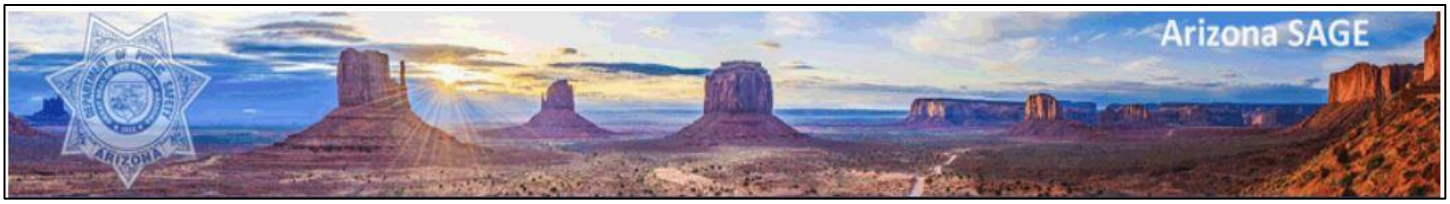


Arizona Department of Public Safety

Victims of Crime Act (VOCA) Administration

Arizona System for Administering Grants Effectively (SAGE)

SAGE User Guide

Version 4: Updated March 2018

Table of Contents

System Requirements

SAGE was designed so that most computer users will be able to use the system with little or no changes to their computer environment. The four requirements that are mentioned below are common computer elements that should be already present on most computers / systems.

Operating System

SAGE was designed for the two most common computer operating systems: Windows and Macintosh. It has not been tested nor is it supported on other operating systems, such as Linux or Unix. Users accessing the system from a Macintosh environment are required to have MacOS 7.5 or higher, running on a PowerPC processor. Windows users are required to have an operating system that is Windows 95 or higher.

World Wide Web Connection

SAGE is an Internet application. It is accessed via the Internet and was specifically designed for Internet usage. The Internet is the more general term that is typically used to refer to the World Wide Web. The World Wide Web consists of a vast array of content that is accessible via a web browser. When accessing SAGE, the standard Internet connection is via a modem connection. A modem is a piece of hardware that connects to the computer to send data through a phone line to and from the computer. Internet connections that are faster than a modem connection, such as cable and DSL, will improve the speed at which the system operates, but are not necessary in order to use the system. If you are in an office environment, you may already have an Internet connection, but if you are unsure, please contact your organization's network administrator.

For those using a dial-up connection over a modem, it is highly recommended that you have a modem connection speed of at least 33.6 kbps (kilobits per second).

Web Browser

This system was designed to be compatible with common up-to-date web browsers including Internet Explorer, Firefox, Safari, and Opera.

Adobe Acrobat Reader

Adobe Acrobat Reader is used to view PDF (Portable Document Format) documents. The system will automatically generate grant documents in PDF format using information that has been saved into the various narrative and budget pages. Using Adobe Acrobat Reader you may choose to view, print, or save these documents. If you do not have Adobe Acrobat Reader you can go to www.Adobe.com and download it free.

SAGE Homepage

Access the SAGE Homepage by navigating to the following URL: https://sage.azdps.gov

Users can request access to SAGE from the homepage or log in to view their account. See the "Accessing SAGE" section within this manual for further instructions regarding gaining access to SAGE. There are also instructions on the SAGE Homepage.

The DPS-VOCA USEFUL LINKS section on the SAGE Homepage can be accessed regardless of whether the individual has a SAGE account.

SAGE User Types

There are six security roles defined for SAGE subrecipient users. Each role consists of a separate level of access within the system, which are defined below.

Project Director and Financial Contact:

Users with the Project Director and/or Financial Contact role will be capable of the following:

- The creation of additional organization members
- The initiation, completion, submission, and cancellation of an application
- The initiation, completion, submission, and cancellation of sub documents (financial report, program report, annual report)
- The initiation, completion, submission, and cancellation of an amendment

Project Contact

A user with the Project Contact role will be capable of the following:

- The creation of additional organization members
- The ability to view and complete/edit application forms (cannot initiate, submit, or cancel)
- The ability to view and complete/edit sub documents (financial report, program report, annual report)
- The ability to view and complete/edit an amendment

Authorizing Official

Users with the Authorizing Official and/or Read-Only User role will be capable of the following:

- The ability to view applications and all related sub documents (financial reports, program reports, annual reports)

Grant Writer

A user with the Grant Writer role will be capable of the following:

- The ability to view and complete/edit application forms (cannot initiate, submit, or cancel)

Subrecipient Security Role Matrix

Below is a summarized table of the details listed above.

Grant Security Role	Project Director	Financial Contact	Project Contact	Authorizing Official	Grant Writer	Read Only User
Add Users to Organization	✓	✓	✓			
Initiate Application	✓	✓				
View Application	✓	✓	✓	✓	✓	✓
Complete/Edit Application	✓	✓	✓		✓	
Submit Application	✓	✓				
Cancel Application	✓	✓				
Initiate Sub Documents	✓	✓				
View Sub Documents	✓	✓	✓	✓		✓
Complete/Edit Sub Documents	✓	✓	✓			
Submit Sub Documents	✓	✓				
Cancel Sub Documents	✓	✓				

Accessing SAGE

If you are the first user of an organization to enter the site, see the "Gaining Access – First User of a New Organization" section within this manual. If your organization already has a SAGE account, see the "Granting Access to a User Within Your Organization" section within this manual.

Gaining Access – First User of a New Organization

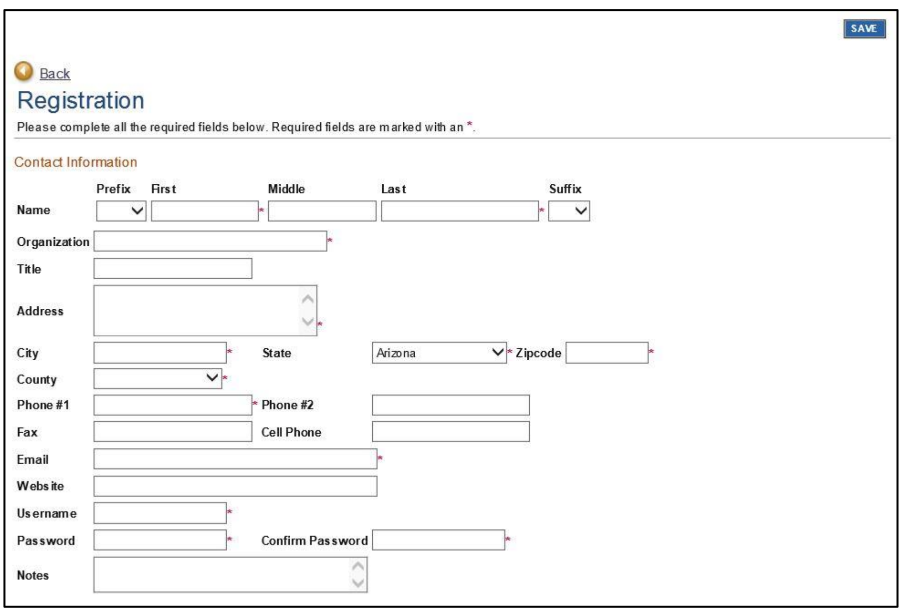
If your organization does not have a SAGE account, you must request access from a System Administrator. The initial registration for your organization must be completed by an authorized individual such as the Program Director, Executive Director, Finance Director, etc. To request access, follow these steps:

1. From the SAGE Homepage, click on the "New User?" hyperlink within the Login Panel.

2. This will direct you to the Registration page. All fields that are marked with a red asterisk are required fields, and must be completed before the Registration page can be saved.

3. Some fields have additional requirements, such as:
   a. The Username field must only consist of letters and numbers, and must be between 5 and 20 characters.
   b. The Password field must only consist of letters and numbers, and must be between 7 and 20 characters.
   c. The Confirm Password field must match the Password field exactly.

4. Once all required data has been entered, click the **SAVE** button at the top right corner of the page. If the Registration Page was completed correctly, there will be an information box at the top of the page indicating that you have successfully completed the Registration page, and in turn, successfully requested access to the system.



NOTE:

Passwords expire annually.

You will be notified once the System Administrator has granted you access into the system. You will not be able to login until you have been granted access.

Please do NOT submit multiple requests.

Granting Access to a User Within Your Organization

To gain access to your organization's account, the Project Director, Financial Contact, or Project Contact must grant you access.

If you are the Project Director, Financial Contact, or Project Contact of an organization and you wish to grant access to additional users, you may do so by following these steps:

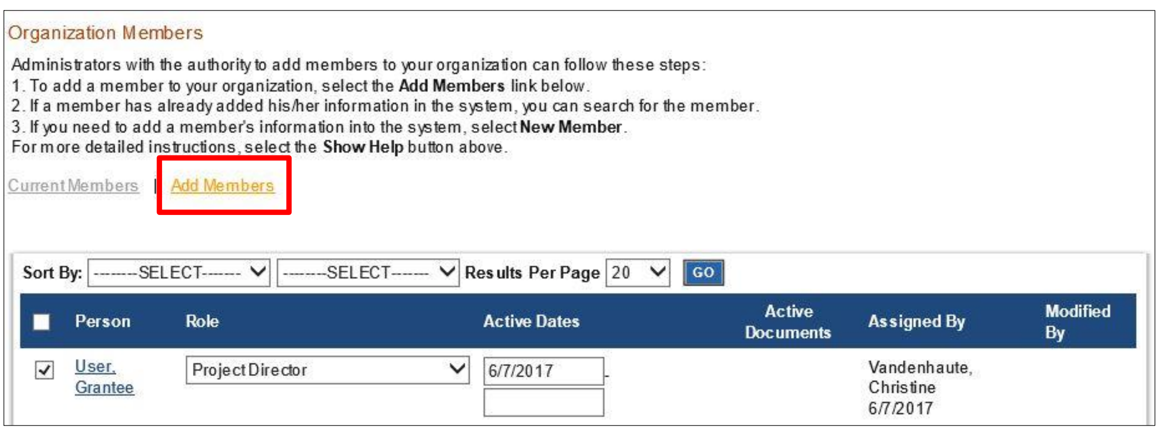
1) Log in to SAGE.

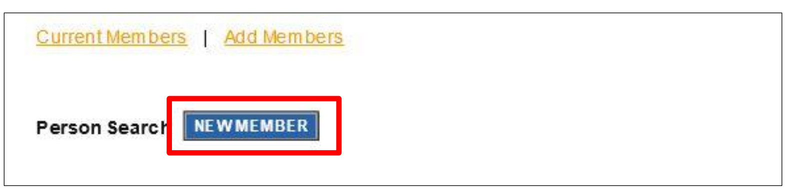
2) Click on the My Organization(s) hyperlink located in the navigation bar at the top of the page. *(If you are a member of multiple organizations, it will bring you to a table of all the organizations you are currently a member of. Simply click on the organization name in which you wish to add members.)*

3) Click on the Organization Members hyperlink.

4) The Organization Members tab displays all users that are associated with the organization.

5) To add a new member, click on the Add Members hyperlink. Then, click the **NEW MEMBER** button.



