

INSTRUCTIONS FOR REPORTING FEDERAL GRANTS

Governor's Office of Strategic Planning & Budgeting

July 2022



State of Arizona

Training Information – Class Schedule

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

CLASS SCHEDULE

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	7/19 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	7/21 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	7/26 8:00 – 12:00 Register here
BUDDIES Refresher	Experienced users	Brief overview of BUDDIES, submittal process, and any changes made this year	BUDDIES	7/21 1:00 – 2:30 Register here
BUDDIES Refresher	Experienced users	Brief overview of BUDDIES, submittal process, and any changes made this year	BUDDIES	7/26 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	7/20 1:00 – 2:00 Register here
AZIPS Refresher	Experienced users	Brief overview of AZIPS, the submittal process, and, for cabinet agencies, its relation to AMS	AZIPS	7/28 1:00 – 2:00 Register here
CLIFF Refresher	Experienced users	Brief overview of CLIFF, submittal process, and any changes made this year	CLIFF	7/20 2:00 – 2:30 Register here
CLIFF Refresher	Experienced users	Brief overview of CLIFF, submittal process, and any changes made this year	CLIFF	7/28 2:00 – 2:30 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, 2022**.

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:

Buttons: Add, Reports check to show page number, Exit

Buttons: 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

Title ▲ ▼	CFDA	AFIS Grant# ▲ ▼	Grantor
Coronavirus Emergency Supplemental Funding Program	16.034	FAB31466	OJP BUREAU OF JUSTICE A
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
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
Services for Trafficking Victims	16.320	FAB31501	OFFICE OF JUSTICE PROGF
State Medicaid Fraud Control Units	93.775	FAB31183	CENTERS FOR MEDICARE A
State Medicaid Fraud Control Units	93.775	FAB31184	CENTERS FOR MEDICARE A

Click on a federal grant to edit details.

This system includes data for fiscal years 2022 to Fiscal Year 2024

The due date is 9/1/2022. You have 79 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.

The screenshot shows the 'Federal Grant Detail' form with the following fields and callouts:

- Buttons:** Add, Delete, Federal Fund's Sources & Uses, Performance Measures, Close. Callout: "These buttons add or delete grants or go to the sources and uses form to enter the financial details."
- Agency:** AGA Attorney General - Department of Law
- Grant Title:** Crime Victim Assistance. Callout: "The name of the grant will be shown in the title field."
- 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. Callout: "The federal description will be shown in this field and should indicate the purpose of the funding and any associated restrictions."
- AFIS Fund number:** 2000. Callout: "New: Check the box if this grant originated from one of the federal stimulus acts related to COVID funding." (points to the COVID checkbox)
- Check here if this is American Recovery and Reinvestment Act money (Stimulus):**
- Check here if this is from COVID related 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, ...
- For What Timeframe is this Grant Awarded?:** Periodic Renewal
- Start Date:** 10/1/2020
- End Date:** 9/30/2023
- 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
- Callout:** "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

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 COVID related 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: 10/1/2020 Enter a date in format: 3/6/2021

End Date: 9/30/2023 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.

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 that 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 2022 Actual	FY 2023 Estimate	FY 2024 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 "Tab" key is pressed.

Do not forget to enter the beginning balance. Once entered, CLIFF will calculate each subsequent balance.

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 (To 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 2022	FY 2023	FY 2024
<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 displays the 'Federal Grant's Performance Measures' interface. At the top, there are four buttons: 'Add a New PM', 'Reorder PMs', 'Report', and 'Close'. Below these buttons is the title 'Federal Grant's Performance Measures'. Underneath the title, the agency and federal fund information is shown: '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 2021 Actual', 'FY 2022 Actual', 'FY 2023 Estimate', and 'FY 2024 Estimate'. A single row is visible in the table with the description 'To assist victims of crime to understand and assert their rights in the criminal justice' and the value '35' in both the FY 2021 Actual and FY 2023 Estimate columns. A callout box points to the 'Reorder PMs' button with the text 'Click to reorder the existing performance measures.' Another callout box points to the 'Add a New PM' button with the text 'Click to add a new performance measure.' A third callout box points to the first row of the table with the text 'Click Performance Measure to open the PM detail form.' A fourth callout box points to the '35' value in the FY 2023 Estimate column with the text 'Click PM to enter into edit mode'.

PMs Order	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
1	To assist victims of crime to understand and assert their rights in the criminal justice	35	35	

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 are supposed to be, and how one measures the success of the programs where the dollars are spent.

Federal Fund's Performance Measure Details

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

Performance Measure: To assist victims of crime to understand and assert their rights in the criminal justice system.

PM Order: 1

FY 2021 Actual	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
35		35	

Performance Measure Description:
This is measured by the number of victims/complaints reviewed as alleged victims' rights violations.

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.

The screenshot shows a web interface for reordering performance measures. At the top, there is a header area with 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, there is a table with two columns: "PM Priority" and "New Priority". The first row of the table has a yellow background and contains the number "1" in the "PM Priority" column and a text description "To assist victims of crime to understand and assert their rights in the criminal justice system." in the "New Priority" column. The second row has a white background and contains an empty white box in the "PM Priority" column and an empty white box in the "New Priority" column. There are two callout boxes on the right side of the interface. The first callout box points to the "Reorder" button and contains the text: "Click here to reorder the performance measures. A confirmation message will appear before the changes are implemented." The second callout box points to the empty white boxes in the second row of the table and contains the text: "Enter the numeric order for the performance measures here." A small instruction text "To resort the PM priorities, put the new order in white boxes then click reorder button." is located between the header and the table.

