Training Information – Class Schedule

It is highly recommended that all pertinent agency personnel attend the training classes. Click the link to register.

<table>
<thead>
<tr>
<th>Training</th>
<th>Who Should Attend</th>
<th>Purpose</th>
<th>Content</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Time Users:</td>
<td>Anyone new to the budget and planning applications</td>
<td>Overview of the budget and planning processes and the BUDDIES, CLIFF, and AZIPS applications</td>
<td>All three applications</td>
<td>7/13 1:00 – 5:00 Register here</td>
</tr>
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<td>Anyone new to the budget and planning applications</td>
<td>Overview of the budget and planning processes and the BUDDIES, CLIFF, and AZIPS applications</td>
<td>All three applications</td>
<td>7/21 8:00 – 12:00 Register here</td>
</tr>
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<td>Anyone new to the budget and planning applications</td>
<td>Overview of the budget and planning processes and the BUDDIES, CLIFF, and AZIPS applications</td>
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<td>7/29 8:00 – 12:00 Register here</td>
</tr>
<tr>
<td>BUDDIES Refresher</td>
<td>Experienced users</td>
<td>Brief overview of BUDDIES, submittal process, and any changes made this year</td>
<td>BUDDIES</td>
<td>7/21 1:00 - 2:30 Register here</td>
</tr>
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<td>BUDDIES Refresher</td>
<td>Experienced users</td>
<td>Brief overview of BUDDIES, submittal process, and any changes made this year</td>
<td>BUDDIES</td>
<td>7/29 1:00 - 2:30 Register here</td>
</tr>
<tr>
<td>AZIPS Refresher</td>
<td>Experienced users</td>
<td>Brief overview of AZIPS, the submittal process, and, for cabinet agencies, its relation to AMS</td>
<td>AZIPS</td>
<td>7/21 2:30 – 3:30 Register here</td>
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<td>Brief overview of AZIPS, the submittal process, and, for cabinet agencies, its relation to AMS</td>
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<td>7/29 2:30 – 3:30 Register here</td>
</tr>
<tr>
<td>CLIFF Refresher</td>
<td>Experienced users</td>
<td>Brief overview of CLIFF, submittal process, and any changes made this year</td>
<td>CLIFF</td>
<td>7/21 3:30 – 4:00 Register here</td>
</tr>
<tr>
<td>CLIFF Refresher</td>
<td>Experienced users</td>
<td>Brief overview of CLIFF, submittal process, and any changes made this year</td>
<td>CLIFF</td>
<td>7/29 3:30 – 4:00 Register here</td>
</tr>
</tbody>
</table>
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, 2021.
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.**
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.

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

Select the type of grant from the dropdown list.

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.)

Select a CFDA number from the dropdown list. The granting agency will automatically fill. Questions about CFDA numbers should be addressed to your OSBP analyst.

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

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

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

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 "Tab" key is pressed.

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.

<table>
<thead>
<tr>
<th>Agency</th>
<th>AGA, Attorney General - Department of Law</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Funds</td>
<td>Crime Victim Assistance</td>
</tr>
</tbody>
</table>

### Federal Grant Sources & Uses

<table>
<thead>
<tr>
<th>FY 2020</th>
<th>FY 2021</th>
<th>FY 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Estimate</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Revenues (Sources):
- New Federal Revenue (other than specified)
- Pass Through Funds (from other state agencies)
- Transfers and Other Funds
- Total Revenue

Expenditures (Uses):
- Personal Services
- Employee Related Expenses
- Professional and Outside Services
- Travel In-State
- Travel Out-of-State
- Food
- Pass Through Funds (To Other State Agencies)
- Pass Through Funds (To Non-State Agencies)
- Aid to Individuals
- Other Operating Expenditures
- Land Acquisition and Capital Projects
- Capital and Non-Capital Equipment
- Cost Allocation / Indirect Costs
- Transfers and Refunds (Out)
- Total Expenditures

Ending Balance: 0.0 0.0 0.0

Enter amounts in thousands, i.e.: $12,345.67-12.3
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.

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”.

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<table>
<thead>
<tr>
<th>Agency</th>
<th>Fund</th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>FY 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>
Federal Grant’s Performance Measures

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

**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.

**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.

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.
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.
Data Check

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

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.
Federal Grants – OSPB Support

If you have a question about CLIFF instructions or about Federal funds, contact your [OSPB analyst](mailto:OSPB@example.com). 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.