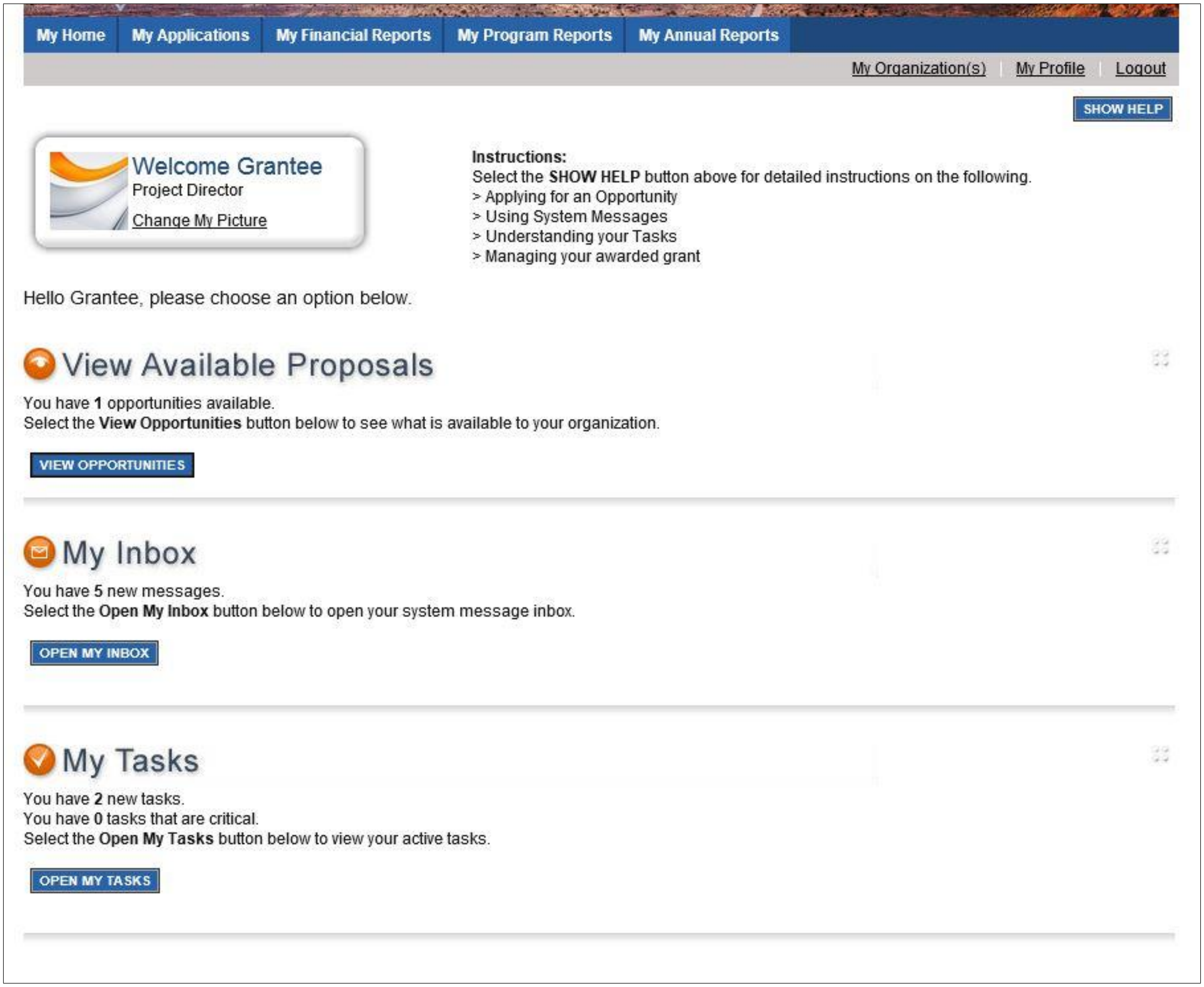


6) Complete the required fields (including name, email, username, password, and system role) for the new user. See the "SAGE User Types" section within this manual to determine the appropriate system role. Once complete, click the **SAVE & ADD TO ORGANIZATION** button in the top right corner of the page.

7) **NOTE**: SAGE will not send the new user their login credentials. You must contact the individual and provide the username and password you created for them. They can update their username and password once they successfully log in.

My Home

Once you have successfully gained access to the system, you will be directed to the My Home page. The My Home page is the home page for SAGE users.



My Home: This tab will return the user to the My Home page from anywhere in the system.

My Applications: This tab will direct the user to the My Applications search page. The search page can be utilized to view the organization's applications. This tab can be accessed from anywhere in the system.

My Financial Reports: This tab will direct the user to the My Financial Reports search page. This search page can be utilized to view the organization's financial reports. This tab can be accessed from anywhere in the system.

My Program Reports: This tab will direct the user to the My Program Reports search page. This search page can be utilized to view the organization's program reports. This tab can be accessed from anywhere in the system.

My Annual Reports: This tab will direct the user to the My Annual Reports search page. This search page can be utilized to view the organization's annual reports. This tab can be accessed from anywhere in the system.

My Training Materials: This hyperlink provides a list of helpful information for the SAGE system as well as DPS VOCA guidelines and requirements.

My Organization(s): This navigation hyperlink will direct the user to the Organization page. The Organization page can be utilized to update organization information, add / remove / deactivate organization members, and to view / return to organization documents. Organization documents will display a list of initiated applications, initiated program reports, and initiated financial reports for the organization. If you are a member of multiple organizations, you will have the opportunity to select a singular organization to view. This hyperlink can be accessed from anywhere in the system.

My Profile: This navigation hyperlink will direct the user to their user profile. This page can be utilized to update the user's profile information, username, and password.

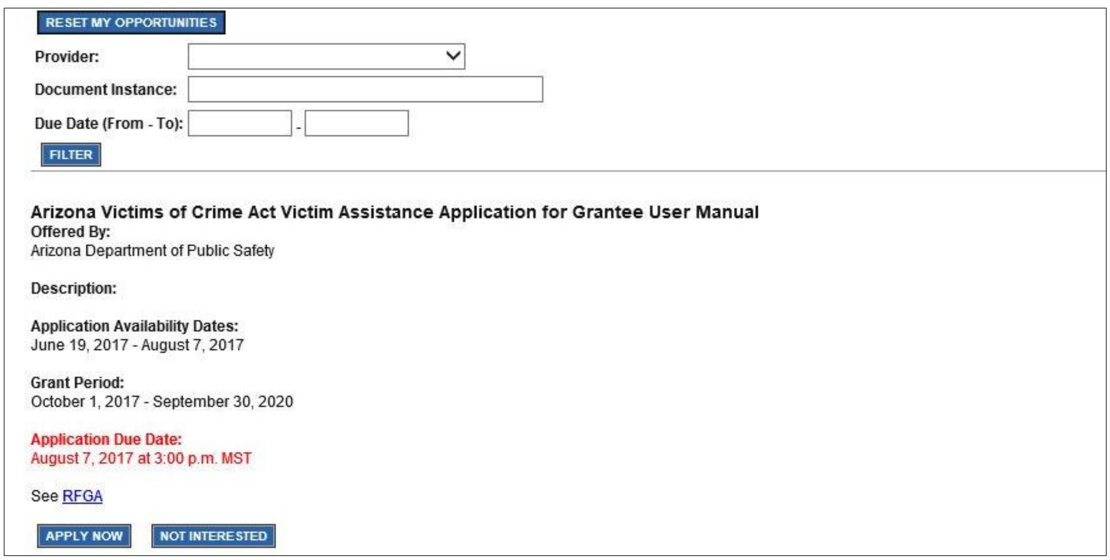
Logout: Clicking this link will log the user out of the system.

SHOW HELP Button: Clicking on this button will expand the Page Help panel that offers additional information. The Help Desk Availability and contact information is listed in the SHOW HELP panel on My Home.

Welcome Panel: The Welcome Panel will display the user's profile picture, a welcome greeting which includes the user's first name and current system role. Utilize the Change My Picture hyperlink to choose a different profile picture.

View Available Opportunities

View Available Opportunities is the first of three major functionalities that can be found on the home page. This section on the home page will display available opportunities. Click the **VIEW OPPORTUNITIES** this button to view further information about the grant opportunities available and to apply.



Offered By: The Organization or Agency offering the opportunity/application.

Application Availability Dates: The date range of when this opportunity/application will be available to initiate.

Grant Period: The period for which opportunity/application will be active.

Application Due Date: The date by which the application must be submitted.

Apply Now Button: Clicking this button will initiate the application.

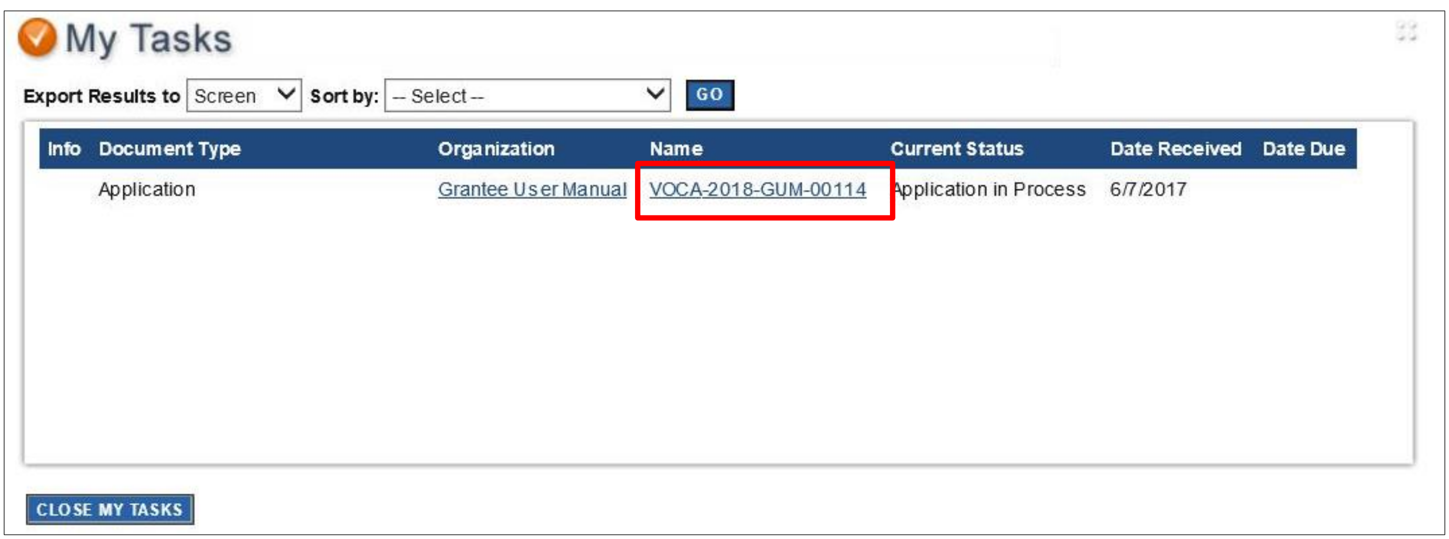
Not Interested Button: Clicking this button will remove the opportunity from the available opportunities pages. To get the opportunity back simply click the **RESET MY OPPORTUNITIES** button.

My Inbox

The My Inbox section of the My Home page displays the user's system notifications. Open the inbox to read messages as well as compose new messages to send out. To expand the My Inbox section, click the **OPEN MY INBOX** button. For further system message functionality, navigate to the My System Messages page by clicking the View All My System Messages hyperlink.

My Tasks

The My Tasks section of the My Home page displays all tasks / actions that require the user's attention. To expand the My Tasks section, click the **OPEN MY TASKS** button. To continue working on a task, such as an application or financial report, click on the hyperlink found in the Name column of the task.



Keeping Contact Information Current

It is important that contact information always be current. Users should verify their contact information and update when contact information changes.

Updating User Contact Information

Follow these steps to update the user's contact information:

1) Click on the My Profile hyperlink located in the navigation bar. This will direct the user to the My Profile page where contact information can be updated and the username and password can be changed.

2) Update all information as necessary. Click the **SAVE** button when complete.

Updating Organization Contact Information

Follow these steps to update the organization's contact information:

1) Click on the My Organization(s) hyperlink located in the navigation bar. This will direct the user to the Organization page. If the user is a member of multiple organizations, select the organization to update.

2) The short name will be part of all documents associated with your organization. Be sure to use a short name, acronym, or abbreviation that represents your organization. Ex: "Grantee User Manual" is the organization name, "GUM" would be an appropriate short name. Contact DPS to update the organization's short name.

3) Update all information as necessary. Click the **SAVE** button when complete.

