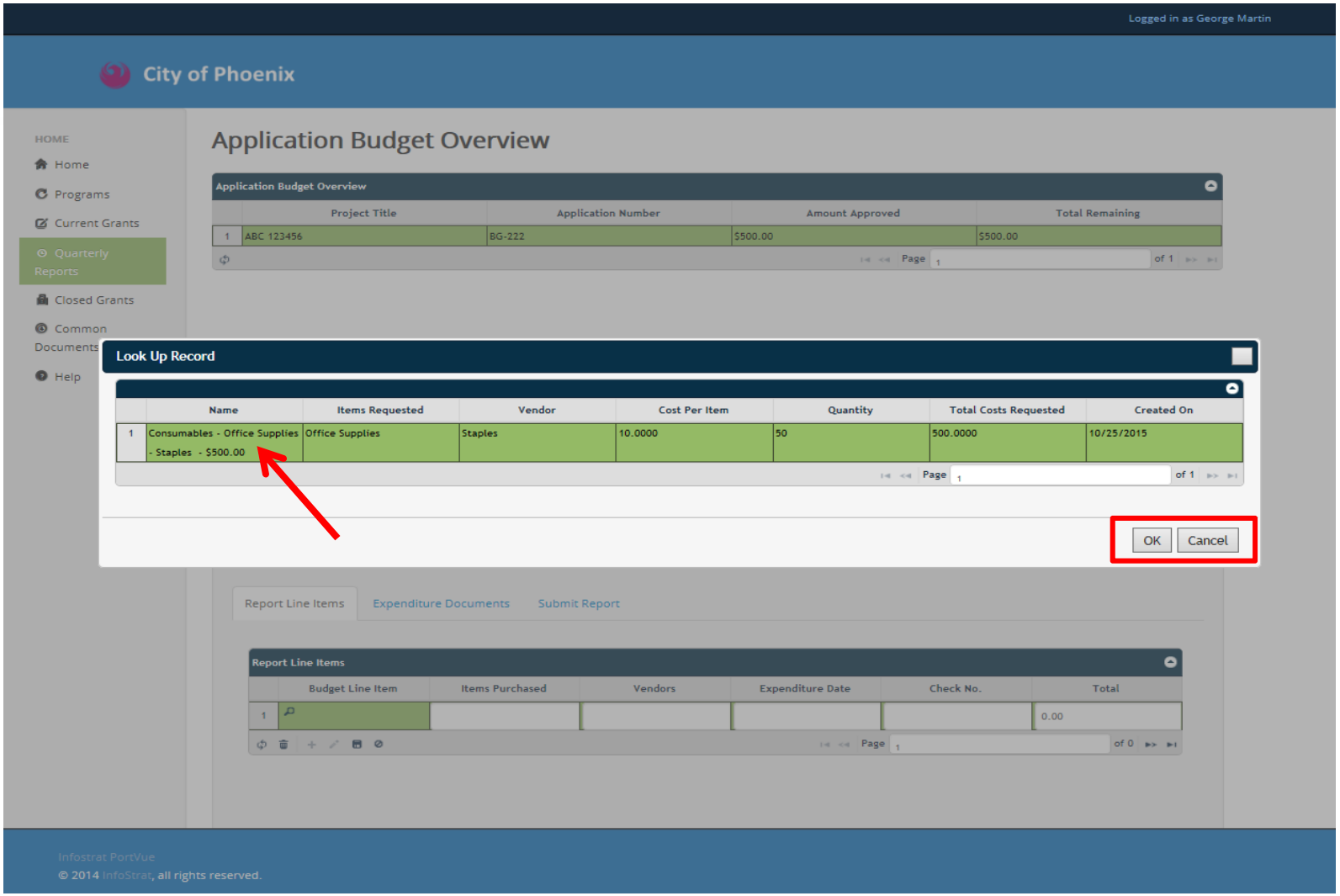
THE GRID WILL UPDATE WITH SIGNER NAMES LISTED IN SIGNER COLUMNS, AS SHOWN ABOVE. TO EDIT THE REPORT YOU'VE ALREADY SAVED, CLICK ON THE CORRESPONDING ROW TO MAKE IT GREEN, AND CLICK THE 'PENCIL' ICON. THE FORM WILL OPEN, AND YOU CAN MAKE CHANGES. SAVE AND CLOSE AS DESCRIBED IN PREVIOUS SLIDES. HIT THE 'REFRESH' ICON IN THE 'QUARTERLY REPORTS' GRID TO REFRESH YOUR PROGRESS AS DESCRIBED PREVIOUSLY.



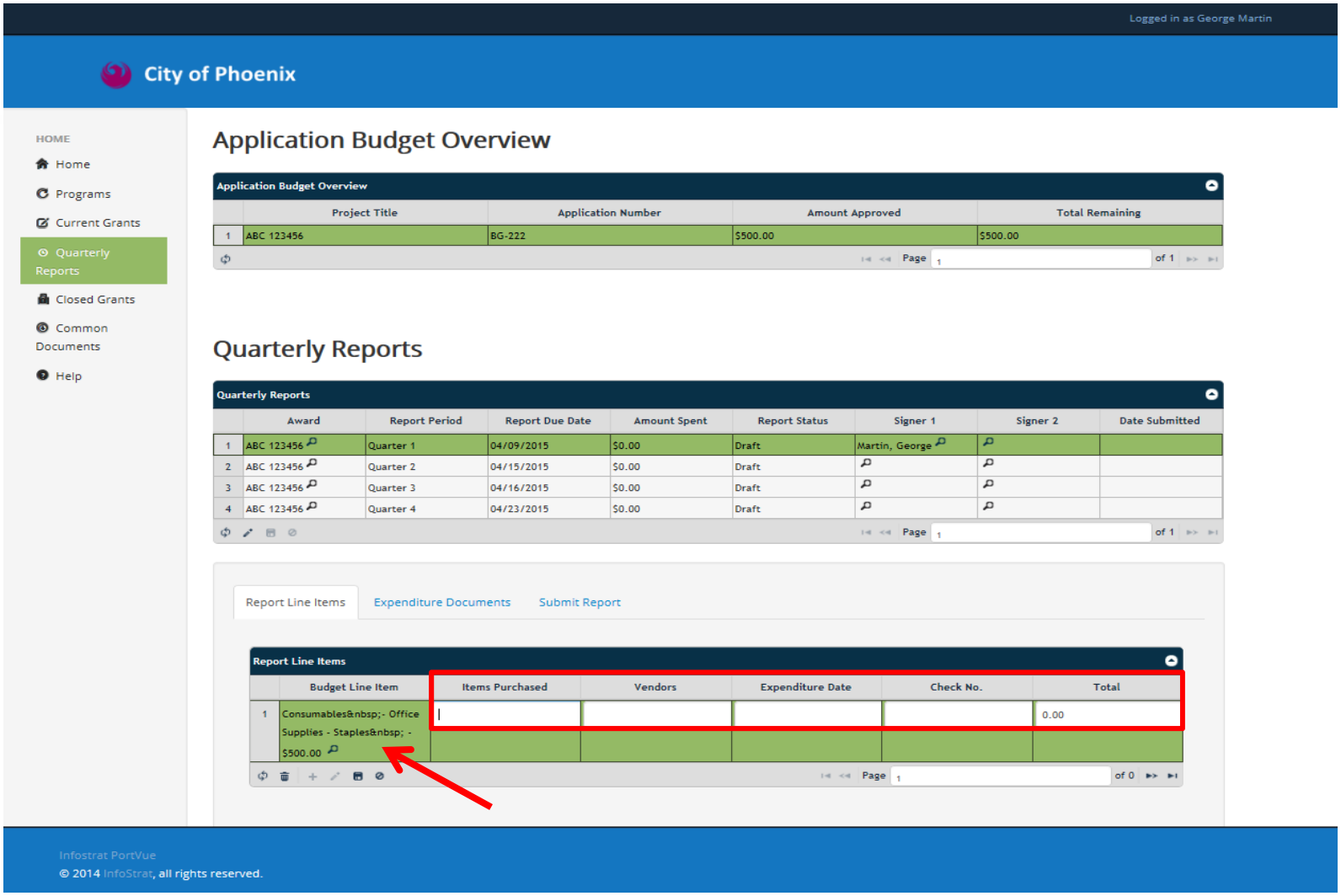
STEP 50 -
TO ENTER EXPENDITURES, FIRST ENSURE THAT THE CORRECT ROWS IN THE TOP GRID AND 'QUARTERLY REPORTS' GRID ARE SELECTED (GREEN). CLICK 'REPORT LINE ITEMS' TAB IN BOTTOM GRID. CLICK '+' ICON IN 'REPORT LINE ITEMS' GRID.



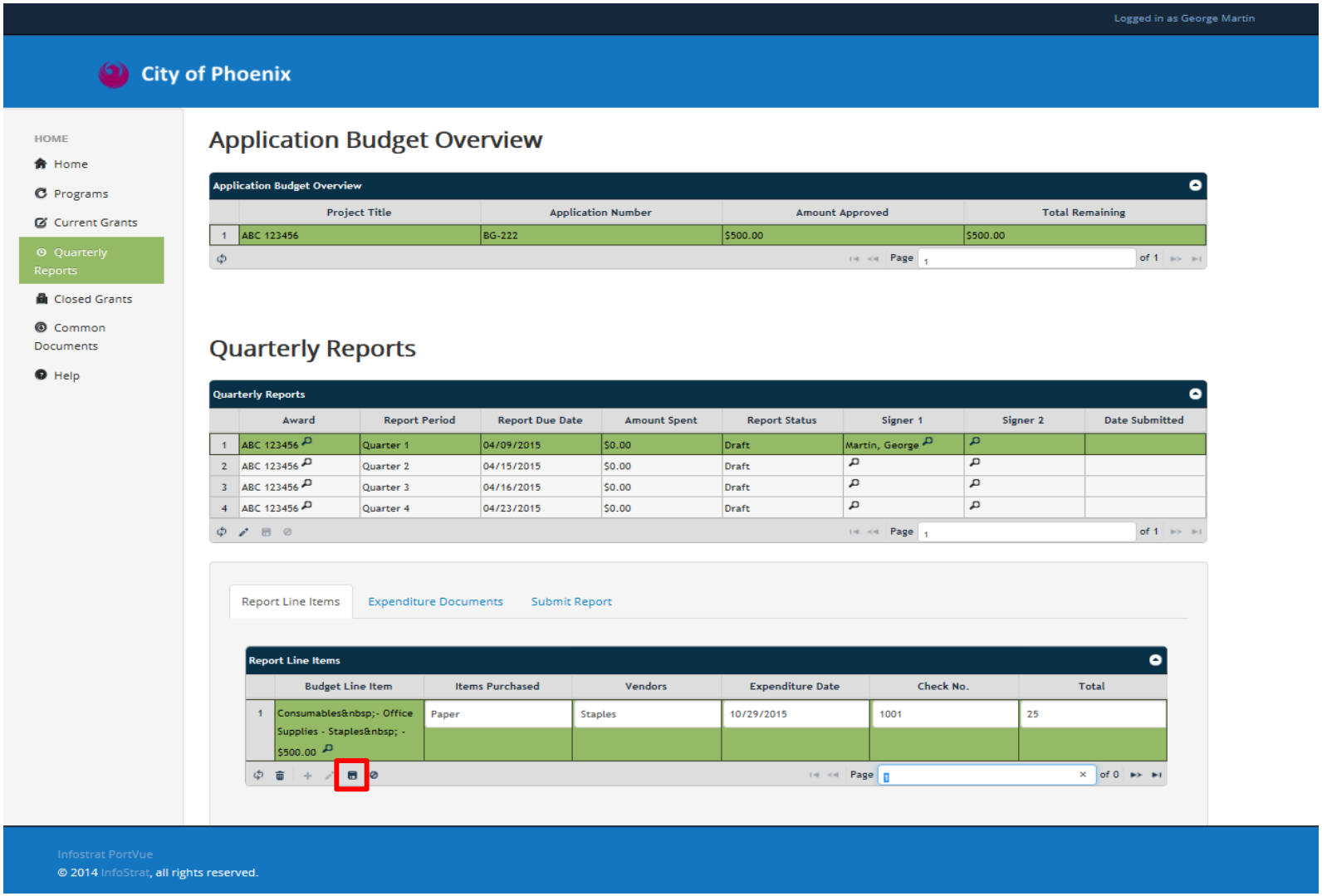
STEP 51 -
CLICK THE 'MAGNIFYING GLASS' ICON TO SELECT THE BUDGET LINE ITEM.



