

# Governor's Office of Crime Control & Prevention

## Electronic Grant Reporting User Manual



Governor's Office of Crime Control & Prevention  
300 E. Joppa Road  
Suite 105  
Towson, MD 21286

Kristen Mahoney  
Executive Director

October 2009

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# HELP FOR ON-LINE GRANTS REPORTING

## Overview

The Governor's Office of Crime Control & Prevention (GOCCP) has adopted an electronic funding requests and reporting program to improve the management of grants. GOCCP receives more than 1,200 requests for funding each year.

Grantees that have active grants (***a grant that has not been withdrawn or closed, and for which the grantee has submitted notification of acceptance to GOCCP***) with the Governor's Office of Crime Control & Prevention must use this program to electronically submit quarterly programmatic and financial reports. To use this program, a grantee must have an ID code assigned to their organization by GOCCP. An organization ID can be obtained by sending a request to [changes@goccp-state-md.org](mailto:changes@goccp-state-md.org). **Please be sure to include the name of the organization for which you are requesting an ID in the e-mail.**

GOCCP requires original signatures to be submitted to our office. Please forward originals of all electronically submitted reports to GOCCP to assure prompt processing of your requests.

**\*No payments will be processed until original fiscal forms with signatures are received by GOCCP. \***

If you require technical assistance during business hours, please contact GOCCP IT Staff, at 410-821-2828 or by e-mail at [changes@goccp-state-md.org](mailto:changes@goccp-state-md.org). We welcome your comments and recommendations on how this system can be improved.

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## Using the System

### *Login/Connection*

The GOCCP Grant Reporting software establishes a connection via the Internet to our servers. **There is a limit on the number of active, concurrent connections.** Please do not leave your session connected indefinitely; log off when you have finished using the system.

### *Data Entry Suggestions*

To help ensure accuracy, grantees are encouraged to use word processing applications, such as WordPerfect or Microsoft Word, to create, edit, and spell check text for submission with grant application and grant award reports. After all corrections to the text are completed, leave the word processor open and start this program to connect to the GOCCP database. This allows you to switch between the word processor and this program.

Funding or budget amounts to be entered should be calculated and checked prior to entry. The system will not allow submission of fiscal reports that are totaled incorrectly.

### *Report Submission/Saving Data*

The program does not require all data for a new funding request or report to be entered in a single session. It is possible to save partial data for a request or report and to use several sessions to complete the work. When all data has been entered, the data may be submitted to GOCCP for review by clicking on the appropriate submit command button. Once data has been submitted to GOCCP, the user will not be able to make edits to that particular submission.

## Downloading and installing the application

- From your web browser, go to <http://www.goccp.maryland.gov>
- Click on the “Grants and Programs/Grantee’s Area” link.
- Click the “Submit Reports” link.
- Click the “Download Reporting Software program” link. (The current version number and the date it was posted to the website are displayed.)
- When prompted, select the save option to save the installation file to your computer. **We recommend saving the installation file directly to your desktop for easier access.**
- A dialog, displaying the download progress, may be displayed on screen.



- When the download is complete, close your web browser. You are ready to install the electronic reporting program.
- Navigate to the location where you saved the installation file (named “InstallRequestsandReports.exe”). Double click on the file/icon. The installation wizard will begin to help guide you through the rest of the installation process.

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- On the “Welcome” menu click the **Next** button.



- When prompted to “Choose Destination Location”, select the default destination folder C:\GOCCP, by clicking the **Next** button. **(Check with your Systems Administrator if you have questions about the appropriate destination folder).**
- On the “Select Program Manager Group” menu, click on the **Next** button to add the GOCCP Grant Funds Request and Reports icons to the “Grant Funds Request and Reports” Program Manager Group.
- On the “Ready to Install” menu, click the **Install** button to install the GOCCP Grant Funds Request and Reports application.
- When prompted, click “Finish” on to complete the installation.
- The wizard will automatically exit.
- You are now ready to complete your reports on-line.

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## Updating the application

During the login process (see next section), the system checks to ensure that you are running the most recent version of the software. If running an older version, you will be prompted to update the application.



