



MAGIC+ INSTRUCTIONS

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Helpful Phone Numbers:

Agate Help Desk: (800) 820-1890

Grant Advisors: (517) 373-2960

Lesson #1 - Getting Into MAGIC+

The website for MAGIC+ (be sure to bookmark it!) is: <https://msp.intelligrants.com>

If you **have used** "old" MAGIC for a Byrne Justice Assistance Grant (Byrne JAG) and/or Residential Substance Abuse Treatment (RSAT) Grant application, your username and contact information, though not your password, should have migrated into the new MAGIC+ system. Use the instructions starting on this page.

If you have **never used** any version of MAGIC for Byrne JAG and/or RSAT applications, please skip ahead to Page 5.

DETERMINE YOUR USERNAME:

Those that have used "old" MAGIC for Byrne JAG and/or RSAT applications at any point in the past will use the same username to log into the new MAGIC+ system. **You will not use the same password.** If your username consisted of a four-digit number, add a zero in front of that number; that is now your username for MAGIC+. If you do not like the username, you will be able to change it.

If you know you have used old MAGIC for Byrne JAG and/or RSAT applications in the past, but you cannot remember your username, please call the Agate Help Desk at (800) 820-1890 to retrieve your username.

If you need to change your agency affiliation and/or system role, please contact a grant advisor for assistance.

GENERATE YOUR PASSWORD

If you know your old username, click the **Forgot Password?** link on the Home Screen to generate a new password, which will be automatically emailed to you:

Michigan State Police

System Login

Welcome to MAGIC+

The Michigan Automated Grant Information Connection (MAGIC+) system is used to apply for and manage grant applications and reporting requirements for the Michigan State Police (MSP) Byrne Justice Assistance (JAG) Grants and the Office of Highway Safety Planning (OHSP) Traffic Safety Grants. For more information about these grant programs, please click on the corresponding program information links below.

Each grant application must be initiated and managed by a Project Director who will be directly responsible for all grant activities and reporting. New Authorized Officials, Financial Officers and Project Directors must first register by clicking the **"New User Registration"** link in the login box to the right. Once an email notification of registration approval is received, new users will then be able to log in, add additional staff and initiate applications.

Passwords may be reset by clicking the **"Forgot Password?"** link in the login box to the right. There is a 15-minute lockout period if the number of allowed password attempts is exceeded, so users must wait the full 15 minutes before attempting to use the temporary password that will be provided via email. *Note that the account profile email address must be current in order to receive the temporary password.*

For technical assistance, including username and password issues, please contact the Agate Software Help Desk.

Help Desk Availability
Hours: Monday thru Friday 8am to 8pm EST
Phone: 1-800-820-1890
Email: helpdesk@agatesoftware.com

Login

Username

Password

LOGIN

[New User Registration](#)

[Forgot Password?](#)

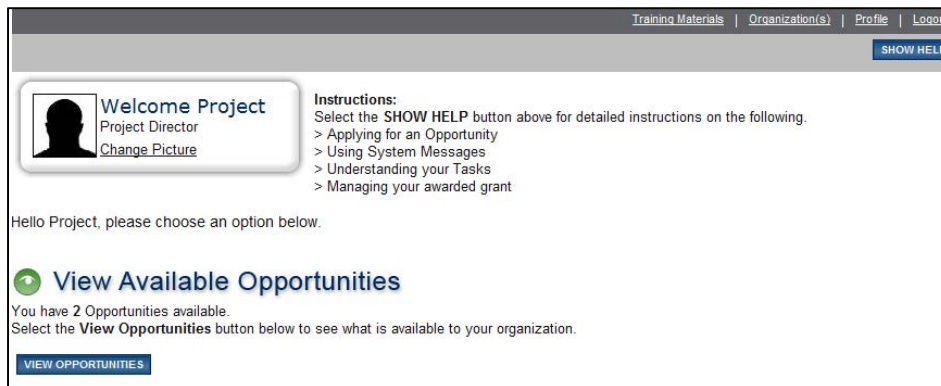
LOGGING IN

Your password should have been immediately emailed to you. If you did not receive an email, please call the Agate Help Desk at (800) 820-1890 for assistance.

Once you have obtained your username and password, login using the corresponding boxes and click **Login**.

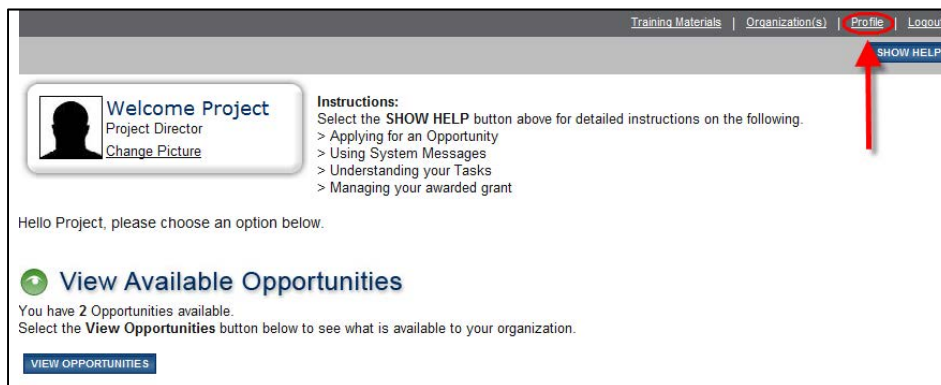


You should now be at the Welcome Page.



