



# PHOENIX POLICE DEPARTMENT GRANT MANAGEMENT SYSTEM USER MANUAL

## GRANTEE TRAINING GUIDE

### NEIGHBORHOOD BLOCK WATCH GRANT PROGRAM



# Contents

<b>Introduction .....</b>	<b>1</b>
<b>Getting Started.....</b>	<b>2</b>
<i>Registering in PPD GMS.....</i>	<i>2</i>
<i>Logging into PPD GMS.....</i>	<i>5</i>
<b>Navigating in PPD GMS.....</b>	<b>6</b>
<i>Navigation Menu.....</i>	<i>6</i>
<i>Updating User Profile Information .....</i>	<i>6</i>
<i>Creating, Viewing and Editing Data in PPD GMS .....</i>	<i>8</i>
Creating a Record.....	8
Editing a Record .....	9
Deleting a Record.....	9
Refreshing Records Shown in a Grid .....	10
Grid Paging and Sorting .....	10
<b>Creating a Grant Application .....</b>	<b>14</b>
Consumables.....	15
Equipment / Supplies.....	15
Operational Expenses .....	16
Personnel .....	16
Documents.....	16
<b>Updating a Grant Application .....</b>	<b>17</b>
<b>Submitting a Grant Application .....</b>	<b>19</b>
<b>Checking Grant Application Status.....</b>	<b>21</b>
Application Status Business Rules.....	21
<i>Uploading Documents.....</i>	<i>22</i>
Adding Grant Application Supplemental Documentation .....	22
<i>Downloading Documentation .....</i>	<i>23</i>
<b>Quarterly Reports.....</b>	<b>24</b>

<i>Create or Update Quarterly Reports</i> .....	24
Adding Budget Lines .....	25
Editing Budget Lines.....	26
Deleting Budget Lines .....	27
<i>Upload Expenditure Documents</i> .....	27
<i>Submit Quarterly Report</i> .....	29
<b>Common Documents &amp; Help .....</b>	<b>30</b>
<i>Common Documents</i> .....	30
<i>Help</i> .....	31
<b>Exercises .....</b>	<b>32</b>

# Introduction

This document explains how to use the Phoenix Police Department's (PPD) Grants Management System (GMS) as an applicant to the Neighborhood Block Watch Grant program.

The PPD GMS is configured to allow an Applicant to enter, update and submit Grant Applications. Applicants may also review the status of their applications, upload documentation, submit Quarterly Reports, and view reports.

External Reviewers can log in and review Project Applications, in addition to responding and rating review questions.

The PPD GMS is accessible through a public web page that anyone can see. This home page can be accessed without registering and logging in to the system.

To access the PPD GMS home page, navigate to <http://nbwgrants.phoenix.gov>

Clicking on Welcome Letter, NBW Grants, or Program-Related Forms and FAQ links will display expanded data on those topics. Clicking the links again will hide the expanded data, and return the page to its original state, as shown below.

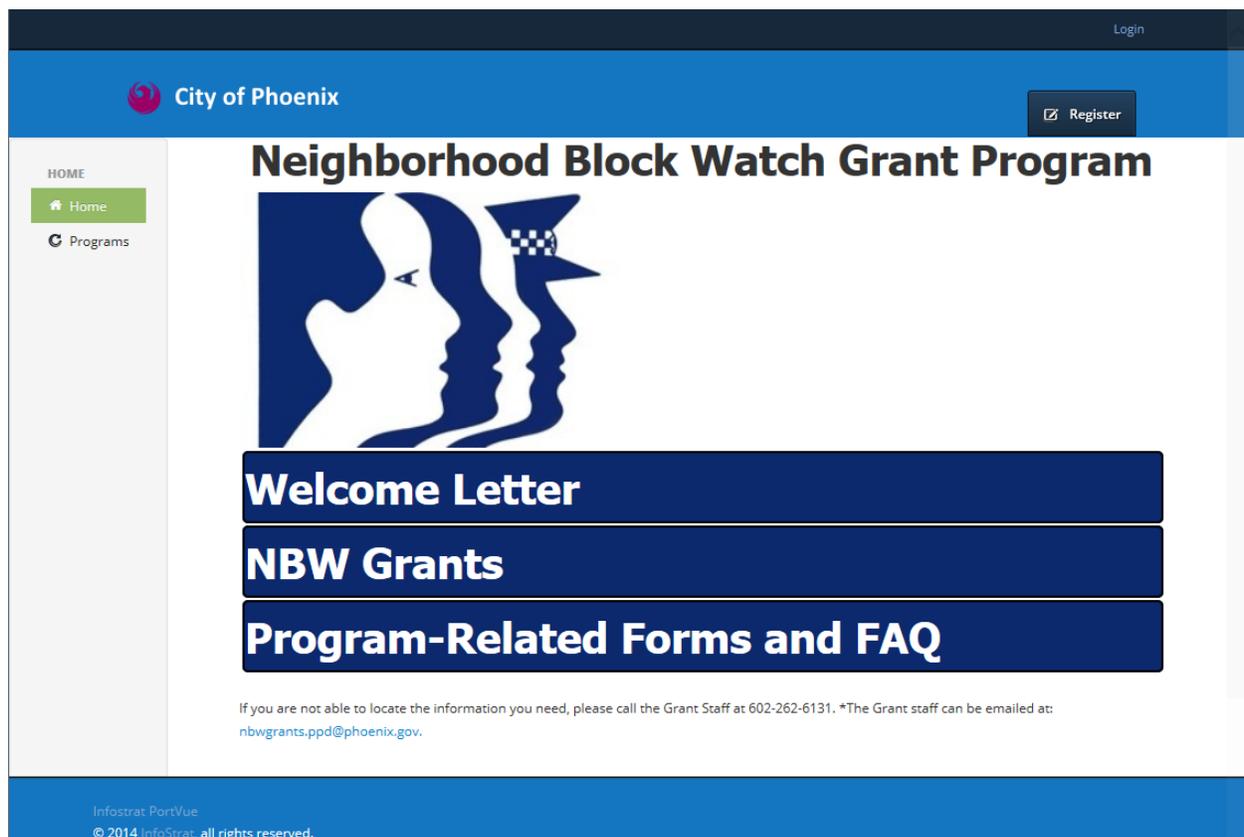


Figure 1 PPD GMS Home Page

Before registering, anonymous users will be able to see the PPD GMS home page, and may click on Programs in the left navigation menu, to see the upcoming Neighborhood Block Watch Grant Programs, along with submission date and time for applications.

Name	Fiscal Year	Submission Deadline	Program Status
2015 Block Grants	2015	12/18/2015 04:00 PM	Open

Figure 2 NBW Grant Programs

# Getting Started

## Registering in PPD GMS

If you are a new user of PPD GMS, you must register for system access. To register on PPD GMS, follow these steps:

1. Click **Register** or **Login** on the top right side of the navigation.
2. If selecting **Login**, then select the *Not registered? Sign up here* link on the **Login** page.



Figure 3 Register or Login

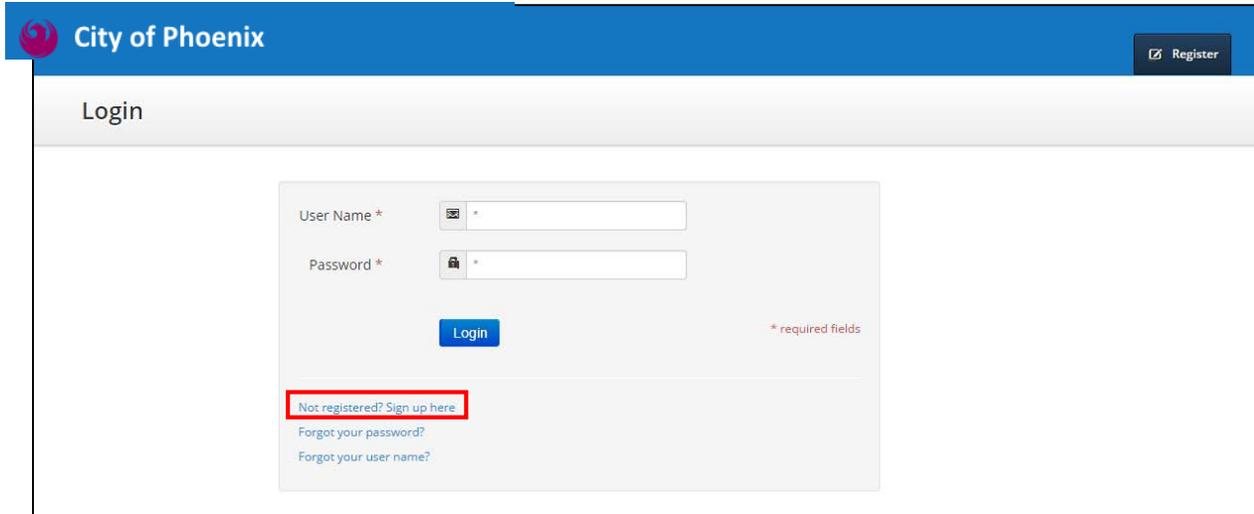


Figure 4 New User Registration

3. Enter the following information:

- **Requested Portal Role** – *Select Applicant*
- **First Name** – *Enter your first name*
- **Last Name** – *Enter your last name*
- **Address 1** – *Enter your Address*
- **Address 2** – *Enter your continued Address*
- **City** – *Enter your city*
- **State** – *Enter your state*
- **Zip** – *Enter your job title*
- **Mobile Phone #** – *Enter your mobile phone number*
- **Other Phone #** - *Enter other phone number*
- **Email** – *Enter your email address*
- **User Name** – *Enter the name that you will use to login. This can be a*

name, characters, or an email address

Figure 5 User Contact Information

- **Password** – *Enter the password that you would like to use. Please note the following password rules apply:*

- i. **Must be a minimum of 8 characters**
- ii. **Must contain at least 3 of the following:**
  1. **Upper case**
  2. **Lower case**
  3. **Numbers**
  4. **Symbols (!@\$%^\*?\_()~)**

The screenshot shows a registration form with the following elements:

- Title:** Login
- Password Complexity Rules:** Please make sure that your password is at least 8 characters long and contains at least one from **each** of the following categories: uppercase character, lowercase character, number, and special character (!@\$%^\*?\_()~).
- Fields:** Three input fields labeled "User Name", "Password", and "Confirm Password", each with an asterisk (\*) indicating it is a required field.
- Agreement:** A checkbox labeled "I agree to the Terms of Use and Privacy Policy".
- Buttons:** A blue "Register" button and a link for "Terms of Use and Privacy Policy".
- Legend:** A note that "\*" indicates required fields.