To continue with the update process, select "Update Now."

The system will initiate the download of the newest version of the application. Once completed, please complete the installation process as detailed in the "Downloading and installing the application" section.



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## Logging-in

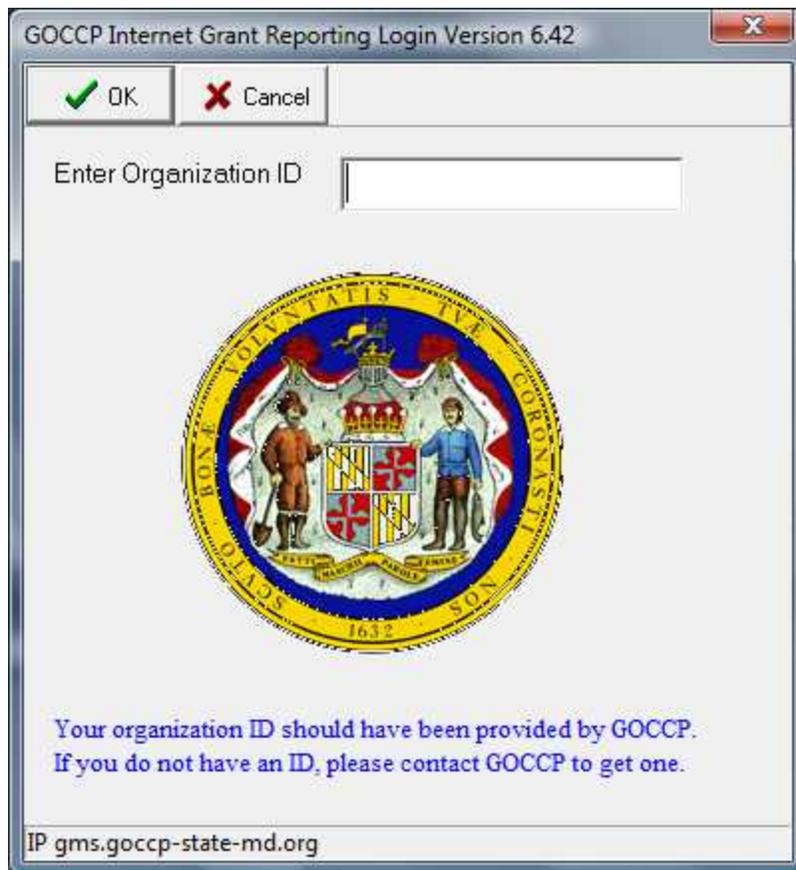
During the installation process, the system will place the following icon on the desktop:



Double click on GOCCP Reporting icon to launch the application log-in form.

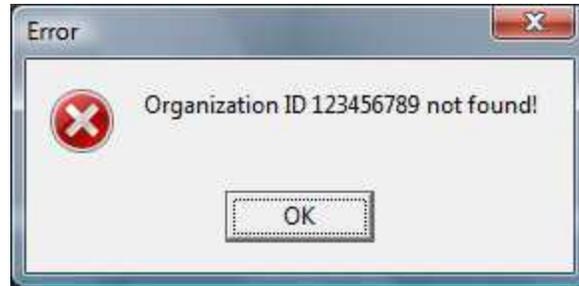
The system will prompt for your organization ID. If you did not receive an organization ID number, please contact our office to request one. Every organization must have an ID number in order to submit reports via this program. **This ID is unique to your organization and only permits access to grants associated with the organization.**

Enter your organization ID and click on OK.

A screenshot of a Windows-style dialog box titled 'GOCCP Internet Grant Reporting Login Version 6.42'. The dialog has a standard title bar with a close button (X) in the top right corner. Below the title bar, there are two buttons: 'OK' with a green checkmark icon and 'Cancel' with a red X icon. The main area of the dialog contains the text 'Enter Organization ID' followed by a white text input field. Below the input field is a large, circular seal of the State of Maryland, featuring a shield with a red cross, a figure holding a bow, and a figure holding a sword, surrounded by the Latin motto 'SCIENTIA FIDES AMICITIA' and the year '1632'. At the bottom of the dialog, there is a blue text message: 'Your organization ID should have been provided by GOCCP. If you do not have an ID, please contact GOCCP to get one.' The URL 'IP gms.goccp-state-md.org' is displayed in the bottom left corner of the dialog box.