STEP 52 -
'LOOK UP RECORD' TABLE WILL APPEAR. CLICK THE ROW TO SELECT THE LINE ITEM YOU WOULD LIKE TO ENTER AS AN EXPENDITURE ON THE BUDGET. THE ROW WILL TURN GREEN. CLICK 'OK' BUTTON TO ACCEPT, OR 'CANCEL' BUTTON TO CANCEL.

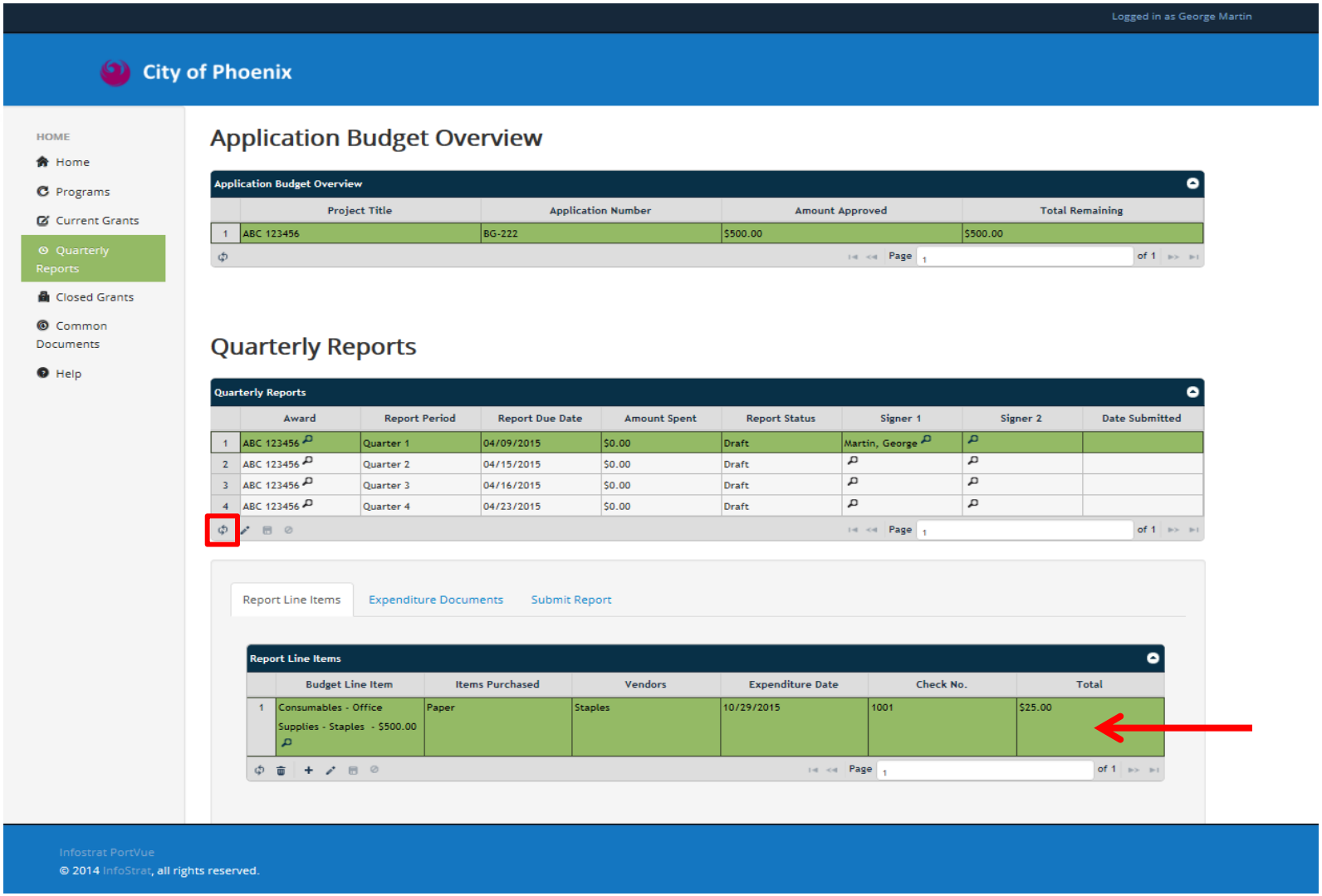


STEP 53 -
THE LINE ITEM WILL AUTO-POPULATE IN THE FIRST COLUMN OF THE ‘REPORT LINE ITEMS’ GRID. ENTER THE EXPENDITURE INFORMATION INTO THE LAST FIVE COLUMNS IN THE ‘REPORT LINE ITEMS’ GRID SHOWN ABOVE.

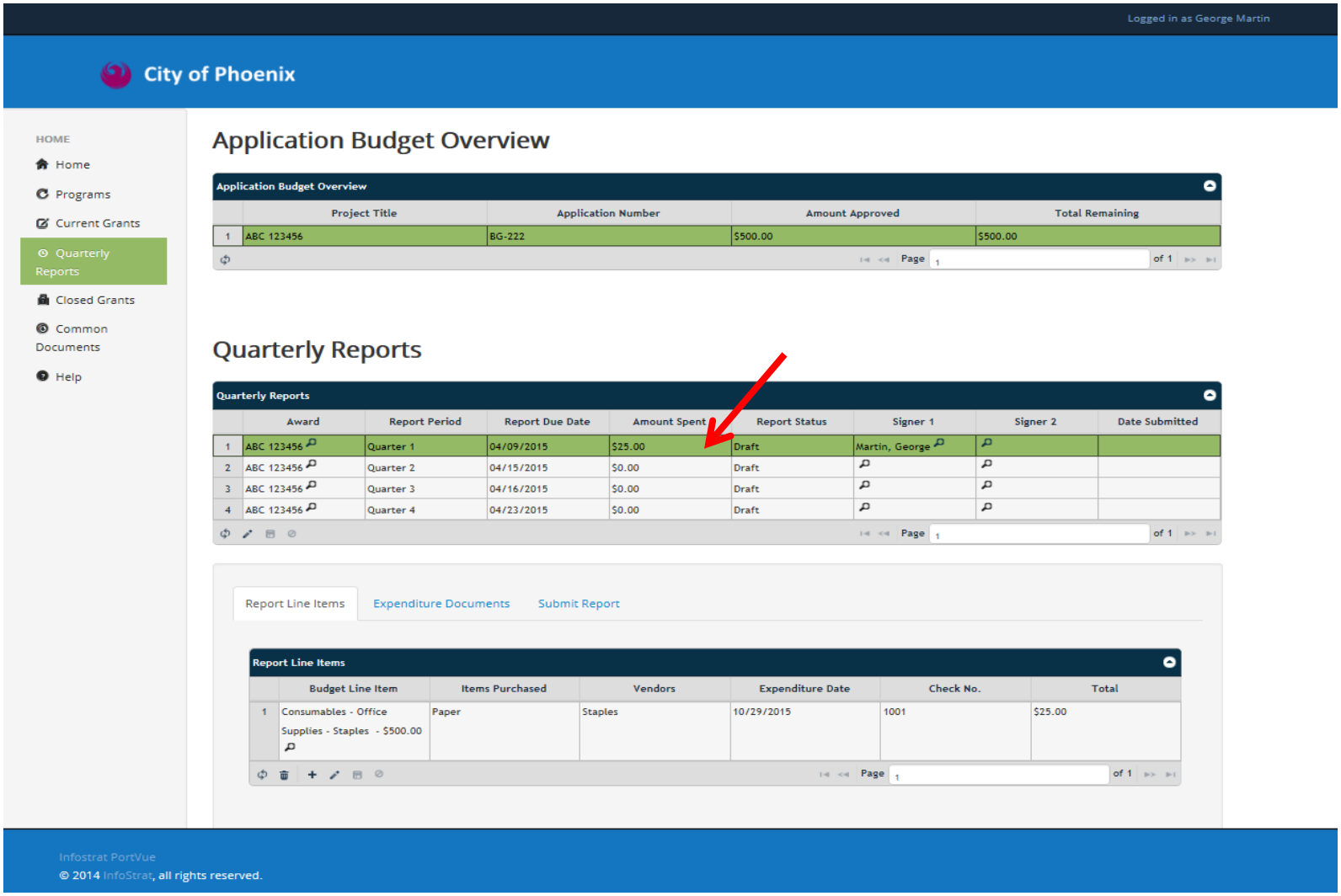


STEP 54 -

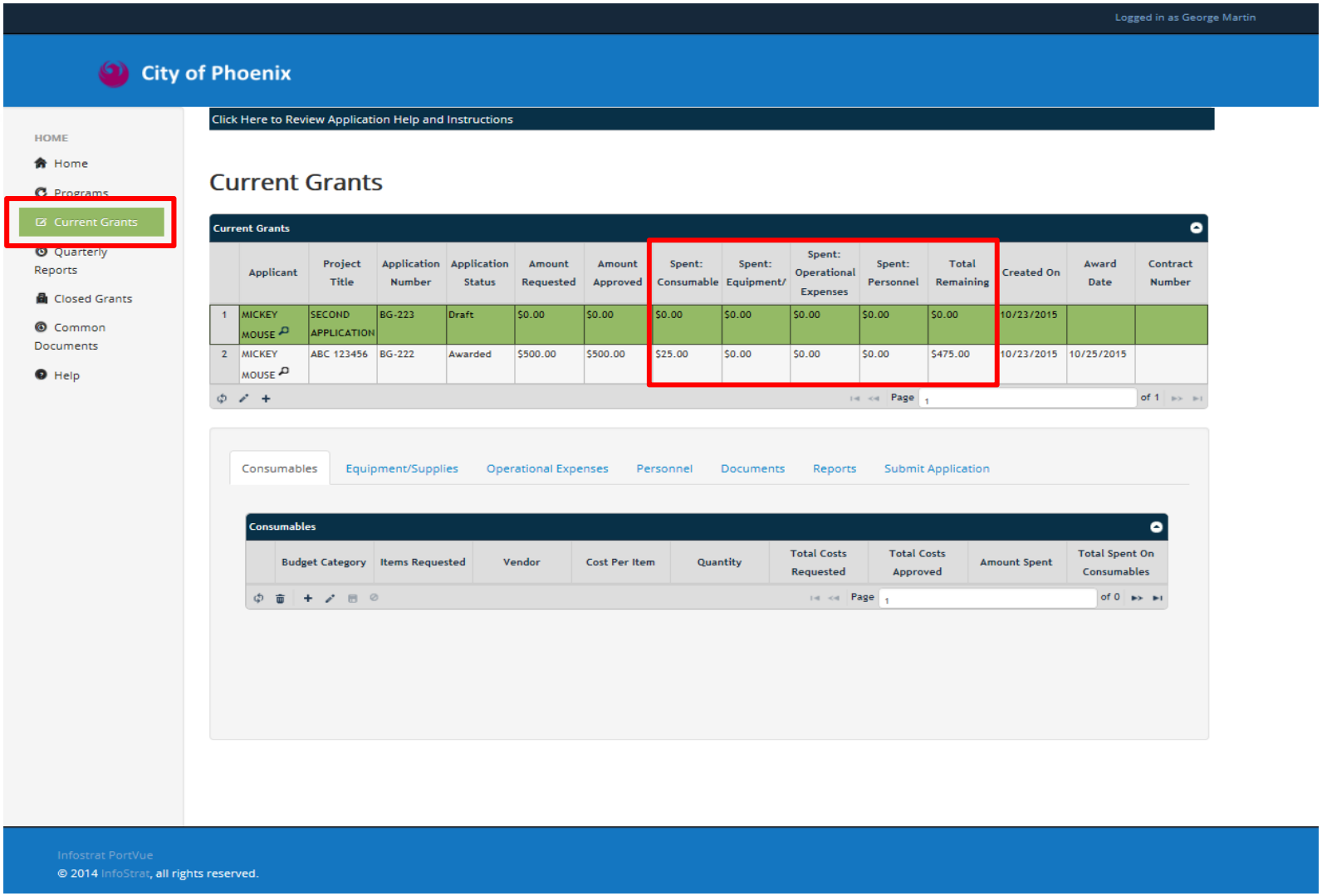
ONCE YOU HAVE ENTERED THE INFORMATION FOR THAT EXPENDITURE, CLICK THE 'DISC' ICON TO SAVE. IF YOU MAKE AN ERROR WHILE TYPING THE INFORMATION, CLICK THE 'CANCEL' ICON (TO THE RIGHT OF THE 'DISC' ICON) TO CLEAR THAT LINE.



