

INSTRUCTIONS FOR REPORTING FEDERAL GRANTS

Governor's Office of Strategic Planning & Budgeting

July 2020

Douglas A. Ducey
Governor



State of Arizona

Training Information

REGISTRATION: To register for a class, click the link below the date and time of the class.

CLASS SCHEDULE FOR OSPB APPLICATIONS TRAINING

Training	Who Should Attend	Purpose	Content	Date and Time
1 st Time Users:	Anyone new to the budget and planning applications	Overview of the budget and planning processes and the BUDDIES, CLIFF, and AZIPS applications	All three applications	7/16 8:00 – 12:00 Register here
1 st Time Users:	Anyone new to the budget and planning applications	Overview of the budget and planning processes and the BUDDIES, CLIFF, and AZIPS applications	All three applications	7/22 8:00 – 12:00 Register here
BUDDIES Refresher	Experienced users	Brief overview of BUDDIES, submittal process, and any changes made this year	BUDDIES	7/16 1:00 - 2:30 Register here
BUDDIES Refresher	Experienced users	Brief overview of BUDDIES, submittal process, and any changes made this year	BUDDIES	7/22 1:00 - 2:30 Register here
AZIPS Refresher	Experienced users	Brief overview of AZIPS, the submittal process, and, for cabinet agencies, its relation to AMS	AZIPS	7/16 2:30 – 3:00 Register here
AZIPS Refresher	Experienced users	Brief overview of AZIPS, the submittal process, and, for cabinet agencies, its relation to AMS	AZIPS	7/22 2:30 – 3:00 Register here
CLIFF Refresher	Experienced users	Brief overview of CLIFF, submittal process, and any changes made this year	CLIFF	7/16 3:00 – 3:30 Register here
CLIFF Refresher	Experienced users	Brief overview of CLIFF, submittal process, and any changes made this year	CLIFF	7/22 3:00 – 3:30 Register here

What's New

There is an additional check box on the Federal Grant Detail page to indicate if the source of the funding was from a federal stimulus act in response to the COVID emergency or the associated recession.

Background and Overview

OSPB is required (A.R.S. §41-723) to report on:

- (a) The total amount of federal grants-in-aid received by agencies of this state during the preceding fiscal year.
- (b) The total amount of federal grants-in-aid available to agencies of this state during the preceding fiscal year, giving reasons for any difference between the amount of monies available to and the amount of monies accepted by agencies of this state in all federal grant-in-aid programs.
- (c) The adequacy of grant-in-aid programs in progress in this state.
- (d) Federal grant-in-aid programs in which the state does not participate.
- (e) Legislation necessary for activation of federal programs in which the state does not participate.
- (f) Legislation necessary for improved operation of federal grant-in-aid programs in progress in the state of Arizona.
- (g) Advisability of accepting new grant-in-aid programs or discontinuing programs already in progress.

The current environment of federal stimulus funding, including the CARES Act, and others has underscored the interest in Federal grant programs.

The Consolidated Ledger of Information of Federal Funds (CLIFF) system is intended to show the federal grants funds the state has at its disposal and how they are used. Please remember that Federal dollars expended must be included in your agency budget request (BUDDIES), but the individual grant-by-grant information is entered and displayed in CLIFF.

The grant information collected in CLIFF includes descriptive information, including what the grant is intended to accomplish, how the grant is administered, what entities other than the originating state agency participate, and how outcomes are measured (performance measures). As with all financial matters of the State, it is not just policymakers and administrators who are interested in this information; the media and the general public are interested, as well.

Descriptions of the grants are pre-loaded with information directly from the Catalogue of Federal Domestic Assistance (CFDA) website. They should include the purpose of the grant, specifically what is to be accomplished with the expenditure of the money, and how the accomplishments are to be identified. If there are issues with the current description, please contact your [OSPB analyst](#).

Each grant must have at least one performance measure. Performance measures are used to measure results and ensure accountability. Performance measures provide a basis for assessing the successful achievement of the grant's goals.

Federal Funds information is due to OSPB the same day as other budget and planning information, **September 1, 2020**.