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If an incorrect organization ID is entered, the system will display the following error message:



When you click the OK button, you will be disconnected from the server. You will have to launch the program again and re-enter the correct organization code.

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## Navigating through the Program

The following navigational options will be found on various screens throughout the Data Entry program. Each symbol will represent the same action no matter which module or screen you happen to be working in.



Add new record.  
changes.



Save edits or



Delete a record.  
changes.



Cancel edits or



Move to first record.



Move up 10 records.



Move up 1 record.



Move down 1 record.



Move down 10 records.



Move to last record.



Spell checks entered text.

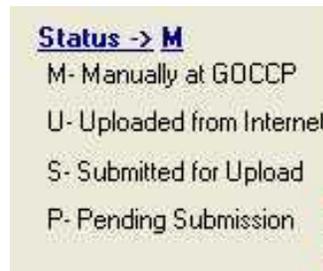
The Progress Report tab in this program has a memo field where text data may be entered. After the text is entered, clicking on a button like the one above can run a spell checker. Operation of the spell checker is very similar to spell checkers in word processing programs.

## Status of Reports

Reports can be in four different statuses:

1. **M - Entered Manually at GOCCP** – Staff of GOCCP entered the data directly into the Grants Management System.
2. **U - Report uploaded from Internet** – GOCCP staff retrieved report from Internet and sent data to Grants Management System.
3. **S - Submitted by Grantee** – Grantee clicked the submit button to send report data to GOCCP. This data cannot be edited by Grantee, only viewed.
4. **P - Report Pending Submission (Grantee can revise)** – Grantee is currently or has entered data but has not submitted to GOCCP. This data can be edited and/or revised.

When the grantee highlights a reporting period, the Status of the report can be found in red at the top of the Financial Reports, Request for Funds, Performance Measures, and Progress Reports.



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# Selecting Grants

Click on the **“Select Grant”** button to view active grants associated with your organization.

Highlight the name of the Grant you want to select by clicking in the grid. Click the **“OK”** button or double click anywhere in the grid to choose the entry.

ID	Grant Number	Project Title	Start Date	End Date	Federal Funds	State Funds
7971	BJAG-2007-1111	Live Scan - Detention Facilities	7/1/2008	12/31/2009	46012	0
8828	BJRA-2009-1034	Crime Analysts for COMPSTAT - LETR	8/1/2009	6/30/2010	80738	0
8721	CSAF-2010-1755	Addiction Recovery	7/1/2009	6/30/2010	0	23410
8735	CSAF-2010-1772	Violence Prevention Initiative	7/1/2009	6/30/2010	0	152686
8572	DVUP-2010-1112	Protective Order Entry & Support	7/1/2009	6/30/2010	0	21714
8631	GVRG-2010-1105	Firearm Reduction Initiative	7/1/2009	6/30/2010	0	48443
8477	MVOC-2010-1114	Victim Advocate Training	7/1/2009	6/30/2010	0	1450
8663	SBSE-2010-1030	Overtime Patrols	7/1/2009	6/30/2010	0	25000
8548	SOCM-2010-1024	Monitoring Support	7/1/2009	6/30/2010	0	35520
8252	VAWA-2008-0019	Specialized Domestic Violence Training	10/1/2008	9/30/2009	4600	0
8965	VAWA-2009-1009	Detective Training	10/1/2009	9/30/2010	4034	0

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# View Expenditures

GOCCP Reporting Video resolution 1024 x 768

Violence Prevention Initiative Pendlings Financials included

CSAF-2010-1772 Anne Arundel County  
Project begin/end dates are from 7/1/2009 to 6/30/2010

View Expenditures Request for Funds Financial Reports Performance Measures Progress Reports Feedback