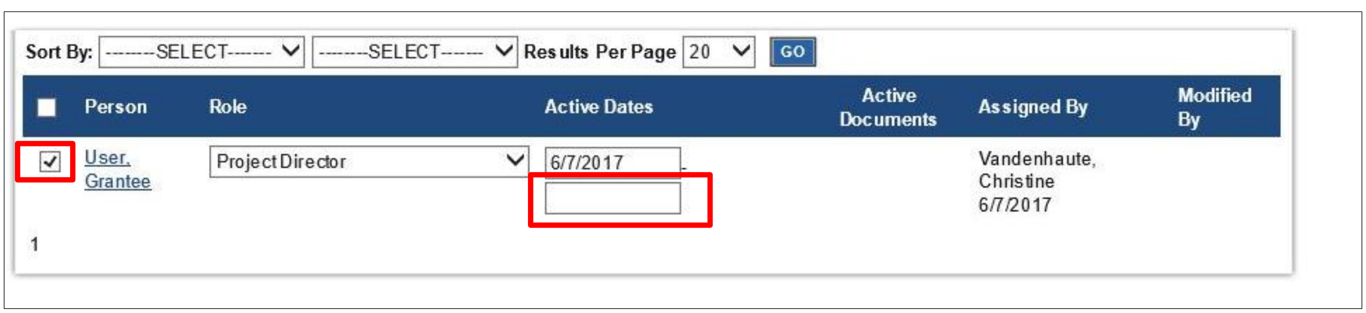
Deactivating a User in the Organization

Follow these steps to deactivate a user from the organization:

1) From the Organization page, click on the Organization Members hyperlink. The organization's current members will be displayed.

2) Find the user that needs to be deactivated. In the second date field of the Active Dates column, enter the date the user should be deactivated from this organization. Click the **SAVE** button.

3) Then, uncheck the checkbox next to the user and click the **SAVE** button to remove the user from the organization.



Application: Getting Started

Initiating an Application

The Project Director and Financial Contact are permitted to initiate applications, and may do so by following these steps:

1) From the My Home page, in the View Available Opportunities section, click the **VIEW OPPORTUNITIES** button.

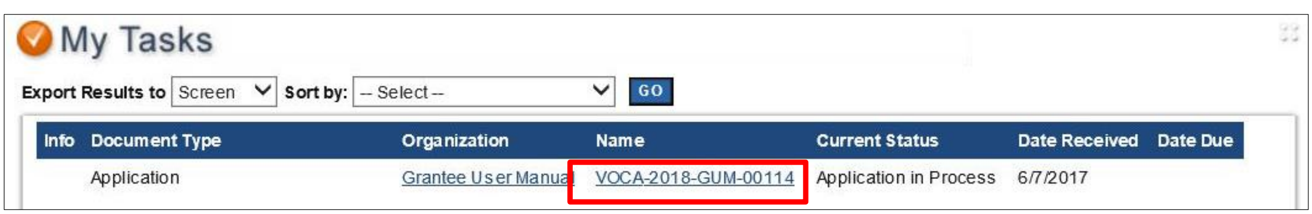
2) From the My Opportunities page, click the **APPLY NOW** button to initiate an application.

Returning to an Initiated Application

When an application is initiated, a new task for that application will be available in the My Tasks section of the My Home page. Following these steps to return to the application from the My Tasks section:

1) From My Home page, expand the My Tasks section by clicking the **OPEN MY TASKS** button.

2) Click on the hyperlink under the Name column to return to the application.



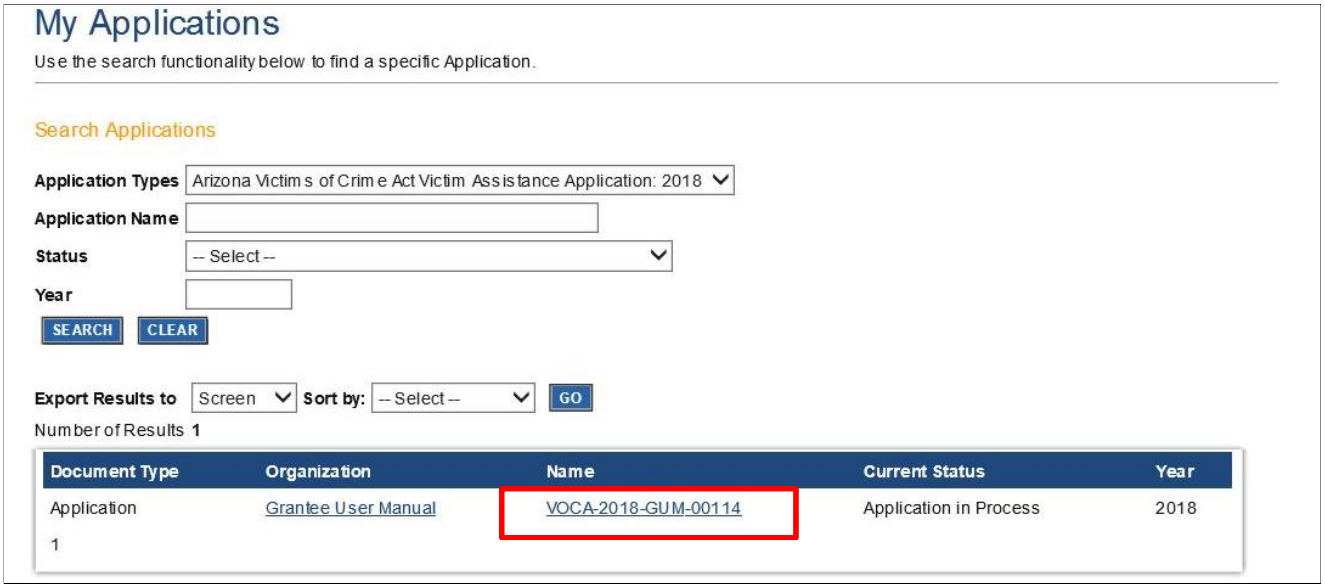
Returning to a Completed Application

Once an application has been submitted, it will no longer be available in the My Tasks section. Follow these steps to return to an application via the My Applications tab:

1) Click on the My Applications tab located in the navigation bar at the top of the page.

2) Click the **SEARCH** button. HINT: Enter the last three digits in the Application Name filter to view a specific application.

3) Click on the hyperlink in the Name column to return to the application.



Application Navigation & Functionality

Application Menu

The Application Menu page is the main page for the application. From here, the user can navigate to all required application forms.

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Back

Document Information: VOCA-2018-GUM-00114

Details

APPLICATION SUMMARY FORM

You have successfully initiated your VOCA Application. Please review the following information prior to completing your application:

- If you have not already, register for the Pre-Application Conference.
- Read the DPS-VOCA Guidelines for information regarding eligible services, allowable costs, and financial and programmatic reporting requirements.
- For instructions on how to use or navigate the SAGE system, review the SAGE User Guide.
- For instructions specific to completing the application, review the SAGE Show Help Instructions.
- Ensure the Organization Information under the 'My Organization' tab is updated and accurate prior to beginning your application. Changing your Organization Information after completing your application could cause major system errors.
- The system will automatically log users out after 60 minutes of inactivity. A 10-minute countdown will appear in the upper right hand corner to alert users that the log out time is approaching. The system will automatically save any unsaved data before logging out. However, it is important to remember to **save and save often!**
- Do not have two internet browser windows open to SAGE on the same computer at the same time; this will cause table errors in the database with no guaranteed timeframe for correction. If this occurs, you will have to start over and initiate a brand new application. If copying information is necessary, copy and paste the information into Word and then go to the desired form and paste the information from Word.
- More than one user can work on an application in SAGE at the same time; however, they **should not** work on the same form at the same time. Users within the agency should coordinate amongst themselves to ensure this does not occur.
- Leave notes on any form for other members of the organization by using the '**Add Note**' feature.
- There are two ways to navigate through the application:
  - Begin at the first form (Applicant Summary) and utilize the '**Save/Next**' button to complete the forms in order.
  - Hover over the '**Forms Menu**' tab to quickly move between forms.
- **Application Due Date: August 7, 2017, at 3:00 p.m. MST.** Be prepared to submit your application by the application due date. There will be no extensions.

For program content and application criteria, contact the VOCA Administration Unit Manager, Kate Lyon, via email at klyon@azdps.gov or (602) 223-2661.

For SAGE technical assistance, contact the Agate Software Helpdesk at 1(866) 449-1425, Sheri Doll (sdoll@azdps.gov or (602) 223-2491) or Carla Schultz (cschultz@azdps.gov or (602) 223-2055).

Document Information: Displays the application ID.

Details: This is an expandable section that displays current information about the user and the application such as the document type, the applicant organization, the current user role, the application status, and the fiscal year.

Forms Menu

From the Application Menu page, click on the Forms Menu hyperlink. This will display all forms within the application.

Forms

Status	Page Name	Note	Created By	Last Modified By
Application Forms				
	Applicant Summary			
	Services and Victim Population			
	Agency Information			
	Project Information			
	Performance Measures			
Budget Forms				
	Personnel			
	Volunteers			
	Contractual Services			
	Mileage & Training			
	Capital Equipment			
	Other Expenses			
	Detailed Budget Summary			
	Source Of Funding			

Status: This will display a different icon based on the status of the form. When the page has not been completed, there will be a blank page as the icon. When the page has been successfully completed, the will be a page with an overlaying pencil as the icon. When the page has been unsuccessfully completed, and there are currently errors on the page, there will be a red octagon housing the image of a hand showing the palm, as the icon.

Page Name: This is a hyperlink that will display the name of the form / hyperlink / PDF Download. Click on this hyperlink to be directed towards the task, action, or data collection form.

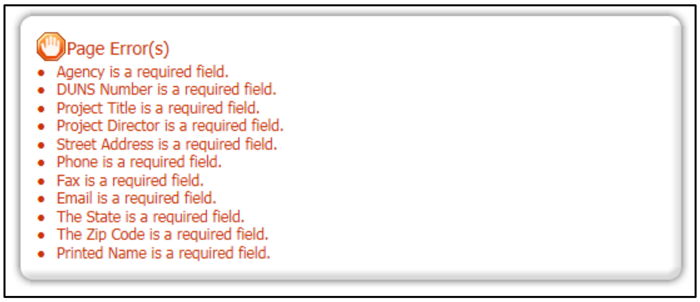
Note: This will display an Icon that indicates that a user has left a note on the form.

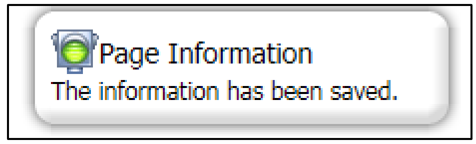
Created By: This will display the user that created this form, along with the date and time that this action occurred.

Modified By: This will display the last user that has modified this form, along with the date and time that this action occurred.

Standard Application Functionality

Successfully Completing a Form
Successfully complete a form by entering all required data on the form and clicking the **SAVE** button. After clicking the save button, the form will either display the Page Information notification indicating a successful save, or a Page Error(s) notification. Continue entering data and saving the page until you receive the Page Information notification.



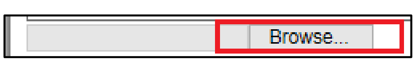


Repeatable Rows
On some forms, rows will continue to repeat, allowing for additional information to be entered as needed. First, complete the available row(s) and click the **SAVE** button. After clicking save, additional rows will become available. This process can be repeated as many times as necessary.

Year 1: 10/1/2017 to 9/30/2018						
Position Title	**Total Annual Salary (FTE)**	**VOCA Salary**	**Match Salary**	**FTE**	**VOCA Fringe**	**Match Fringe**
Advocate	$50,002	$40,001	$10,001	1	$4,001	$1,001
	Year 1 Subtotals	**$40,001**	**$10,001**	**1**	**$4,001**	**$1,001**

Situational Business Rules
A field may or may not be required based on other information in the application. For example, there may be a yes or no question, and if yes is answered, the form may require that you provide information explaining the answer. Be sure to follow the instructions provided in the Page Error messages.