List of Federal Grants

The Federal Grants List shows all Federal Grants identified by the agency last year and any grants known to have been added this year. **Every Federal Grant should be listed here and should have its own individual record. Please, do not combine grants.** Summing across phases is okay. If a new grant needs to be added, click on the "Add" button. For existing grants, click on the grant and the Federal Grant Detail form will display. **Each grant is required to have a grant number and a CFDA code.**

**Consolidated Ledger of Information on Federal Funds
Federal Grants**

Agency:

Reports check to show page number Exit

Transmittal
Federal Funds
Federal Funds' S&U Summary
Federal Funds' S&U Detail
Federal Funds' PM Detail

Transmittal
Error Check
Print Report Package
Submit to OSPB
Utility

Click on a federal grant to edit details.

Title ▲ ▼	CFDA	AFIS Grant# ▲ ▼	Grantor
Crime Victim Assistance	16.575	FAB31236	OFFICE OF JUSTICE PROGF
Crime Victim Assistance	16.575	FAB31171	OFFICE OF JUSTICE PROGF
Crime Victim Assistance	16.575	FAB31016	OFFICE OF JUSTICE PROGF
Crime Victim Assistance	16.575	FAB30056	OFFICE OF JUSTICE PROGF
Edward Byrne Memorial Justice Assistance Grant Program	16.738	FAB30049	OFFICE OF JUSTICE PROGF
Edward Byrne Memorial Justice Assistance Grant Program	16.738	FAB30048	OFFICE OF JUSTICE PROGF
Employment Discrimination Title VII of the Civil Rights Act of	30.001	FAB60042	EQUAL EMPLOYMENT OPPO
Fair Housing Assistance Program State and Local	14.401	FAB60043	ASSISTANT SECRETARY FO
High Intensity Drug Trafficking Areas Program	95.001	FAB31191	EXECUTIVE OFFICE OF THE
High Intensity Drug Trafficking Areas Program	95.001	FAB31178	EXECUTIVE OFFICE OF THE
Missing Children's Assistance	16.543	FAB40045	OFFICE OF JUSTICE PROGF
State Medicaid Fraud Control Units	93.775	FAB31185	CENTERS FOR MEDICARE A
State Medicaid Fraud Control Units	93.775	FAB31183	CENTERS FOR MEDICARE A
State Medicaid Fraud Control Units	93.775	FAB31184	CENTERS FOR MEDICARE A

This system includes data for fiscal years 2020 to Fiscal Year 2022

The due date is 9/1/2020 . You have 68 days left.

Need help?
Click on the link: [contact your Analyst](#)

Click on these buttons to change the sort order of the grants. You can chose from an alphabetical order by grant name or numerical order by grant number.

Click on a grant to go to the Grant Detail Form

Federal Grant Detail

The Federal Grant Detail form is used to collect information about each grant. For each grant, select a CFDA number from the dropdown list and enter an AFIS Grant number. Upon selecting a CFDA number, the Grantor ID and grant description will automatically fill.

Buttons: Add, Delete, Federal Fund's Sources & Uses, Performance Measures, Close

Sort on Grant Titles Order (Navigation icons)

Agency: AGA Attorney General - Department of Law

Grant Title: Crime Victim Assistance

Description: The Office for Victims of Crime provides an annual grant from the Crime Victims Fund to each State and eligible territory for the financial support of services to crime victims by eligible crime victim assistance programs.
(Write this description so that anyone can read it and understand where the money comes from and how it is to be used. Please minimize the use of acronyms.)
 Leave the cursor in the text box and then press F7 will start spell check

AFIS Fund number (where this grant is maintained in the accounting system): 2000

Check here if this is American Recovery and Reinvestment Act money (Stimulus):

Check here if this is from 2020 federal stimulus funding:

Administrative costs are permitted to be paid using this federal money:

AFIS Grant # (max 8): FAB31236

CFDA: (###.###): 16.575

Grantor: OFFICE OF JUSTICE PROGRAMS, JUSTICE,
Use the full name of the federal agency and its related program in the Grantor field.