CHANGE YOUR USERNAME AND/OR PASSWORD

To update your username or password, click the **Profile** link.



Enter your new username/password in the corresponding boxes, and click **Save**.

Back Save SHOW HELP

After saving your changes, click here.

Don't forget to save your changes!

Profile

Please complete all the required fields below. Required fields are marked with an *.

Contact Information

Name Prefix First Middle Last Suffix

Display Name

Organization Test Organization for Byrne

Title

Address 123 Anywhere St.

City Lansing State Michigan Zipcode 48910

County Ingham County

Phone #1 (123) 456-7890 Phone #2

Fax Cell Phone

Email cdodge@agatesoftware.com

Website

Username msppd1

Password Confirm Password

If you are in need of additional support or have any questions, contact a grant advisor for assistance at (517) 373-2960.

The following instructions are only for those who have **never** used any version of MAGIC for Byrne JAG and/or RSAT applications.

DETERMINE YOUR GRANT ROLE

Each Byrne JAG and/or RSAT application must have several individuals assigned in the MAGIC+ system, with specific roles, before the system will allow for application submission. You will need to determine which role is appropriate for your agency before you request access to MAGIC+.

Project Director (required - only one is allowed): This individual is designated by the agency to be directly responsible for all grant activities, including reporting, and is the main contact for all submissions.

Authorized Official (required - only one is allowed): This individual is authorized to enter into binding contracts for the entity receiving funds. This is normally an individual that works in the executive or legislative branch of the entity (e.g., mayor, city manager, council president, board chairperson, etc.). The authorized official will be responsible for submitting the application and all amendments.

Financial Officer (required - only one is allowed): This individual has detailed knowledge of the grant budget and accounting practices of the agency. The financial officer will be responsible for submitting the monthly Financial Status Reports (FSRs) for reimbursement of funds.

Program Staff (not required - unlimited allowed): This role allows individuals to be added that may assist the project director with grant activities and/or monitor the grant, without assigned grant duties.

GENERATE YOUR USERNAME AND PASSWORD

Click the **New User Registration** link and follow the instructions on that page to request a username and password (you will not be able to log in until you have been added to the system by a grant advisor).

Michigan State Police

System Login

Welcome to MAGIC+

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Each grant application must be initiated and managed by a Project Director who will be directly responsible for all grant activities and reporting. **New Authorized Officials**, Financial Officers and Project Directors must first register by clicking the **New User Registration** link in the login box to the right. Once an email notification of registration approval is received, new users will then be able to log in, add additional staff and initiate applications.

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Phone: 1-800-820-1890
Email: helpdesk@agatesoftware.com

Login
Username
Password
Login
[New User Registration](#)
[Forgot Password?](#)

LOGGING IN

After a username and password is generated using the **New User Registration** link, you will receive an email from a grant advisor (within two business days) to notify you that you have been successfully added to MAGIC+.

Once you have obtained your username and password, use the corresponding boxes and click the **Login** button.

Michigan State Police

System Login

Welcome to MAGIC+

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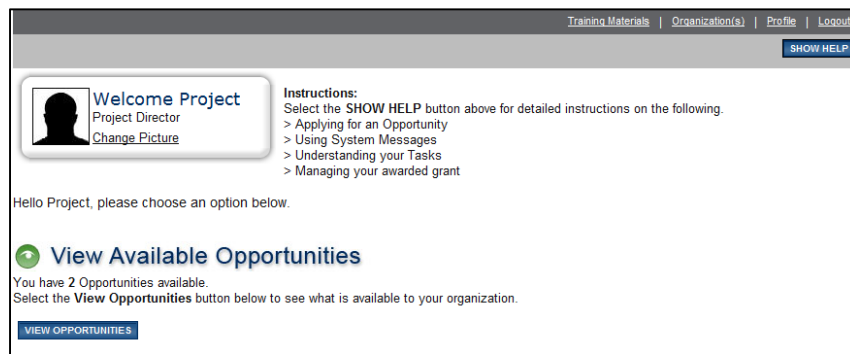
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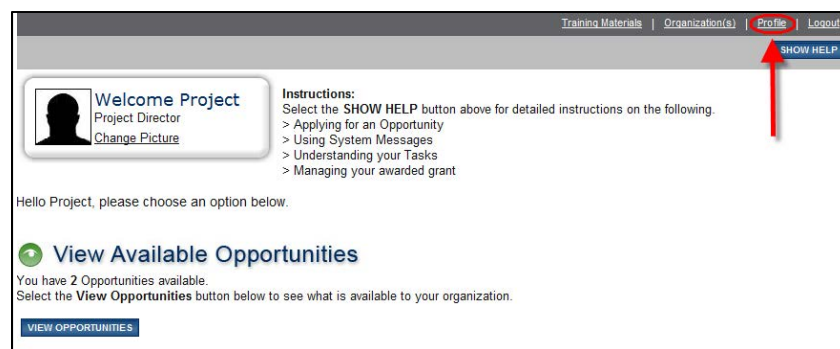
Login
Username
Password
Login
[New User Registration](#)
[Forgot Password?](#)

You should now be at the Welcome Page.