Uploads & Attachments
Upload fields can be utilized to upload / attach files to forms, where available. To utilize this field, click the **BROWSE…** button, select the desired file, and then click **OPEN**. This will bring the file name into the field. Click the **SAVE** button to attach the document. (Only files of the following types are allowed: doc, eps, pdf, jpg, gif, bmp, txt, avi, wmv, ppt, xls, mov, dpi, png, and mp3)



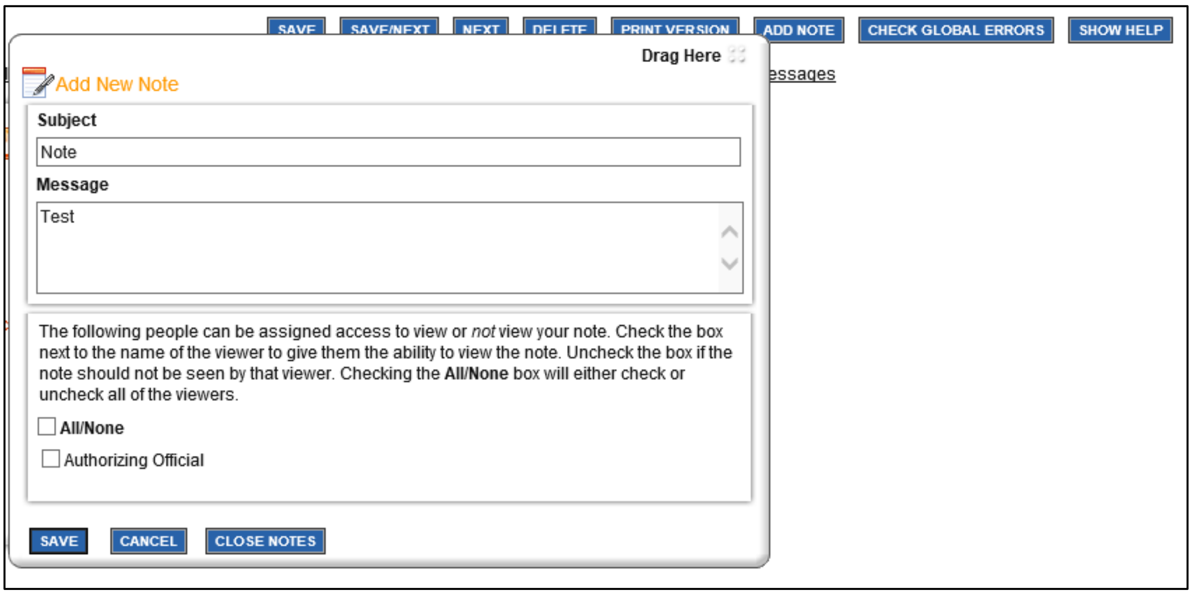
Copy & Paste Disclosure
Users should be cautious while utilizing the copy and paste function of most word processing programs to transfer text into narrative boxes within SAGE, as it will not recognize certain formatting, including tables, graphs, photographs, bullets, and certain tabs. Users must also be aware of the character limits of each text box, as attempting to copy and paste text that is larger than the allotted amount of space will yield an error. The character limit may be found at the bottom left of each text box. Users may want to first copy and paste text into any standard notepad (or equivalent) program, which will have similar formatting to the text boxes in SAGE.

Adding and Editing Notes

To encourage communication within the system, users will have the ability to add Notes to a form:

1) Click the **ADD NOTE** button that is located at the top right corner of the form. This will open the Notes panel. This panel can be moved to any location on the screen by using the “Drag Here” feature.

2) To add a new note, click the **ADD A NEW NOTE** button. This will open the Add New Note panel.



3) Enter a Subject and a Message, and then check the box next to the name of the users who should view this note. Check the All / None checkbox to either check or uncheck everyone. If no other users are selected, only the note creator will be able to view the note.

4) View notes by clicking on the hyperlink provided in the Message column.

5) Edit notes by clicking on the hyperlink provided in the Action column.

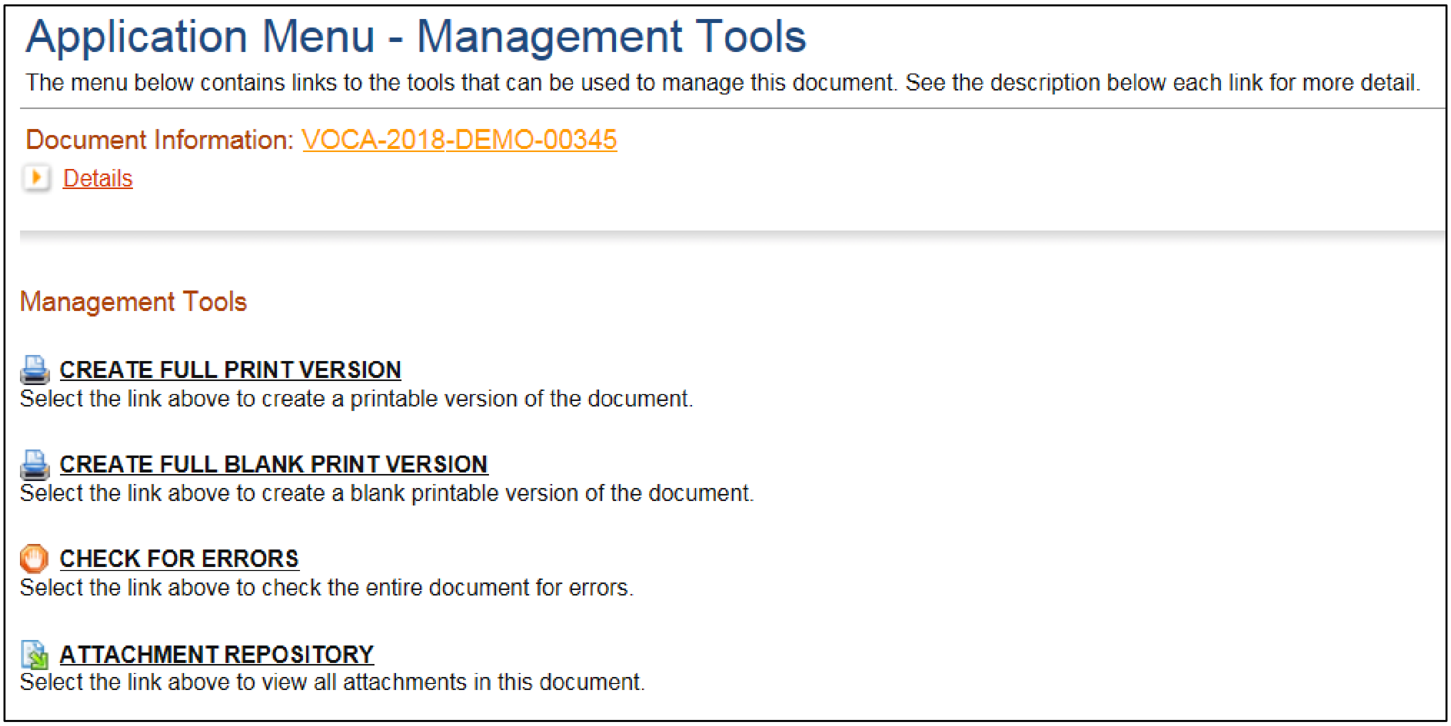
Print Versions

Most forms offer a PDF version of the data entered. To download a PDF version of the form, click the **PRINT VERSION** button that is located at the top right corner of the page. Users are encouraged to review the PDF versions for accuracy prior to submitting the application.

Instructions for generating a full (or blank) print version of the application can be found in the “Application Management Tools” section within this manual.

Application Management Tools

From the Application Menu page, click the Management Tools hyperlink. The following tools may be available:



Create Full Print Version: This tool generates a PDF version of the entire application and the data that has been entered. A list of previous print versions may also display.

Create Full Blank Print Version: This tool generates an empty PDF version of the entire application.

Add/Edit People: Use this tool to add users to the application. If this link is not available, contact DPS to add a user to the application.

Check for Errors: This tool will direct the user to the Global Errors page, which will display all of the current errors in the application.

Attachment Repository: This tool displays all attachments within the application.

Unique Application Form Functionality

When completing an application, pay close attention to the functionality on the following forms as they have unique functionality.

- Applicant Summary
- Services and Victim Population
- Match
- Detailed Budget Summary

Applicant Summary Form

The Organization Sub-Type section is dependent on the Organization Type identified in the organization profile. Changing the type at any point in time will cause different sub-types to appear on the Applicant Summary form.

Services and Victim Population Form

The match requirement is dependent on the Tribal Projects section of this form. If 'yes' is selected, the application will not have a match requirement. If 'no' is selected, the application will have the standard match requirement of 20% and the match form will be required.

TRIBAL PROJECTS *

The following are excluded from the match requirement:

- Projects operated by Federally-recognized American Indian tribes
- Projects that operate **exclusively** on Federally-recognized tribal lands

Does this project meet either of the designations identified above? * ◯ Yes ◉ No

Match Form

The Match form will only be required for applications with a match requirement.

When match amounts are entered on the budget forms and the information is saved, match data will then pull forward into the Match Form. For example, if amounts are entered in the Match Salary and Match Fringe columns of the Personnel form (picture 1 below), that data will display on the Match form (picture 2 below).

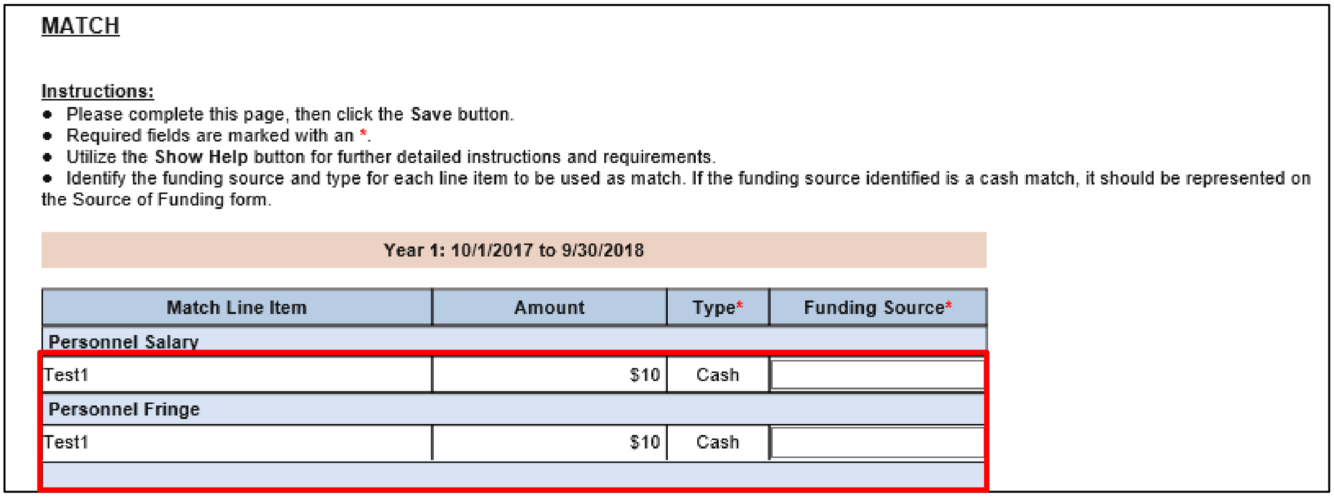
PERSONNEL

Are you requesting personnel for this project (VOCA or Match)? Yes *

<u>Additional Instructions</u>:

• When calculating fringe benefits, VOCA and/or Match fringe cannot exceed the proportionate share of salary.

Year 1: 10/1/2017 to 9/30/2018						
Position Title	**Total Annual Salary (FTE)**	**VOCA Salary**	**Match Salary**	**FTE**	**VOCA Fringe**	**Match Fringe**
Test1	$20	$10	$10	2	$10	$10
	Year 1 Subtotals	**$10**	**$10**	**2**	**$10**	**$10**



MATCH

Instructions:
- Please complete this page, then click the **Save** button.
- Required fields are marked with an *.
- Utilize the **Show Help** button for further detailed instructions and requirements.
- Identify the funding source and type for each line item to be used as match. If the funding source identified is a cash match, it should be represented on the Source of Funding form.