Figure 6 Password Rules

- **Confirm Password** – Enter your password again to ensure that they match
- **Clicking on the Terms of Use and Privacy Policy link will open the PPD policy page**
- **Check the box next to “I agree to the Terms of Use and Privacy Policy”**

If there is a problem with submitting the registration form, a validation error will appear informing the user to review the form. The error message will indicate missing required fields or invalid data.



Figure 7 Validation Errors

4. Click Register.

## Logging into PPD GMS

After registering on PPD GMS a user may log into the system. To login, *navigate* to the site <http://nbwgrants.phoenix.gov> and follow these steps:

1. Enter your **User Name**.
2. Enter your **Password**.
3. Click **Login**. You should see a message in the upper right hand corner that you are logged in as your first and last name you registered with.



Figure 8 Logging In

To Log out of PPD GMS, follow these steps:

1. Click on the **Logged in as** link in the top right navigation.
2. Select **Logout**. The login page will be displayed once logged out.

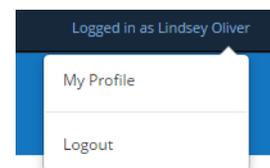


Figure 9 Logging Out

# Navigating in PPD GMS

This chapter describes how to navigate among PPD GMS areas, updating user profile information, submitting grant applications, uploading documents, and logging out.

## Navigation Menu

The left navigation menu contains links to different areas of PPD GMS. Each area contains different information and functionality related to Grants. Selecting a link will navigate you to that area of the system. The link highlighted in green is the active area you are currently viewing. The Home link will return you to the public home page for PPD GMS.

The links in the **red box** are ones that you can see if you are logged in as an **applicant** or **signer**, as show in the fig. 10 below.

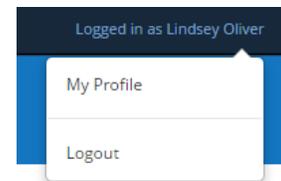


Figure 10 PPD GMS Areas

## Updating User Profile Information

To update your user profile information **after you registered** on PPD GMS, follow these steps:

1. *Login* to PPD GMS.
2. Once Logged in, *click* on **Logged in as** link in the top right navigation.
3. *Select* **My Profile**. This will take you to the **Edit Profile** page.
4. Change any information that needs to be updated.
5. You may also update your **Password** from the Update Profile page. You can *enter* a new Password and Confirm Password in the Update Password section.



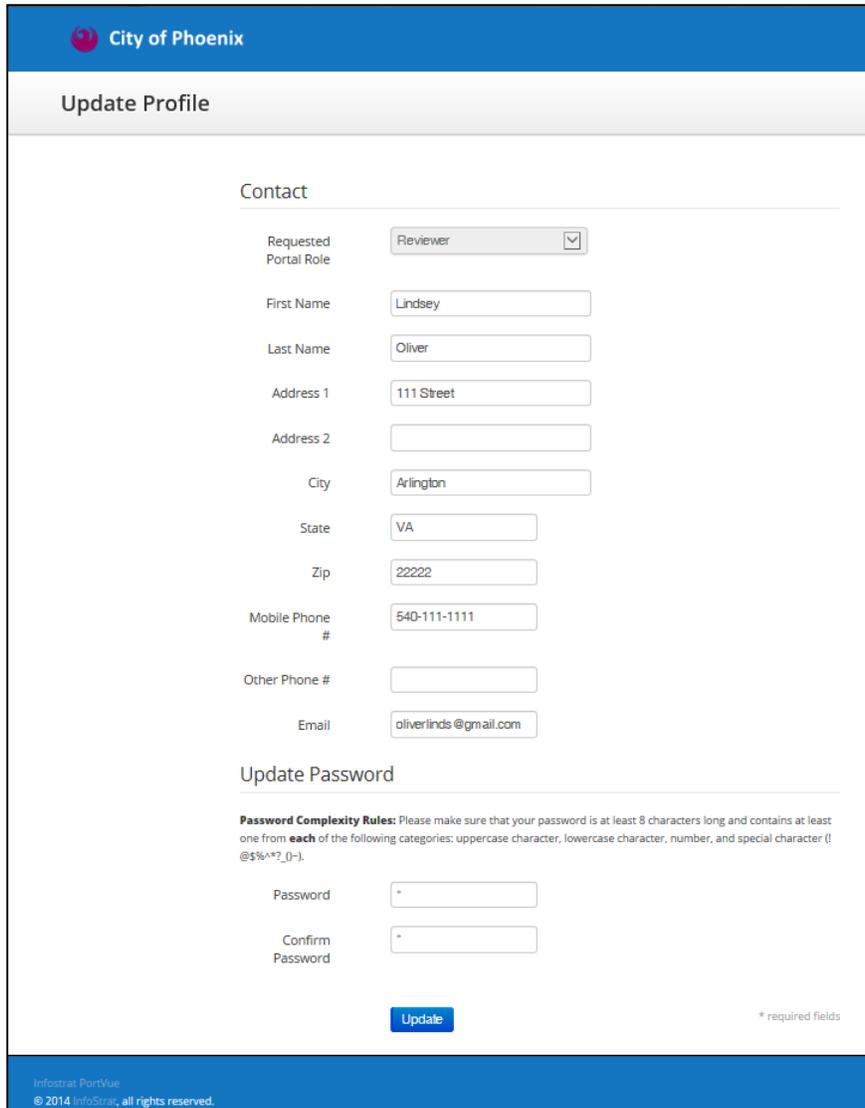


Figure 11 Updating User Profile

6. **Click Update.** You will see a message letting you know your profile was updated successfully. If the user updates their password, then they will receive an email about their reset password.



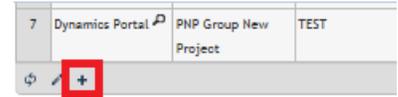
## Creating, Viewing and Editing Data in PPD GMS

PPD GMS data, including programs, grants, budget items and reports are displayed in table grids or sub-grids. This section will describe how to create, view, edit, refresh, delete and navigate through the data grids in PPD GMS.

### Creating a Record

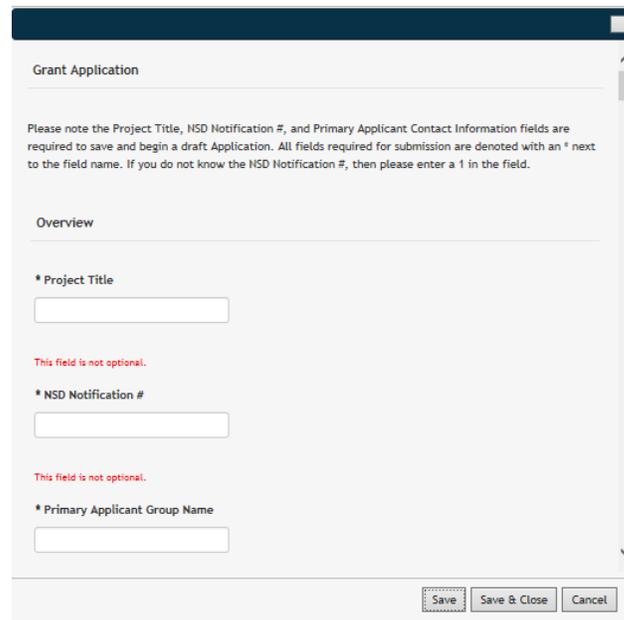
To add a record to the grid, follow these steps:

1. *Click* on the **+** at the bottom of the grid. This allows you to add a new record.



7	Dynamics Portal	PNP Group New Project	TEST
+			

2. The **+** action will either open a **form** (as shown in fig. 12) or will allow the user to add a new line of data in the grid directly through **inline editing** (as shown in fig. 13).



Grant Application

Please note the Project Title, NSD Notification #, and Primary Applicant Contact Information fields are required to save and begin a draft Application. All fields required for submission are denoted with an \* next to the field name. If you do not know the NSD Notification #, then please enter a 1 in the field.

Overview

\* Project Title

This field is not optional.

\* NSD Notification #

This field is not optional.

\* Primary Applicant Group Name

Save Save & Close Cancel

Figure 12 Creating a new record in a form

3. **FORM** - When you have completed the information on the **form**, you can *click* on **Save**, **Save & Close**, or **Cancel**.
  - **Save** – Saves the form and lets you continue to edit it.
  - **Save & Close** – Saves the form, closes the form, and returns you to the previous screen.
  - **Cancel** – Closes the form without saving it.