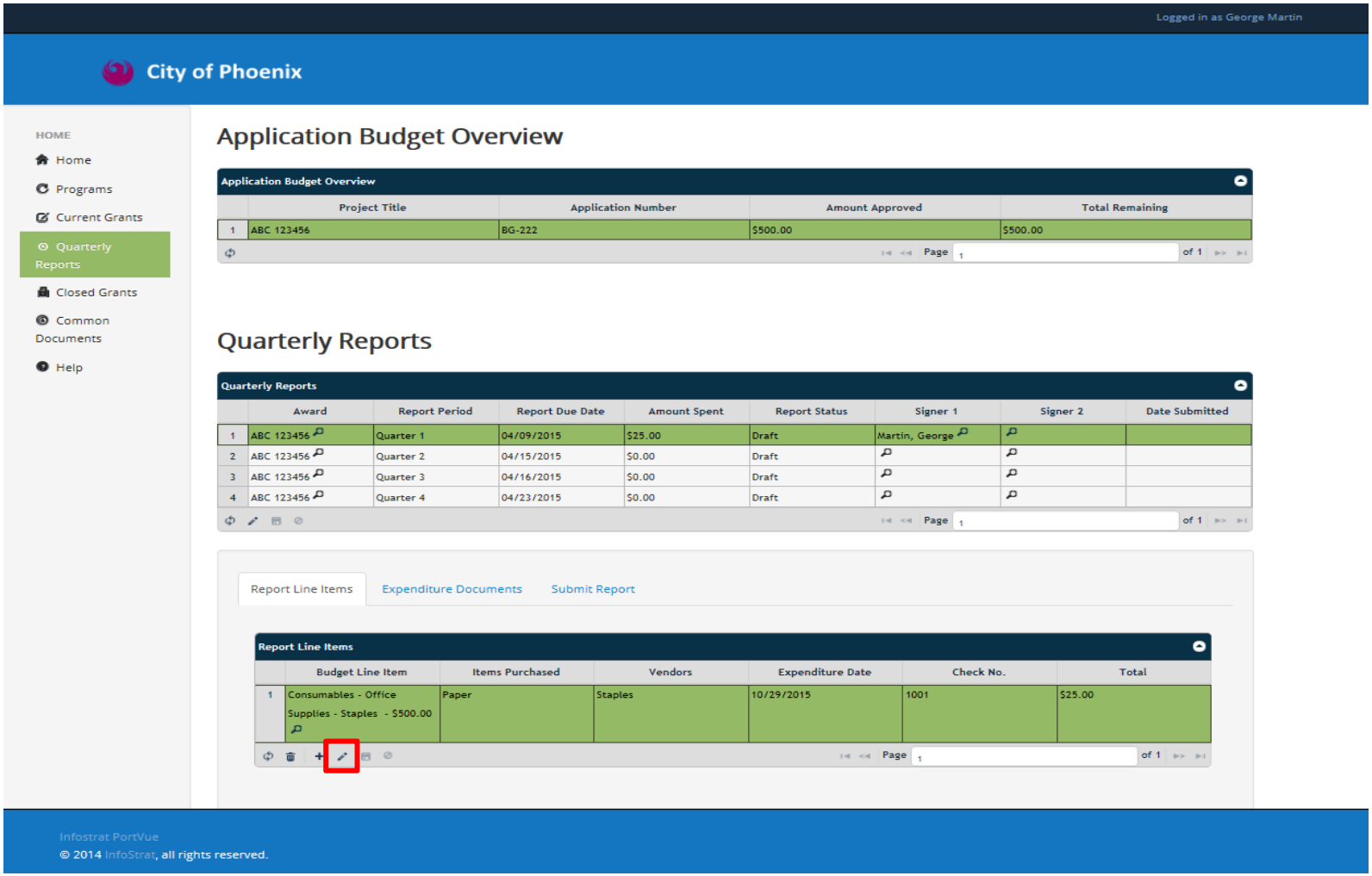
STEP 55 -
THE EXPENDITURE LINE ITEM WILL TURN GREEN AFTER YOU SAVE, AS SHOWN ABOVE. CLICK THE 'REFRESH' ICON IN THE 'QUARTERLY REPORTS' GRID TO REFRESH YOUR PROGRESS. REPEAT THIS PROCESS FOR ALL EXPENDITURES IN QUARTER.



STEP 55 (continued) -
THE 'AMOUNT SPENT' COLUMN IN THE 'QUARTERLY REPORTS' GRID WILL DISPLAY UPDATED INFORMATION, AS SHOWN ABOVE.

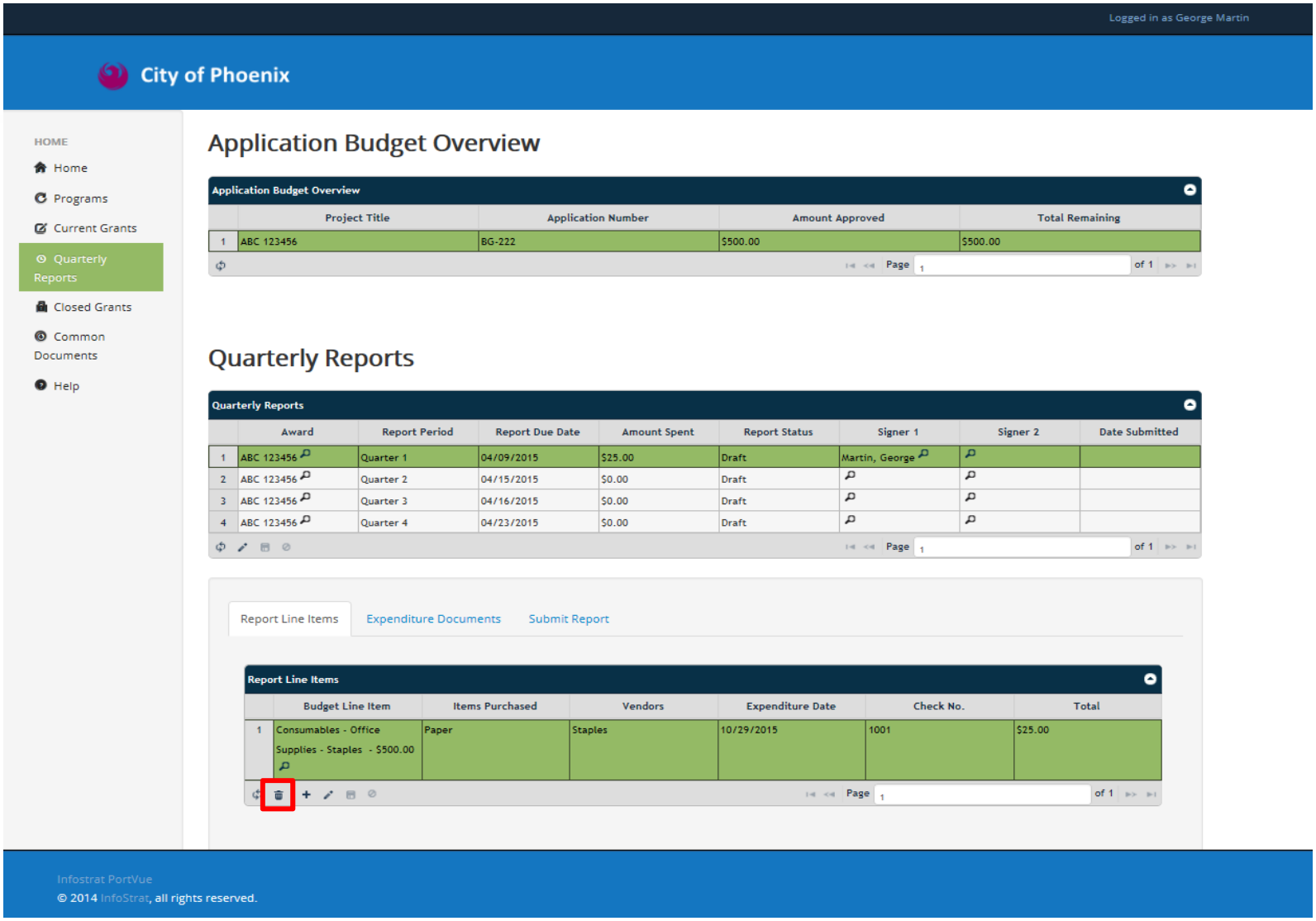


STEP 55 (continued) -
THE ‘SPENT’ AND ‘TOTAL REMAINING COLUMNS UNDER THE ‘CURRENT GRANTS’ TAB WILL ALSO DISPLAY UPDATED INFORMATION UPON LINE ITEM EXPENDITURES BEING ENTERED INTO THE QUARTERLY REPORT FORMS.

