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Getting Started in MAGIC

Section One
What is Needed to Use MAGIC-IntelliGrants?

1. A computer running a Windows or Macintosh operating system
   - Windows 95 or greater
   - Macintosh OS 7.5 or greater
2. An Internet connection
3. Adobe Acrobat Reader version 4.0 or greater
4. A login and password for MAGIC-IntelliGrants that are provided through registration
5. It is required that every user of MAGIC-IntelliGrants have an email address

Section Two
MAGIC-IntelliGrants Registration Process

Once your computer has been configured to use MAGIC-IntelliGrants, you must obtain a login and password to gain access to the system. The first person that will be added for your implementing agency is the **Project Director**. The Project Director is the person directly responsible for all grant activities, and reporting. The Project Director is the only person who can add and delete other MAGIC users, and initiate a new application. The Project Director receives all correspondence from the Office of Drug Control Policy.

To Register with MAGIC-IntelliGrants as a Project Director:

Note: If you are currently registered as a Project Director, and want to initiate a new application, use your existing login and password and click: "Initiate a New Application" at the Main Menu page.

If you are a registered MAGIC user with another Security Status (Program Staff, Financial Officer, or Authorized Official) contact ODCP at 517-373-2960, or MDCH-ODCP@michigan.gov and staff will assist you with upgrading your Security Status.

1. Using your web browser, visit www.michigan.gov/magic
2. Click the MAGIC Quick Links, BYRNE JAG on the right side of the screen.
3. In the box in the middle of the screen, click the **"New Project Director? Click Here"** link. You will be taken to the New Project Director Registration screen. This screen features seven steps that help to get a new Project Director registered with MAGIC. Please read and follow each step carefully!
4. Please read step 2 and check the box labeled **"I Agree"** if you agree to the terms and conditions outlined in that step.
5. Complete the requested fields at the bottom of the screen
6. **Click "Save"**
7. MAGIC will perform a check to see if the entity Federal Identification Number (FEIN) specified matches an entity already entered in MAGIC. If the entered FEIN does not match a FEIN already entered into MAGIC, you will be prompted to complete information regarding the new entity. Please continue with the steps listed below starting with step 7. **If the entered FEIN matches a FEIN currently in MAGIC, please skip to step 9.**

8. If your FEIN did not match an entity found in MAGIC, complete the required information on this screen concerning your entity.
9. **Click "Continue"**
10. If your FEIN matched an entity found in MAGIC, a list of matching entities will appear on-screen. Select the matching entity by clicking the radio button adjacent to the name of the entity.
11. **Click "Continue"**
12. If any information is missing for the entity, you will be prompted to enter this information. If the information for this entity is complete, your request for a login as a Project Director will be submitted to ODCP. Once an administrator at ODCP has reviewed your information, you will receive email notification regarding your request for login information.
13. Complete the required fields for the entity.
14. **Click "Continue"**

Your request for a login as a Project Director will be submitted to ODCP. Once an administrator has reviewed your information, you will receive email notification regarding your request for login information.

You should receive your email notification and password within two business days. If you have not received it within the allotted time, contact the Office of Drug Control Policy at 517-373-2960 or MDCH-ODCP@michigan.gov.

<u>Section Three</u>
Forgot Your Password?

The MAGIC Login screen has a link that allows you to retrieve your password in the event that you lose or forget your password. This link is located in the login box in the middle of the screen:

1. Using your web browser, visit *www.michigan.gov/magic*.
2. Click the Log into BYRNE JAG link on the right side of the screen.
3. In the box in the middle of the screen, click the **"Forgot your password? <u>Click Here</u>"** link.
4. Type your login name in the field provided.
5. Use the Login Question dropdown menu to select the question you chose upon registration to be your password retrieval question.
6. Type your login question answer in the field provided.
7. **Click "Submit"**

Depending on the success of your password retrieval, you will receive one of the following messages at the top of the screen after submission:

- ***The login information for <login> has been sent to: <email address>.*** Your attempt at retrieving your password has been successful! An email message containing your password for MAGIC–IntelliGrants will be sent to the displayed address.
- ***ERROR: Your login information could not be verified!*** The login name that you provided for retrieving your password is not found in MAGIC–IntelliGrants. You have more than likely typed your login incorrectly, or your login is not present in the system.