Grant Modification D  
Grant Budget E

### Expenditures by Budget Category

	A Current Budget	B Previously Reported Expenditures	C Project Funds Remaining
Personnel	74,707.00	14,289.37	60,417.63
Operating Expenses	18,384.00	8,988.66	9,395.34
Travel	0.00	0.00	0.00
Contractual Services	59,595.00	13,997.62	45,597.38
Equipment	0.00	0.00	0.00
Other	0.00	0.00	0.00
<b>Budget Category Totals</b>	<b>152,686.00</b>	<b>37,275.65</b>	<b>115,410.35</b>
Grant Funding Source	152,686.00	37,275.65	115,410.35
Cash Match Funding Source	0.00	0.00	0.00
In Kind Funding Source	0.00	0.00	0.00

\*\*\* Please note that all amounts shown on this tab are calculated based upon budgeted amounts and amounts in records saved on the Financial Reports tab including any pending Financial Report records.

The View Expenditures tab displays project funds for the selected grant. It displays the Current Budget (A), Previously Reported Expenditures (B), and the Project Funds Remaining (C).

If the Project Funds remaining shows a negative in any category, an error message may be displayed.



If encountered, the user should address any financial inconsistencies in the pending reports.

The View Expenditures tab also includes options for generating a Grant Modification Request form (D) and a detailed Grant Budget report (E).

# Request for Funds

GOCCP Reporting Video resolution 1280 x 800

Violence Prevention Initiative Pending Financials not considered

Project begin/end dates are from 7/1/2009 to 6/30/2010

View Expenditures **Request for Funds** Financial Reports Performance Measures Progress Reports Feedback

First Prior Next Last

**Request for Reimbursement**

Period Begins: 10/1/2009  
 Period Ends: 12/31/2009  
 Amount Requested: 0

	Grant Funding	Cash Match	In Kind Match
Personnel	0	0	
Operating Expenses	0	0	
Travel	0	0	
Contractual Services	0	0	
Equipment	0	0	
Other	0	0	
<b>Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Status -> P  
 M- Manually at GOCCP  
 U- Uploaded from Internet  
 S- Submitted for Upload  
 P- Pending Submission

ID	Begin Date	End Date	Rec'd Date	Personnel Amt	Operating Amt	Travel Amt	Contractual Amt	Equip. Amt	Other Amt	Other Personnel	Other Op. Amt	Other Travel	Other Cont.	Other Eq
841	10/1/2009	12/31/2009		0	0	0	0	0	0	0	0	0	0	0
752	7/1/2009	9/30/2009	0/0/0000	13989.37	8988.66	0	13997.62	0	0	0	0	0	0	0
4	7/2/2009	9/29/2009	0/0/0000	300	0	0	0	0	0	0	0	0	0	0

Click the “+” button to enter the new period for which you are requesting reimbursement. The system will automatically populate the "Period Begins" and "Period Ends" fields with dates reflecting the correct quarterly reporting period. **Save the record before continuing data entry by clicking the check mark.** These selections can be modified by manually typing in the appropriate field or by clicking the drop down button and using the calendar to enter the dates.

***A beginning report date cannot be before the Project Begin Date. Reporting end dates cannot be after the Project End Date. All reporting dates must fall at the beginning of the month and the end of the month.***



Enter the amount you are requesting in the Amount Requested field. Enter amounts in the appropriate budget category rows and under the appropriate funding source columns to show what Grant Funds, Cash Match or In-Kind funds have been expended. The system disables the fields of non-applicable budget categories; you will only be allowed to enter data into budget categories that have allotted funds.

After all data is entered, click the check mark to save entries or use the X to cancel changes.

***If the Amount Requested does not equal the total amount in the Grant Funding column or if data is entered in one field and not the other, a red warning will appear. Until the correct amounts are entered you will be restricted from moving to the next tab.***

To clear this warning, make sure the amount requested and the total grant-funding column match.

You may click the Request for Funds button to print the period you have just entered and saved.



However, if the report **has not been submitted** a label, *Report has not been submitted*, will show on the top of the report.



The button to submit both the request for funds report and the financial report is only on the Financial Report tab. This will ensure that both reports are filled out and submitted at the same time.

You should click the report print button only after you have successfully submitted both reports.