For What Timeframe is this Grant Awarded? Periodic Renewal

Start Date: 10/1/2017 Enter a date in format: 3/6/2021

End Date: 9/30/2020

Type of Grant: Pass-Through F

If Other, please explain how the funding of this grant works: Complaints

Federal Percentage or Dollar Cap Amt: 80%

Source of Local/State Match (What fund or entity provides the match money): VRF

New in 2020: Check the box if this grant originated from one of the federal stimulus acts.

These buttons add or delete grants or go to the sources and uses form to enter the financial details.

The name of the grant will be shown in the title field.

The federal description will be shown in this field and should indicate the purpose of the funding and any associated restrictions.

If the agency passes any portion of these monies on to other governmental entities, please add a paragraph that describes how the agency determines who receives the amounts distributed.

Federal Grant Detail

[Add](#) [Delete](#) [Federal Fund's Sources & Uses](#) [Performance Measures](#) [Close](#)

Federal Grant Detail

Sort on Grant Titles Order

Agency: AGA Attorney General - Department of Law

Grant Title: Crime Victim Assistance

Description: The Office for Victims of Crime provides an annual grant from the Crime Victims Fund to each State and eligible territory for the financial support of services to crime victims by eligible crime victim assistance programs.

(Write this description so that anyone can read it and understand where the money comes from and how it is to be used. Please minimize the use of acronyms.)

Leave the cursor in the text box and then press F7 will start spell check

AFIS Fund number (where this grant is maintained in the accounting system): 2000
i.e.: 2000

Check here if this is American Recovery and Reinvestment Act money (Stimulus)

Check here if this is from 2020 federal stimulus funding

Administrative costs are permitted to be paid using this federal money:

AFIS Grant # (max 8): FAB31236

CFDA: (##.###) 16.575

Grantor: OFFICE OF JUSTICE PROGRAMS, JUSTICE,
Use the full name of the federal agency and its related program in the Grantor field.

For What Timeframe is this Grant Awarded? Periodic Renewal

Start Date: 10/1/2017 Enter a data in format: 3/6/2021

End Date: 9/30/2020
For on-going grants, enter when grant was first awarded in the Start Date field.

Type of Grant: Pass-Through F...

If Other, please explain how the funding of this grant works.
Complaints

Federal Percentage or Dollar Cap Amt: 80%

Source of Local/State Match (What fund or entity provides the match money): VRF

Please identify the fund in the State accounting system which contains the receipts and expenditures for this grant for your agency.

Is this grant America Recovery and Reinvestment Act (ARRA) money (stimulus)? Check if "Yes".

Can the agency recover any administrative or indirect costs from this grant? Check if "Yes".

Select the type of grant from the dropdown list.

Select a CFDA number from the dropdown list. The granting agency will automatically fill. Questions about CFDA numbers should be addressed to your [OSP analyst](#).

Identify whether this grant is on-going, requires periodic renewal, is one-time, or other. Please provide specific start and end dates if possible.

If the grant has cost-sharing or reimbursement in which some state or local money is required, what percentage (or amount) of the total amount is federal money? Also, what is the source of the State or local share? (Provide fund names or numbers if possible.)

Federal Grant Source and Uses

Report | Nav: Tab ▼ | Tab ► | Close

Federal Grant Sources & Uses

Agency: AGA Attorney General - Department of Law
 Federal Fund: Crime Victim Assistance

Enter amounts in thousands.
i.e., \$12,345.00=12.3

	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
FTE Positions	0.0	0.0	0.0
Beginning Balance:	0.0	0.0	0.0
Revenues (Sources):			
New Federal Revenue	0.0	0.0	0.0
Pass Through Funds (From other state agencies)	0.0	0.0	0.0
Transfers and Other Funds (In)	0.0	0.0	0.0
Total Revenue	0.0	0.0	0.0
Expenditures (Uses):			
Personal Services	0.0	0.0	0.0
Employee Related Expenses	0.0	0.0	0.0
Professional and Outside Services	0.0	0.0	0.0
Travel In-State	0.0	0.0	0.0
Travel Out-of-State	0.0	0.0	0.0
Food	0.0	0.0	0.0
Pass-Through Funds (To Other State Agencies)	0.0	0.0	0.0
Pass-Through Funds (To Non-State Agencies)	0.0	0.0	0.0
Aid to Individuals	0.0	0.0	0.0
Other Operating Expenditures	0.0	0.0	0.0
Land Acquisition and Capital Projects	0.0	0.0	0.0
Capital and Non Capital Equipment	0.0	0.0	0.0
Cost Allocation / Indirect Costs	0.0	0.0	0.0
Transfers and Refunds (Out)	0.0	0.0	0.0
Total Expenditures	0.0	0.0	0.0
Ending Balance:	0.0	0.0	0.0