The screenshot shows a web application interface with a navigation bar at the top containing 'Consumables', 'Equipment/Supplies', 'Operational Expenses', 'Personnel', 'Documents', 'Reports', and 'Submit Application'. Below this is a 'Consumables' grid with the following columns: Budget Category, Items Requested, Vendor, Cost Per Item, Quantity, Total Costs Requested, Total Costs Approved, Amount Spent, and Total Spent On Consumables. A single row is visible with the following values: 1, Consumables, (empty), (empty), 0.00, 0, \$0.00, \$0.00, \$0.00, and \$0.00. At the bottom of the grid, a toolbar contains several icons, with a red box highlighting the '+', '-', and 'x' icons.

	Budget Category	Items Requested	Vendor	Cost Per Item	Quantity	Total Costs Requested	Total Costs Approved	Amount Spent	Total Spent On Consumables
1	Consumables			0.00	0	\$0.00	\$0.00	\$0.00	\$0.00

Figure 13 Creating a new record in a grid

4. **GRID** - When you have completed the information on the **grid**, you can *click* the disk to **Save**  or the **Cancel Row Editing** button  to **Cancel** the new line.

## Editing a Record

To edit an existing record in a grid, follow these steps:

1. *Select* the record you would like to edit by clicking on that line of the grid. The selected record will be highlighted in green.
2. *Click* on the pen  to edit the record.

The screenshot shows the same web application interface as Figure 13. The 'Consumables' grid now has two rows. The first row is highlighted in green and contains: 1, Consumables, Food, Food Truck, \$10.00, 10, \$100.00. The second row contains: 2, Consumables, Drinks, Coke, \$2.00, 10, \$20.00. The toolbar at the bottom has a red box highlighting the '+', '-', and 'x' icons.

	Budget Category	Items Requested	Vendor	Cost Per Item	Quantity	Total Costs Requested
1	Consumables	Food	Food Truck	\$10.00	10	\$100.00
2	Consumables	Drinks	Coke	\$2.00	10	\$20.00

Figure 14 Editing a record in a grid

3. This action will either open a **form** for edit or will allow the user to add data directly through **inline editing**. This will depend on which area of the portal the user is in.
4. Follow steps 3 – 4 in the **Add New Line in Grid** section.

## Deleting a Record

To delete an existing record in a grid, follow these steps:

1. *Select* the record you would like to delete by clicking on that line of the grid. The selected record will be highlighted in green.

2. *Click* the trashcan button . A confirmation message will appear.

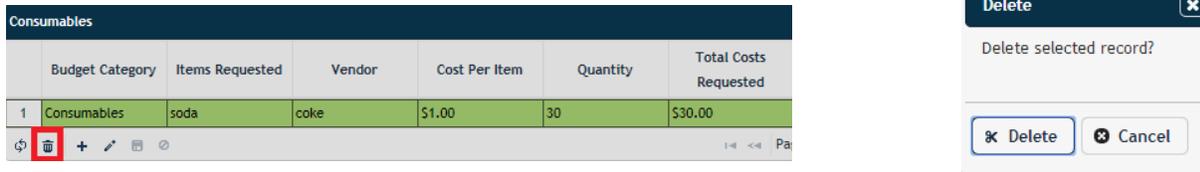


Figure 15 Deleting a record in a grid

3. *Click* **Delete** to Delete that record or **Cancel** to keep it. Please note the deletion cannot be undone once confirmed (selecting the Delete Button).

## Refreshing Records Shown in a Grid

To refresh the data in the grid, *click* the **refresh** button . Any recently saved changes will now be displayed on the grid.



Figure 16 Refreshing Data in a Grid

## Grid Paging and Sorting

1. To navigate through multi-page grids, *click* on the **page arrows** at the bottom of the grid. If you want to go to a specific page, type the page number in the box after Page and hit enter.



Figure 17 Scrolling through pages of grid data

- To sort grid data on a specific column, *select* the column name at the top of the grid. You will notice an arrow appears to the right of the column name indicating it can be sorted in ascending or descending order by *clicking* on the **up and down arrows**.

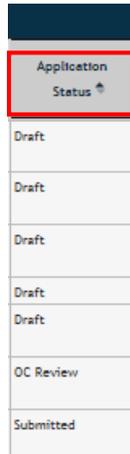


Figure 18 Sorting Grants Grid by Application Status

## Grant Programs

To review the current Neighborhood Block Watch Grant Programs in process or starting soon to PPD GMS, click on the **Programs** link on the left navigation menu. The Programs area will display a list of the Programs that are active and available for Applicants to submit project applications, along with the submission deadline. If you submit an application after the submission deadline, the system will reject your application and you will receive an email notifying you that the deadline has passed.



Figure 19 Program Submission Deadline

## Grant Applications

To view your current grant applications, *click* on the **Current Grants** area. This will display your current applications and allow you to create new grant applications. **Please note that PPD Policy limits you to 2 active grant applications at one time. Additional grant applications will be rejected.**

**City of Phoenix**

[Click Here to Review Application Help and Instructions](#)

### Current Grants

	Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumables	Spent: Equipment/Supp	Spent: Operational Expenses	Spent: Personnel	Created On	Award Date	Contract Number
1	Dynamics Portal	Block Watch Project - Test LMO	BG-205	Draft	\$275.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	06/10/2015		
2	Dynamics Portal	Block Watch Test Application 6/9	BG-200	Draft	\$298.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	06/09/2015		
3	Dynamics Portal	Block Watch Group 2015 Project - Test	BG-196	Submitted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	06/05/2015		
4	Dynamics Portal	PNP Group 2015 Project	BG-195	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	06/05/2015		
5	Dynamics Portal	asdfasdf	BG-185	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	05/26/2015		
6	Dynamics Portal	Business Alliance Project	BAP-05	Draft	\$2,900.00	\$0.00	\$1,400.00	\$275.00	\$0.00	\$0.00	05/20/2015		
7	Dynamics Portal	PNP Group New Project	TEST	OC Review	\$600.00	\$0.00	\$0.00	\$0.00	\$133.00	\$131.00	05/18/2015		

Figure 20 Viewing Current Grants

To preview the application instructions, *click* on the **Click Here to Review Application Help and Instructions**. This action will expand instructions for the area. Click again to close them.

[Click Here to Close Application Help and Instructions](#)

PLEASE READ the information provided in the "Welcome to the 2015 Neighborhood Block Watch Grant Program" on the [website](#). **Please refer to the Help area of the portal for the Application Guide pdf.**

Application Deadline: **Thursday, December 3, 2015 at 4 p.m.**

All primary applicants MUST be listed with the City of Phoenix Neighborhood Services Department's Neighborhood Notification Service by **Thursday, December 3, 2015 at 4 p.m.**, to be eligible to receive an award. Please refer to the Grant Application Guide for information on listing your group.

The below information will assist the Primary Applicant when completing the areas of the Project Application.

- Primary Applicant Group** - Only block watch groups, neighborhood organizations, business alliances, and Phoenix Neighborhood Patrol (PNP) groups listed with City of Phoenix's Neighborhood Notification service are eligible to apply as a Primary Applicant. Homeowner Associations (HOA) are not eligible to apply as a primary applicant, but may list as a Co-Applicant. Qualified groups located inside the boundaries of an HOA are eligible to apply, however.

Please provide the name and identification number (four digit number provided upon listing) AS IT IS LISTED with the City of Phoenix's Neighborhood Notification service. If your group is not listed by the application submission deadline, your application WILL BE DISQUALIFIED.

- Signer Contact Information** - The name, home (for individuals) or business (for companies) address, e-mail address, and home and alternate phone numbers of two representatives who will sign the NBW Grant contract and be responsible for fulfilling all grant requirements, including quarterly, financial, and program reports, for the term of the contract must be indicated below. If this is a collaborative/joint application, a representative from each organization must be indicated and must sign the Grant contract and be responsible for fulfilling all grant requirements.

Members of the Neighborhood Block Watch Grant Program Oversight Committee CANNOT BE SIGNERS on NBW Grant applications.

Individuals who reside or work at the same physical address or who are related (including by marriage) CANNOT SIGN THE SAME NBW GRANT APPLICATION.

The listed individuals hereby offer and agree to perform in compliance with all terms, conditions, specifications, scopes, and project descriptions in the application and grant contract. Applicants certify that all information in this application is true and accurate to the best of their knowledge. Applicants understand that the City of Phoenix may approve grant awards with modification to scope items, methodology, schedules, final products, and / or budgets. **Signatures are not required for electronically submitted applications, but please list all other information.**

- Geographic Boundaries and Council District(s)** - List the geographic boundaries, including Council District(s) and Police Precinct(s), which will be directly impacted by your grant project.

Figure 21 Application Help & Instructions

## Quarterly Reports

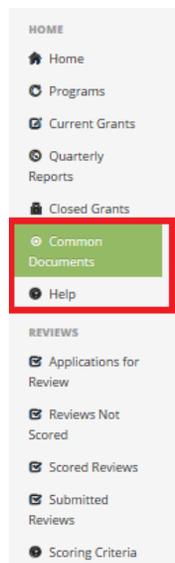
Quarterly Reports can be viewed and submitted from the Quarterly Reports area of PPD GMS. Four empty reports will be created automatically when a grant application is awarded. Signers will go to the Quarterly Report area of PPD GMS to update Report Line Items and submit each Quarterly Report. Additional Details on how to submit reports is provided in a later section of this manual.

## Closed Grants

Completed Grant Applications from previous years are archived in the **Closed Grants** area of PPD GMS. They are available so you can review see previous grant information.

## Common Documents & Help

The Common Documents and Help areas contain supplemental forms and documentation to be used in the grant application and reporting processes. More detailed description of these areas follows in a later section of this manual.



# Creating a Grant Application

To create a grant application in PPD GMS navigate to Current Grants area as show below.