# Financial Reports

GOCCP Reporting Video resolution 1024 x 768

Close Selected Grant

Project begin/end dates are from 7/1/2009 to 12/31/2010

Help

View Expenditures Request for Funds **Financial Reports** Performance Measures Progress Reports FeedBack

First: Prior Next Last: Insert Edit Save Cancel

**Import Data** Financial Report

**Reporting Period**

Begin [ ] End [ ]

**Funding Source**

Grant [ ] Cash Match [ ] In Kind Match [ ]

**Budget Category**

Personnel [ ] Operating [ ] Travel [ ] Contract [ ] Equipment [ ] Other [ ]

Submit Matching Reports Cancel Submission

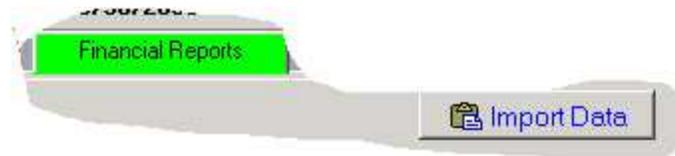
Status - :  
M- Manually at GOCCP  
U- Uploaded from Internet  
S- Submitted for Upload  
P- Pending Submission

Only Request for Funds Reports and Financial Reports that have the same period end date and are in 'P' status can be submitted.

Financial Report records displayed with a yellow background are in 'P' status and have a matching Request for Funds record in 'P' status.

ID	Begin	End	Grant Funds	Cash Match Funds	In Kind Funds	Personnel	Operating	Travel	Contractual	Equipment	Other

When a report has been entered on the Request for Funds tab and a user clicks on the Financial Reports tab, the system checks to see if a matching reporting period has already been entered. If no matching report has been entered, an Import Data button will show on the screen. Click this button to import the data entered on the Request for Funds tab. The system will automatically enter the data from the request for funds report into the appropriate fields of the financial report. Click the check mark to save the data.



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After data has been imported on the Financial Reports tab it will be highlighted in yellow on the screen.

ID	Begin	End	Grant Funds	Cash Match Funds	In Kind Funds	Personnel	Operating	Travel	Contractual	Equipment	Other
1156	7/1/2009	9/30/2009	5000	0	0	0	5000	0	0	0	0

Click the Financial Report button to print any report regardless of status.



If the report has not been submitted a label, **Report has not been submitted**, will show on the top of the report.

**Report has not been submitted** CSGP-2006-

## PROJECT FINANCIAL REPORT

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## Submitting and Printing Financial Reports

Once the data has been imported in the Financial Report tab, the Submit Matching Reports button will be enabled. This will allow you to submit the reports that are only in 'Pending' status. Select the highlighted reporting period you want to submit. **If multiple reporting periods have been entered, you must click in the grid for each highlighted period you want to submit.**



Click the Submit Matching Reports button to send the request for funds and financial report to GOCCP. At this point, the system employs extensive checks to ensure submitted financial figures are permissible based on the current budget and remaining funds; any discrepancies will be noted on screen and must be corrected before the reports can be submitted. If no errors are encountered, the status of the submission will be changed from P (Pending Submission) to S (Submitted for Upload).

Once reports have been submitted you must print a hard copy to send to GOCCP. On the Request for Funds and the Financial Reports tabs, from the grids, highlight the reporting period you want to print. Click the Request for Funds print button and the Financial Reports print button from their respective tabs to print a final hard copy.



When you print a final report, you will see a label in the top left hand of your report confirming that your report was filled out and submitted via the electronic reporting program.