The user can select whether they want the form to tab horizontally or vertically. Red text identifies which direction the cursor will move when the "Enter" key or

Don't forget to enter the beginning balance. Once entered, CLIFF will calculate

If this grant contains pass-through dollars, detailed information is required. **Click on one of the cells in those rows and press "F8" and the pass-through fund detail form will open.**

We need to track the flow of Federal grant dollars between agencies. This process minimizes the effort necessary to provide all relevant information.

Federal Grant Source and Uses – Pass-Through Fund Detail

After pressing “F8” this form will open.

The pass-through category is based on the row you were working on. This title could be “Pass-Through funds (To Other State Agency)” or “Pass-Through funds (To Non-State Agency)” or “Pass Through funds (From Other State Agency)”. The sheet is the same for all types.

Attorney General - Department of Law Delete Close

Crime Victim Assistance
Pass Through Funds (From other state agencies)

Please input the detail of pass-through grant information in this form. Indicate the agency that the grant is from/to in the agency text box; Indicate the fund that the grant is from/to (please use AFIS code, i.e. 9999-N); put in the amount in each year.

Agency	Fund	FY 2020	FY 2021	FY 2022
<input type="text"/>	<input type="text"/>	0.0	0.0	0.0

The fund name is desired. If known, please provide information on the source state fund for this “transfer-in” or the destination fund for this “transfer-out”.

Federal Grant's Performance Measures

Each federal grant is required to have at least one performance measure to evaluate this particular grant.

The screenshot shows the 'Federal Grant's Performance Measures' interface. At the top, there are four buttons: 'Add a New PM', 'Reorder PMs', 'Report', and 'Close'. Below the buttons, the agency and federal fund information is displayed: 'Agency: AGA Attorney General - Department of Law' and 'Federal Fund: Crime Victim Assistance'. The main area contains a table with the following columns: 'PMs Order', 'FY 2019 Actual', 'FY 2020 Actual', 'FY 2021 Estimate', and 'FY 2022 Estimate'. A single row is visible with the following data: '1', 'To assist victims of crime to understand and assert their rights in the criminal justice system', '40', and '42'. A callout box points to the 'PMs Order' column with the text 'Click PM to enter into edit mode'. Another callout box points to the 'Reorder PMs' button with the text 'Click to reorder the existing performance'. A third callout box points to the 'Add a New PM' button with the text 'Click to add a new performance measure.'. A fourth callout box points to the 'PMs Order' column with the text 'Click Performance Measure to open PM detail form.'.

PMs Order		FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
1	To assist victims of crime to understand and assert their rights in the criminal justice system	40		42	

Performance Measures Details

Each federal grant is required to have at least one performance measure to evaluate this particular grant. The performance measures are to indicate what the dollars are used for, what the outcomes of using the dollars supposed to be and how one measures the success of the programs where the dollars are spent.

The screenshot shows a web form titled "Federal Fund's Performance Measure Details". At the top right are buttons for "Add a New PM", "Delete a PM", and "Close". Below the title are navigation arrows. The form contains the following fields:

- Agency:** Attorney General - Department of Law
- Federal Fund:** Crime Victim Assistance
- Performance Measure:** A text box containing "To assist victims of crime to understand and assert their rights in the criminal justice system." An arrow points from a callout box to this field.
- PM Order:** A text box containing "1".
- Performance Data Table:**

FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
40		42	
- Performance Measure Description:** A text box containing "This is measured by the number of victims/complaints reviewed as alleged victims' rights violations." An arrow points from a callout box to this field.