- ***The answer you supplied is incorrect!*** Your login name and login question match what is found in MAGIC–IntelliGrants, but your login answer is incorrect. Please type the correct answer to retrieve your password.

If you are unsuccessful in retrieving your password, contact the Office of Drug Control Policy at: 517-373-2960 or MDCH-ODCP@michigan.gov and staff will assist you.

Section Four
Initiating an Application

The **Initiate an Application** box is only visible to the Project Director for the entity on the Main Menu. The Main Menu is the first screen you will see every time you login to MAGIC. This box allows you to begin an application in order to apply for grant funds. All current available grant opportunities for your entity will be listed here in the drop down box under **Initiate a New Application** (i.e., Byrne JAG Stimulus 2009). If you do not see a grant opportunity that you believe should be listed, please contact ODCP.

1. Click **"Apply For a New Grant".** You will be taken to the **Grant Selection** screen.
2. A separate window will appear with the certifications and assurances for the application. Please read this information carefully! After you have finished reading the text, close the window by using the link at the bottom of the window or manually closing the window.
3. On the Grant Selection screen, check the boxes at the top of the screen if you understand and agree to the terms and conditions outlined in the certifications and assurances.
4. Place a dot in the **"Apply For"** radio button, and select **"New Grant" or "Renewal"** from the Drop Down box.
5. **Click "Apply"** at the bottom of the screen.
6. You will be taken to a screen that allows you to select the implementing agency for your application.

Section Five
Assign/Edit Implementing Agency

This screen allows you to select the appropriate implementing agency for your project. To select the implementing agency for your project:

1. Using the Implementing Agency ID dropdown menu, select your project's implementing agency. Depending on whether or not the implementing agency is recognized by ODCP, the fields for address, city, zip code, and county may or may not be automatically filled in.
    a. If your implementing agency is recognized by ODCP, the fields below the Implementing Agency ID dropdown menu will automatically fill in with the appropriate information.
    b. If your implementing agency is not recognized by ODCP, the fields below the Implementing Agency ID dropdown menu will not automatically fill in. Complete the address, city, zip code, and county information using the fields provided.

2. **Click "Save"**
3. **Click "Next."** You will be directed to the Add/Edit Users to MAGIC screen

<u>Section Six</u>
Add/Edit Users to MAGIC

The next screen that you will see allows you to manage access to the application. <u>Only a Project Director</u> for an entity may manage access for an application.

1. The first section on this page identifies persons assigned to the application you are preparing: Entity Users Associated with this Application. The Project Directors name will be listed in this box.
2. The second section on this page identifies persons from your entity that have been given access to other MAGIC grants: Entity Users not Associated with the Application.
   a. If there are persons listed in this section that will be associated with the application you are preparing, merely place a check mark next to their name, and select Add to Application.
   b. If there are new persons you need to add to this application scroll down to the next section.
3. The third section on this page is Enter New User Information. <u>All users to MAGIC must have their own email address to be registered.</u>
   a. The Salutation is designed to assist ODCP with proper titles for mailings: The Salutations in the drop box would precede a persons name if formerly addressed in a letter (i.e., Chief, Dr., etc.). If the person assigned is not normally referred to by title in their position (i.e., Accountant, Administrative Assistant, etc.) select the Mr., Mrs. or Ms. from the drop down box.
   b. Under the Title selection, this is for identifying the position the person occupies (i.e., Chief of Police, Board Chairperson, City Manager, etc.).
   c. Each person assigned to the application must be assigned a role within the grant. System Security defines the role and access each person has to the application. There are three levels of security: Authorized Official, Program Staff and Financial Officer. These individuals will need to be assigned to the application by a Project Director if they are going to work on an application. System Security levels are referenced below:
      - ***Program Staff:*** **persons who assist the Project Director with grant activities or staff that the agency wants to have access without any responsibilities.**
      - ***Financial Officer:*** **a person who works with the budget and will be submitting the monthly financial report for reimbursement of funds.**
      - *Authorized Official*: **must be a person who is authorized to enter into a binding contract for the entity receiving funds. The Authorized Official is normally from the Executive or Legislative Branch of the entity (i.e., City Manager, Mayor, Council President, Board Chairperson, etc.). The Authorized Official will be responsible for submitting the application and all amendments.**
   d. After entering all of the information, **Click "Save"**, the new entry will automatically be added to your application.