*Governor's Office of Crime Control & Prevention*

*Grant Award Number CFSI-2004-9000*

*Internet Submitted 12/9/2005*

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# Performance Measures

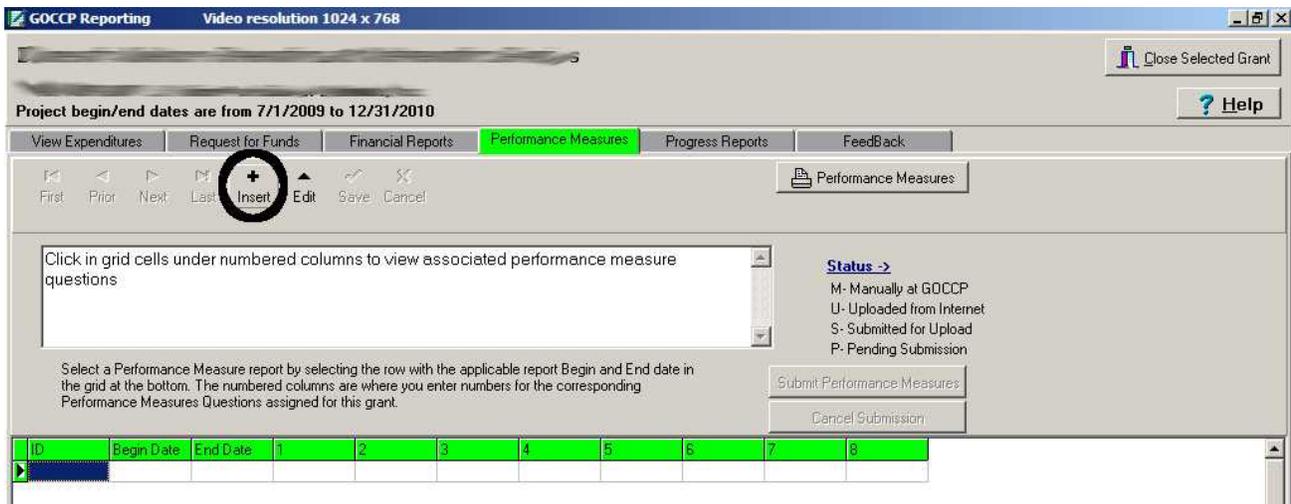
**\*\* If no performance measures have been assigned to a grant, you will not see a Performance Measures tab.**

Click the “+” button to add the reporting period dates for which you are submitting response. The system will automatically populate the "Period Begins" and "Period Ends" fields with dates reflecting the correct quarterly reporting period. **Save the record before continuing data entry by clicking the check mark.** These selections can be modified by manually typing in the appropriate field or by clicking the drop down button and using the calendar to enter the dates.

To view **performance measures** questions, you must click in the grid under the numbered column to view the questions associated with that number.

**Performance measures** require a **quantitative answer** for each question. After all data is entered, click the check mark to save entries or use the X to cancel changes. Once you have entered all data into the applicable fields, click the **Submit Performance Measures** button to send information to GOCCP.

You may view and print answers for previous reporting periods by clicking on the **Performance Measures** button.



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# Progress Reports

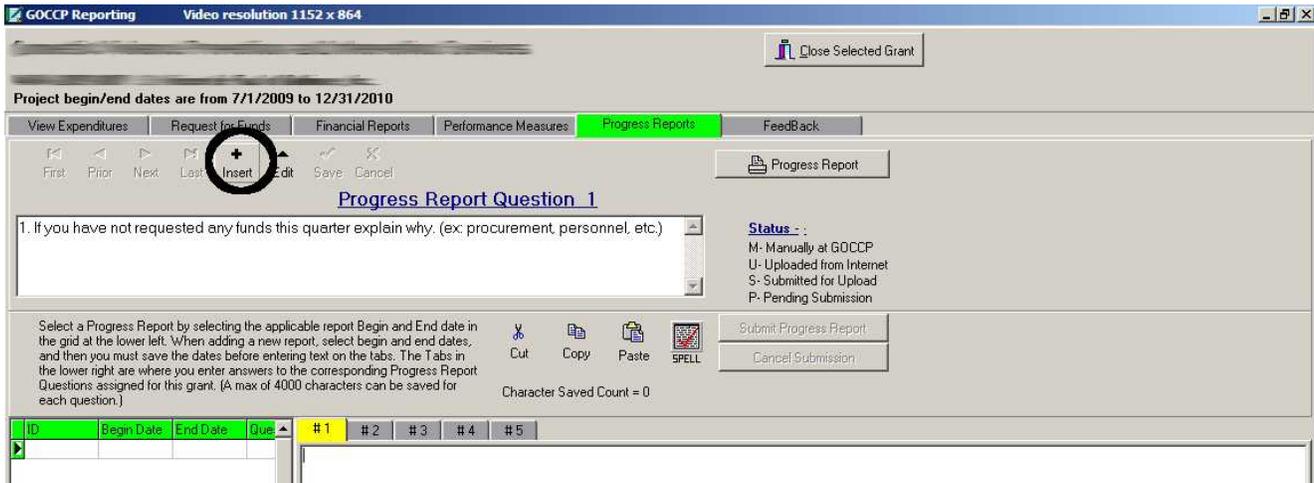
Click the “+” button to add the reporting period dates for which you are submitting responses. The system will automatically populate the "Period Begins" and "Period Ends" fields with dates reflecting the correct quarterly reporting period. **Save the record before continuing data entry by clicking the check mark.** These selections can be modified by manually typing in the appropriate field or by clicking the drop down button and using the calendar to enter the dates.