Two callout boxes provide instructions:

- Top Callout:** Performance measure title cannot be blank. Please make the title descriptive enough to stand on its own. Most likely, the description field will not be published with the performance measures.
- Bottom Callout:** Performance measure description cannot be blank. Please ensure that this description fully explains why the measure is important to identify success of the grant and how the measure is calculated or gathered.

Performance Measures – Reorder

The performance measures for any federal grant can be reorganized. Simply enter the new order in the appropriate field and then click on the reorder button. The system will ask to confirm the reorder request and then display them in the requested order.

The screenshot shows a web interface for reordering performance measures. At the top, there is a header box containing the text: "Agency: Attorney General - Department of Law" and "Federal Grant: Crime Victim Assistance". To the right of this header are two buttons: "Reorder" and "Close". Below the header is a table with two columns: "PM Priority" and "New Priority". The first row of the table has a yellow background and contains the text "1" in the "PM Priority" column and "1" in the "New Priority" column. The description for this measure is "To assist victims of crime to understand and assert their rights in the criminal justice system." A second row is partially visible below it, also with a yellow background, but its content is obscured. A callout box on the right points to the "Reorder" button with the text: "Click here to reorder the performance measures. A confirmation message will appear before the changes are implemented." Another callout box points to the "New Priority" input field with the text: "Enter the numeric order for the performance measures here." A third callout box points to the "PM Priority" column with the text: "To resort the PM priorities, put the new order in white boxes then click reorder button."

Agency: Attorney General - Department of Law
Federal Grant: Crime Victim Assistance

Reorder Close

To resort the PM priorities, put the new order in white boxes then click reorder button.

PM Priority	New Priority	
1	1	To assist victims of crime to understand and assert their rights in the criminal justice system.

Click here to reorder the performance measures. A confirmation message will appear before the changes are implemented.

Enter the numeric order for the performance measures here.

Transmittal Statement

A transmittal form provides contact information. It also provides a place for the agency director to acknowledge the submission of the report to the Governor's Office. The form and the associated report include a listing of each grant and an agency total.

State of Arizona Budget Request
Transmittal Statement
Attorney General - Department of Law

Report Close

Agency Head:

Title:

Date Prepared:

Request Prepared by:

E-mail Address:

Phone:

Governor Ducey:
This and the accompanying schedules constitute the Statement of Federal Funds for this agency for Fiscal Year2022.

To the best of my knowledge all statements and explanations submitted are true and correct

Agency Head Signature _____

	2020	2021	2022
Expenditures			

Enter the name of the agency head and his or her title.

Enter the name of the individual who prepared or supervised the preparation of the federal documents with contact information.

Data Check

Grant titles, CFDA numbers, and AFIS grant numbers are critical information for every grant and must be included in CLIFF. If any of this information is blank, the error buttons will lead you to the details of the error. Each federal grant is required to have at least one performance measure. If there is no PM for a grant, the error button will lead you to the form so that you may complete the required information.

The screenshot shows a light blue dialog box titled "Cliff Data Check" with a "Close" button in the top right corner. Inside the dialog, there are two red error messages. The first message reads: "The GRANT TITLE, CFDA and AFIS # are required for each federal grant. You have grant(s) with missing information, please click the button and correct it." Below this message is a button labeled "Empty grant titles/CFDA/AFIS Grants". The second message reads: "Each federal grant is required to have at least one performance measure. You have meet the requirement, thank you." Two callout boxes on the right side of the dialog point to these messages. The top callout box contains the text: "Grant titles, CFDA numbers, and AFIS grant numbers cannot be blank." The bottom callout box contains the text: "There must be at least one performance measure for each federal grant."

Data Check

Simply click “go there” button and you will go directly into the form where the error occurs for corrective action.

