GRANT AWARD DOCUMENTS

Follow the instructions below to locate the award documents.

==*In order to complete your Award Documents for the 2012 JAG Grant, please do the following:*==

1. **Log into OKGrants**
   The award documents may be completed by the Authorized Official (CEO), Agency Administrator (Project Director), or the Financial Officer (Fiscal officer). Please note that the **Accounting System Review**, a new required award document, **must be completed by the Financial Officer**. Once completed, the **Authorized Official (aka CEO) MUST log in and submit the award documents**.

2. **Click on *My Applications* in the upper right corner of the screen.**

3. **Search for your application and select the link for the grant name** (i.e. 2012-JAG-AGENCY X-074).

4. Once your grant has been selected, **scroll down to *View, Edit and Complete Forms* and select *VIEW FORMS.***

5. Scroll to the bottom of the page to the "Award Packet" section of forms. Click on the "**Award Packet Instructions**" link for step-by-step instructions (also seen below). Please follow the instructions carefully.

AWARD PACKET INSTRUCTIONS

These instructions will assist you in completing and submitting your Award Document Packet. Please read it carefully and follow the instructions.

(The requested amount and the awarded amount below will be pre-populated.)

Requested Amount	**$10,000.00**
Awarded Amount	**$9,000.00**

1. **Award Budget Summary**
   A. Review comments in the textbox below regarding budget adjustments as directed b

B. Check the Awarded Amount and the Approved Budget Amount on this page.
C. If the amounts are different and/or there are instructions in the textbox above, you must go to the appropriate Detailed Budget pages in the Forms Menu to make corrections and adjustments.
D. Making these changes and saving the Detailed Budget pages will create a new version of the pages and will pull the corrected amounts into the Award Budget Summary page.
E. You cannot submit your Award Packet until the Approved Budget Amount matches the Awarded Amount.
F. If the Awarded Amount and the Approved Budget Amount are the same and there are no corrections or comments in the textbox above, simply click SAVE and go to the Award Notice.

3. **Award Notice**
Review the information, click SAVE, and go to Special Conditions.

4. **Special Conditions**
Review the information, click SAVE, and go to Form A-4.

5. **Form A-4 Certification of Equal Opportunity Plan**
Select the appropriate answers on the form, click SAVE, and go to EEOP Certification Form.

6. **Equal Employment Opportunity Plan Certification Form**
Select the appropriate answers, click SAVE, and go to Form A-10.

6. **Form A-10 Statement of Audit Arrangements**
Select the appropriate answers, click SAVE, and go to Form A-12.

7. **Form A-12 Disclosure of Lobbying Activities**
Select the appropriate answer, click SAVE. If "no" is selected, SAVE and go to Form A-13.
If "yes" is selected, complete the form, click SAVE, and go to Form A-13.

8. **Form A-13 Certification of Project Income**
Read the entire form prior to saving. Select the appropriate answer, click SAVE, and go to J-1 Form.

9. **J-1 Form Special Condition for Expenditure of Confidential Funds**
Select the appropriate answer, click SAVE, and go to Goals and Objectives Revisions.

10. **Goals and Objectives Revisions**
   - Open this page to check for revision requirements.
   - If there are revisions required, go to Goals, Objectives, and Activities in the Forms Menu and make corrections as directed.
   - Making these changes and clicking SAVE will create a new version of the pages.

11. **Accounting System Review (MUST BE COMPLETED BY THE FINANCIAL OFFICER)**

- Select the appropriate answers, click SAVE and follow the instructions below for submission.
- If your agency is funded for personnel, benefits, and/or travel only, and all of your funds are already at DAC (i.e. you never have to request a draw to be deposited in your local county account), I have included tips on completing questions 13-16 on the Accounting System Review form.
- #13 – Answer – "DAC – All funds are located there."
- #14 – Answer – Choose "Other" and write "DAC" in the textbox.
- #15 - There is a possibility that a subgrantee could change their budget during the grant year in order to add budget categories that require depositing grant funds at the local county level. Answer this question based on how your agency would handle the transaction if you received grant funds to deposit on the local level.
- #16 - Refer to #15 – If your agency had to write checks to vendors out of your local county account, who would sign the checks? This is a repeating row, so once it is saved, it will add another row.

12. **The Authorized Official/CEO is the only person authorized to submit the Award Packet.**
    - Once the Award Documents are complete, go to the DAC Application Menu Page (a blue hyperlink at the top of the page), scroll to the Change of Status section and click **View Status Options**. Click **Apply Status** to *Signatures Submitted*.

13. **Once the Award Packet has been submitted, print each of the award documents for your files.**
    - You will have to go to each award document page and click **Print Version**.
    - The print version is still has a few bugs. We will let you know when those errors are corrected so you can go back into OKGrants and print the forms.