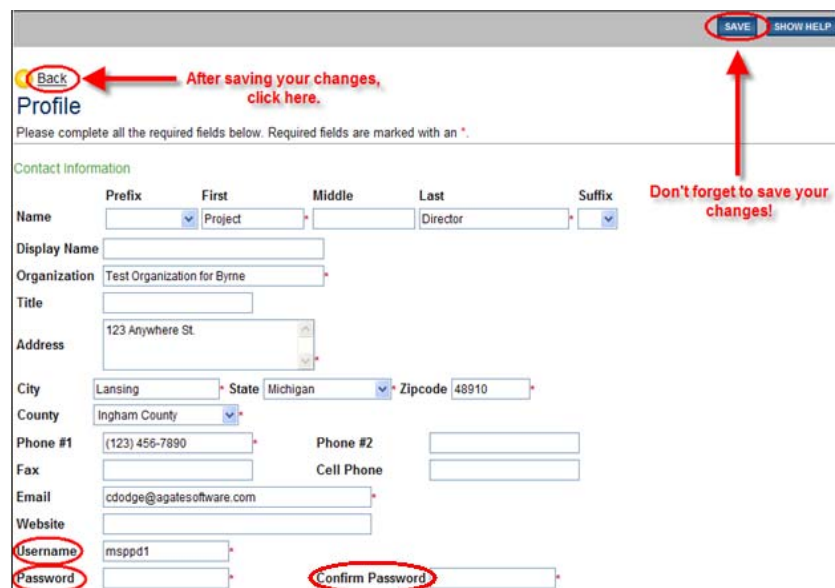


CHANGE YOUR USERNAME AND/OR PASSWORD

To change your username and/or password, click the **Profile** link.



Enter the new username/password in the corresponding boxes, and click **Save**.



If you are in need of additional support or have any questions, contact a grant advisor for assistance at (517) 373-2960.

Additional instructions will be provided to assist you with initiating and completing an application.

Lesson #2 - Initiating an Application in MAGIC+

You must be a Byrne JAG and/or RSAT project director in order to initiate an application. Only project directors have the rights in MAGIC+ to initiate an application.

LOG INTO MAGIC+

The website for MAGIC+ (be sure to bookmark it!) is: <https://msp.intelligrants.com>

Type your Username and Password into the corresponding boxes on the Home Page, and click the **Login** button.

Michigan State Police

System Login

Welcome to MAGIC+

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Michigan State Police

System Login

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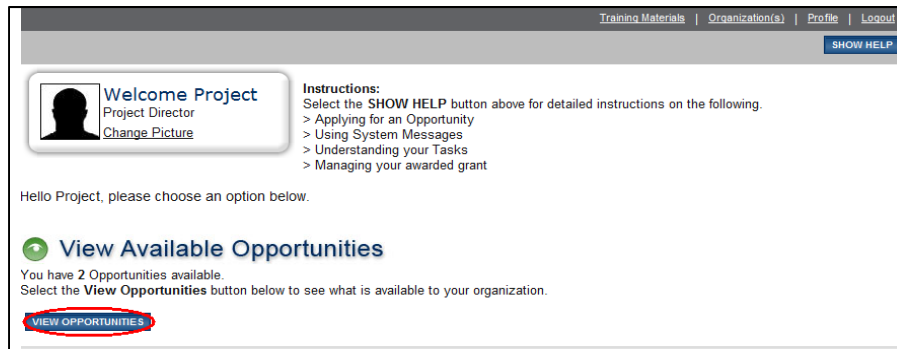
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SELECT THE APPROPRIATE GRANT OPPORTUNITY

From the Welcome Page, click **View Opportunities**.




Training Materials | Organization(s) | Profile | Logout

SHOW HELP

Welcome Project
Project Director
Change Picture

Instructions:
Select the SHOW HELP button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

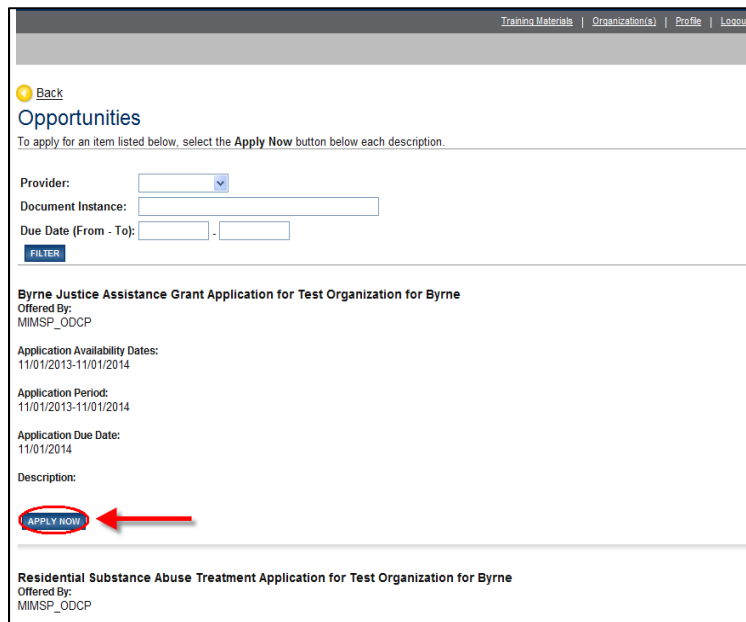
Hello Project, please choose an option below.

 **View Available Opportunities**

You have 2 Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

Click **Apply Now** under the grant opportunity for which you plan to apply.