Year 1: 10/1/2017 to 9/30/2018

Match Line Item	Amount	Type*	Funding Source*
Personnel Salary			
Test1	$10	Cash	
Personnel Fringe			
Test1	$10	Cash	

Detailed Budget Summary Form

This form is dependent upon the Services and Victim Population Form and the Budget Forms. Please make sure this form is saved frequently to ensure the correct data displays. The following error message will appear if data is not updated.

Application: Status Changes

The Project Director and the Financial Contact are the only roles authorized to submit or cancel an application

Submitting an Application

To submit an application, click the Status Changes hyperlink located within the application. Click the **APPLY STATUS** button located directly beneath the "Application Submitted status.

If the application contains errors, the system will display the Global Errors page which identifies the errors that must be corrected before submission can occur.

Once all errors within the application have been satisfied, return to the Status Changes page and apply the desired status. Once the application is submitted, an email and system notification will be received indicating successful submission of the application.

NOTE: Once an application is submitted it will enter into a read-only status and cannot be changed!

Cancelling an Application

To cancel an application, click the Status Changes hyperlink located within the application. Click the **APPLY STATUS** button located directly beneath the "Application Cancelled" status. If an application is cancelled in error, contact DPS to restore the application.

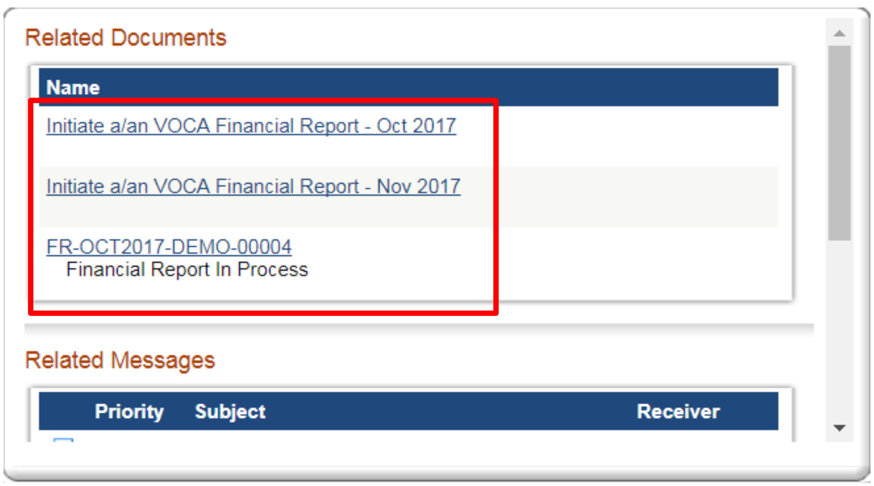
Monthly Financial Reports

VOCA Financial Reports become available on the 1st of the month and are due the 15th.

Initiating a Financial Report

Follow these steps to initiate a VOCA Financial Report:

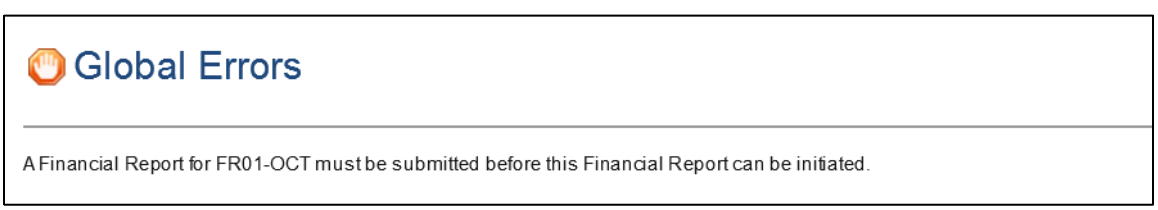
1. Go to the My Applications tab and click **SEARCH**.
2. Click on the hyperlink under the Application Name column to navigate to the application.
3. Once in the application, hover over the Related Documents and Messages link (shown below).
4. Click the “Initiate a/an VOCA Financial Report” to initiate a financial report. There will be a link for each month’s financial report as they become available.
5. Note: Only Project Director and Financial Contact roles will be able to initiate and submit a financial report.



A link for each *initiated* financial report, along with the status of the financial report, will also appear in the Related Documents and Messages menu. In the screen shot shown above, the “FR-OCT2017-DEMO-0004” link represents an October 2017 financial report that is already in progress.

Only one financial report can be initiated for each month. If an October financial report is in progress or has already been submitted, a second October financial report cannot be initiated.

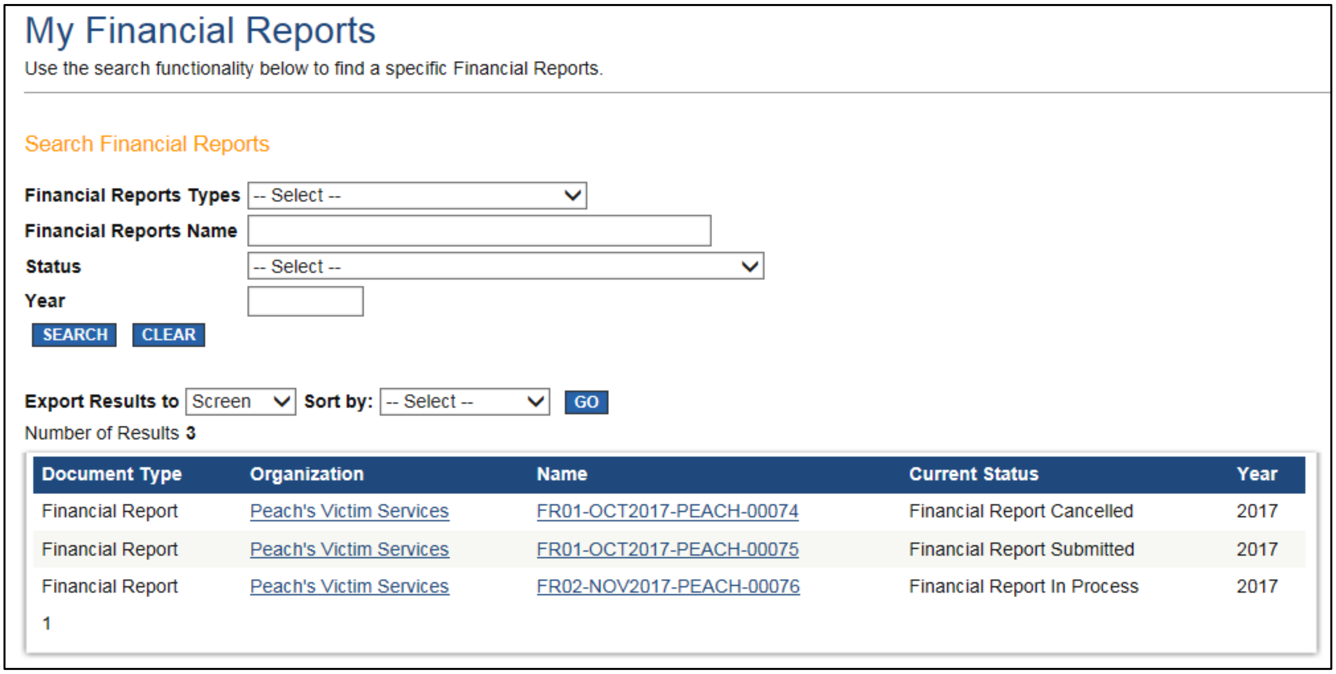
Financial reports must be completed in sequential order. Therefore, a November financial report cannot be initiated until an October financial report has been submitted. The following error message will display:



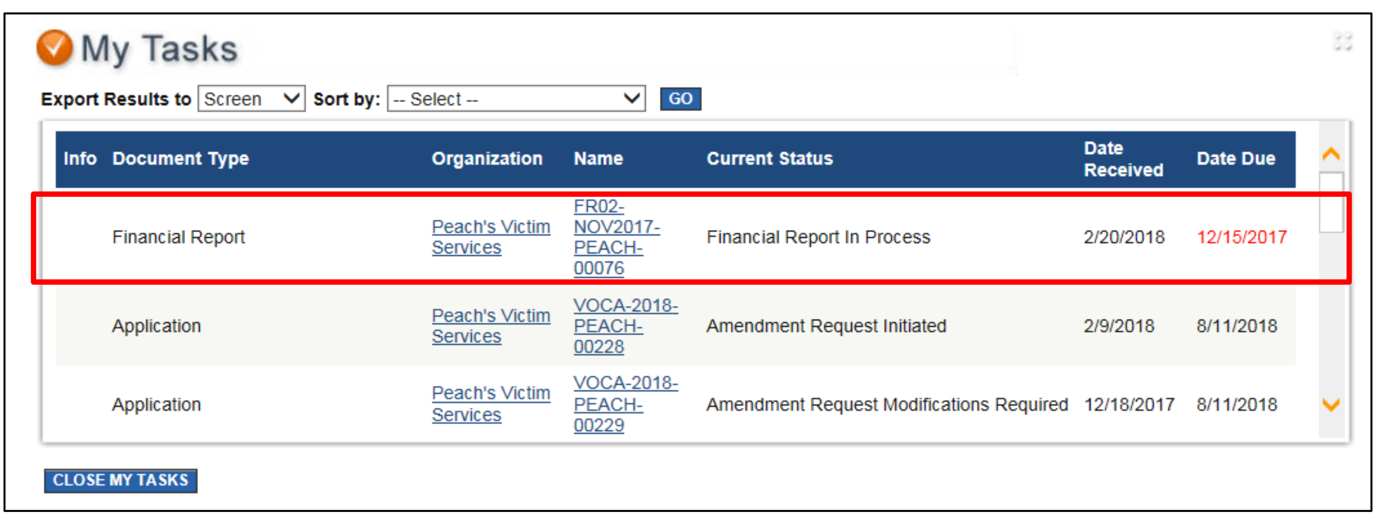
Returning to a Financial Report

There are several ways to return to a Financial Report that has already been initiated or completed.