1. Click on the + symbol at the bottom of the grid to add a new application.

City of Phoenix

Click Here to Review Application Help and Instructions

### Current Grants

	Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumables	Spent: Equipment/Supp	Spent: Operational Expenses	Spent: Personnel	Created On	Award Date	Contract Number
1	Dynamics Portal	Block Watch Project - Test LMO	BG-205	Draft	\$275.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	06/10/2015		
2	Dynamics Portal	Block Watch Test Application 6/9	BG-200	Draft	\$298.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	06/09/2015		
3	Dynamics Portal	Block Watch Group 2015 Project - Test	BG-196	Submitted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	06/05/2015		
4	Dynamics Portal	PNP Group 2015 Project	BG-195	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	06/05/2015		
5	Dynamics Portal	asdfasdf	BG-185	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	05/26/2015		
6	Dynamics Portal	Business Alliance Project	BAP-05	Draft	\$2,900.00	\$0.00	\$1,400.00	\$275.00	\$0.00	\$0.00	05/20/2015		
7	Dynamics Portal	PNP Group New Project	TEST	DC Review	\$600.00	\$0.00	\$0.00	\$0.00	\$133.00	\$131.00	05/18/2015		

Page 1 of 1

Figure 22 Create a new Grant Application

2. A new grant application will open on your screen.
3. Fill out the form with information for this project.
4. When you have completed the information on the form (or are done entering for the day), you may click Save, Save & Close, or Cancel.
  - a. **Save** – Saves the form and lets you continue to edit it.
  - b. **Save & Close** – Saves the form, closes it, and returns you to the previous screen.
  - c. **Cancel** – Closes the form without saving.

**Please note that Project Title, NSD Notification #, Primary Applicant Group Name, and Primary Applicant Contact information are mandatory fields that must be completed before an application can be saved.**

Grant Application

Please note the Project Title, NSD Notification #, and Primary Applicant Contact Information fields are required to save and begin a draft Application. All fields required for submission are denoted with an \* next to the field name. If you do not know the NSD Notification #, then please enter a 1 in the field.

Overview

\* Project Title

This field is not optional.

\* NSD Notification #

This field is not optional.

\* Primary Applicant Group Name

Save Save & Close Cancel

Figure 23 Mandatory Fields on an Application

5. Once the grant application is saved, you will need to enter additional information in the grids on lower section of the screen (see below).

## Consumables

Enter Consumable budget data in this grid by following the steps under *Creating, Viewing and Editing Data in PPD GMS* (clicking on the +, entering the data, and clicking save to add; clicking on the line to edit and then the pen, changing data, and clicking on Save to update; clicking on the line to delete and then the trash can to delete). The Total Cost Requested will automatically calculate.

Current Grants													
	Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumables	Spent: Equipment/Supp	Spent: Operational Expenses	Spent: Personnel	Created On	Award Date	Contract Number
1	Dynamics Portal	Block Watch Project - Test LMO	BG-105	Draft	\$175.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	06/10/2015		
2	Dynamics Portal	Block Watch Test Application 6/9	BG-200	Draft	\$298.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	06/09/2015		
3	Dynamics Portal	Block Watch Group 2015 Project - Test	BG-196	Submitted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	06/05/2015		
4	Dynamics Portal	PNP Group 2015 Project	BG-195	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	06/05/2015		
5	Dynamics Portal	asdfasdf	BG-185	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	05/26/2015		
6	Dynamics Portal	Business Alliance Project	BAP-05	Draft	\$2,900.00	\$0.00	\$1,400.00	\$275.00	\$0.00	\$0.00	05/20/2015		
7	Dynamics Portal	PNP Group New Project	TEST	OC Review	\$600.00	\$0.00	\$0.00	\$0.00	\$133.00	\$151.00	05/18/2015		

Consumables    Equipment/Supplies    Operational Expenses    Personnel    Documents    Reports    Submit Application

Consumables									
	Budget Category	Items Requested	Vendor	Cost Per Item	Quantity	Total Costs Requested	Total Costs Approved	Amount Spent	Total Spent On Consumables
1	Consumables			0.00	0	\$0.00	\$0.00	\$0.00	\$0.00

Figure 24 Consumables Budget

## Equipment / Supplies

Enter in any Equipment or Supply budget data in this grid by following the steps under *Creating, Viewing and Editing Data in PPD GMS* (clicking on the +, entering the data, and clicking save to add; clicking on the line to edit and then the pen, changing data, and clicking on Save to update; clicking on the line to delete and then the trash can to delete). The Total Cost Requested will automatically calculate.

Consumables    **Equipment/Supplies**    Operational Expenses    Personnel    Documents    Reports    Submit Application

Equipment/Supplies									
	Budget Category	Items Requested	Vendor	Cost Per Item	Quantity	Total Costs Requested	Total Costs Approved	Amount Spent	Total Spent On Equipment/Supplies
1	Equipment/Supplies			0.00	0	\$0.00	\$0.00	\$0.00	\$0.00

Figure 25 Equipment/Supplies Budget

## Operational Expenses

Enter in any Operational budget data in this grid by following the steps under *Creating, Viewing and Editing Data in PPD GMS* (clicking on the +, entering the data, and clicking save to add; clicking on the line to edit and then the pen, changing data, and clicking on Save to update; clicking on the line to delete and then the trash can to delete). The Total Cost Requested will automatically calculate.

Operational Expenses									
	Budget Category	Items Requested	Vendor	Cost Per Item	Quantity	Total Costs Requested	Total Costs Approved	Amount Spent	Total Spent On Operational Expenses
1	Operational Expenses		Vendor	\$10.00	10	\$100.00	\$0.00	\$0.00	\$0.00

Figure 26 Operational Expenses Budget

## Personnel

Enter in any Personnel budget data in this grid by following the steps under *Creating, Viewing and Editing Data in PPD GMS* (clicking on the +, entering the data, and clicking save to add; clicking on the line to edit and then the pen, changing data, and clicking on Save to update; clicking on the line to delete and then the trash can to delete). The Total Cost Requested will automatically calculate.

Personnel									
	Budget Category	Names of Positions	Relationship to Organization	Hourly Wages	Number of Positions/Hours	Total Costs Requested	Total Costs Approved	Amount Spent	Total Spent On Personnel
1	Personnel	10 calling birds	My True Love (c)	\$25.00	11	\$275.00	\$250.00	\$0.00	\$0.00

Figure 27 Personnel Budget

## Documents

The Grant Application may require additional documentation to be provided. The Documents area allows the user to add and upload files to Grant Application. Instructions are provided above under Uploading Documents. To download uploaded documents, select the document from the grid you would like to download and select the downward pointing arrow.

Documents			
	Display Name	Description	Created On
1	GM_Requirements05082015.docx	document	06/12/2015

Figure 28 Documents

# Updating a Grant Application

A grant application can only be updated if the **Application Status = Draft**.

To update a grant application on PPD GMS (before submission), do the following:

1. Navigate to the Current Grants area to view existing records.
2. *Click* on the grant application that you would like to update. This will turn it green.
3. *Click* on the **pen** at the bottom of the grid. This allows you to edit this grant application.

	Applicant	Project Title	Number	Status	Requested	Approved
1	Dynamics Portal ✎	LO TEST APP 6/26	BG-235	Draft	\$0.00	\$0.00
2	some ✎	aaa new one	BG-234	Draft	\$0.00	\$0.00
3	77 Test Applicant ✎	LO TEST GRANT 6/26	BG-233	Draft	\$0.00	\$0.00
4	NBW of 17th St. NE ✎	NJM IS mobile test 6-25-15	BG-232	Draft	\$30.00	\$0.00
5	Palm Lakes Village, Inc. ✎	Sue NSD # Delivery Services	BG-231	Draft	\$0.00	\$0.00
6	LO 1234 Group ✎	LO TEST 3 6/23	BG-230	Draft	\$0.00	\$0.00
7	LO 123 Group ✎	LO TEST 2 6/23	BG-229	Draft	\$0.00	\$0.00
8	Sue Test ✎	Sue Test of Invalid NSD #	BG-228	Draft	\$0.00	\$0.00
9	Here we go ✎	Sue Test of NSD #	BG-227	Draft	\$0.00	\$0.00
10	Dynamics Portal ✎	LO TEST APPLICATION 6/24	BG-226	Awarded	\$120.00	\$1,000.00

✎ +

Figure 29 Edit a Grant Application

4. The grant application form will be displayed for update. These are the same fields that you saw when you created the grant application.

## Grant Application

Please note the Project Title, NSD Notification #, and Primary Applicant Contact Information fields are required to save and begin a draft Application. All fields required for submission are denoted with an \* next to the field name. If you do not know the NSD Notification #, then please enter a 1 in the field.

### Overview

\* Project Title

\* NSD Notification #

\* Primary Applicant Group Name

\* Form Type

Figure 30 Grant Application open for editing

5. When you have completed editing the information on the form, you can click on Save, Save & Close, or Cancel.
  - a. **Save** – Saves the form and lets you continue to edit it.
  - b. **Save & Close** – Saves the form, closes out of it, and returns you to the previous screen.
  - c. **Cancel** – Closes out of the form without saving it.

# Submitting a Grant Application

To submit the Application, do the following:

1. When you have completed all Required fields on the grant Application, added all required related records, and uploaded all required documentation, you are now ready to submit your Application.
2. Navigate to the Current Grants area and *Select* the Grant Application you would like to submit by clicking on it.
3. *Select* the **Submit Application** tab in the sub-grid.
4. Review the requirements to make sure that you have submitted everything correctly so your application does not get rejected.
5. *Select* the **Submit Application** button.

	Village, Inc.	Delivery Services								
6	LO 1234 Group	LO TEST 3 6/23	BG-230	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	LO 123 Group	LO TEST 2 6/23	BG-229	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	Sue Test	Sue Test of Invalid NSD #	BG-228	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	Here we go	Sue Test of NSD #	BG-227	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	Dynamics Portal	LO TEST APPLICATION 6/24	BG-226	Awarded	\$120.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00



Figure 31 Submit Application

6. A confirmation message will appear. If you would like to continue with your submission, then *Select Continue*. *Select Cancel* to prevent submission.