Training Materials | Organization(s) | Profile | Logout

Back

Opportunities

To apply for an item listed below, select the **Apply Now** button below each description.

Provider:

Document Instance:

Due Date (From - To): -

FILTER

Byrne Justice Assistance Grant Application for Test Organization for Byrne
Offered By: MIMSP_ODCP

Application Availability Dates: 11/01/2013-11/01/2014

Application Period: 11/01/2013-11/01/2014

Application Due Date: 11/01/2014

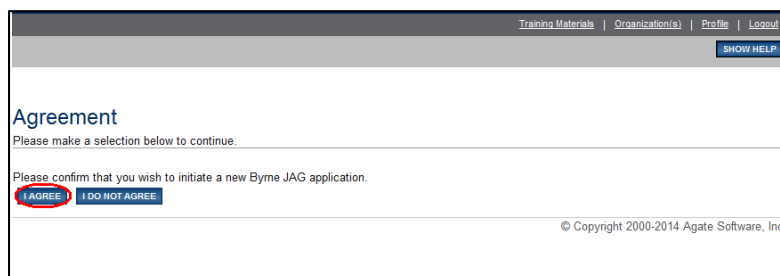
Description:

APPLY NOW

Residential Substance Abuse Treatment Application for Test Organization for Byrne
Offered By: MIMSP_ODCP

INITIATE THE APPLICATION

Click **I Agree** in the Agreement Page.



Training Materials | Organization(s) | Profile | Logout

SHOW HELP

Agreement

Please make a selection below to continue.

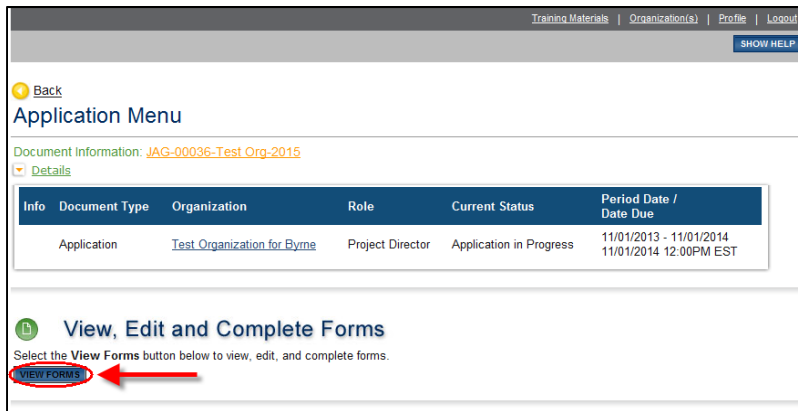
Please confirm that you wish to initiate a new Byrne JAG application.

I AGREE **I DO NOT AGREE**

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VIEW THE APPLICATION

From the Application Menu, click **View Forms** under View, Edit and Complete Forms



The screenshot shows a web application interface. At the top, there is a navigation bar with links: [Training Materials](#), [Organizations](#), [Profile](#), and [Logout](#). Below this is a 'Back' button. The main heading is 'Application Menu'. Underneath, there is a 'Document Information' section with a link to [JAG-00036-Test Org-2015](#) and a 'Details' link. A table displays application information:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
Application		Test Organization for Byrne	Project Director	Application in Progress	11/01/2013 - 11/01/2014 11/01/2014 12:00PM EST

Below the table, there is a section titled 'View, Edit and Complete Forms' with a sub-instruction: 'Select the View Forms button below to view, edit, and complete forms.' At the bottom of this section, the 'VIEW FORMS' button is circled in red, and a red arrow points to it.

If you are in need of additional support or have any questions, contact a grant advisor for assistance at (517) 373-2960.

Lesson #3 - Adding Users to Your Application in MAGIC+

You must be a Byrne JAG and/or RSAT project director in order to add users to an application. Only project directors have the rights in MAGIC+ to add users.

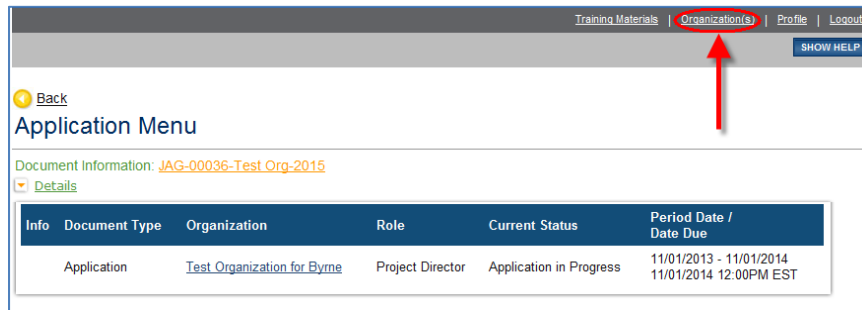
LOG INTO MAGIC+

The website for MAGIC+ is: <https://msp.intelligrants.com>

DETERMINE IF AN INDIVIDUAL IS REGISTERED

If you are adding an individual to your application, they need to already be registered in MAGIC+.

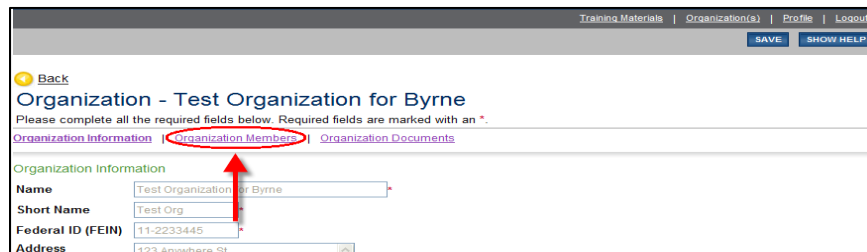
To determine if that individual is registered in MAGIC+, click the **Organization(s)** link on the Welcome Page.