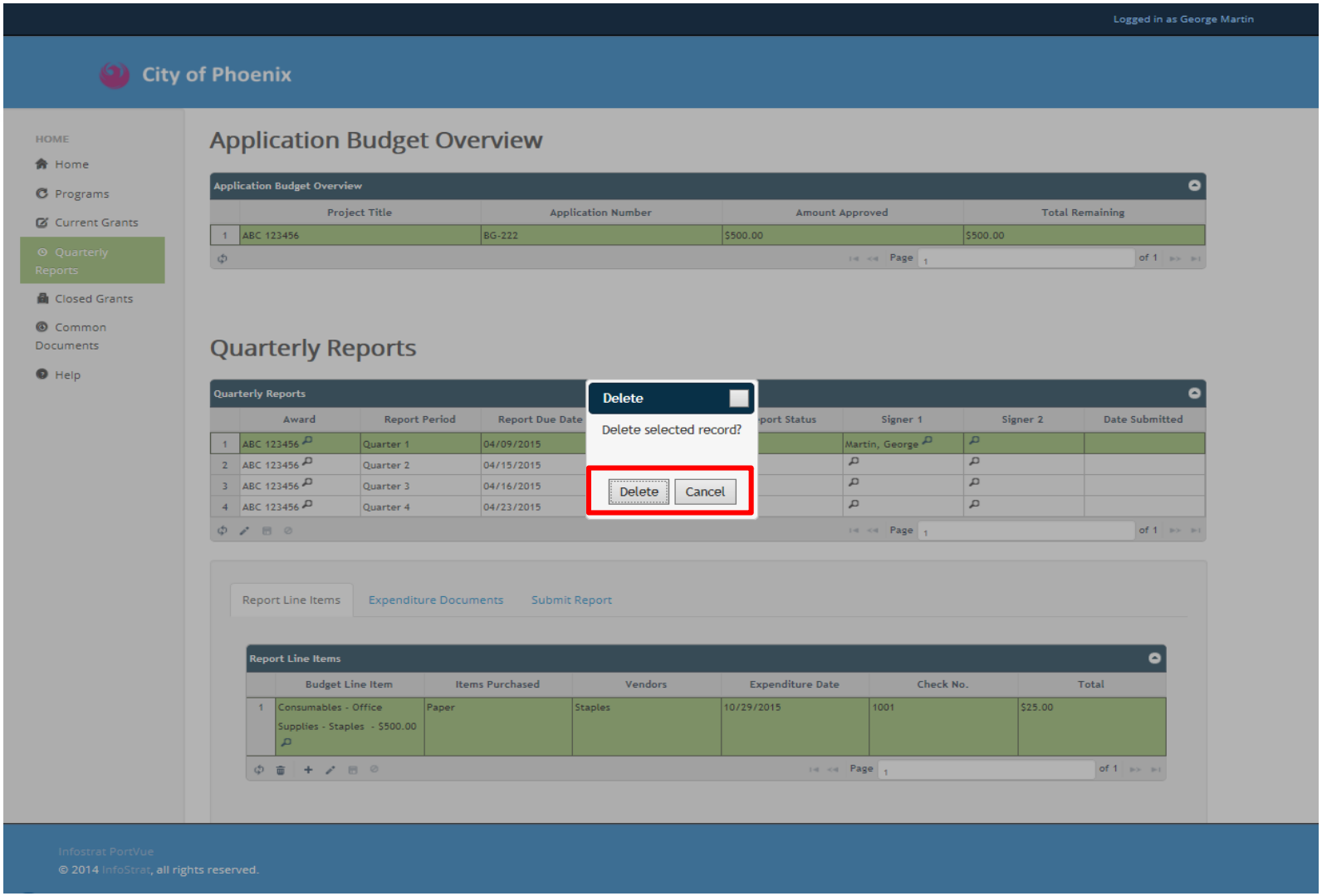


STEP 56 -

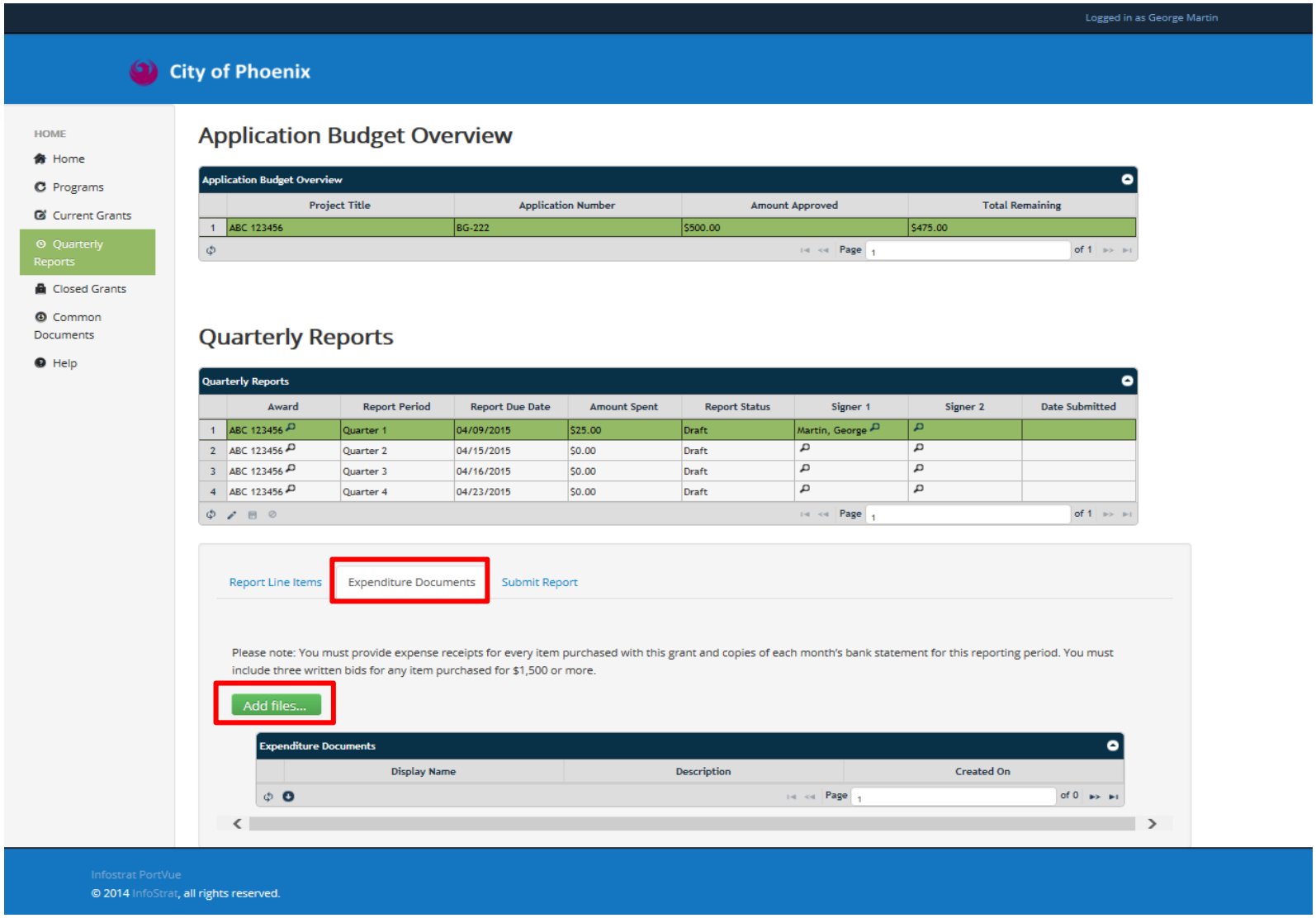
TO EDIT A BUDGET LINE ITEM EXPENDITURE, CLICK THE 'PENCIL' ICON IN THE 'REPORT LINE ITEMS' GRID. COMPLETE THE EDIT BY FOLLOWING THE DIRECTIONS FOR ENTERING THE BUDGET LINE ITEM EXPENDITURES COVERED IN PREVIOUS SLIDES. CLICK 'OK' TO SAVE UPDATED BUDGET EXPEDITURE DATA. CLICK 'REFRESH' ICON IN 'QUARTERLY REPORTS' GRID TO REFRESH YOUR PROGRESS.



STEP 57 -
TO DELETE A BUDGET LINE ITEM EXPENDITURE, CLICK ON THE 'TRASH CAN' ICON IN 'REPORT LINE ITEMS' GRID.

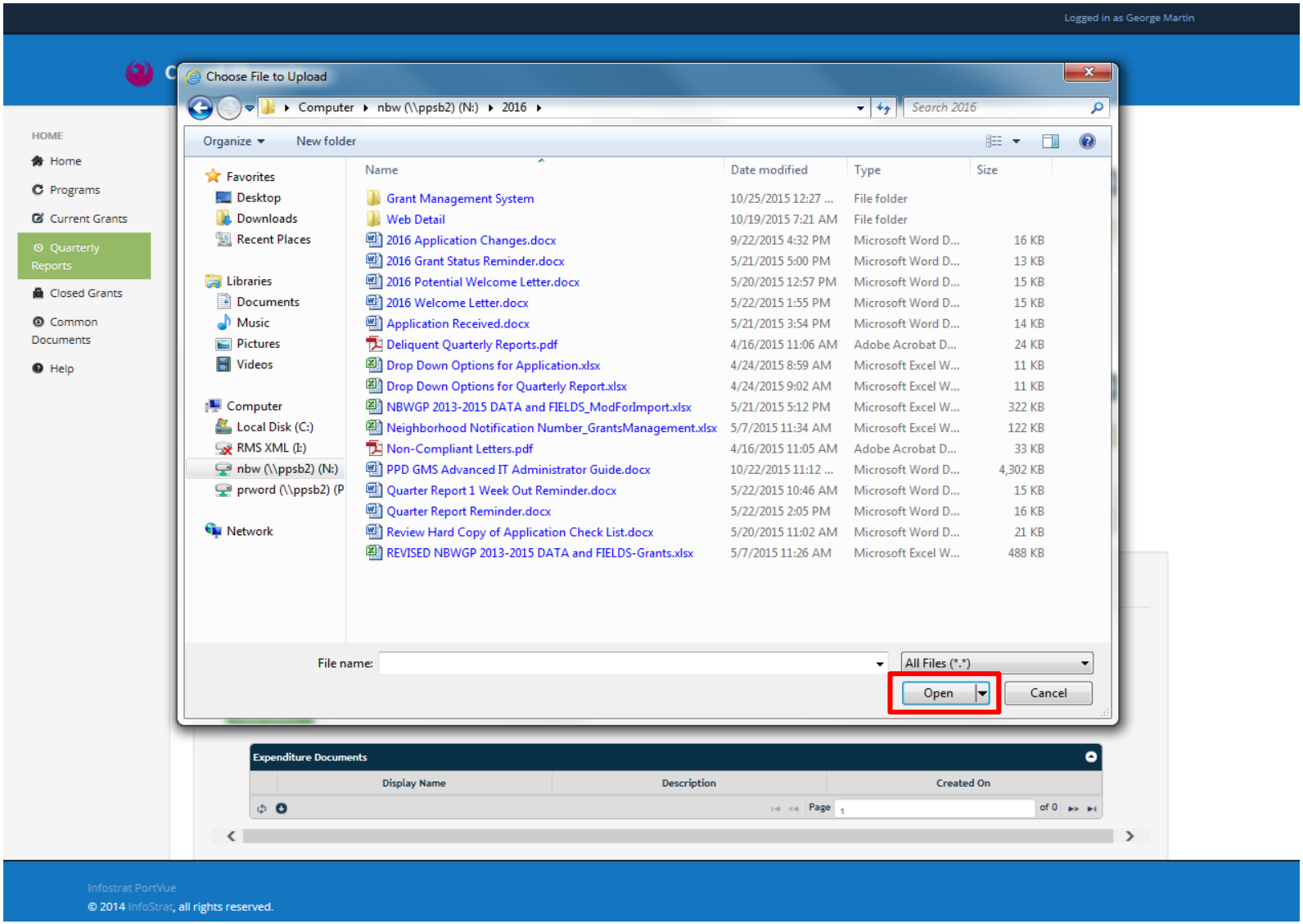


STEP 57 (continued) -
CLICK ‘DELETE’ TO DELETE BUDGET LINE ITEM EXPENDITURE. CLICK ‘CANCEL’ TO CANCEL THE DELETION AND RETURN TO ‘QUARTERLY REPORTS’ MENU. IF YOU DELETE, CLICK THE ‘REFRESH’ ICON IN THE ‘QUARTERLY REPORTS’ GRID TO REFRESH YOUR PROGRESS.

