Laura Valenzuela

From: Marillyn Gose <MGose@AZDPS.GOV>
Sent: Friday, June 03, 2016 12:09 PM
To: Laura Valenzuela; Pat Ruiz
Cc: Carla Schultz
Subject: FY 2016/2017 DPS-VOCA Agreement Renewal Process
Attachments: Prescott Valley PD - Assistant.xlsx

The DPS-VOCA grant renewal process for FY 2016/2017 will renew agreements from October 1, 2016 to September 30, 2017.

Applications for renewed funding must be submitted via the Web-based Automated Grants System (WAGS) by **June 20, 2016, at 8:00 am**. Please note that I will be out of the office the week of Monday, June 13th and will not return before this due date. I am available to assist with the renewal process prior to my departure. If you have questions regarding the renewal process while I am away please contact Ms. Carla Schultz at cschultz@azdps.gov and she can assist you.

Prescott Valley Police Department's Victim Crime Unit Assistant project is eligible to be renewed in the amount of $15,197.

Please see the attached spreadsheet for details regarding specific line items. For those agencies that were awarded funding for one-time purchases in FY16, the FY17 renewal amount was reduced to reflect the elimination of the funds associated with those one-time purchases.

This year, DPS-VOCA will be holding two application processes, a renewal (which is addressed in this email) *and* an open and competitive application (which will be announced at a later date). Your agency may choose to submit a renewal application and an open and competitive application with separate and unique budget line items. If your agency submits a competitive application with costs already identified in a renewal application those line items will be removed from the open and competitive application – only line items that are unique to the competitive application and are approved by the evaluation team will be recommended for funding.

Your agency may choose not to renew its current project and instead submit an application in the competitive RFGA process. The competitive RFGA will be announced after the renewal process has closed.

WAGS INSTRUCTIONS FOR REQUESTING A RENEWAL APPLICATION

To renew your 2015/2016 VOCA agreement(s), please follow the instructions provided below:

1. Access the DPS Web-based Automated Grants System (WAGS) (http://crime.azvictims.org/azvoca)
2. Click "Request a New VOCA Online Grant Application" located under the VOCA Assistance Grant Application sub-heading. The Request for Agreement Renewal announcement will appear.
3. Click 'Continue' at the bottom of the screen.
4. Complete the Eligibility Requirements information. Once completed, you must attest to the declaration statement at the bottom of the screen.
5. The next screen allows you to Request a Web-Based Automated Grants System Application. You must check the radio box and enter your agency's Existing Login and Password.
6. The next screen allows your agency to base your renewal application for funding on a current (listed as "previous") agreement. A drop down box lists your agency's current (FY 2015/2016) DPS-VOCA agreement(s) by project title. Select the agreement you wish to renew and click 'Continue'.

7. The system will make a copy of your FY 2015/2016 Application for funding and you will receive an Application Request Confirmation. Because the system is set up to copy your original application, any amendments made during the year will not be reflected in the copy that is made.
8. Your FY 2016/2017 DPS-VOCA renewal application will now appear as a green link on the Make a Selection screen.

ONLY the following screens included in the FY 2016/2017 DPS-VOCA renewal application are to be updated/completed:

FORMS

- Applicant Summary – update agency information
  - **Project Title – update to include RENEWAL (in capital letters) in front of the project title**
  - **RENEWAL Victim Crime Unit Assistant**
- Certification Information – update Project Director, Financial Contact, and Authorizing Official
- Source of Funding – provide anticipated source(s) and funding level(s) for FY 2016/2017 and update FY 2015/2016 figures to reflect changes since the original submission.

NARRATIVES

- Performance Measures – provide statistical information for FY 2015 and projected numbers/percentages for the FY 2017 project period. ONLY update the statistical information, DO NOT update/make changes to the performance measure verbiage.

BUDGET

The Budget section of the renewal application is currently blank. Using the Budget Recommendation from last year's application (which can be found at the bottom right of the Application Main Menu of your closed FY16 (gray) application), complete the renewal application Budget section using the renewal amount specified in this email to support the specific positions and line items approved for funding during FY 2015/2016. Utilizing the same positions and line items approved as match in the Budget Recommendation from last year's application, complete the Budget section of the renewal application providing enough match funds required for the amount of the renewal award. (Minor adjustments may be included to reflect current employees and their rate of pay and elected benefits.) As indicated previously, for those agencies that were awarded funding for one-time purchases in FY16, the FY17 renewal amount was reduced to reflect the elimination of the funds associated with those one-time purchases.

The following screens (may) need to be accessed to complete the budget section of the renewal application:

- Salaries and Wages
- Fringe Benefits
- Travel
- Professional and Outside Services
- Equipment
- Training and Related Travel
- Other Operating Expenses
- Match (For agencies that cannot meet the match requirement, a match waiver must be sought.)
- Budget Prioritization and Justification

DO NOT MAKE ANY CHANGES NOT LISTED ABOVE.

REMINDER: ONLY ACCESS WAGS THROUGH ONE WINDOW ON ONE BROWSER SESSION PER COMPUTER AT A TIME. LOGGING IN TO WAGS THROUGH MULTIPLE WINDOWS AND BROWSER SESSIONS ON ANY ONE COMPUTER WILL LIKELY CAUSE IRREVERSIBLE SYSTEM ERRORS WITHIN THE CURRENT AND RENEWAL AGREEMENTS.

Please contact me if you have questions regarding the FY 2016/2017 renewal process. Once again, please note that I will be out of the office the week of Monday, June 13th and will not return before the due date of Monday, June 20th. I am available to assist with the renewal process prior to my departure. If you have questions regarding the renewal process while I am away please contact Ms. Carla Schultz at cschultz@azdps.gov and she can assist you.

Thank you,

Marillyn Gose

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