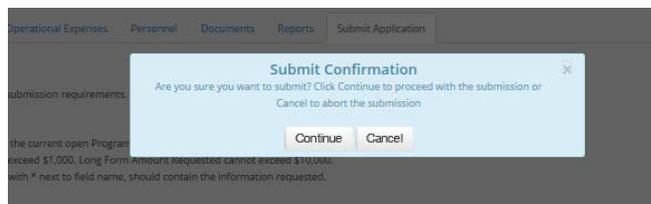


Figure 32 Application Submission Confirmation

7. You will see your Application Status change to **Submitted**. **If it remains as Draft, check your email for notifications, as any errors found in submission will trigger an email to the Primary Contact with the errors to fix before re-submitting the application. If these errors are not fixed, the application will not be considered to be submitted.**
  
8. Also, at this time, e-mail will be sent to the Signers to let them know that this application has been submitted and that they need to register on PPD GMS with the e-mail address used for them as a signer.

# Checking Grant Application Status

To check the status of a grant application, do the following:

1. Click on **Current Grants** from the left navigation area.
2. Look in the **Application Status** column to see what the status is of each grant you have.

The screenshot shows the 'Current Grants' interface in the City of Phoenix PPD GMS system. The left navigation menu has 'Current Grants' highlighted. The main table lists grant applications with columns for Applicant, Project Title, Application Number, Application Status, Amount Requested, Amount Approved, Spent: Consumables, Spent: Equipment/Supp, Spent: Operational Expenses, Spent: Personnel, Created On, Award Date, and Contract Number. The 'Application Status' column is highlighted with a red box, showing statuses such as Draft, Submitted, and OC Review.

Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved	Spent: Consumables	Spent: Equipment/Supp	Spent: Operational Expenses	Spent: Personnel	Created On	Award Date	Contract Number
Dynamics Portal	Block Watch Project - Text	BG-205	Draft	\$75.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	06/10/2015		
Dynamics Portal	Block Watch Test Application 6/9	BG-200	Draft	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	06/09/2015		
Dynamics Portal	Block Watch Group 2015 Project - Text	BG-196	Submitted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	06/05/2015		
Dynamics Portal	PWP Group 2015 Project	BG-195	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	06/05/2015		
Dynamics Portal	asofadfadfadf	BG-185	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	05/26/2015		
Dynamics Portal	Business Alliance Project	BAP-05	Draft	\$,900.00	\$0.00	\$1,400.00	\$275.00	\$0.00	\$0.00	05/20/2015		
Dynamics Portal	PWP Group New Project	TEST	OC Review	\$00.00	\$0.00	\$0.00	\$0.00	\$103.00	\$193.00	05/15/2015		

Figure 33 Grant Status

## Application Status Business Rules

The following describe the current PPD GMS Business Process rules:

1. Applicants register on PPD GMS (if not already registered).
2. Applicants enter project application.
3. Applicants submit grant application.
4. The Application Status will change to Submitted.
5. Signers will receive an email notifying them of this grant submission and their signer status.
6. All applications will be system date/time stamped when submitted. PPD will use this date/time stamp to determine if an application has been submitted before the deadline. If you attempt to submit after the deadline, you will see that the status remains as Draft and you will receive an e-mail stating that you submitted after the due date.
7. PPD Analysts will change the project status to Staff Review or Supervisor Review.
8. PPD Analysts review the application and contact you for any additional information.
9. PPD Analysts review and if approved will change the project status to OC Review.
10. External Reviewers will review the project.
11. City Council reviews and if approved will change the application status to Awarded or Awarded Modified (meaning one or more budget lines were changed in value).
12. At this point, paperwork will be accomplished to set up the contract signing dates and times.
13. If the project is rejected at any time during the approval process, the project status will change to Rejected.

## Uploading Documents

This section covers how to upload supplemental documentation to the Grants and Quarterly Reports areas. Please note that prior to uploading the document, the file needs to be saved or scanned in and saved on your system.

Multiple PPD GMS areas may require supplemental documentation to be provided as support for applications and reports.

### Adding Grant Application Supplemental Documentation

To upload supplemental documentation, follow these steps.

1. Select the **Current Grants** area.
2. Click on the grant you want to upload documents for.
3. Click on the **Documents** tab in the sub-grid.
4. Click on the **Add Files** button and select a file(s) from your file system. Select **Open**.

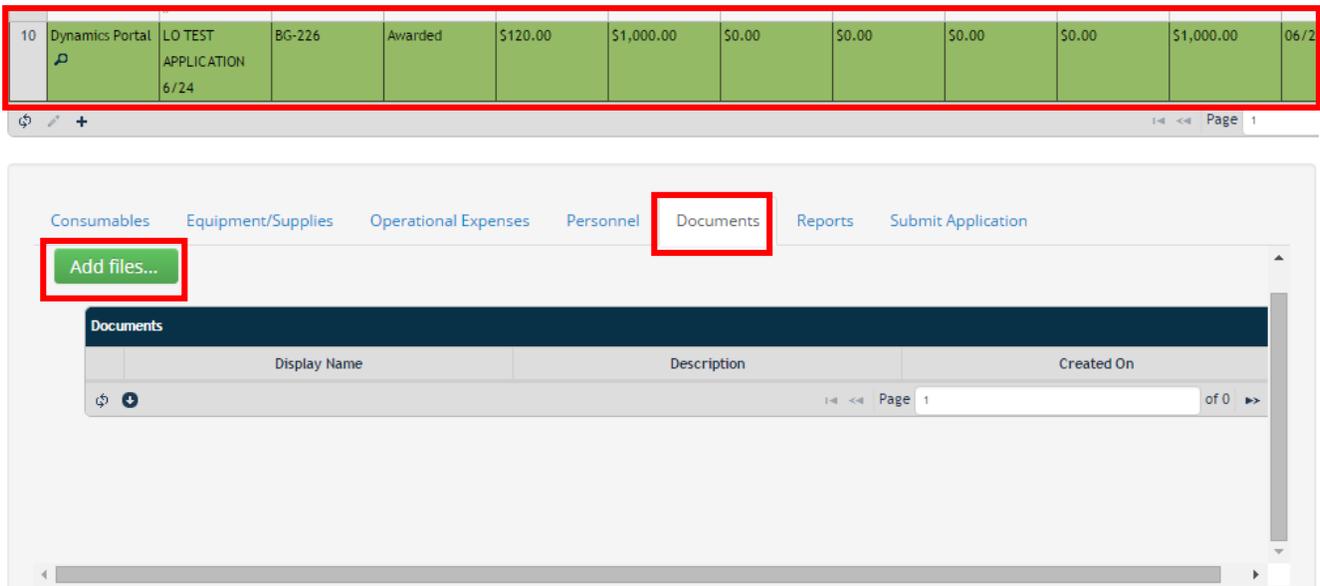
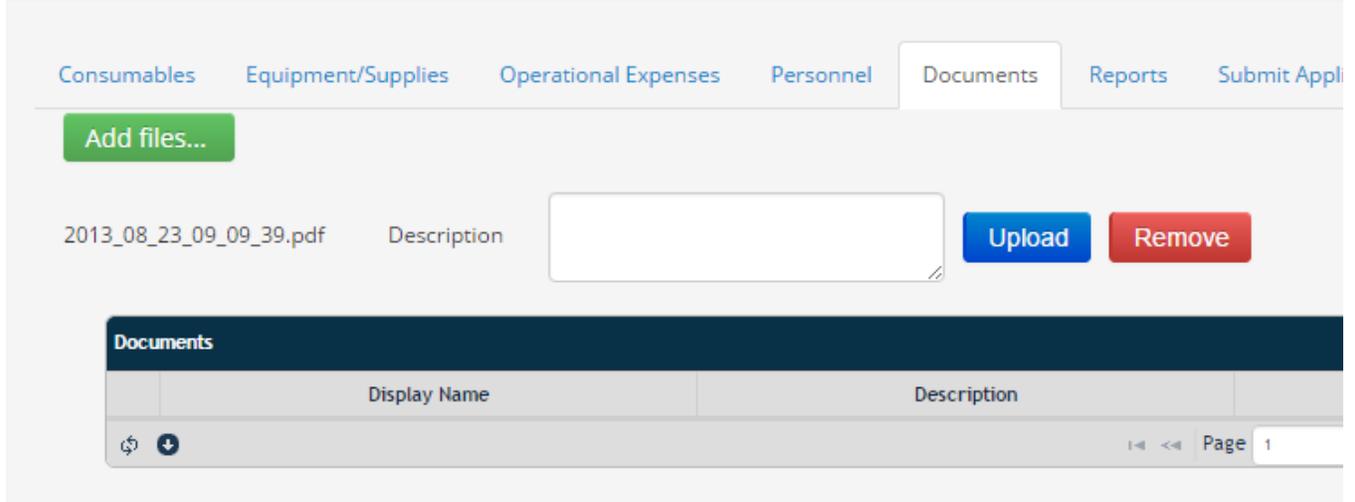


Figure 34 Add Files

- If a file type is not allowed, an error message will appear next to the document reference. *Select Remove* to remove the file from the screen and Add a new document.



- Before uploading a document, *enter* in a description and *click Upload*.
- Once the document is uploaded, the grid will refresh with the new document. If it doesn't, just click the refresh button.