1. **<u>My Financial Reports Tab</u>**
   - Click on the My Financial Reports tab
   - Click **SEARCH**
   - All initiated financial reports will be displayed along with the current status of the financial report
   - Click on the hyperlink under the Name column to return to the financial report



2. **<u>My Tasks</u>**
   - From the home page, open the My Tasks section
   - Any financial reports that are in the status of "Financial Report in Process" or "Financial Report Modifications Required" will display in the tasks
   - Click on the hyperlink under the Name column to return to the financial report

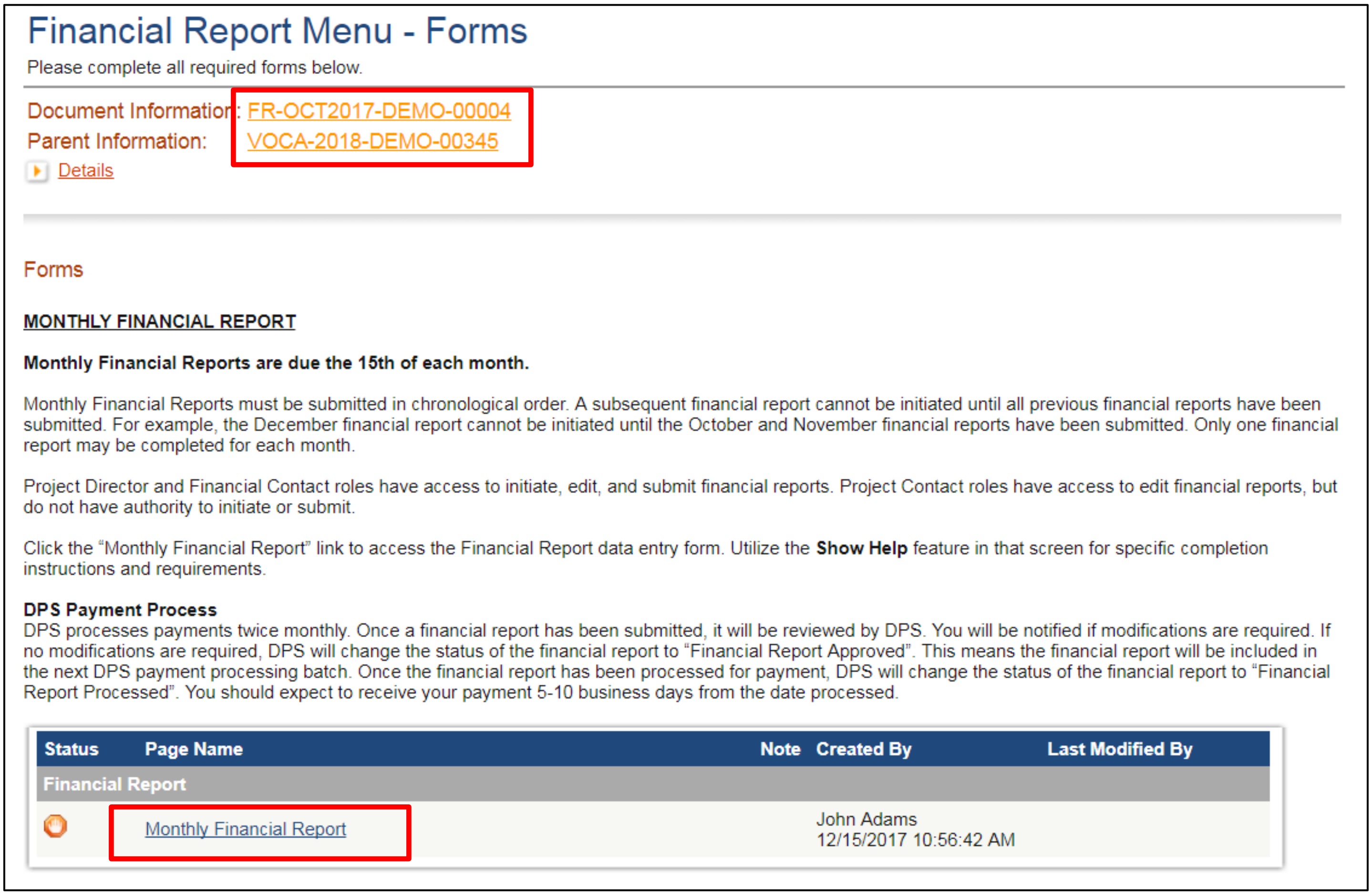


Completing a Financial Report

Once a financial report is initiated, the system will automatically redirect the user to the new financial report.

At the top of the screen, a unique financial report ID and the application ID associated with the financial report will display. The financial report ID will always represent the month the financial report is for.

Additional instructions and information can be found on the financial report menu as displayed below. There is only one form within the financial report that must be completed.



Financial Report Menu - Forms

Please complete all required forms below.

Document Information: FR-OCT2017-DEMO-00004
Parent Information: VOCA-2018-DEMO-00345
Details

Forms

MONTHLY FINANCIAL REPORT

Monthly Financial Reports are due the 15th of each month.

Monthly Financial Reports must be submitted in chronological order. A subsequent financial report cannot be initiated until all previous financial reports have been submitted. For example, the December financial report cannot be initiated until the October and November financial reports have been submitted. Only one financial report may be completed for each month.

Project Director and Financial Contact roles have access to initiate, edit, and submit financial reports. Project Contact roles have access to edit financial reports, but do not have authority to initiate or submit.

Click the "Monthly Financial Report" link to access the Financial Report data entry form. Utilize the **Show Help** feature in that screen for specific completion instructions and requirements.

DPS Payment Process
DPS processes payments twice monthly. Once a financial report has been submitted, it will be reviewed by DPS. You will be notified if modifications are required. If no modifications are required, DPS will change the status of the financial report to "Financial Report Approved". This means the financial report will be included in the next DPS payment processing batch. Once the financial report has been processed for payment, DPS will change the status of the financial report to "Financial Report Processed". You should expect to receive your payment 5-10 business days from the date processed.

Status	Page Name	Note	Created By	Last Modified By
Financial Report				
	Monthly Financial Report		John Adams 12/15/2017 10:56:42 AM	

Monthly Financial Report Form

Click on the Monthly Financial Report link from the forms menu to display the report.

Enter monthly expenses in the Expenditures This Period column. Enter any corrections to previous financial reports under the Corrections column. Click the **SHOW HELP** button to display further detailed instructions for completing the form.

If requesting reimbursement for any Client Assistance expenses, additional information is required in the Supporting Documentation section of the report. The Client Assistance Expenditure Template provides detailed instructions.

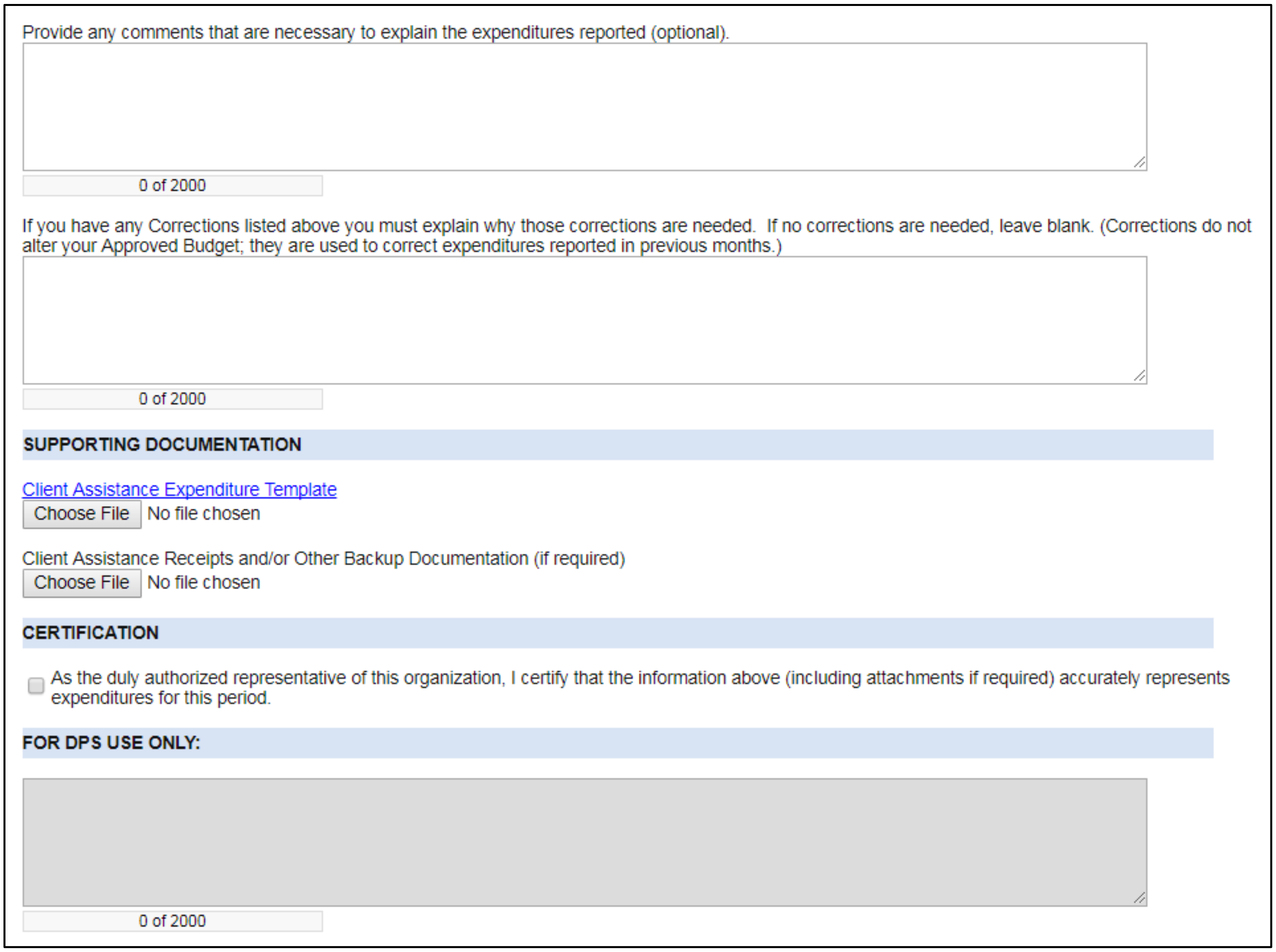
MONTHLY FINANCIAL REPORT

Report Period	October 2017

Instructions:
- Please complete this page, then click the **Save** button.
- Utilize the **Show Help** button for further detailed instructions and requirements.
- Click '**Save**' to update all calculations.

Financial Report: Year 1			
Organization	VOCA Pre-Application Demo Organization		
Project Title	Demo Modified App		
DPS Contract Number	2018-TEST	**Project Period**	10/1/2018- 9/30/2019
Application ID	VOCA-2018-DEMO-00345	**Federal Request This Period**	$0
VOCA Expenditures Rate	0.00%	**Match Expenditures Rate**	100.00%

VOCA EXPENSES	Approved Budget	Expenditures This Period	Corrections	Expenditures To Date	Remaining Balance
Personnel-Salary	$50,000	$0	$0	$0	$50,000
Personnel-Fringe Benefits	$5,000	$0	$0	$0	$5,000
Contractual Services	$0	$0	$0	$0	$0
Mileage	$0	$0	$0	$0	$0
Training	$0	$0	$0	$0	$0
Capital Equipment	$0	$0	$0	$0	$0
Other Exp: Non-Cap Equip & Furn	$0	$0	$0	$0	$0
Other Exp: Operating Costs	$0	$0	$0	$0	$0
Other Exp: Client Assistance	$100,000	$0	$0	$0	$100,000
Other Exp: Indirect Costs	$0	$0	$0	$0	$0
TOTAL VOCA	$155,000	$0	$0	$0	$155,000
MATCH EXPENSES	**Approved Budget**	**Expenditures This Period**	**Corrections**	**Expenditures To Date**	**Remaining Balance**
Personnel-Salary	$0	$0	$0	$0	$0
Personnel-Fringe Benefits	$0	$0	$0	$0	$0
Volunteers	$0	$0	$0	$0	$0
Contractual Services	$0	$0	$0	$0	$0
Mileage	$0	$0	$0	$0	$0
Training	$0	$0	$0	$0	$0
Capital Equipment	$0	$0	$0	$0	$0
Other Exp: Non-Cap Equip & Furn	$0	$0	$0	$0	$0
Other Exp: Operating Costs	$0	$0	$0	$0	$0
Other Exp: Client Assistance	$0	$0	$0	$0	$0
Match Wavier	$0	$0	$0	$0	$0
TOTAL MATCH	$0	$0	$0	$0	$0


Provide any comments that are necessary to explain the expenditures reported (optional).

0 of 2000

If you have any Corrections listed above you must explain why those corrections are needed. If no corrections are needed, leave blank. (Corrections do not alter your Approved Budget; they are used to correct expenditures reported in previous months.)

0 of 2000

SUPPORTING DOCUMENTATION

Client Assistance Expenditure Template

Choose File No file chosen

Client Assistance Receipts and/or Other Backup Documentation (if required)

Choose File No file chosen

CERTIFICATION

As the duly authorized representative of this organization, I certify that the information above (including attachments if required) accurately represents expenditures for this period.

FOR DPS USE ONLY:

0 of 2000

Submitting or Cancelling a Financial Report

Once the financial report is complete and error-free, it may be submitted. To submit a financial report, hover over the Status Changes hyperlink and click **APPLY STATUS** under “Financial Report Submitted”. To cancel a financial report, click **APPLY STATUS** under “Financial Report Cancelled”.