e. **NEWLY ADDED USERS WILL RECEIVE AN EMAIL FROM ODCP PROVIDING THEM WITH A LOGIN AND TEMPORARY PASSWORD.**
f. **Note that your application can only have ONE Project Director, ONE Financial Officer and ONE Authorized Official. You may have as many Program Staff personnel that you may deem necessary.**

4. After adding all personnel to your application, **YOU MUST SELECT THE "NEXT" OPTION AT THE BOTTOM AND/OR TOP OF THE SCREEN**. This will direct you to the Application Access to BYRNE JAG Screen.

Application Access to BYRNE JAG

1. The persons that have been added to the application will be listed on this screen. You must select the System Security for each person, and **Click "Save."**
2. This screen also gives you an opportunity to restrict how long a user can have access to the application. Placing a time limit on users is <u>rarely, if ever, done</u> because the person can be removed from the application in the Add/Edit Users Screen.
3. You are now ready to work on the Application.
4. **Click on "Application Menu"** located in the dark blue section at the top of the page.

<u>Section Seven</u>
Application Menu

This is your primary application screen. Work your way from top to bottom to complete your application.

Management Activities (Selection Section)
The Management Activities block allows you to manage access to the application, generate PDF documents of your application and track modifications made to your application. The following list explains each link:

- ***Application History* –** Clicking on this link allows you to see your original application, contract and modification. You can skip this step during the original application phase.
- ***Add/Edit Users to MAGIC/Grant Application* –** Clicking this link allows you to assign users within your entity access to the application. You may also add new users to MAGIC–IntelliGrants if you have the appropriate security level. Program Staff and Financial Officers will not be able to see this link.
- ***Modifications Summary*** – This link is only visible if an application has progressed through the Modifications Submitted phase. Click this link to view any modifications made since your last set of modifications.
- ***View a PDF of this Application*** – Click this link to generate a PDF document of the entire application, complete with all saved data. You may save the PDF file to your computer or local area network, or print.
- ***Blank PDF*** – Click to generate a blank PDF document of the entire application. This PDF will not contain any saved data.

General Information (Selection Section)

The General Information block allows you to specify general information for your application, political affiliation and assign an implementing agency for your grant program. The following bullets explain each link in this section:

- ***Application Information* –** The Application Information screen collects information regarding the type of application you are applying for, project information and operating counties.
- ***Political Districts* –** The Political Districts screen allows you to specify the U.S. Congressional, State House and State Senate districts where your project will operate. This screen also contains links to maps of the State of Michigan in PDF format, which can aid you in selecting the appropriate districts of operation.
- ***Assign/Edit Implementing Agency* –** This screen allows you to specify the agency that will be carrying out your project.

Application Information (Completion Instructions)

Application Information screen collects information regarding the type of application you are applying for, project information and operating counties. To complete this page:

1. From the Application Menu, scroll to the General Information section.
2. **"Click Application Information."**
3. Using the dropdown menu for Application Type, select the application type that applies to the current application.
   a. If you are applying for a new application, continue to step 4.
   b. If you are applying for a renewal, in the gray box below Application Type, select the year of funding for the application using the dropdown menu provided.
4. Specify the title for the project in the Project Title field.
5. Select the appropriate program area for your application using the Program Area dropdown menu. (Notice the Program Area Description link under the Program Area dropdown menu. If you have questions about a program area, click this link to access Microsoft Word or Adobe Acrobat PDF files describing each program area.)
6. Indicate starting and ending dates for your project in the Start Date and End Date fields. Format each date according to mm/dd/yyyy.
7. Indicate the geographic area to be served by your project in the "Population of geographic area served by this project" field.
8. Check the counties where the project will operate.
9. **Click Save**.

Information regarding your application will be saved in MAGIC–IntelliGrants. You may revisit this page at any time to update your application's information, as long as your application is in an editable status.