The screenshot shows the MAGIC+ Application Menu. At the top, there is a navigation bar with links: Training Materials, **Organization(s)** (highlighted with a red arrow), Profile, and Logout. Below this is a 'Back' button and the title 'Application Menu'. The document information is 'JAG-00036-Test Org-2015'. There is a 'Details' link. Below this is a table with the following data:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
Application		Test Organization for Byrne	Project Director	Application in Progress	11/01/2013 - 11/01/2014 11/01/2014 12:00PM EST

Click the **Organization Members** link.



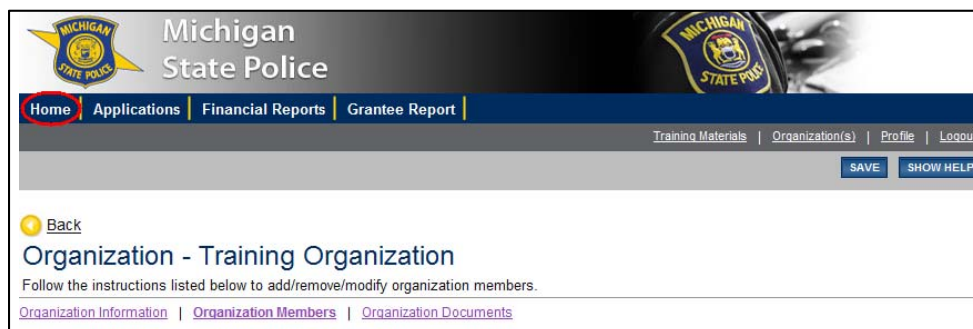
The screenshot shows the 'Organization - Test Organization for Byrne' page. At the top, there is a navigation bar with links: Training Materials, **Organization(s)**, Profile, and Logout. Below this is a 'Back' button and the title 'Organization - Test Organization for Byrne'. The page instructs the user to complete all required fields below. There are three tabs: Organization Information, **Organization Members** (highlighted with a red arrow), and Organization Documents. Below the tabs is a form with the following fields:

Name	Test Organization for Byrne
Short Name	Test Org
Federal ID (FEIN)	11-2233445
Address	123 Anywhere St

If the individual's name does not appear, refer them to Lesson #1 (Getting into MAGIC+). Once they have confirmed access to MAGIC+, continue to the next step.

FIND YOUR INITIATED APPLICATION

Click the **Home** link to navigate back to the Welcome Page.



The screenshot shows the Michigan State Police MAGIC+ Home page. At the top, there is a navigation bar with links: **Home** (highlighted with a red circle), Applications, Financial Reports, and Grantee Report. Below this is a navigation bar with links: Training Materials, Organization(s), Profile, and Logout. Below this is a 'Back' button and the title 'Organization - Training Organization'. The page instructs the user to follow the instructions listed below to add/remove/modify organization members. There are three tabs: Organization Information, Organization Members, and Organization Documents.

Click **Open Tasks** under My Tasks.

Welcome
Project Director
[Change Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello Will, please choose an option below.

View Available Opportunities
You have 3 Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.
[VIEW OPPORTUNITIES](#)

My Inbox
You have 0 new messages.
Select the **Open Inbox** button below to open your system message inbox.
[OPEN INBOX](#)

My Tasks
You have 1 new tasks.
You have 0 tasks that are critical.
Select the **Open Tasks** button below to view your active tasks.
[OPEN TASKS](#)

Click on the application name.

My Tasks

Export Results to [Screen](#) Sort by: [-- Select --](#) [GO](#)

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	Application	Training Organization	JAG-00031-Train Org-2015	Application in Progress	5/7/2014	11/1/2014

ADD THE USER TO THE APPLICATION

Click **View Management Tools** under the Access Management Tools section.

Application Menu

Document Information: [JAG-00031-Train Org-2015](#)
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Training Organization	Project Director	Application in Progress	11/01/2013 - 11/01/2014 11/01/2014 12:00PM EST

View, Edit and Complete Forms
Select the **View Forms** button below to view, edit, and complete forms.
[VIEW FORMS](#)

Change the Status
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
[VIEW STATUS OPTIONS](#)

Access Management Tools
Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.
[VIEW MANAGEMENT TOOLS](#)

Grant Reports
Select the **Grant Reports** button below to view related items such as Quarterly Reports, Financial Status Reports, messages, etc.
[GRANT REPORTS](#)

Click the **Add/Edit People** link.

Management Tools

[CREATE FULL PRINT VERSION](#)
Select the link above to create a printable version of the document.

[CREATE FULL BLANK PRINT VERSION](#)
Select the link above to create a blank printable version of the document.

[ADD/EDIT PEOPLE](#) ←
Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

[STATUS HISTORY](#)
Select the link above to view the status history of this document.

[CHECK FOR ERRORS](#)
Select the link above to check the entire document for errors.

[PROCESS FLOW SNAPSHOT](#)
Select the link above to view the details of the current and next possible status for this document.

[VIEW MODIFICATION HISTORY](#)
Select the link above to view various modifications that people have made to specific pages in the document.