Click on the numbered tabs to view the applicable questions.

Each Progress Report response is limited to 4,000 characters; any text beyond the limit will not be saved. The system displays the length of the current response using the "Character Saved Count" label.

**After all data is entered, click the check mark ✓ to save entries or use the X to cancel changes.** Once you have entered all data into the applicable fields, click the Submit Progress Reports button to send information to GOCCP.

**You may view answers for previously submitted Progress Reports by clicking on the Progress Reports button.**



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# Canceling a Report Submission

Grantees may cancel the submission of any reports they have not been uploaded to the GOCCP Grants Management System (GMS).

Project begin/end dates are from 7/1/2009 to 12/31/2010

View Expenditures | Request for Funds | **Financial Reports** | Performance Measures | Progress Reports | FeedBack

Financial Report

Reporting Period: Begin: 7/1/2009, End: 9/30/2009

Budget Category: Personnel: 0, Operating: 5000, Travel: 0, Contract: 0, Equipment: 0, Other: 0

Funding Source: Grant: 5000, Cash Match: 0, In Kind Match: 0

Status - S  
M- Manually at GOCCP  
U- Uploaded from Internet  
S- Submitted for Upload  
P- Pending Submission

Submit Matching Reports | **Cancel Submission**

Only Request for Funds Reports and Financial reports that have the same period end date and are in 'P' status can be submitted.

Financial Report records displayed with a yellow background are in 'P' status and have a matching Request for Funds record in 'P' status.

ID	Begin	End	Grant Funds	Cash Match Funds	In Kind Funds	Personnel	Operating	Travel	Contractual	Equipment	Other
1156	7/1/2009	9/30/2009	5000	0	0	0	5000	0	0	0	0

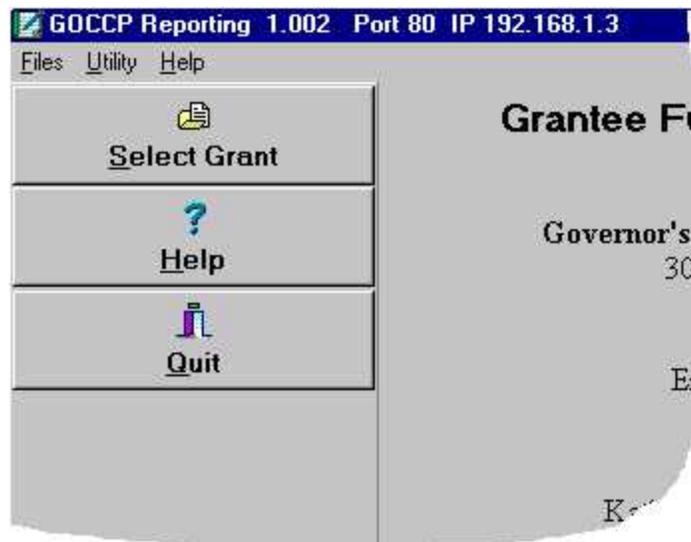
**Only** when a record is in S or submitted status, clicking the 'Cancel Submission' button allows you to change the status back to P or Pending where you may edit or delete a record. If you have multiple records displayed, you must click anywhere on the row of the record you wish to edit. A record in the S status will enable the Cancel Submission button.