Political Districts (Completion Instructions)

You must specify the political districts where your project will operate. This includes the U.S. Congressional district, State House and State Senate districts. To select the appropriate districts:

1. From the Application Menu, scroll to the General Information section.
2. **Click "Political Districts."**
3. Check the U.S. Congressional district where your project will operate. You may select more than one district. If you are unsure of the district, click the map of the State of Michigan on the right side of the screen. A PDF of the State of Michigan will appear in a separate window. Use the map to determine the appropriate district.
4. Check the State House district where your project will operate. You may select more than one district. If you are unsure of the district, click the map of the State of Michigan on the right side of the screen. A PDF of the State of Michigan will appear in a separate window. Use the map to determine the appropriate district.
5. Check the State Senate district where your project will operate. You may select more than one district. If you are unsure of the district, click the map of the State of Michigan on the right side of the screen. A PDF of the State of Michigan will appear in a separate window. Use the map to determine the appropriate district.
6. **Click "Save"**.

Information regarding your project's operating political districts will be saved in MAGIC–IntelliGrants. You may revisit this page at anytime to update the political districts as long as your application is in an editable status.

Information regarding your project's implementing agency will be saved in MAGIC–IntelliGrants. You may revisit this page at anytime to update the implementing agency information.

Section Eight
Budget Pages

The Budget Pages block contains one link that leads to the various budget screens for the application. To access any of the budget pages, simply click the link labeled Create/Edit Budget. Information about the funding source and your entity are also displayed here.

Clicking the Create/Edit Budget link from the Application Menu will take you into the budget pages for your application. There are four tabs in this section that lead you to important budget screens. Each of these tabs is explained in the sections that follow.

Budget Summary

The Budget Summary is, as the name implies, a summary of the entire budget. The top of the screen features information about the grant and your entity. The following pieces of information are found on this screen:

- ***FEIN*** **–** This is your entity's Federal Identification Number.
- ***Grant Number*** **–** This value represents the official number for the grant.
- ***Starting Date*** **–** The date found in this field represents the first day of the funding cycle.
- ***Ending Date*** **–** The date found in this field represents the last day of the funding cycle.
- ***Fiscal Year*** **–** This year represents the fiscal year for the funding cycle.

All dollar amounts in this screen are determined by summing all budget items added to your application. **The only field that you may edit on this screen is the local match dollars for the sources of funds**. If you wish to adjust totals otherwise on this screen, you must do so by editing the individual budget items or by adding new budget items. You may edit and delete budget items by way of the Budget Detail or you may add new items by using the Add Budget Item tab.

Add Budget Item (Completion Instructions)

The most important tab in the budget section is the Add Budget Item tab. Information entered into this screen populates all other budget screens. To add a new budget item:

1. From the Application Menu, **click "Create/Edit Budget".**
2. Click "**Add Budget Item".**
3. Click the link of the line item for which you wish to request funds.

Notice that the selection of each line item alters the appearance of the Add Budget Item screen. Each line item requires a different set of information be captured.

4. Input the information as appropriate for the selected line item. Refer to the following points when completing your budget items:
    a. ***Salary and Wages*** – Please complete a description for your item. You must also note the number of positions requiring funding. If your item is exempt from any fringe benefits, please note it by checking the box indicated. You must also specify state and local match funds for your item. If you need to make any additional comments regarding your item, complete the "Comments" box, otherwise this field is not required. Finally, specify FTE or hours for your item (not both).
    b. ***Fringe Benefits*** – In addition to providing a description of your item, please indicate the type of fringe benefit by selecting one of the boxes displayed. Also, if your item has a composite rate, please indicate it, along with specifying the rate. Finally, specify the state and local match funds for your item.
    c. ***Supplies and Materials*** – In addition to providing a description of your item, please specify the state and local match funds for your item.
    d. ***Contractual (Subcontracts)*** – In addition to providing a description of your item, indicate the name of the contractor, services provided and address information for the contractor. Finally, please specify the state and local match funds for your item.
    e. ***Equipment Expenses*** – In addition to providing a description of your item, please specify the state and local match funds for your item.
    f. ***Other Expenses*** – In addition to providing a description of your item, please specify the state and local match funds for your item.
5. After your item's information has been completed, click Add Item. The item will be added to your application's budget.

It is good practice to always check your Budget Summary **AND** Budget Detail pages when making any changes to the budget section to ensure that changes are being made. If you do not think that you are seeing the most current, up-to-date data, click the "Refresh" button at the top of your web browser.

Budget Detail (Completion Instructions)

The Budget Detail displays information about each item found within your application's budget. This screen is not editable, but using the linked descriptions for each item you may access a screen that will give you the option of editing or deleting the item.