Enter a name or partial name in the box, and click **Search**.

Back

Application Menu - People

The functionality on this page will allow you add, delete or edit people on this document.
Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results.
Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people.
After you perform your modifications, remember to select the **SAVE** button to save your changes.

Document Information: [JAG-00031-Train Org-2015](#)
[Details](#)

Person Search
Enter a name or partial name: **SEARCH** ←

Current People Assigned

Person	Organization(s)	Role	Active Dates	Assigned By
<input checked="" type="checkbox"/> Will Hubbard Email	Training Organization (Project Director)	Project Director	5/7/2014	Grant System
<input type="checkbox"/> Training Staff Email	Training Organization (Agency Contact/Program Staff), OHSP Test Organization (Agency Contact/Program Staff)	Agency Contact/Program Staff		

Click the box to the left of the individual's name, then click **Save**.

Back

Application Menu - People

The functionality on this page will allow you add, delete or edit people on this document.
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Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people.
After you perform your modifications, remember to select the **SAVE** button to save your changes.

Document Information: [JAG-00031-Test Org-2015](#)
[Details](#)

Person Search
Enter a name or partial name: **SEARCH**

People Found

Person	Organization(s)	Role	Active Dates	Assigned By
<input type="checkbox"/> Ms. jill byelich Email	MIMSP_ODCP (Grant Advisor)	-- Select --	6/11/2014	

← **SAVE** **SHOW HELP**

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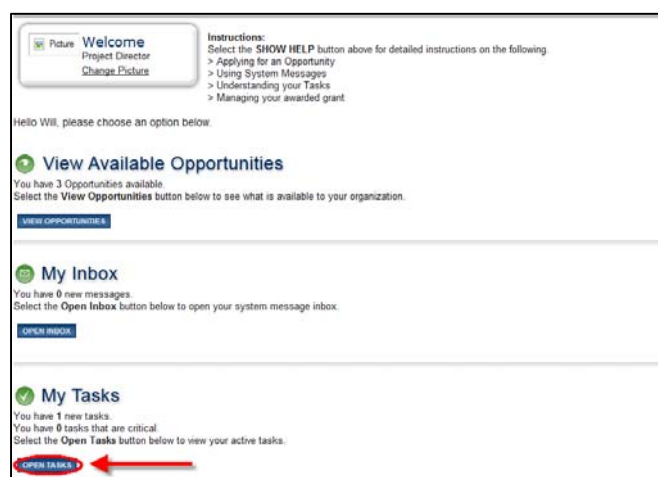
Lesson #4 - Completing an Application in MAGIC+

Log into MAGIC+: <https://msp.intelligrants.com>

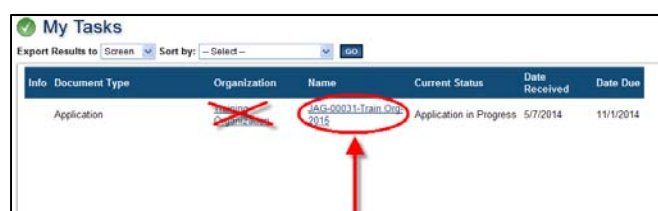
FIND YOUR INITIATED APPLICATION



Click **Open Tasks** under My Tasks.

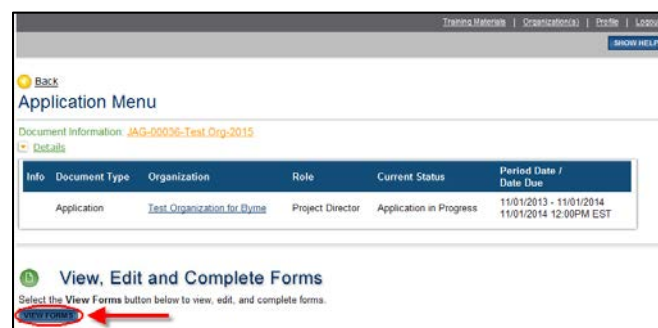


Click on the application name.



VIEW AND COMPLETE THE APPLICATION LINKS

Click the **View Forms** link under View, Edit and Complete Forms.




You should be in the Application Menu. This section contains links to all grant forms that you are required to complete, prior to the application being submitted.

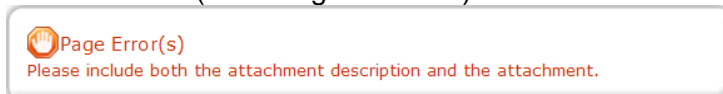
Click on each link, complete the forms, and don't forget to save.

Forms				
Status	Page Name	Note	Created By	Last Modified By
Application				
	Certifications and Assurances			
	Applicant and Project Information		John Smith 1/31/2014 9:16:58 AM	John Smith 1/31/2014 1:21:02 PM
	Federal Funding Disclosure			
	Political Districts			
	Grant Summary			
	Problem Statement		John Smith 1/31/2014 10:27:31 AM	Mr. Bill Holderman 2/6/2014 10:37:11 AM
	Project Description		Mr. Frank Serpico Jr. 2/4/2014 8:22:38 AM	
	Project Timeline			
	Anticipated Outcomes and Performance Measures			
Budget				
	Budget Summary		Mr. Frank Serpico Jr. 1/30/2014 5:13:54 PM	
	Budget Details			
	Salaries, Wages and Fringe Benefits			
	Travel Expenses			
	Supplies and Materials			
	Equipment Expenses			
	Contractual (Subcontracts)			
	Other Expenses			
Attachments				
	Applicant Attachments			

CHECK FOR ERRORS

Once you have completed all of the links, check for any errors that may prevent the authorized official from submitting the application.