## Downloading Documentation

To download documents that have been been uploaded, follow these steps:

- Select the **Current Grants, Help, or Common Documents** area.
- Click on the item in the top grid that pertains to the document to be downloaded.
- Click on the **Documents** tab in the sub-grid.
- Click on the document you would like to download.
- Click on the **download icon**  at the bottom of the grid. This will download the selected document for you. **Please ensure popup blocker is off for your site.**

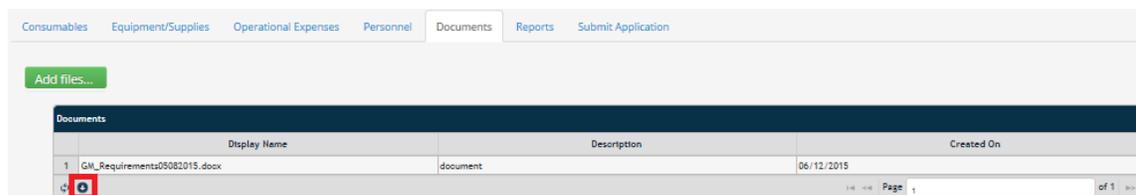


Figure 35 Downloading a Document

# Quarterly Reports

Once a grant application has been awarded, a set of quarterly report templates will be created automatically by PPD GMS for that grant. These reports can be viewed from the left navigation menu on the PPD GMS Home Page as shown below:

The screenshot displays the PPD GMS interface. On the left is a navigation menu with categories: HOME (Home, Programs, Current Grants, Quarterly Reports, Closed Grants, Common Documents, Help), and REVIEWS (Applications for Review, Reviews Not Scored, Scored Reviews, Submitted Reviews). The main content area is titled 'Application Budget Overview' and contains a table with the following data:

	Project Title	Application Number	Amount Approved	Total Remaining
1	Block Watch 2015 LO	BG-218	\$30.00	\$-2.75

Below this is the 'Quarterly Reports' section, which contains a table with the following data:

	Award	Report Period	Report Due Date	Amount Spent	Report Status	Signer 1	Signer 2	Date Submitted
1	Block Watch 2015 LO	Quarter 1	04/09/2015	\$30.00	Submitted	Oliver, Lindsey	goldfedder, susan	06/15/2015
2	Block Watch 2015 LO	Quarter 2	12/31/2015	\$0.00	Draft			
3	Block Watch 2015 LO	Quarter 3	03/31/2016	\$0.00	Draft			
4	Block Watch 2015 LO	Quarter 4	06/30/2015	\$0.00	Draft			

Figure 36 Quarterly Reports

## Create or Update Quarterly Reports

To create or update quarterly reports, do the following:

1. Click on **Quarterly Reports** on the left navigation menu.
2. Click on the Quarterly Report that you would like to update.
3. Click on the pen  on the top Quarterly Reports grid to display a form to enter data and add yourself as a signer of the report.
4. When you have finished updating the report information, you can click on Save, Save & Close, or Cancel.
  - a. **Save** – Saves the form and lets you continue to edit it.
  - b. **Save & Close** – Saves the form, closes out of it, and returns you to the previous screen.
  - c. **Cancel** – Closes out of the form without saving it.

## Adding Budget Lines

For each Quarterly Report grantee will add lines detailing how the grant funds were spent. The budget line items in the reports should correspond to the budget line items setup in the grant application.

1. Click on the **Quarterly Report** in the top grid for which you would like to add budget lines.
2. Click on the **+** in the **Report Lines Items** grid to add a new Budget Line Item.

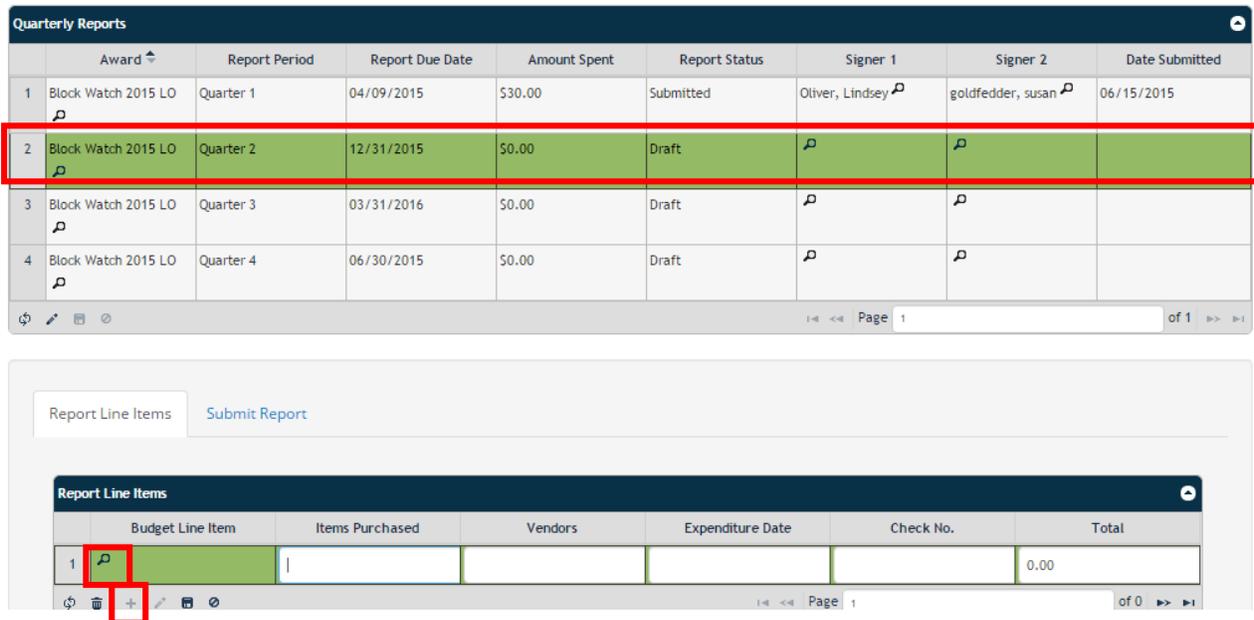


Figure 37 Adding Budget Line Items

3. Click on the *Magnifying Glass* in the budget line item field (shown above) to bring up the budget items that were entered in the application when the grant was submitted.

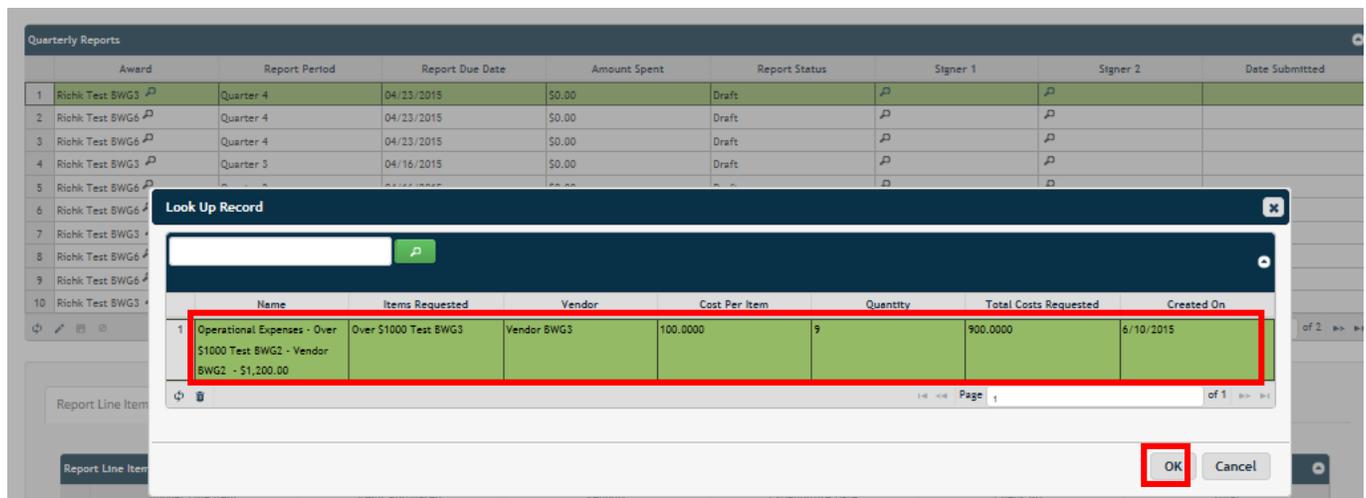


Figure 38 Selecting Budget Line Item from Grant Application

4. Select a budget line to add to the quarterly and enter actual expenses, click **OK**.

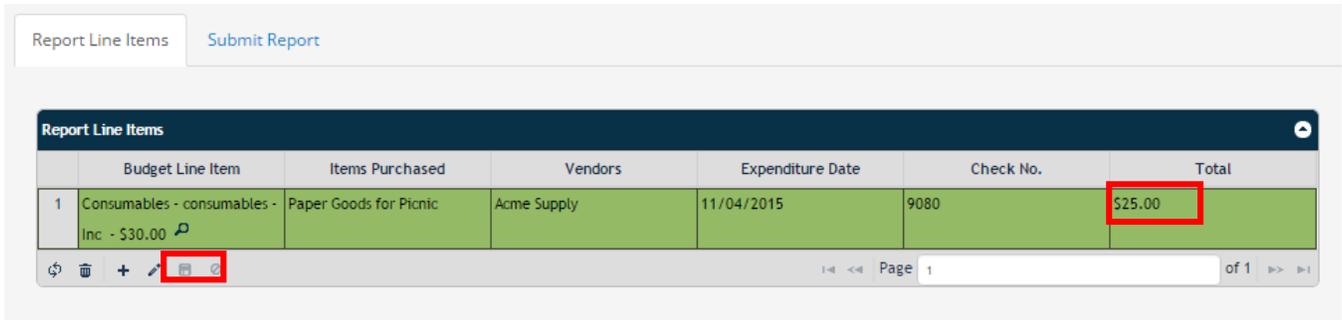


Figure 39 Saving Budget Line Items

5. Enter detailed budget line information, click on the disk at the bottom of the **Report Line Items** grid to save.

## Editing Budget Lines

To change data in existing quarterly report budget lines, prior to submission, do the following:

1. Click on the **Quarterly Report** that you want to change in the top grid.
2. Click on the budget line that you want to change in the second grid.
3. Click on the **pen**  at the bottom of the **Report Line Items** grid to update detail report lines.