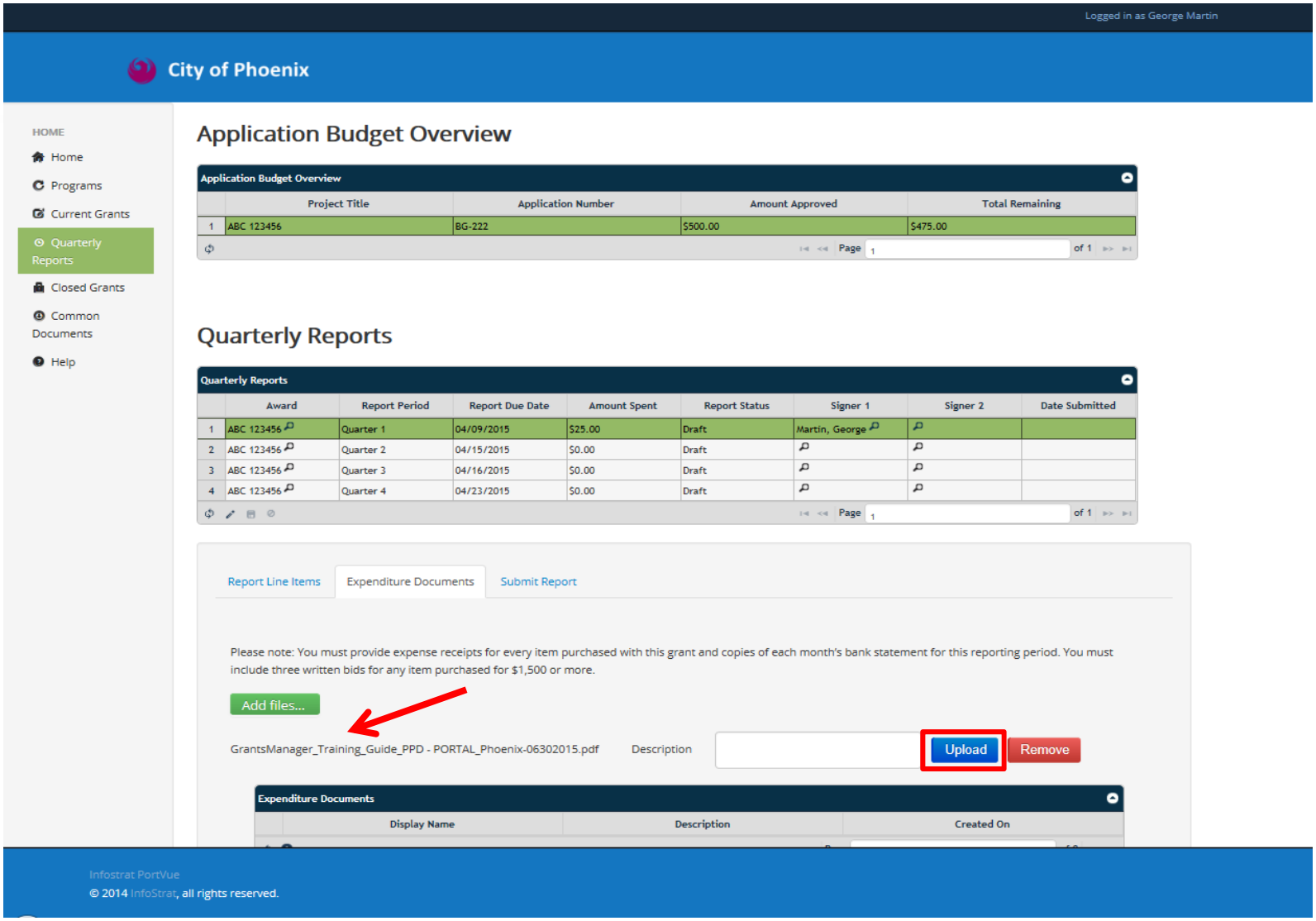


STEP 58 -

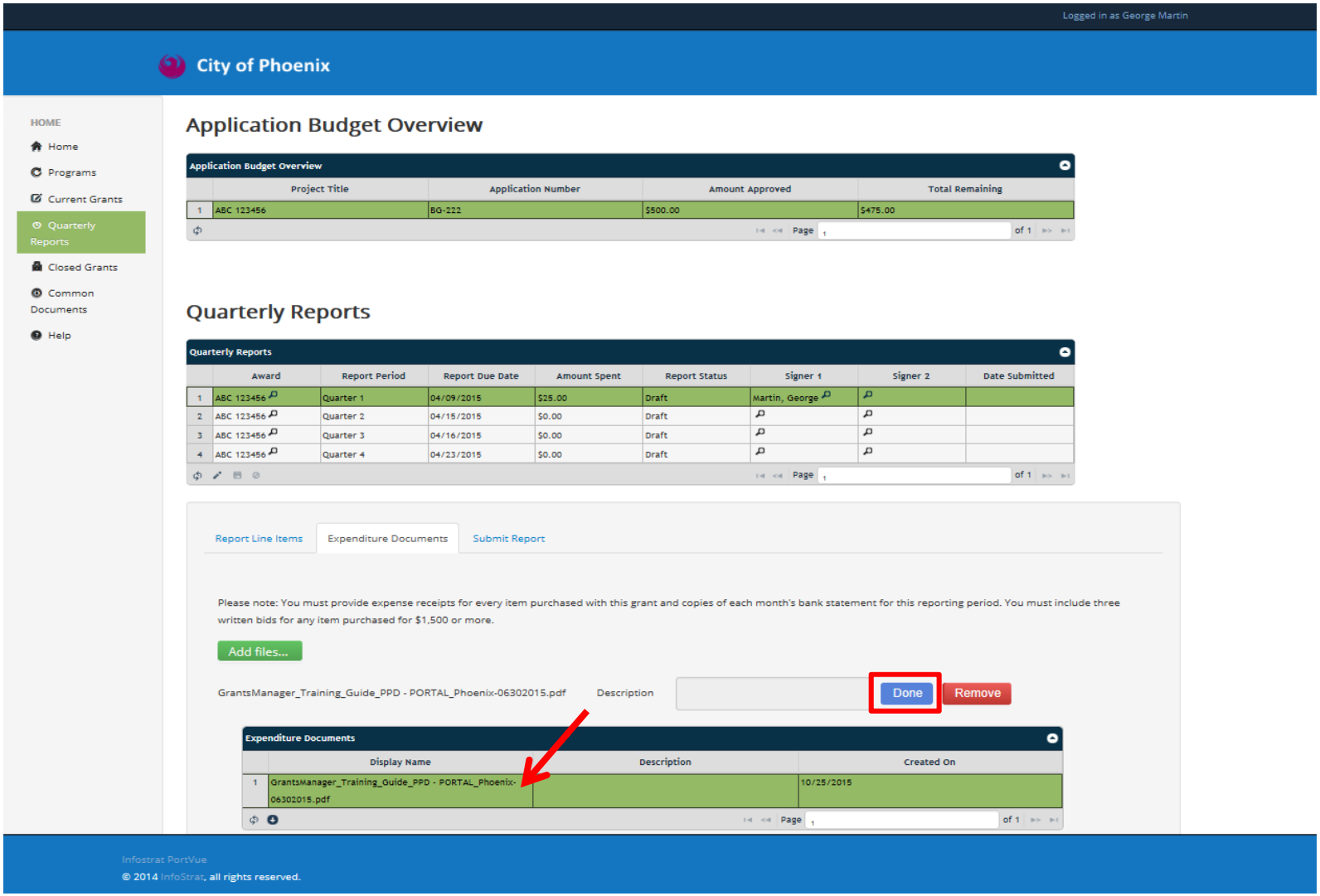
TO SUBMIT YOUR RECEIPTS/INVOICES/BACK-UP DOCUMENTATION, CLICK ON THE 'EXPENDITURE DOCUMENTS' TAB IN BOTTOM GRID. CLICK ON THE 'ADD FILES' BUTTON.



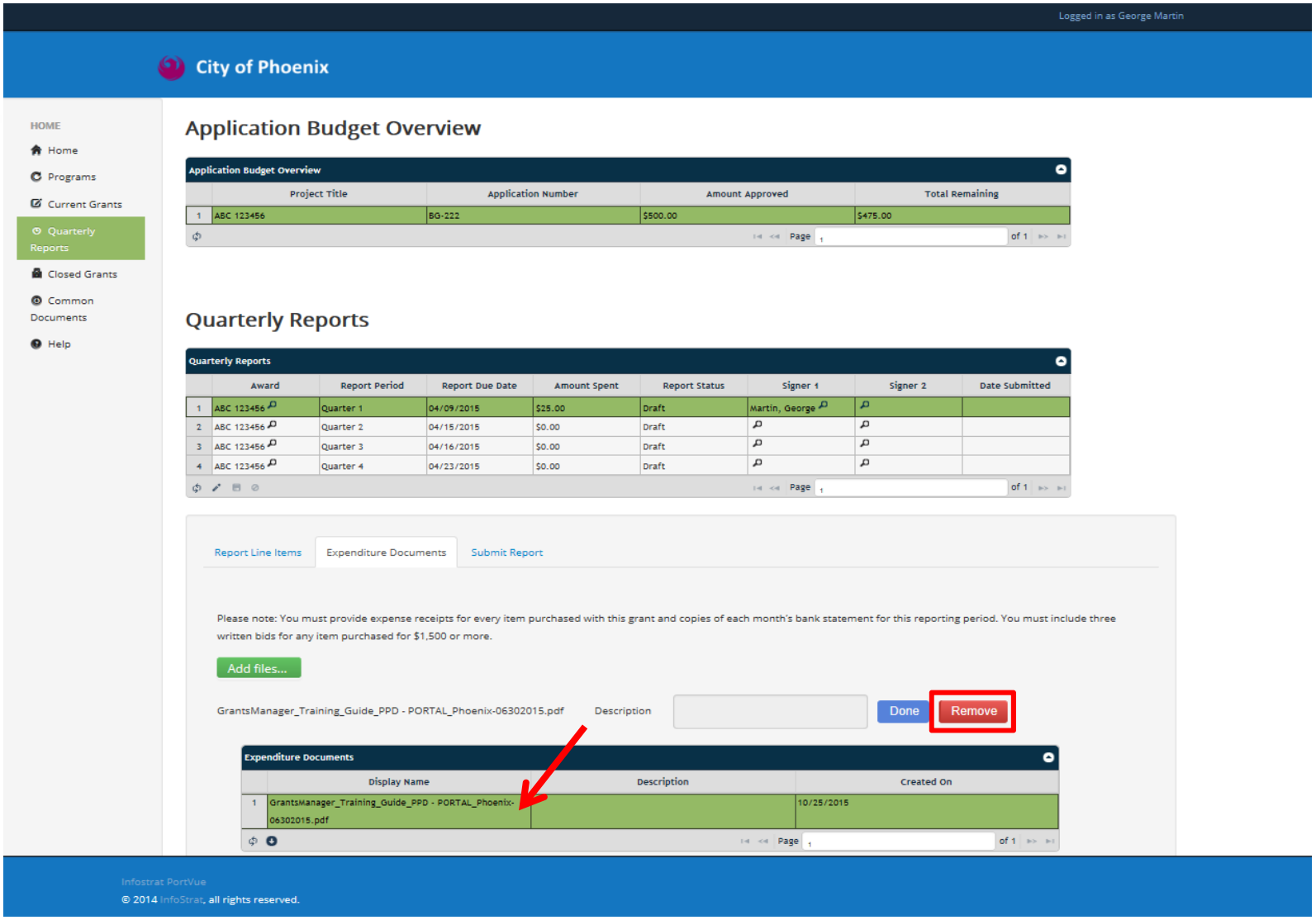
STEP 59 -
SELECT DOCUMENT(S) TO ATTACH, CLICK ‘OPEN’ BUTTON.



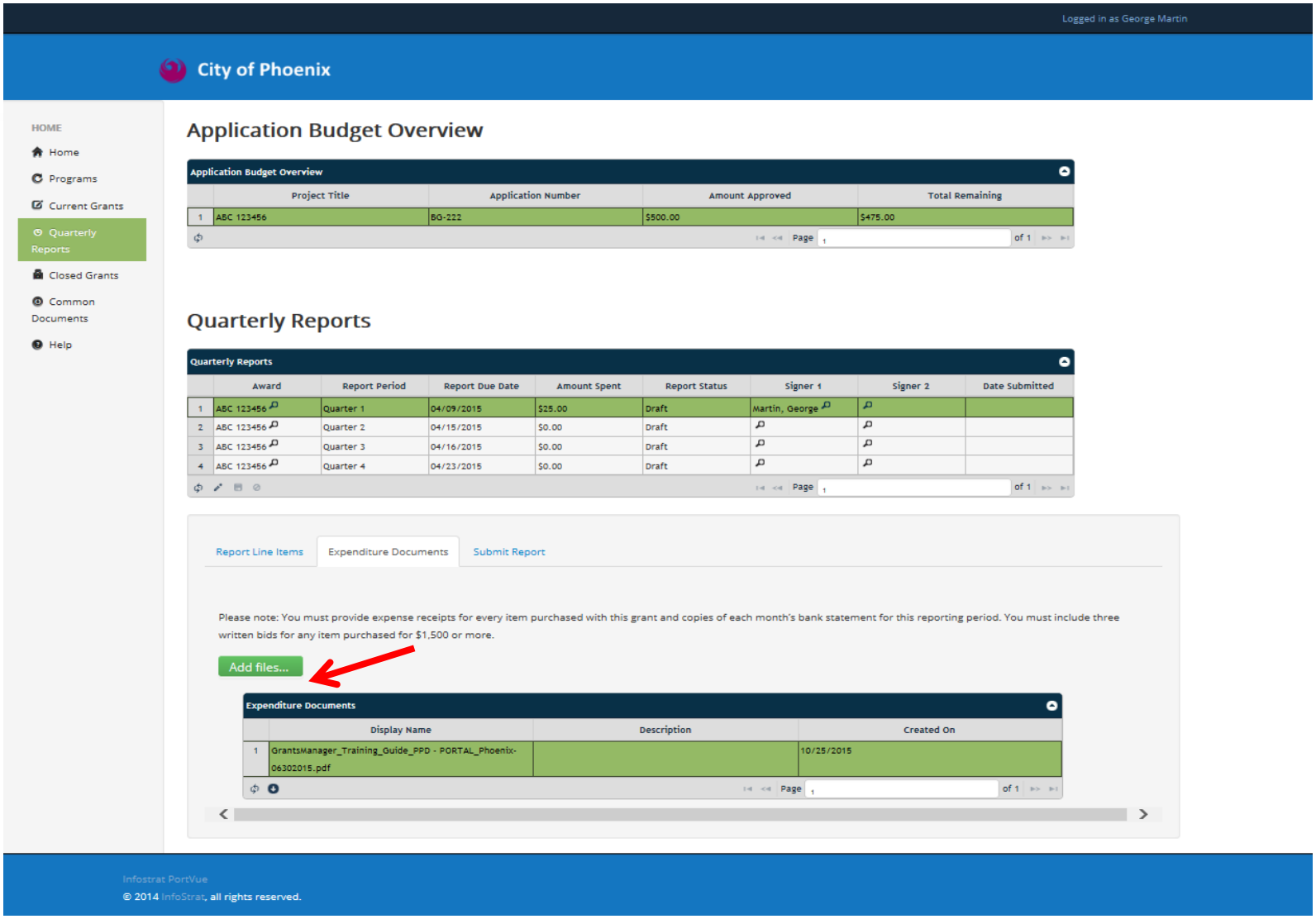
STEP 60 -
THE FILE NAME OF THE DOCUMENT YOU ARE ATTEMPTING TO UPLOAD WILL APPEAR BELOW THE 'ADD FILES' BUTTON. TO UPLOAD, CLICK THE 'UPLOAD' BUTTON.