The red stop sign with the hand () indicates that there is an error in that link. Click on that link to view the error and correct it (don't forget to save!).

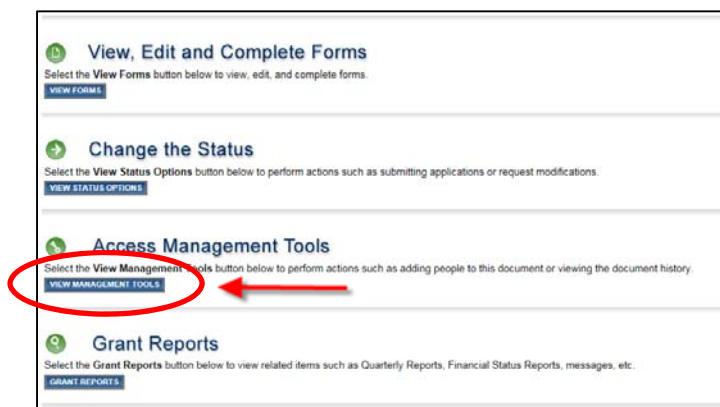


Once all the required forms are completed, you may also run a Global Errors check to ensure the application is free from errors.

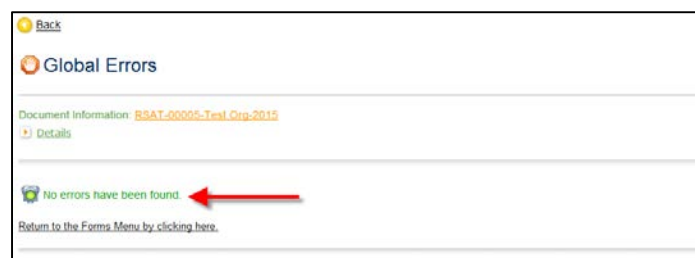
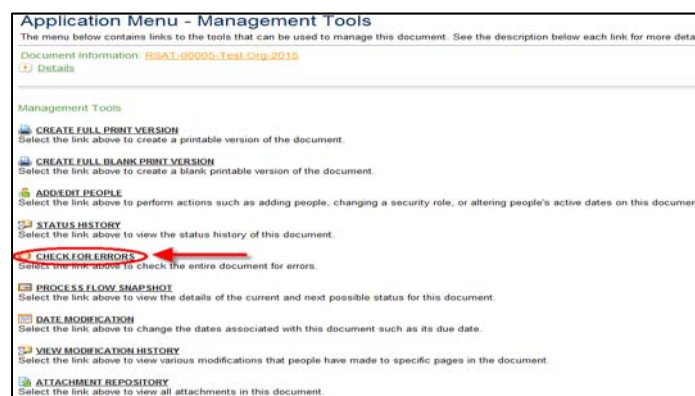
Click the application number at the top of the Application Menu.



Click **View Management Tools** under Access Management Tools.



Click **Check For Errors**.



If the application is free from errors, contact your authorized official and ask them to log in and submit the application.

Note: The authorized official must view the Certifications and Assurances link (in the Application Menu) before the MAGIC+ system will allow them to submit the application.

If you are in need of additional support or have any questions, contact a grant advisor for assistance at (517) 373-2960.

Lesson #5 - Submitting an Application in MAGIC+

You must be an authorized official in order to submit an application. Only authorized officials can submit applications.

LOG INTO MAGIC+

The website for MAGIC+ (be sure to bookmark it!) is: <https://msp.intelligrants.com>

Type your Username and Password into the corresponding boxes on the Home Page, and click **Login**.

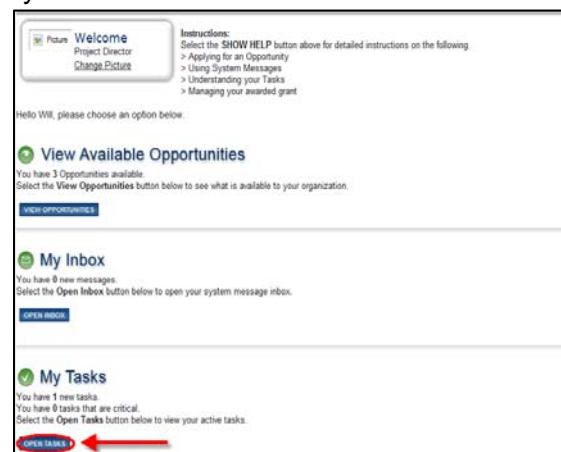


If you can't remember your password, click the **Forgot Password?** link to generate a new password that will be automatically emailed to you.

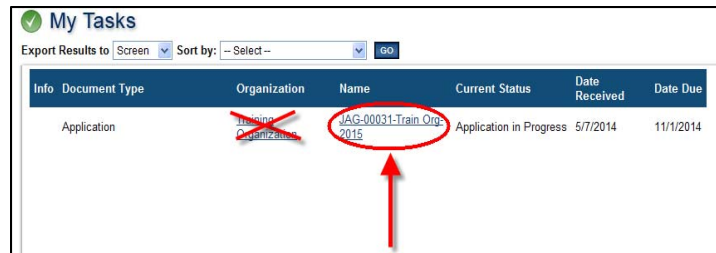


FIND YOUR COMPLETED APPLICATION

Click **Open Tasks** under My Tasks.