Editing a Budget Item

To edit a budget item:

1. From the Application Menu, **click "Create Budget".**
2. Click "**Budget Detail".**
3. Click the linked description of the item you wish to edit.
4. Using the fields provided, make the necessary changes to the item's current information.
5. Click **"Update Item".** The item information will be updated for your application's budget.

Deleting a Budget Item

To delete a budget item:

1. From the Application Menu, **click "Create Budget".**
2. Click "**Budget Detail".**
3. Click the linked description of the item you wish to delete.

Please exercise caution when deleting budget items. Once an item has been deleted from your budget, the deletion may not be undone. If you with to re-add the item, you must re-enter the information for that item again.

4. **Click "Delete Budget Item".** The item will be removed from your application's budget and you will be returned to the Budget Detail.

View PDF

A user may view a PDF of the budget at anytime. Even if the budget is not complete, as long as items exist for a budget the user has the ability to generate a PDF of the data saved within MAGIC–IntelliGrants. To view a PDF of the budget:

1. From the Application Menu, **click "Create Budget".**

2. Click “**View PDF”.** Adobe Acrobat or Adobe Acrobat Reader will launch and a separate window will appear containing a PDF template of the budget populated with various budget values.
3. You are now ready to complete your Program Information.

<u>Section Nine</u>
Program Information

- ***Budget Item Summaries*** – This requires a narrative explanation of your budget line items. Every section requires input. If you are not requesting funds from one of the line items, place an N/A in the narrative space.
- ***Grant Summary*** – This section requires a very brief overall description of your project (i.e. Project funds will support a full time officer assigned to a high crime neighborhood to reduce crime and gang problems).
- ***Problem Statement*** – Describe the problem using supportive data, what has been done to correct the problem and why the problem needs additional funding.
- ***Project Description*** – Give a detailed description of your project. Provide job descriptions, timelines, responsibilities, purpose, etc.
- ***Anticipated Outcomes and Performance Measures*** – How will your project be evaluated, who will be responsible, what are the goals, objectives, activities and quantifiable performance measures.

<u>Section Ten</u>
Attachments

An attachment is an electronic file uploaded from your computer or local area network into MAGIC–IntelliGrants as a part of an application. MAGIC–IntelliGrants may require attachments (found in this section specified by name) or allow for unspecified attachments (not specific and identified with the text “Add New” on the Application Menu).

When uploading an attachment into MAGIC–IntelliGrants, the system limits you to a few acceptable file types. You may only upload files in *.txt (generic text file); *.doc (Microsoft Word document); *.xls (Microsoft Excel spreadsheet); *.jpg (an image file, Joint Photographic Experts Group); *.gif (an image file, Graphics Interchange Format); and, *.pdf (Portable Document Format) formats. If you attempt to upload files of other types, the system will reject your file and present an error message.

Attachments may also be allowed within narrative pages.

Attachments

1. **Click “Add New”.**
2. Type a name for your attachment in the title field.
3. **Click “Browse”,** find the attachment stored on your computer and add the attachment.
4. **Click “Save”.**

Deleting an Attachment

Occasionally an attachment may need to be deleted from MAGIC–IntelliGrants. Common situations where an attachment may need to be deleted include the content of the file being changed outside of MAGIC–IntelliGrants, or if the attachment is no longer needed. To delete an attachment:

1. From the Application Menu, scroll to the Attachments section.
2. Locate the attachment you wish to delete.
3. **Click the adjacent “Delete” link.**
4. A separate, smaller window will appear prompting your action.
5. **Click “OK”.** The attachment will be deleted from MAGIC–IntelliGrants and you will be returned to the Application Menu.

Please use caution when deleting attachments. Once an attachment has been deleted, you may not bring the attachment back into MAGIC–IntelliGrants if you later decide that the deletion was a mistake.

<u>Section Eleven</u>
Error Checking an Application

MAGIC–IntelliGrants has the ability to enforce business rules programmed into the system at the request of ODCP. Error checking requires that certain fields be populated with data in order to be considered complete. Errors may be caused by incorrectly filling out a page, leaving required fields blank or by violating set business rules. As an applicant, it is your responsibility to: 1) complete pages necessary for requesting grant funds; and, 2) ensure that all pages are completed properly.