STEP 60 (continued) -
IF THE UPLOAD IS SUCCESSFUL, THE 'UPLOAD' BUTTON WILL CHANGE TO 'DONE', AND THE DOCUMENT WILL APPEAR IN THE GRID. REPEAT THIS PROCESS FOR ALL YOUR DOCUMENTS.

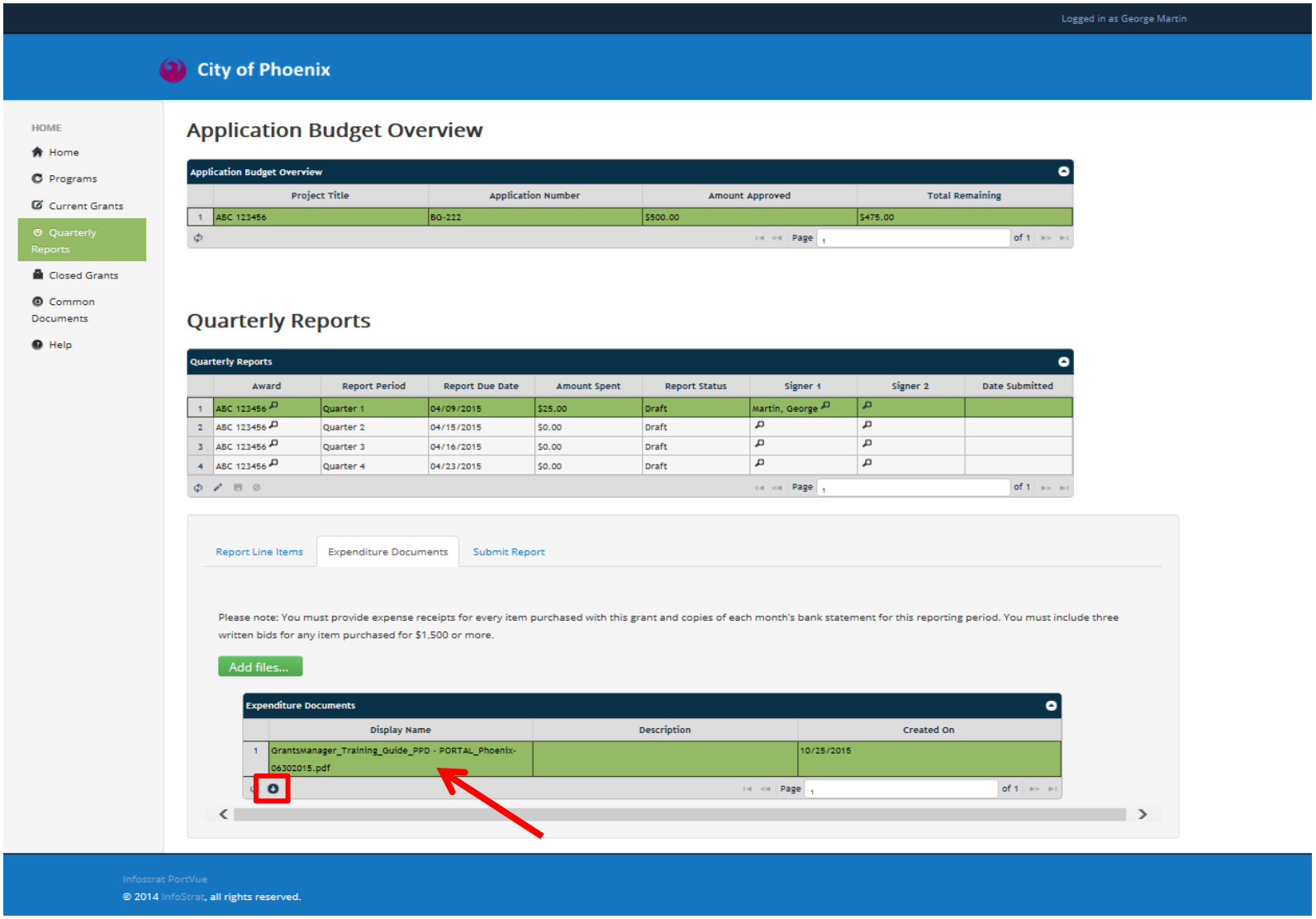


STEP 61 -
THE 'REMOVE' BUTTON WILL ONLY REMOVE THE DOCUMENT FROM THE PENDING UPLOAD AREA BELOW THE 'ADD FILES' BUTTON. IT WILL NOT DELETE IT FROM THE GRID.

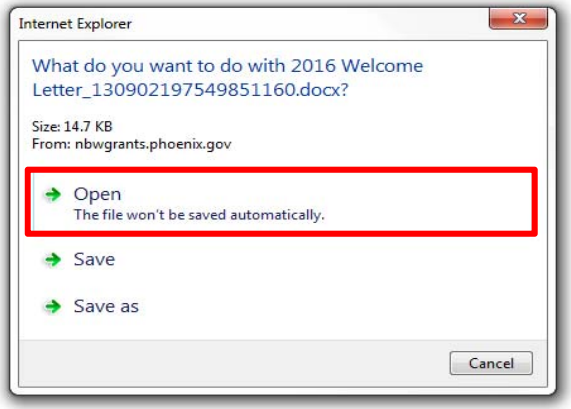


STEP 61 (continued) -

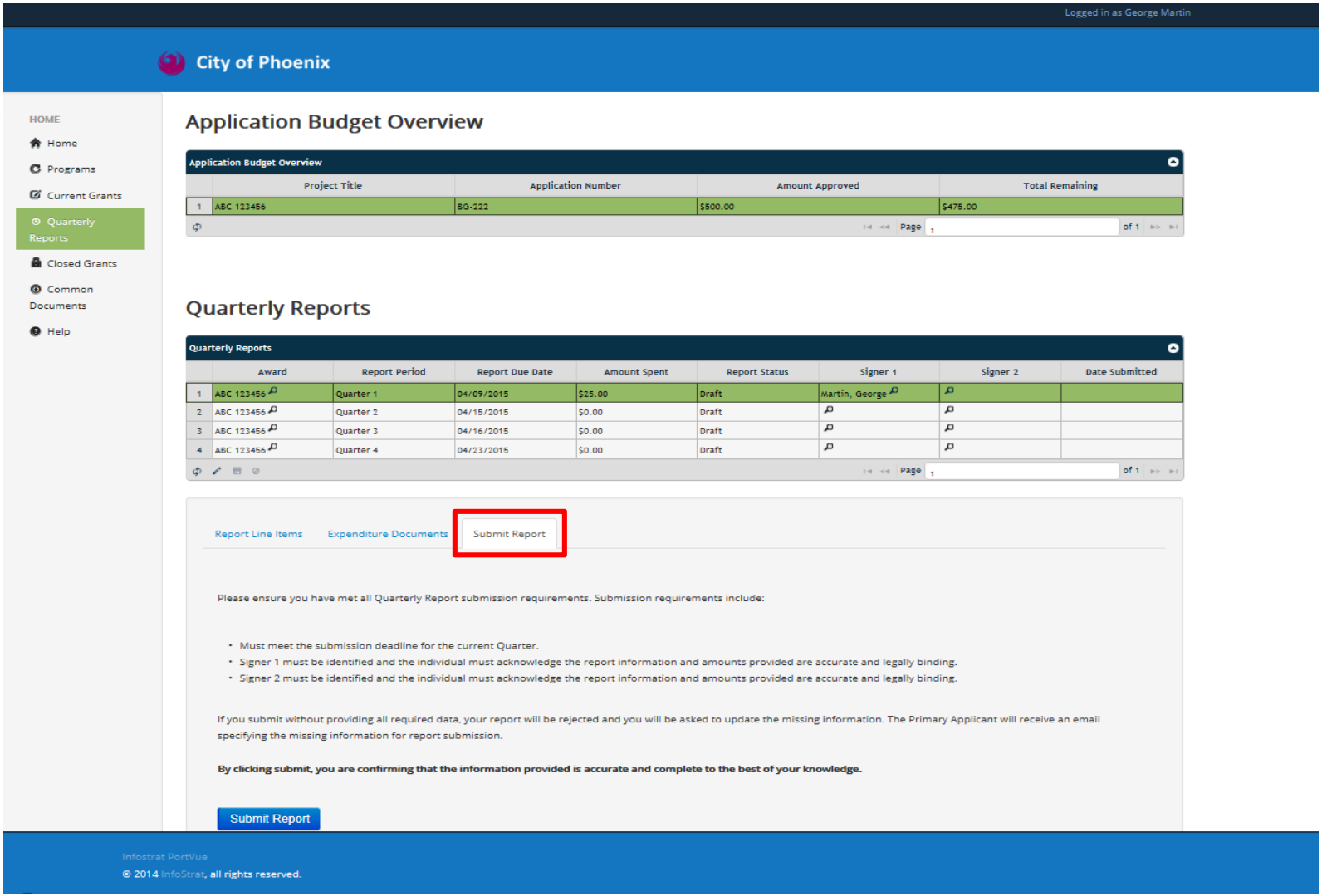
ONCE A DOCUMENT IS UPLOADED, IT CANNOT BE DELETED FROM THE GRID. AS MENTIONED IN THE PRIOR SLIDE, THE 'REMOVE' BUTTON DOES NOT DELETE. PLEASE MAKE 100% CERTAIN YOU INTEND TO UPLOAD A DOCUMENT BEFORE YOU HIT THE 'UPLOAD' BUTTON.