Quarterly Program Reports

VOCA Program Reports become available the day after a quarter has ended
and are due 30 days following the end of each quarter.

Quarter Start	Quarter End	Program Report Due
October 1st	December 31st	January 30th
January 1st	March 31st	April 30th
April 1st	June 30th	July 30th
July 1st	September 30th	October 30th

The VOCA Program Report consists of entering data in two separate systems: SAGE and the Office for Victims of Crime Performance Measure Tool (OVC PMT).

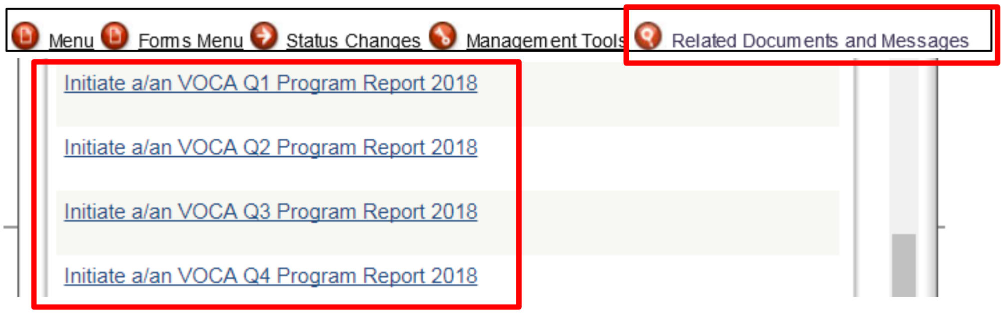
Narrative information and Performance Measure data must be entered in SAGE. Instructions for initiating and completing the SAGE portion of the program report can be found on the subsequent pages of this SAGE User Guide.

Victim demographics, victimization types, and service statistics must be entered in OVC PMT. The OVC PMT Subgrantee Data Report provides detailed instructions for entering data into OVC PMT. Once logged in to OVC PMT, additional information, FAQs, and webinars can be found under the “Need Help?” tab.

Initiating a Quarterly Program Report

Follow these steps to initiate a VOCA Quarterly Program Report:

1. Go to the My Applications tab and click **SEARCH**.
2. Click on the hyperlink under the Application Name column to navigate to the application.
3. Once in the application, hover over the Related Documents and Messages link (shown below).
4. Click “Initiate a/an VOCA Q1 Program Report” to initiate the Quarter 1 Program Report. There will be a link for each quarterly report as they become available.
5. Note: Only Project Director and Financial Contact roles will be able to initiate and submit a program report.



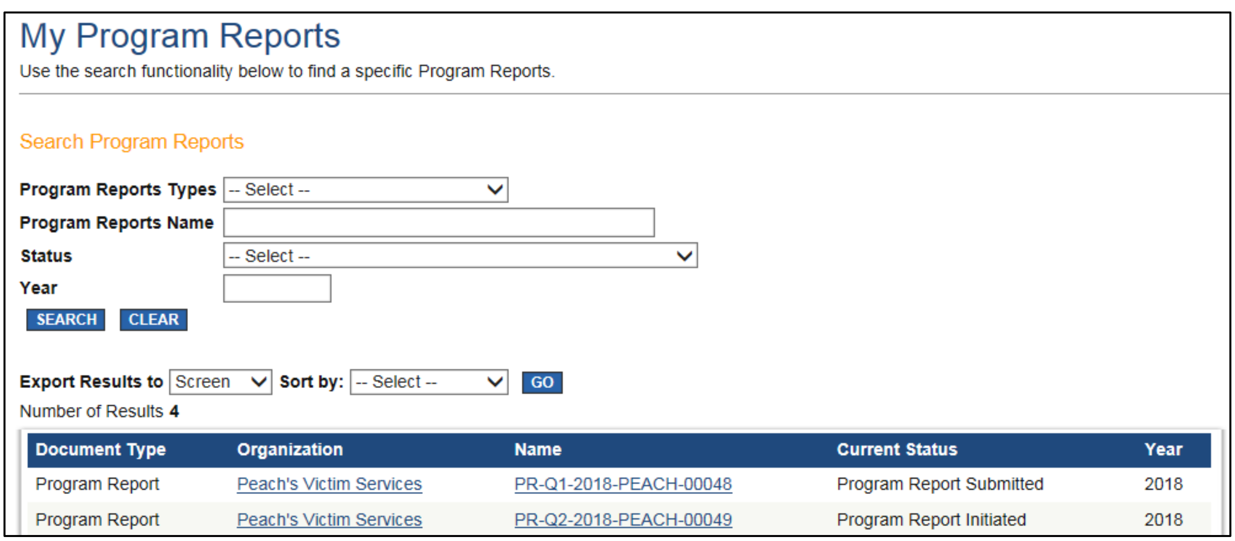
A link for each *initiated* program report, along with the status of the program report, will also appear in the Related Documents and Messages menu. Only one program report can be initiated for each quarter.

Returning to a Program Report

There are several ways to return to a Program Report that has already been initiated or completed.

1. <u>My Program Reports Tab</u>

- Click on the My Program Reports tab
- Click **SEARCH**
- All initiated program reports will be displayed along with the current status of the program report
- Click on the hyperlink under the Name column to return to the program report



2. <u>My Tasks</u>

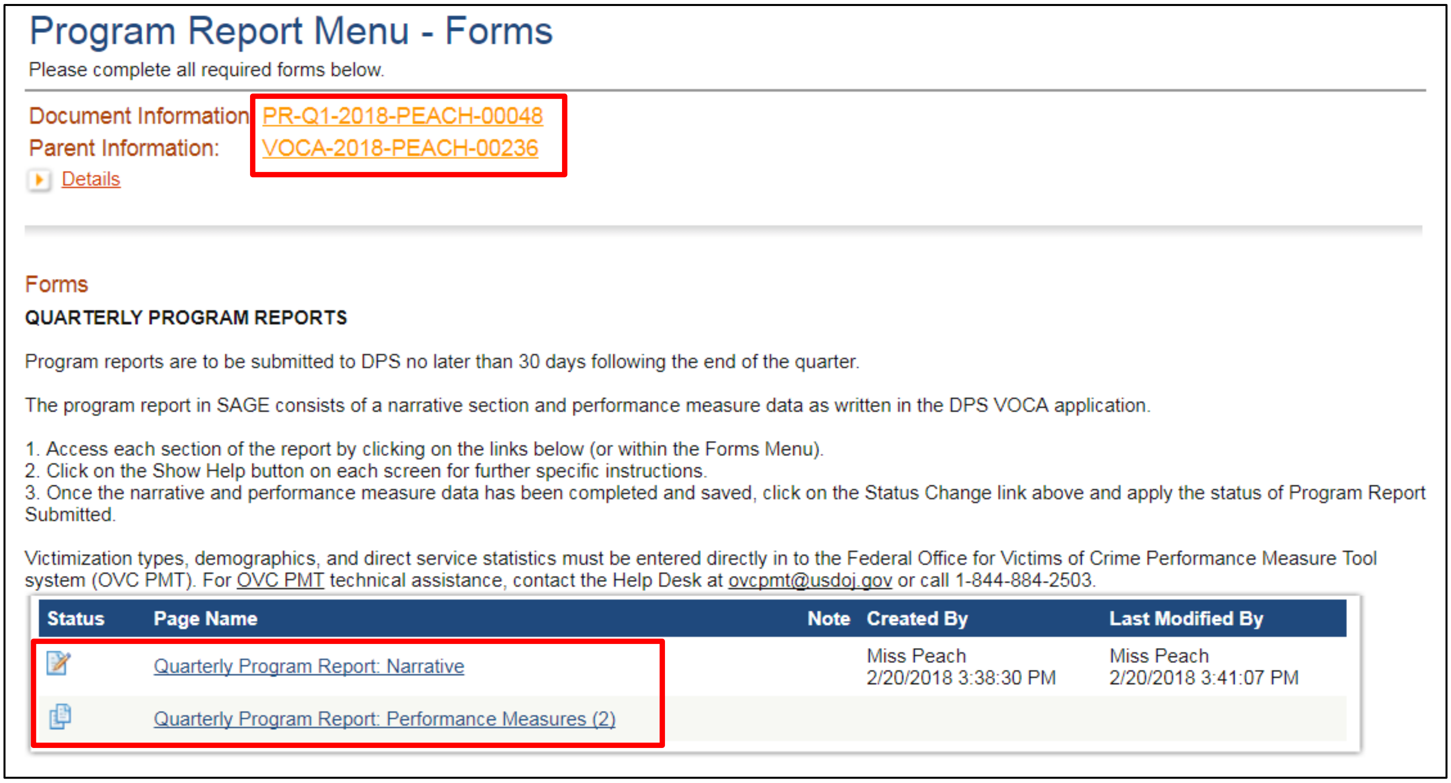
- From the home page, open the My Tasks section
- Any program reports that are in the status of “Program Report Initiated” or “Program Report Modifications Required” will display in the tasks
- Click on the hyperlink under the Name column to return to the program report

Completing a Program Report

Once a program report is initiated, the system will automatically redirect the user to the new program report.

At the top of the screen, the program report ID and the application ID associated with the program report will display. The program report ID will always represent the quarter the program report is for.

Additional instructions and information can be found on the program report menu as displayed below.



Program Report Menu - Forms

Please complete all required forms below.

Document Information: PR-Q1-2018-PEACH-00048

Parent Information: VOCA-2018-PEACH-00236

Details

Forms

QUARTERLY PROGRAM REPORTS

Program reports are to be submitted to DPS no later than 30 days following the end of the quarter.

The program report in SAGE consists of a narrative section and performance measure data as written in the DPS VOCA application.

1. Access each section of the report by clicking on the links below (or within the Forms Menu).
2. Click on the Show Help button on each screen for further specific instructions.
3. Once the narrative and performance measure data has been completed and saved, click on the Status Change link above and apply the status of Program Report Submitted.

Victimization types, demographics, and direct service statistics must be entered directly in to the Federal Office for Victims of Crime Performance Measure Tool system (OVC PMT). For OVC PMT technical assistance, contact the Help Desk at ovcpmt@usdoj.gov or call 1-844-884-2503.

Status	Page Name	Note	Created By	Last Modified By
	Quarterly Program Report: Narrative		Miss Peach 2/20/2018 3:38:30 PM	Miss Peach 2/20/2018 3:41:07 PM
	Quarterly Program Report: Performance Measures (2)			

There are two forms within the program report that must be completed: the program report narrative and the performance measures.

Quarterly Program Report: Narrative

Click on the "Quarterly Program Report: Narrative" link from the forms menu to display the narrative form.

There are three sections of required information on the Narrative form.

Indicate how the program report data/statistics are derived, whether the project is programmatically and financially on track, and the number of volunteers and volunteer hours for the quarter.

Click the **SHOW HELP** button to display further instructions for completing the form.

QUARTERLY PROGRAM REPORT: NARRATIVE

Application ID: VOCA-2018-PEACH-00236
Organization: Peach's Victim Services
Project Title: Peach Program Report Test
Report Period: 10/1/2017-12/31/2017

PERCENT OF VICTIMS SERVED BY DPS VOCA/MATCH FUNDS

Statistics reported are derived in the following way:

- [ ] Number of victims served with only DPS VOCA and matching funds (100%);
- [ ] Numbers reported are a pro-rated portion of all victims served by agency's entire victim assistance program.

____ % If pro-rated, percentage represents DPS VOCA and matching funds portion of agency's total victim assistance budget.

NARRATIVE

Check boxes below to indicate if this project is programmatically and financially on schedule. Delay in implementation of new projects, interruption of services, or anticipated under expenditure of federal funds should be explained in narrative form.

- [ ] Project is programmatically on schedule.

If the project is not on schedule provide a detailed explanation as well as a plan for getting back on track.

- [ ] All federal funds will be expended by the project end date.