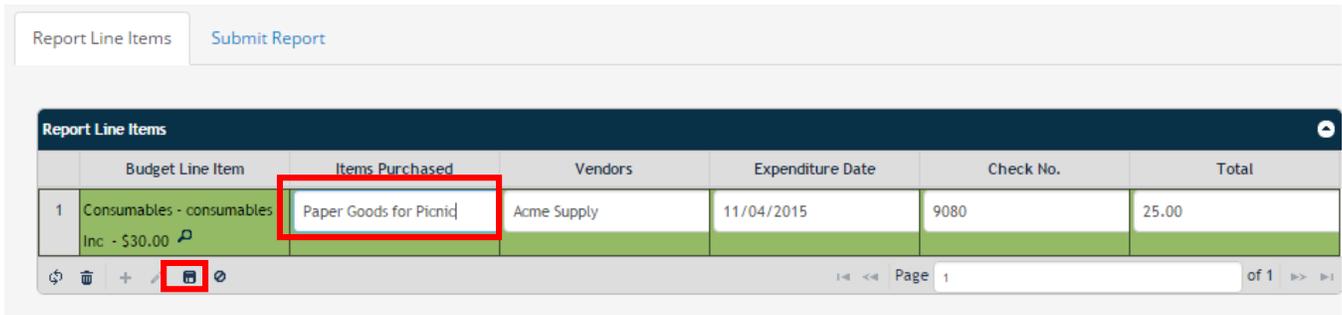


Figure 40 Editing Report Budget Line

4. The budget line will become accessible and allow changes to the data. Edit as needed and click on the **disk** at the bottom of the **Report Line Items** grid to save.

## Deleting Budget Lines

To **remove** budget lines from a quarterly report, prior to submission, do the following:

1. Click on the **Quarterly Report** in the top grid for which you want to delete a budget line item.
2. Click on the budget line that you want to delete to select it in the **Report Line Items** grid.

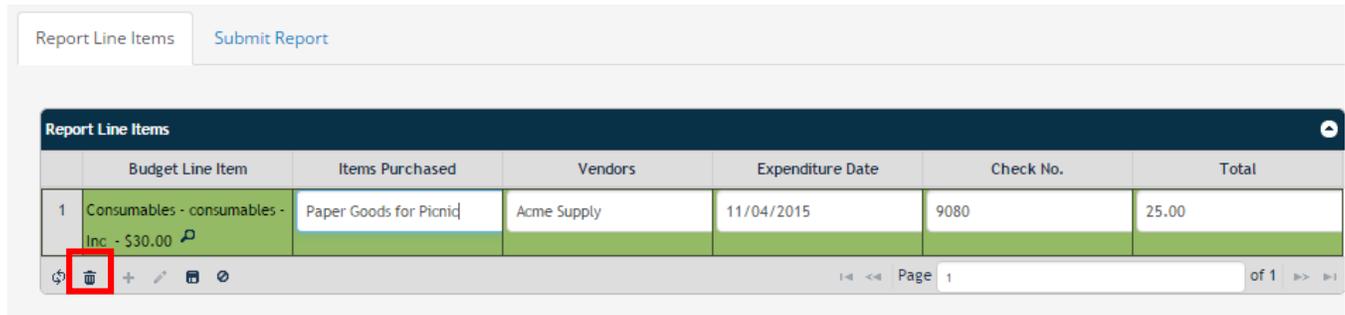


Figure 41 Deleting Report Budget Line

3. Click on the **trash can** at the bottom of the **Report Line Items** grid to delete that detail report line. A confirmation box will appear as shown below:

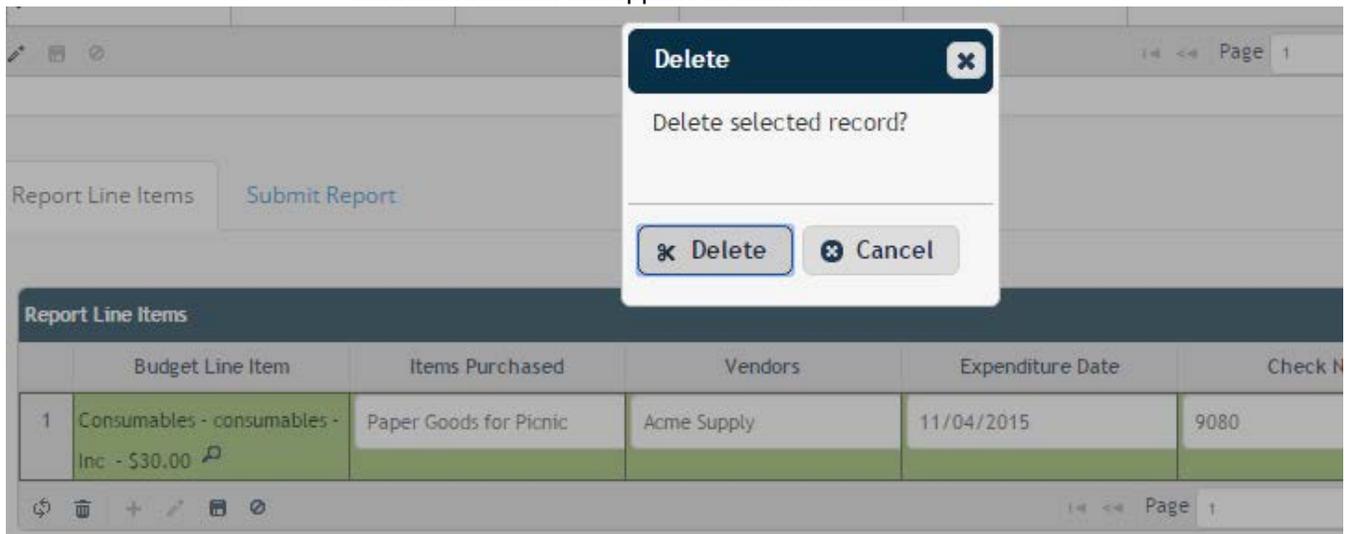


Figure 42 Confirming Deletion

4. Click **Delete** to delete the line and **Cancel** if you don't want to delete it.

## Upload Expenditure Documents

Receipts must be provided for all expenditures reported on a Quarterly Report. To submit supporting expense documentation navigate to the Quarterly Reports area.

1. Click the Report in the Quarterly Report grid to select it.
2. Click on Expenditure Documents tab in the lower part of the screen.
3. Read the note request expense receipts, bank statements and written bids as shown below.

## Quarterly Reports

Quarterly Reports								
	Award	Report Period	Report Due Date	Amount Spent	Report Status	Signer 1	Signer 2	Date Submitted
1	Block Watch 2015 LO	Quarter 1	09/30/2015	\$0.00	Draft			
2	PNP Group New Project	Quarter 1	09/30/2015	\$0.00	Draft			
3	PNP Group New Project	Quarter 1	09/30/2015	\$0.00	Draft			
4	PNP Group New Project	Quarter 1	09/30/2015	\$0.00	Draft			
5	PNP Group New Project	Quarter 1	09/30/2015	\$0.00	Draft			
6	PNP Group New Project	Quarter 1	09/30/2015	\$0.00	Draft			
7	PNP Group New Project	Quarter 1	05/31/2015	\$2,133.00	Draft	Oliver, Lindsey		
8	Block Watch 2015 LO	Quarter 1	04/09/2015	\$30.00	Submitted	Oliver, Lindsey	goldfedder, susan	06/15/2015
9	Block Watch 2015 LO	Quarter 2	12/31/2015	\$25.00	Draft			
10	Block Watch 2015 LO	Quarter 2	12/31/2015	\$0.00	Draft			

Report Line Items   **Expenditure Documents**   Submit Report

Please note: You must provide expense receipts for every item purchased with this grant and copies of each month's bank statement for this reporting period. You must include three written bids for any item purchased for \$1,500 or more.