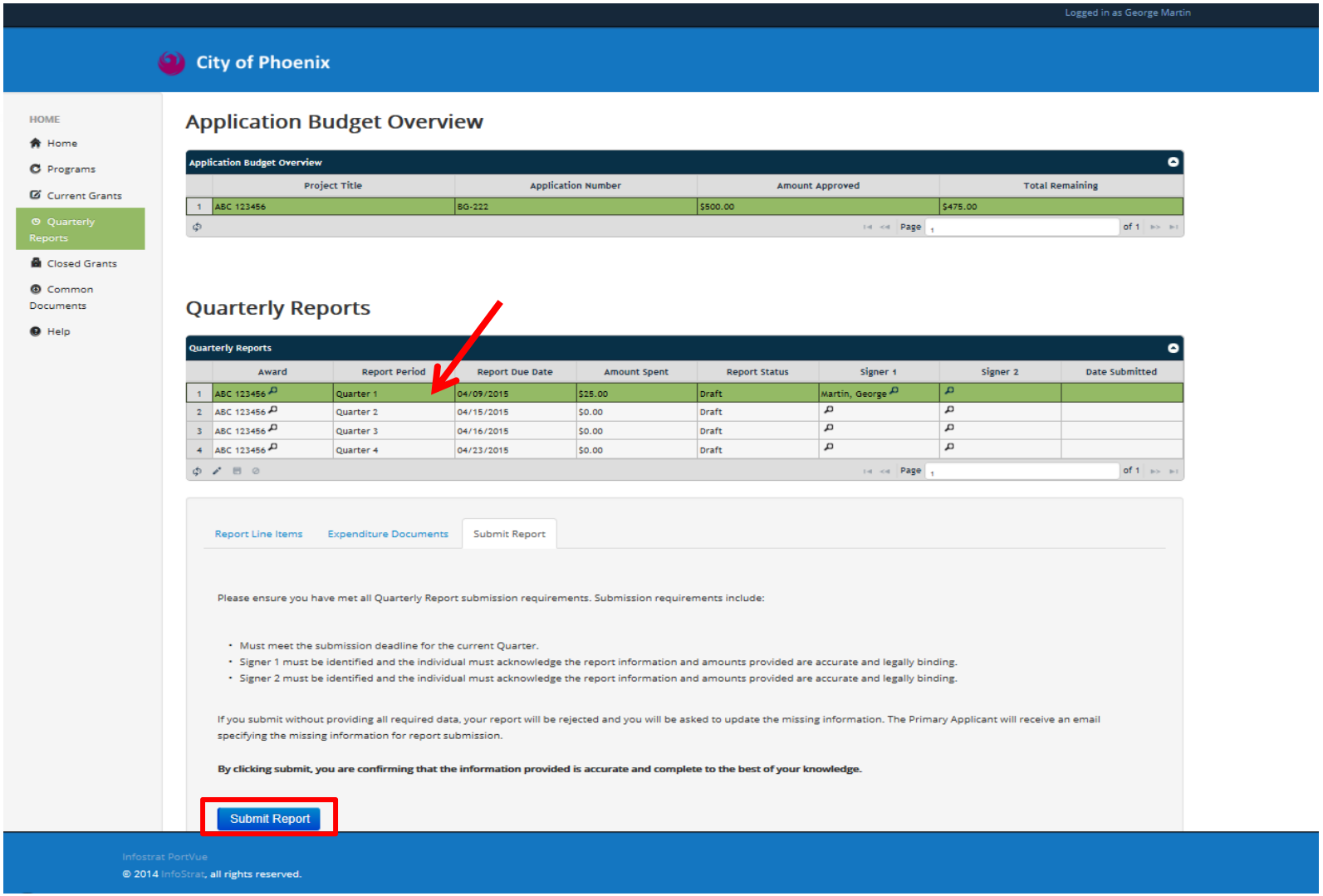
STEP 62 -
TO TEST YOUR UPLOAD, CLICK THE CORRESPONDING ROW, WHICH WILL TURN GREEN, AND CLICK THE 'DOWNLOAD' BUTTON AS SHOWN ABOVE.



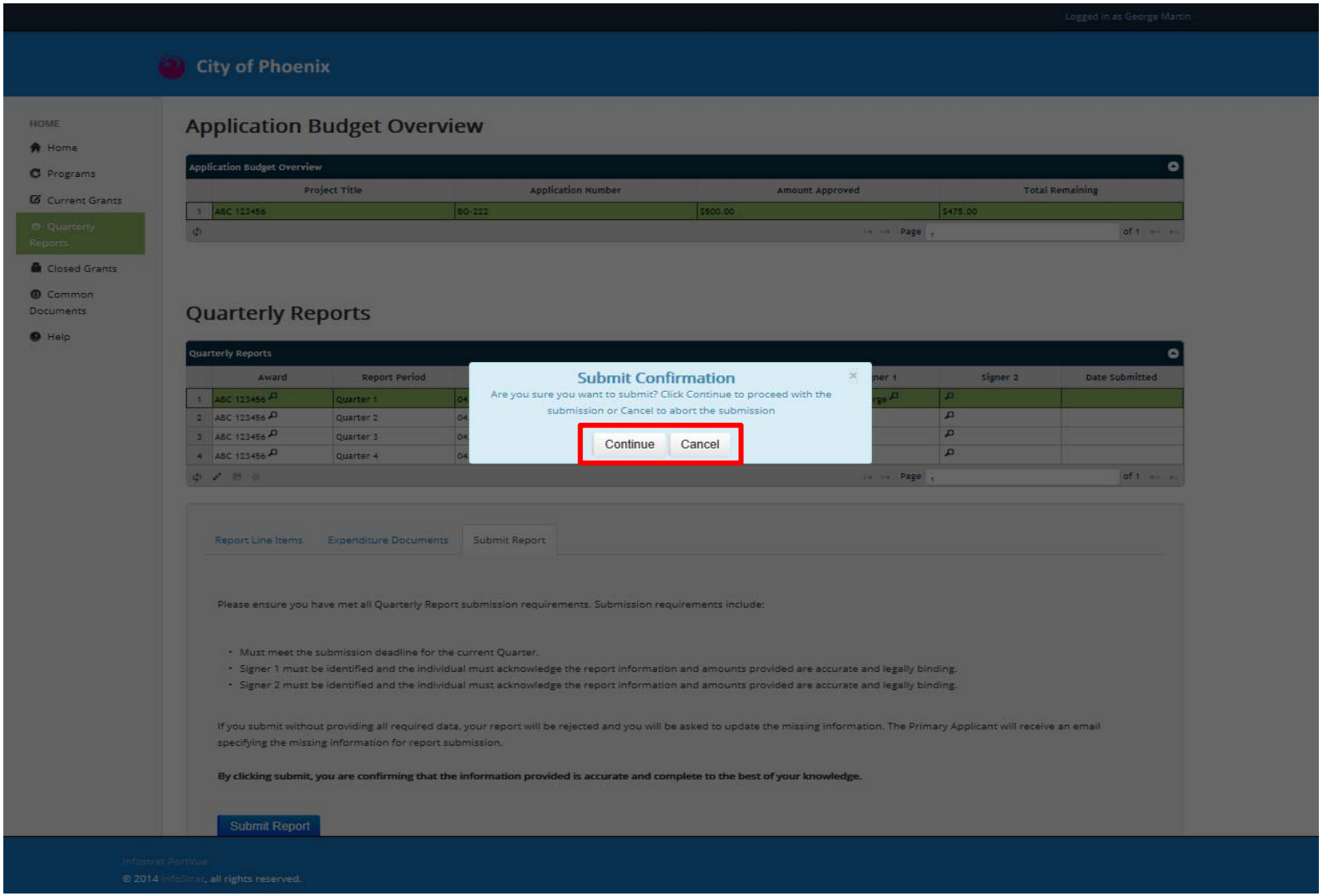
STEP 62 (continued) -
THE OPTION TO OPEN OR SAVE WILL POP UP (YOUR SCREEN MAY DIFFER BASED ON YOUR OPERATING SYSTEM) . CLICK 'OPEN' TO TEST THE DOCUMENT. YOUR FILE WILL OPEN IN THE SAME FORMAT YOU UPLOADED IT.



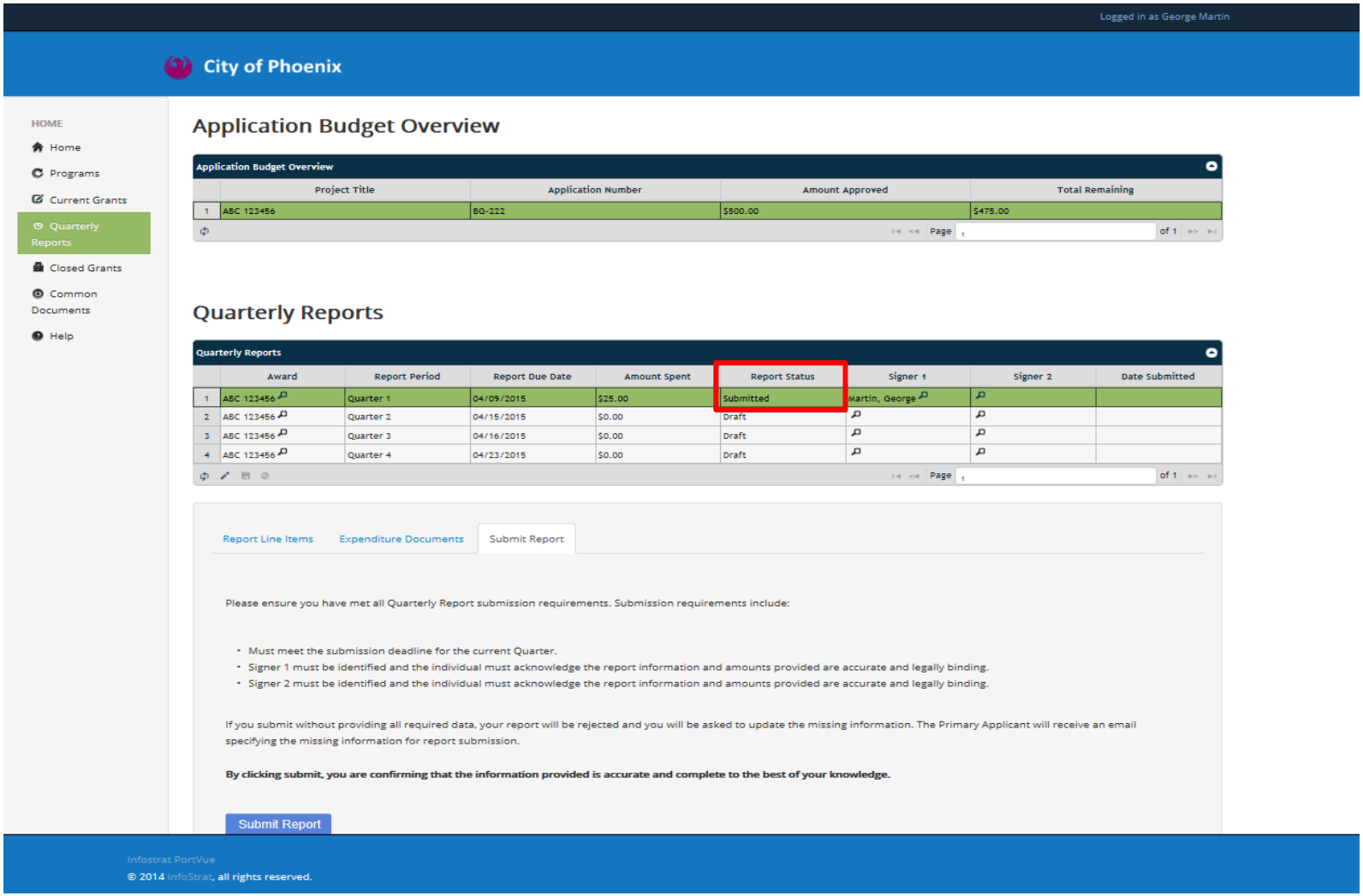
STEP 63 -
ONCE YOU HAVE DEEMED YOUR QUARTERLY REPORT COMPLETE, AT LEAST TWO SIGNERS HAVE SIGNED IT, AND YOU ARE READY TO SUBMIT, CLICK 'SUBMIT APPLICATION' TAB IN THE BOTTOM GRID.



STEP 64 -
TO SUBMIT YOUR QUARTERLY REPORT, ENSURE THAT THE CORRECT ROW IS SELECTED IN THE 'QUARTERLY REPORTS' GRID (IT WILL TURN GREEN), AND CLICK 'SUBMIT REPORT' BUTTON AT BOTTOM OF PAGE.