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	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.

[Report](#) [Close](#)

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

Agency Head:	<input type="text" value="Mark Brnovick"/>	Governor Ducey:
Title:	<input type="text" value="Attorney General"/>	This and the accompanying schedules constitute the Statement of Federal Funds for this agency for Fiscal Year 2024.
Date Prepared:	<input type="text" value="8/31/2022"/>	To the best of my knowledge all statements and explanations submitted are true and correct
Request Prepared by:	<input type="text" value="Patricia Majlish"/>	Agency Head Signature _____
E-mail Address	<input type="text" value="patricia.majlish@azag.gov"/>	
Phone	<input type="text" value="(602) 542-8502"/>	

2022	2023	2024
Expenditures	Expenditures	Expenditures

Enter the name of the agency head and their title.

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

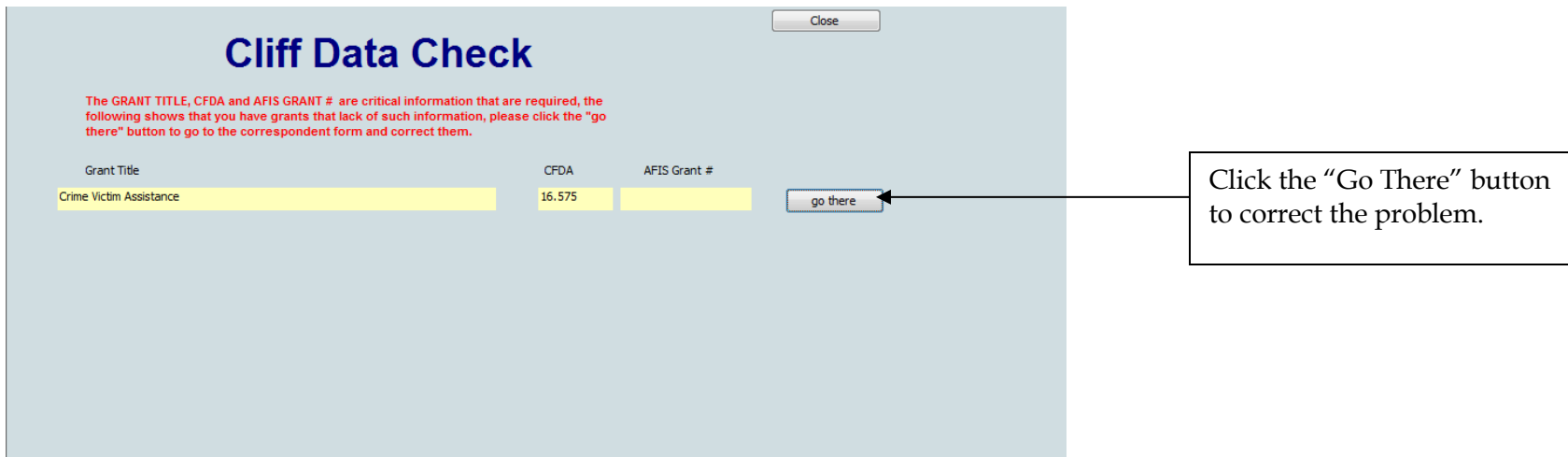
Data Check

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



The screenshot displays a web interface titled "Cliff Data Check". At the top right is a "Close" button. Below the title is a red instruction: "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." Below this is a table with three columns: "Grant Title", "CFDA", and "AFIS Grant #". The first row contains "Crime Victim Assistance", "16.575", and a yellow box. To the right of the table is a "go there" button, which is pointed to by an arrow from a callout box. The callout box contains the text: "Click the 'Go There' button to correct the problem."

Grant Title	CFDA	AFIS Grant #
Crime Victim Assistance	16.575	

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

The screenshot shows a web interface for submitting data to the Office of Strategic Planning and Budgeting (OSPB). The interface is light blue and contains the following elements:

- Header:** Office of Strategic Planning and Budgeting, BUDDIES Submittal, 1700 W. Washington, Suite 600, Phoenix, AZ 85007, Phone: (602) 542-5381. A "Close" button is in the top right corner.
- Central Title:** "Send to OSPB" in large blue font.
- Statutory Due Date:** A yellow-bordered box on the left states: "The statutory due date is 9/1/22. You have 79 days remaining."
- Notes:** A blue-bordered box on the right contains the following text: "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."
- Technical Support:** Text at the bottom left: "For technical support: Tao Jin (602) 475-7182 tjin@az.gov".
- Action Button:** A central button labeled "Send to OSPB".

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.

Utilities Close

(OSPB only)

- Add a New User
- Create a Data File Copy
- Administrative Use
- Send to OSPB for Support

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.

Click to send a copy of your data to OSPB for technical support.

System Install Locations

Print a Hardcopy of These Paths

Program Path: I:\[redacted]\CLIFF24.mdb

Data Path: I:\[redacted]\DataCLIFF24.mdb