MAGIC–IntelliGrants has the ability to check if data was entered into a field, but does not have the ability to ensure that the information is correct. Please review your application carefully before submitting the application to ODCP.

Error checking for MAGIC–IntelliGrants is done by **clicking “Check for Errors”** located in the header and footer of an application. Clicking that link will trigger a process that checks for all required fields and enforced business rules. Once complete, if any errors are discovered, you will be taken to a screen that breaks the errors down according to section. Each error will be displayed with a description of the problem and link that will take you directly to the page with the error.

To perform an error check for your application:

1. You must first be in an application to perform an error check. For information on viewing an application, please refer to Section Seven.

You may perform an error check while on the Application Menu or from anywhere within the application pages.

2. To start the error checking process, **click “Check for Errors”**.

Before performing an error check, please remember to click Save! Only saved data may be error checked! If you fail to save data before performing an error check, any unsaved data will be lost.

A process that checks for all required fields and enforced business rules will be triggered. Depending on the number of programmed required fields and business rules, as well as the speed of your internet connection, this may take anywhere from a few seconds to a few minutes.

3. Once complete, you will be taken to a new screen.
    a. If MAGIC–IntelliGrants has not detected any errors, you will receive the message, "No errors have been detected in this application." Your application is error-free! You do not need to continue with the next few steps. However, it is recommended that you review your application for completeness.
    b. If MAGIC–IntelliGrants has detected some errors, the errors will be organized according to section with bulleted lists breaking down each error. Each error will feature a short description of the problem as well as a link to the page where the error is found. Please continue to Step 4.
4. To resolve an error, please click the link where an error was found and fix the problem as instructed. Be sure to save your changes!
5. To revisit the screen listing the errors, you may perform an error check again. Repeat steps 2-4 until all errors have been resolved.

MAGIC–IntelliGrants does not limit you on the number of times that you may perform error checking.

<u>Section Twelve</u>
Submit an Application

Only an Authorized Official may submit the application. Applications must be submitted before the due date and may only be submitted without errors. For your convenience, an error check is automatically performed by MAGIC–IntelliGrants when the Submit Application button is clicked. It is recommended that before an application is to be submitted by an Authorized Official that the Project Director for the application perform one final error check to catch any errors or incorrect information that may have been overlooked. An Authorized Official does not have the ability to edit application information so if there are errors present, the Authorized Official will not be able to submit the application until all errors have been resolved.

To submit an application:

1. An Authorized Official must be listed within the application in order for it to be submitted.
2. On the Application Menu, **click "Submit Application".**
3. An error check will be performed after Submit Application has been clicked.

4. Review the conditions for your entity pertaining to the submission of this application. Also, notice that only the Authorized Official has the authority to submit this application. If you are not the Authorized Official, **DO NOT** submit the application and return to the Main Menu, as instructed.
5. If you agree with all conditions, **click "I Agree".**
6. If your application was submitted successfully, you will be taken to a confirmation screen and the status of the application will change to Application Submitted. Please print a copy of this screen to be retained for your records! Also, an email will be sent to both the Authorized Official and the Project Director for the application. Please print a copy of this email to be retained for your records as well. If possible, ensure that the email prints complete with email headers listing the date and time that the message was sent. For information on printing email headers properly, please consult your system administrator.

All dates and times for MAGIC–IntelliGrants are in Eastern Standard Time (EST) unless stated otherwise.

Once an application has been submitted to ODCP, grant staff from ODCP will begin reviewing the application. Those users with access to the application may periodically log into MAGIC–IntelliGrants to check the status of the application or view the content of the application. Applications will not be able to be edited during review.

Section Thirteen
Deleting an Application

The Project Director for an entity may only delete an application if it has not been submitted to ODCP. To delete an application:

1. From the Main Menu, scroll through the list of applications available to you for your entity.
2. **Click 'Delete Application'.** You will be taken to a confirmation screen. If you wish to delete the application, you may continue with these steps, otherwise you may click Cancel to cancel the deletion.
3. **Click "Confirm".**

You will be returned to the Main Menu. If you elected to delete the application, it will no longer appear in your list.

Please use caution when deleting applications. Once an application has been deleted, you may not bring the application back into MAGIC–IntelliGrants if you later decide that the deletion was a mistake.