If all federal funds will not be expended by the project end date provide a detailed explanation as well as a plan for getting back on track.

VOLUNTEERS

Provide total number of volunteers, volunteer match hours and volunteer hours devoted to the project.

Total Number of Volunteers for the Quarter	
Total Volunteer Hours towards Match for the Quarter	
Total Volunteer Hours for the Quarter	

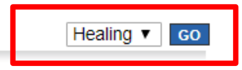
Quarterly Program Report: Performance Measures

Click on the "Quarterly Program Report: Performance measures" link from the forms menu.

Each goal developed within the application will pull forward to the performance measures section of the program report. Use the dropdown list and the **GO** button in the upper right-hand corner to navigate to other goals.

Enter performance measure data under the This Quarter column and provide a narrative description of the activities performed in the textbox provided. Click the **SHOW HELP** button to display further instructions for completing the form.

For instructions on calculating performance measure outcome percentages, reference the Calculating Performance Outcome & Quality Measures link under the My Training Materials tab.



QUARTERLY PROGRAM REPORT: PERFORMANCE MEASURES

Project Focus: Child Abuse
Project Goal: Healing: Respond to the emotional and physical needs [healing] of victims

Performance Measures	Measure Type	Projection: Year 1	This Quarter
Input			
Number of victims requesting service (required)	#	500	
Outputs			
Number of victims receiving services (required)	#	500	
output #2	#	100	
Outcomes - Required			
# and % of victims (or victim's proxy) reporting increased knowledge and understanding of violence, abuse and neglect and its effect on their life.	#	70	
	%	71%	%
# and % of victims participating in group or individual services	#	72	
	%	73%	%
# and % of children who demonstrate improved emotional/behavioral status from intake to discharge.	#	74	
	%	75%	%
Outcomes - Other			
Quality Measures - Required			
% of staff team members reporting satisfactory cooperation within the agency.	%	60%	%
% of community collaborators reporting positive satisfaction with services provided	%	63%	%
Quality Measures - Other			

Narrative description of the activities performed:

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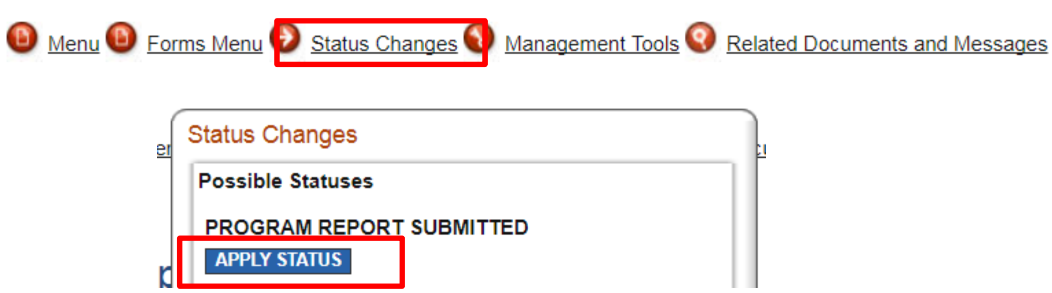
Submitting a Program Report

Once all forms within the program report are complete and error-free, the program report may be submitted. To submit a program report, hover over the Status Changes hyperlink and click **APPLY STATUS** under "Program Report Submitted".



Agreement Amendments

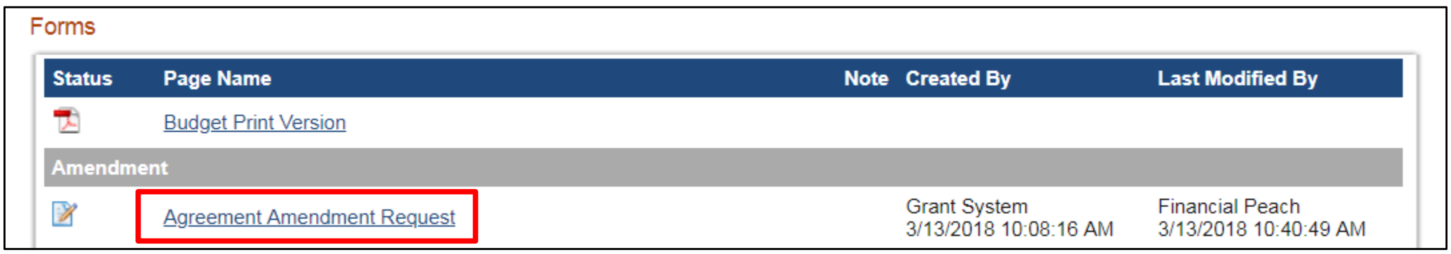
NOTE: once an amendment is initiated, Financial Reports cannot be initiated or submitted.

Initiating an Amendment Request

To initiate an Amendment Request, navigate to the application that requires modification. Hover over the Status Changes hyperlink and click **APPLY STATUS** under “Amendment Request Initiated”. Only Project Director and Financial Contact roles have the authority to initiate an Amendment Request.

If the application has Financial Reports that have not been approved by DPS, an error message will display. The amendment request cannot be initiated until all outstanding Financial Reports have been submitted and approved.

Once the amendment request has been initiated, the Agreement Amendment Request form will appear in the Forms Menu.



Cancelling an Amendment Request

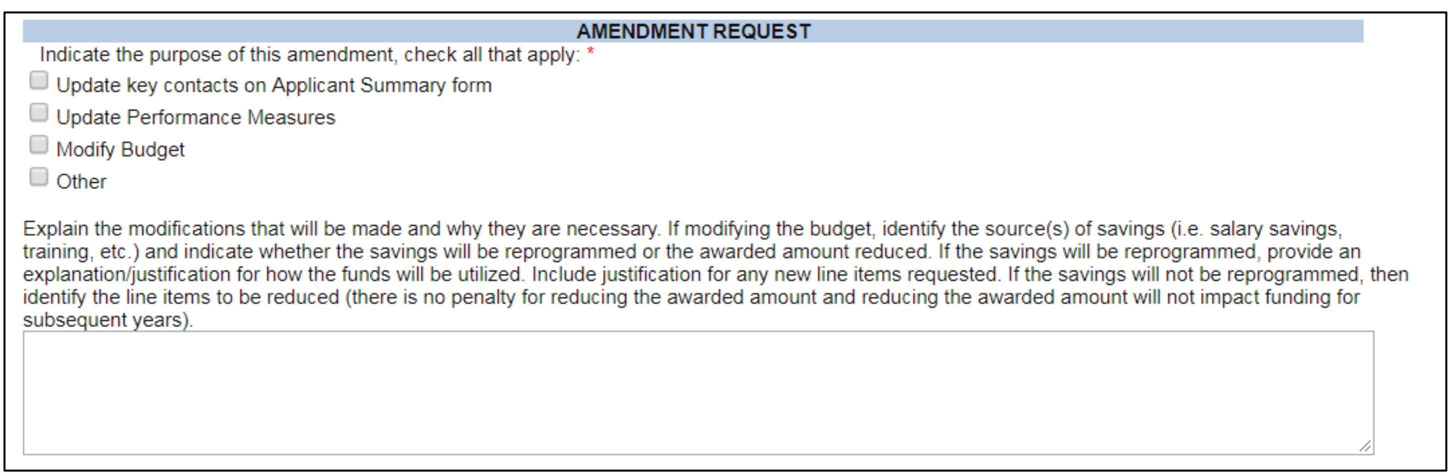
If an Amendment Request was initiated in error, hover over the Status Changes hyperlink and click **APPLY STATUS** under “Amendment Request Cancelled”. Only Project Director and Financial Contact roles have the authority to cancel an Amendment Request. Once cancelled, the application will return to the status of Awarded.

Completing the Agreement Amendment Request Form

The Agreement Amendment Request Form consists of three sections.

Amendment Request

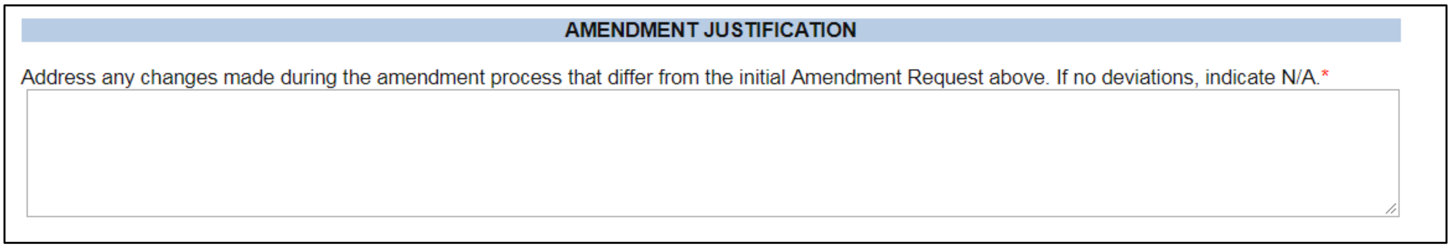
During the “Amendment Request Initiated” status, only the Amendment Request section of the form is required. Identify the purpose of the amendment by selecting the appropriate checkboxes. Then, explain the modifications in the textbox provided.



Once the Amendment Request section is complete, hover over the Status Changes hyperlink and click **APPLY STATUS** under “Amendment Request Submitted”. Only Project Director and Financial Contact roles have the authority to submit an Amendment Request.

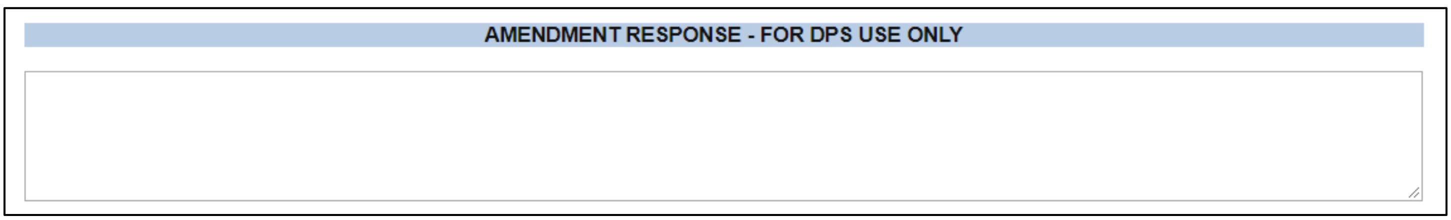
DPS will review the Amendment Request and either approve or return for modifications/additional information. An email notification will be sent to the Project Director, Financial Contact, and Project Contact.

Amendment Justification
When the Amendment Request is approved, DPS will change the status to “Amendment in Process”. During this status, the Amendment Justification section of this form becomes available in the event that additional modifications are made outside of the original request.


AMENDMENT JUSTIFICATION

Address any changes made during the amendment process that differ from the initial Amendment Request above. If no deviations, indicate N/A.*

Amendment Response – For DPS Use Only
The Amendment Response section is visible during all status steps. At any point, DPS may provide comments in this textbox regarding the amendment.


AMENDMENT RESPONSE - FOR DPS USE ONLY

Amendment in Process
During the status of “Amendment in Process”, all application forms (except Agency Information and Project Information) are available for modification.

Make all the necessary modifications to the application as outlined in the Amendment Request. If any changes are made to the application that differ from the initial Amendment Request, return to the Agreement Amendment Request form and provide an explanation in the Amendment Justification section.

Submitting an Amendment
Prior to submission of an amendment, be sure to confirm that the new budget totals are equal to or greater than the Expenditures to Date reported on the Financial Reports.

Once all modifications have been completed and the application is error-free, hover over the Status Changes hyperlink and click **APPLY STATUS** under “Amendment Submitted”. Only Project Director and Financial Contact roles have the authority to submit an Amendment.

DPS will review the Amendment and either approve or return for modifications/additional information. An email notification will be sent to the Project Director, Financial Contact, and Project Contact.

When the Amendment is approved, DPS will change the status to “Amendment Approved”. The application will then automatically return to the Awarded status. At this time, Financial Reports may be initiated.