Cliff Data Check

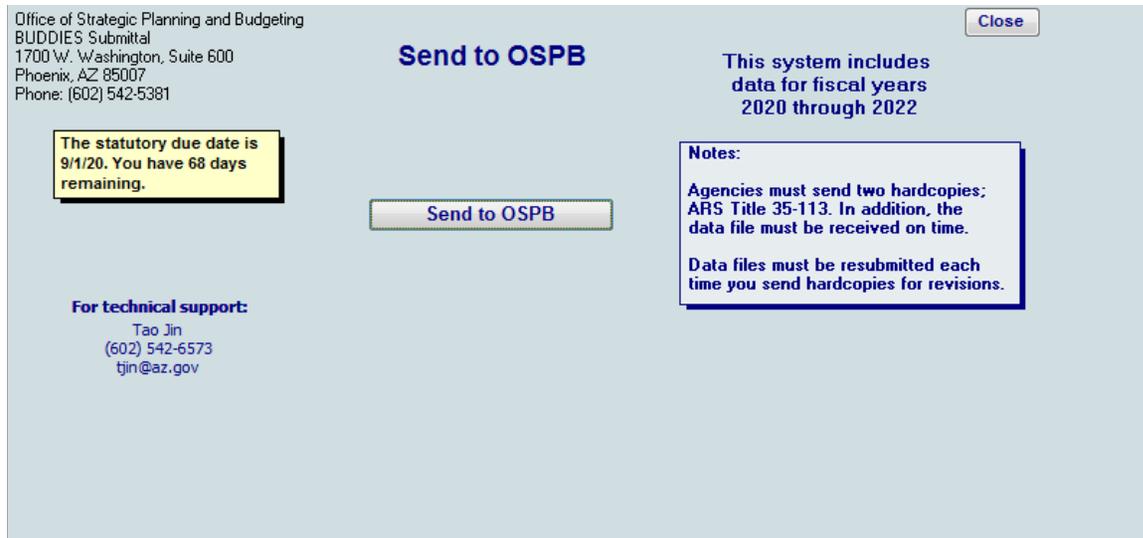
The GRANT TITLE, CFDA and AFIS GRANT # are critical information that are required, the following shows that you have grants that lack of such information, please click the "go there" button to go to the correspondent form and correct them.

Grant Title	CFDA	AFIS Grant #	
Crime Victim Assistance	16.575		go there

Click “Go There” button to correct the problem.

Submit to OSPB

Once you pass the data check step (i.e., there is no problem in your data), you will be able to submit your data to OSPB



Office of Strategic Planning and Budgeting
BUDDIES Submittal
1700 W. Washington, Suite 600
Phoenix, AZ 85007
Phone: (602) 542-5381

Send to OSPB

This system includes data for fiscal years 2020 through 2022

The statutory due date is 9/1/20. You have 68 days remaining.

Notes:
Agencies must send two hardcopies; ARS Title 35-113. In addition, the data file must be received on time.
Data files must be resubmitted each time you send hardcopies for revisions.

Send to OSPB

For technical support:
Tao Jin
(602) 542-6573
tjin@az.gov

Close

Federal Grants – OSPB Support

If you have a question about CLIFF instructions or about Federal funds, contact your [OSPB analyst](#). If you have a technical problem, please contact OSPB IT staff at 602 542-5381. You may be asked to submit a copy of your data for them to analyze. Under the Utilities menu, the button “Submit to OSPB for Support” will help you send a copy of your data to OSPB.

The screenshot shows the 'Utilities' menu with the following buttons: 'Add a New User', 'Create a Data File Copy', 'Administrative Use', and 'Send to OSPB for Support'. A callout box points to the 'Send to OSPB for Support' button with the text: 'Click to send a copy of your data to OSPB for technical support.' Another callout box contains the text: 'Creating a data file copy is a great way to periodically save your work during the day until a backup is done at night by your IT department. You're responsible to backup your work.' Below the Utilities menu is the 'System Install Locations' section, which includes a 'Print a Hardcopy of These Paths' button and two text boxes: 'Program Path: I:\All Offices Shared\OSPBDEV\CLIFF22\CLIFF22.mdb' and 'Data Path: I:\All Offices Shared\OSPBDEV\CLIFF22\DataCLIFF22.mdb'. A 'Close' button is located in the top right corner of the Utilities menu.