**Add files...**

Expenditure Documents			
	Display Name	Description	Created On
1	UAT Issues 9-23-15.docx	Expenditure	09/28/2015

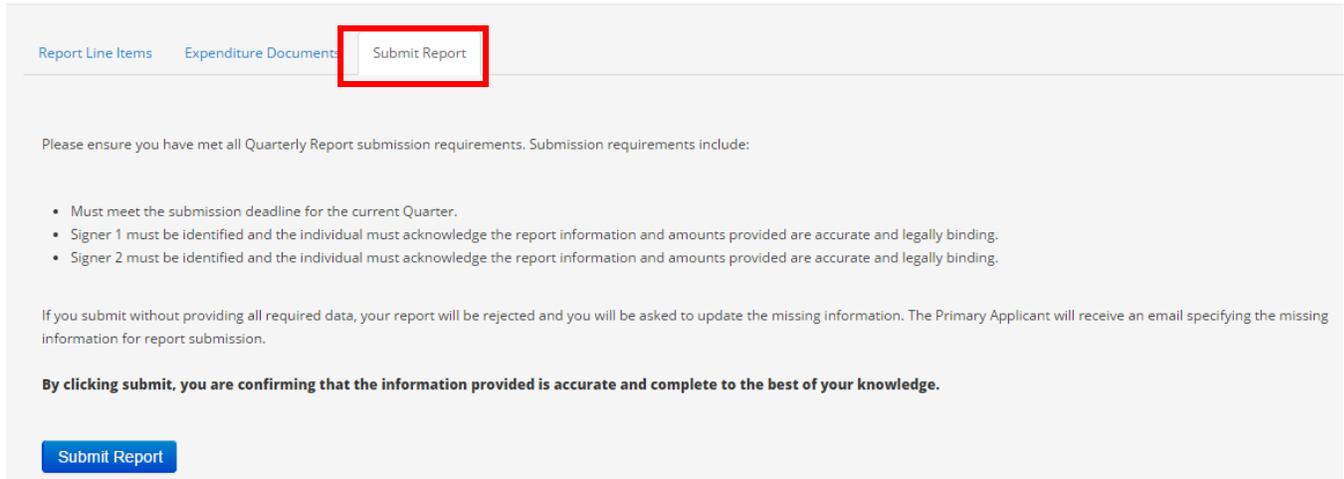
Figure 43 Expenditure Documents

4. Click the **Add Files** button and select the files to upload from your computer.

## Submit Quarterly Report

When the report is completed and all signers have entered in their information, then one of the signers needs to Submit the Report. To submit the Quarterly Report, do the following:

1. *Click* on the **Submit Report** tab.



Report Line Items   Expenditure Documents   **Submit Report**

Please ensure you have met all Quarterly Report submission requirements. Submission requirements include:

- Must meet the submission deadline for the current Quarter.
- Signer 1 must be identified and the individual must acknowledge the report information and amounts provided are accurate and legally binding.
- Signer 2 must be identified and the individual must acknowledge the report information and amounts provided are accurate and legally binding.

If you submit without providing all required data, your report will be rejected and you will be asked to update the missing information. The Primary Applicant will receive an email specifying the missing information for report submission.

**By clicking submit, you are confirming that the information provided is accurate and complete to the best of your knowledge.**

**Submit Report**

Figure 44 Submit Report Tab

2. Quarterly Report submission requirements will be displayed as shown below. *Read* the instructions and ensure that you have completed all items.
3. *Click* on **Submit Report**. **If there are any missing required fields, an e-mail will be sent to you, the status will remain Draft (instead of submitted) and Date Submitted will remain blank. You will need to fix the errors and re-submit in order for this to report to be considered submitted.**

# Common Documents & Help

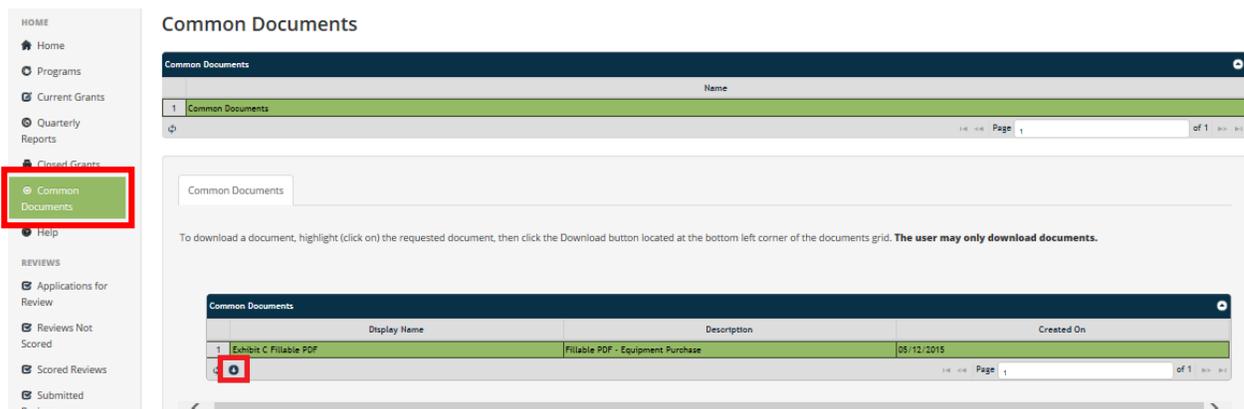
The Common Documents and Help areas contain documentation that is supplemental to PPD GMS and can be printed or downloaded.

## Common Documents

Common Documents contains Exhibit C for the Final Quarterly Report.

To review and download documents from Common Documents, follow these steps:

1. *Select* the **Common Documents** portal area.
2. *Click* on **Common Documents** in the top grid.
3. *Click* on the document in the sub-grid that you would like to download or review.
4. *Click* on the **download icon**  at the bottom of the grid. This will download the selected document for you. **Please ensure popup blocker is off for your site.**
5. The document will be opened in another tab of your browser. You can either review, print, or save it from there.



Common Documents

Common Documents

To download a document, highlight (click on) the requested document, then click the Download button located at the bottom left corner of the documents grid. **The user may only download documents.**

	Display Name	Description	Created On
1	Exhibit C Fillable PDF	Fillable PDF - Equipment Purchase	05/12/2015

Page 1 of 1

Figure 45 Common Documents

## Help

The Help Area contains documents and information that will help you in navigating through the PPD GMS application process.

There are 3 help documents:

- Directions for Completing Budget
- 2015 Grant Program Application Guide
- PPD GMS Portal Instructions

To review and download documents that have been added to Help, follow these steps:

1. *Select the **Help** portal area.*
2. *Click on **Help Documents** in the top grid.*
3. *Click on the document in the sub-grid that you would like to download or review.*
4. *Click on the **download icon**  at the bottom of the grid. This will download the selected document for you. **Please ensure popup blocker is off for your site.***

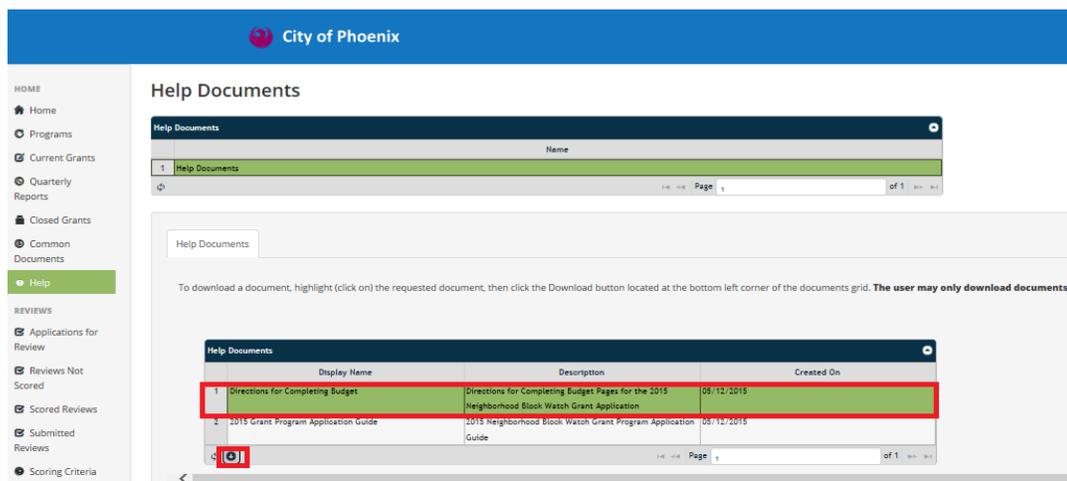
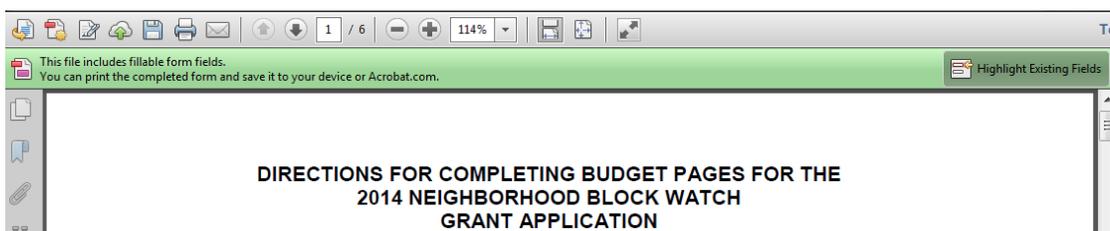


Figure 46 Downloading a Help Document



5. *The document will be opened in another tab of your browser, where you can review, print, or save it.*

# Exercises

Register as a new user

Review Chapters 1 and 2. Perform the following Exercise.

Go to the PPD GMS site.

Register as a new user on PPD GMS.

---

Log into PPD GMS.

*Review Chapter 3. Perform the following Exercise.*

Log into PPD GMS as the user you just created.

---

Download Help or Common Documents.

Review Chapter 4. Perform the following Exercise.

Log into PPD GMS.

Download Help or Common Docs.

---

Create a Grant Application.

*Review Chapters 5 and 6. Perform the following Exercises.*

Log into PPD GMS.

Create a new Grant Application.

Enter some information and save it.

---

## Updating/Submitting Project Application.

*Review Chapters 5 and 6. Perform the following Exercises.*

Log into PPD GMS.

Edit the grant application that you just created.

Add related record information in the sub-grids.

Upload documents in documents tab.

Submit the grant application from the Submit Application tab.

---

## Submit Quarterly Report

*Review Chapter 8. Perform the following Exercise.*

Log into PPD GMS.

Update the current Quarterly Report.

Enter some information and save it.

---

## External Reviewers

*Review Chapter 9. Perform the following Exercise.*

Log into PPD GMS as a reviewer.

Update review questions to the grant you created and submitted.

Send it between the different statuses.

---

## Update User Information.

*Review Chapter 5. Perform the following Exercise.*

Log into PPD GMS.

Go to your profile.

Update a field on your profile.

Save.

---