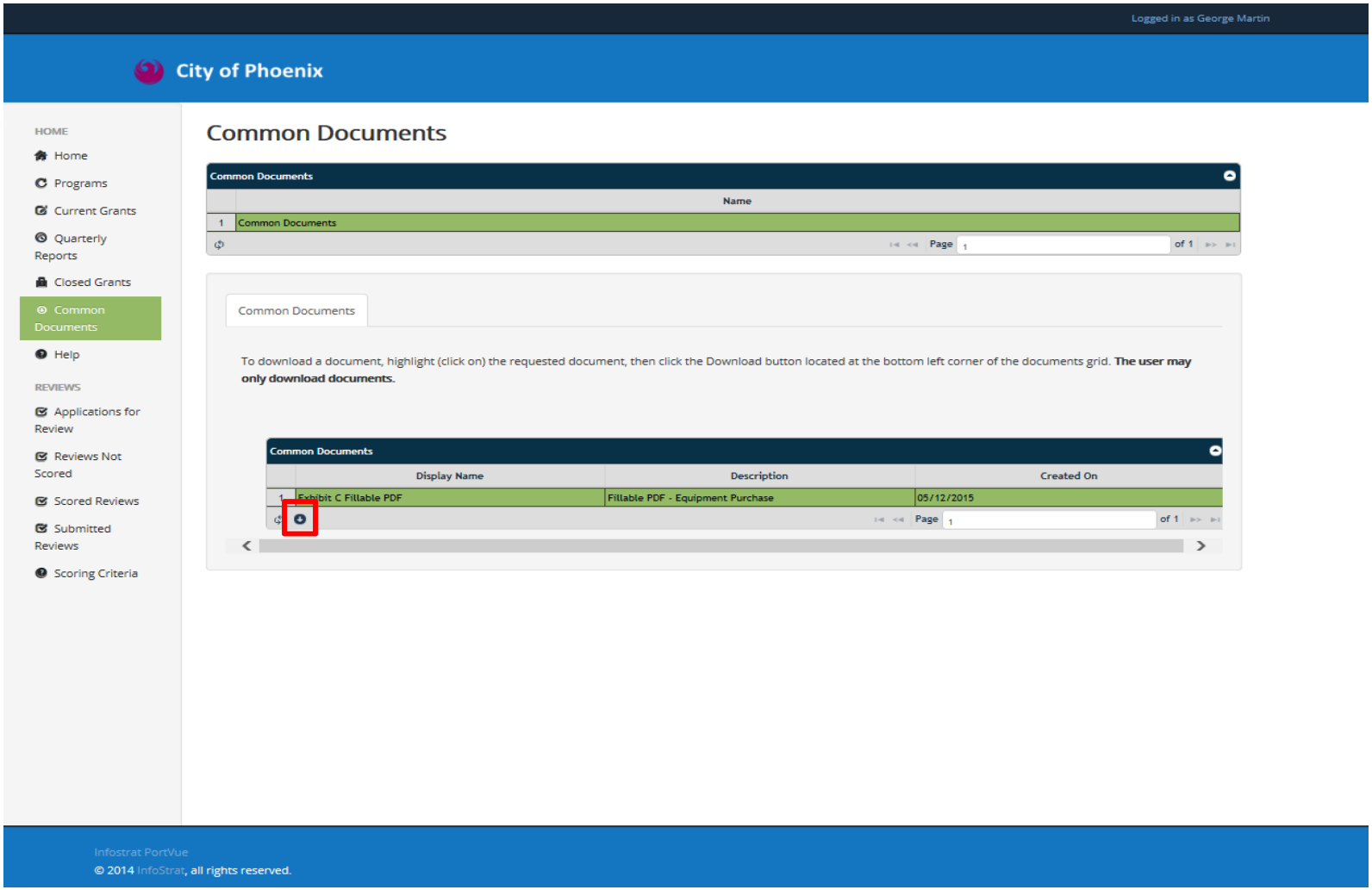


STEP 65 -
YOU WILL BE ASKED TO CONFIRM YOUR SELECTION. TO SUBMIT YOUR QUARTERLY REPORT, CLICK 'CONTINUE'. TO CANCEL, AND RETURN TO PREVIOUS PAGE WITHOUT SUBMITTING, CLICK 'CANCEL'.



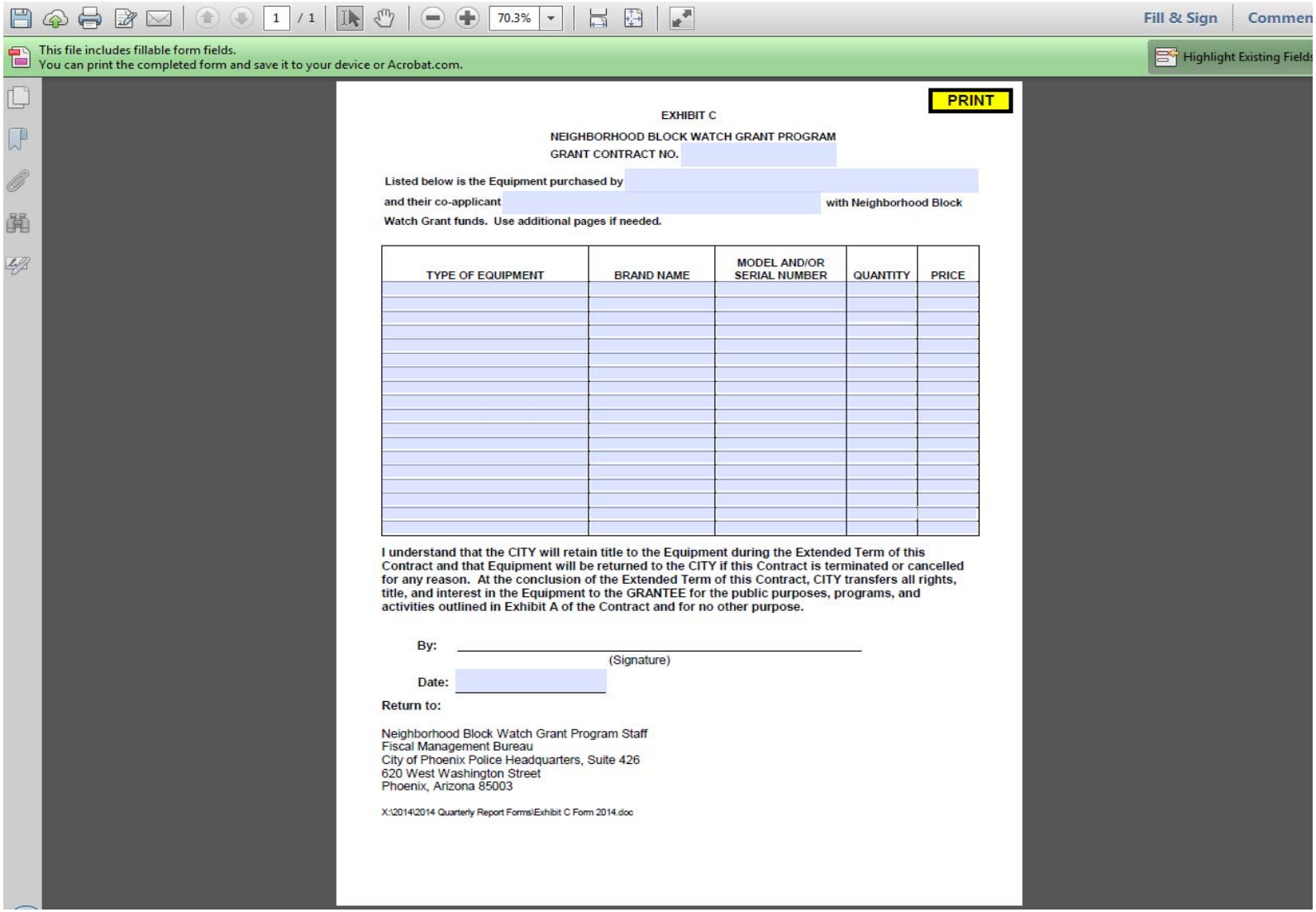
STEP 65 (continued) -

ONCE YOU'VE SUBMITTED YOUR QUARTERLY REPORT, 'REPORT STATUS' IN THE 'QUARTERLY REPORTS' GRID WILL AUTOMATICALLY CHANGE FROM 'DRAFT' TO 'SUBMITTED'. YOU WILL RECEIVE AN E-MAIL CONFIRMING SUBMISSION/RECEIPT OF YOUR REPORT. REMEMBER: ONCE SUBMITTED, YOU CAN NO LONGER MAKE CHANGES TO YOUR REPORT.

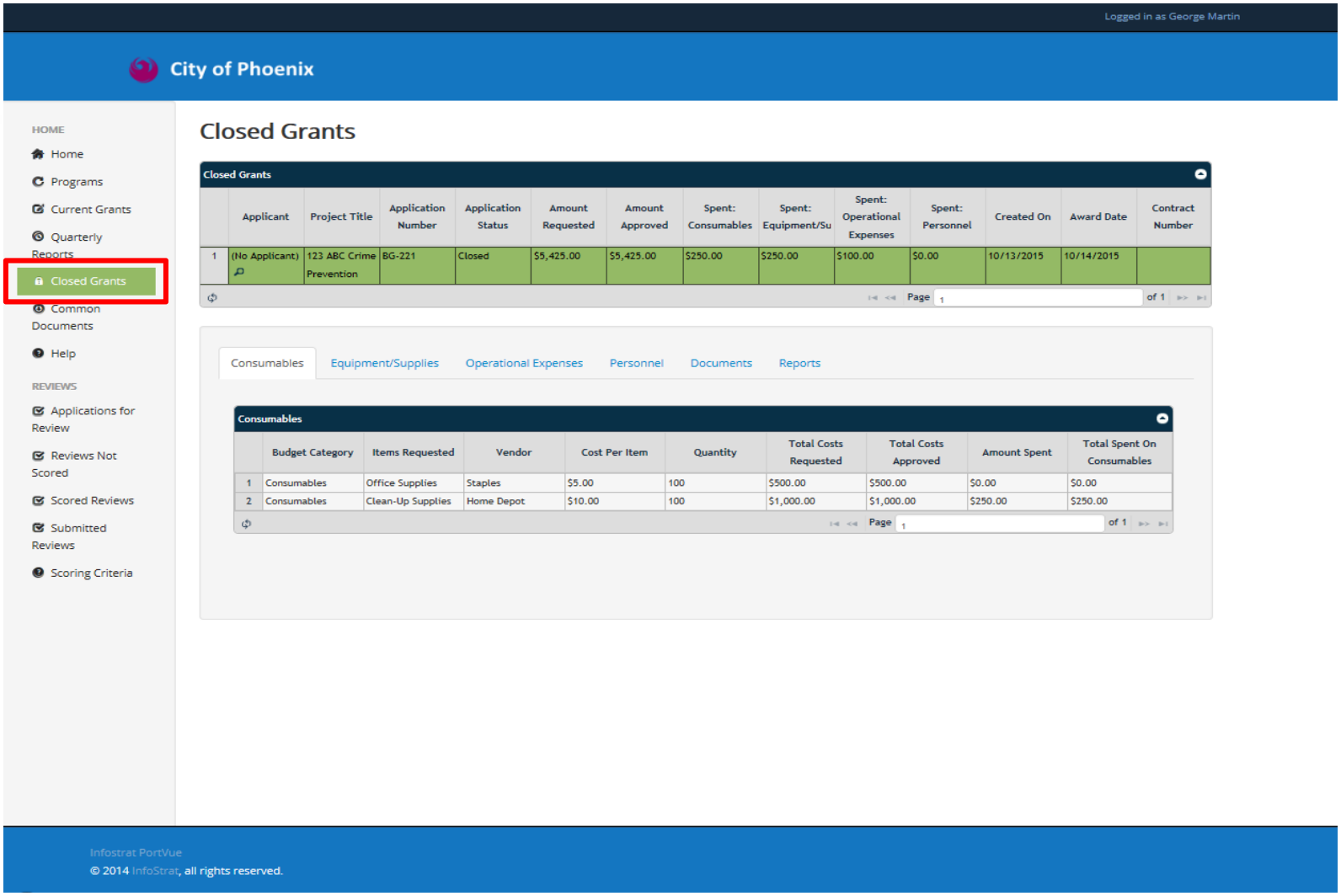


STEP 66 -

AN EQUIPMENT RETENTION FORM IS REQUIRED FOR GROUPS THAT PURCHASE EQUIPMENT/SUPPLIES ITEMS AND WISH TO RETAIN THEM FOR FUTURE YEARS. IT MUST BE SUBMITTED WITH THE FINAL QUARTERLY REPORT. TO DOWNLOAD, CLICK THE 'DOWNLOAD' ICON.



STEP 66 (continued) -
THE FORM WILL OPEN IN PDF FILLABLE FORMAT. IT MUST BE COMPLETED, PRINTED, SIGNED, AND MAILED IN TO THE ADDRESS ON THE FORM. IT IS DUE WITH THE FINAL REPORT.



STEP 67 -

ONCE THE GRANT YEAR HAS ENDED, YOUR 'APPLICATION STATUS' WILL CHANGE TO 'CLOSED'. AS A RESULT, YOUR APPLICATIONS WILL NO LONG APPEAR UNDER THE 'CURRENT GRANTS' TAB. THEY WILL APPEAR UNDER THE 'CLOSED GRANTS' TAB, AS SHOWN ABOVE.

Joseph G. Yahner, Police Chief

QUESTIONS?

PHX POLICE PHOENIX ARIZONA PD