## Exiting the System

Return to the main menu by selecting the **Close Selected Grant** button at the top of the screen.



Select the **Quit** command button.



## Reporting Problems

If a problem occurs when using this software, there are several things you can do to help us understand the problem. When the problem occurs, press the ALT and Print Scrn keys simultaneously to copy the screen to the clipboard. Open a word processor such as MS Word and paste the screen into a document, adding additional text to explain the problem. Save the document and attach it to a message sent to [changes@goccp-state-md.org](mailto:changes@goccp-state-md.org)

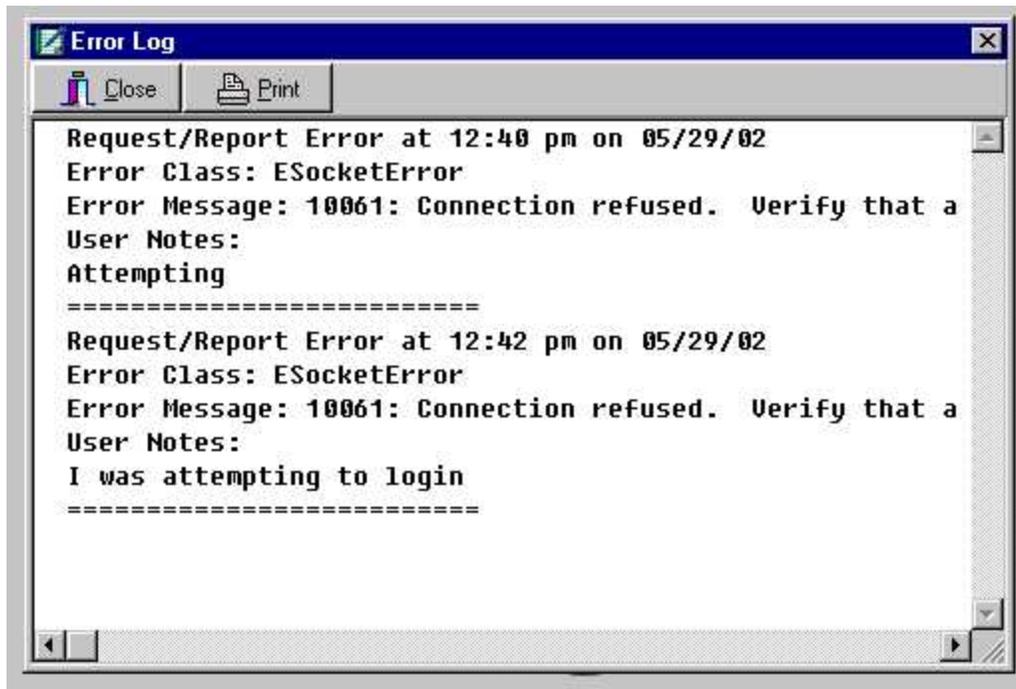
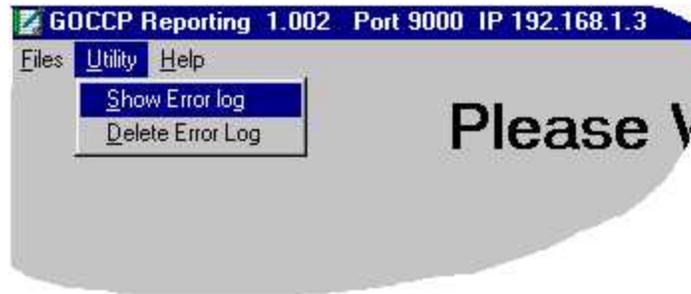
Some problems may cause an error dialog to appear on the screen that looks like the following:



When this dialog appears, enter an explanation of what you were doing in the program prior to the display of the error message and click on the OK button. Text entered, combined with system information pertaining to the error, is written to a text file named "Rpt.Err.log" and saved to the c:\GOCCP directory.

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You can view this error log by selecting the “Utility” menu and the “Show Error Log” submenu.



*(sample error log)*

The error log file “c:\GOCCP>Error.log” should also be attached to an email message and forwarded to GOCCP.