Click on the application name.



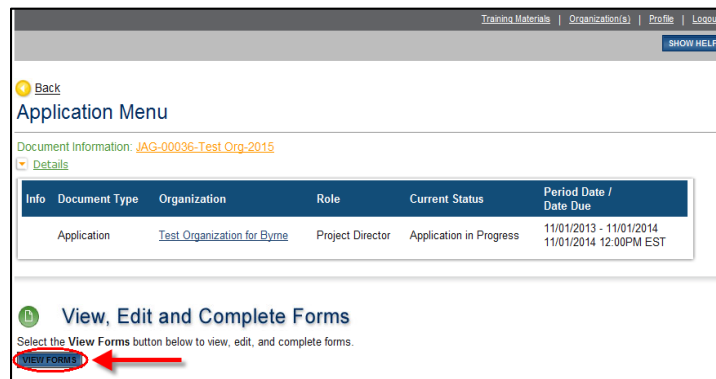
My Tasks

Export Results to: Screen Sort by: -- Select -- GO

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	Application	Test Organization	JAG-00031-Train Org-2015	Application in Progress	5/7/2014	11/1/2014

VIEW THE APPLICATION.

Click the **View Forms** link under View, Edit and Complete Forms.



Training Materials | Organizations | Profile | Logout

SHOW HELP

Back

Application Menu

Document Information: JAG-00036-Test Org-2015

Details

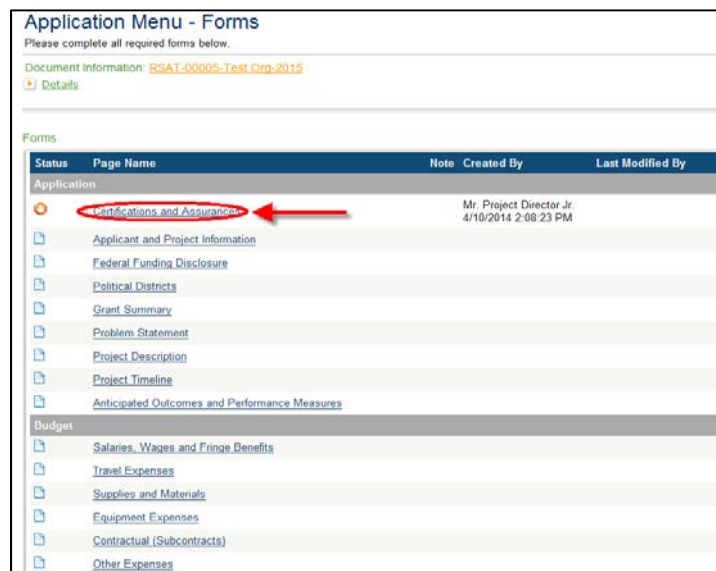
Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Test Organization for Byrne	Project Director	Application in Progress	11/01/2013 - 11/01/2014 11/01/2014 12:00PM EST

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

View Forms

You should be in the Application Menu. This section contains all forms that were completed prior to the application being submitted. You must click the **Certifications and Assurances** link, or an error will prevent you from submitting the application.



Application Menu - Forms

Please complete all required forms below.

Document Information: R5AT-00005-Test Org-2015

Details

Forms

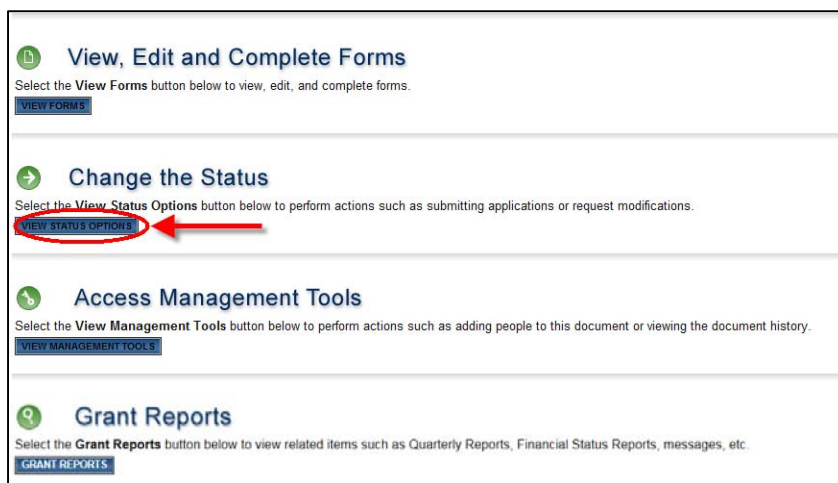
Status	Page Name	Note	Created By	Last Modified By
	Application			
	Certifications and Assurances		Mr. Project Director Jr	4/10/2014 2:08:23 PM
	Applicant and Project Information			
	Federal Funding Disclosure			
	Political Districts			
	Grant Summary			
	Problem Statement			
	Project Description			
	Project Timeline			
	Anticipated Outcomes and Performance Measures			
	Budget			
	Salaries, Wages and Fringe Benefits			
	Travel Expenses			
	Supplies and Materials			
	Equipment Expenses			
	Contractual (Subcontracts)			
	Other Expenses			

SUBMIT THE APPLICATION

Click the application number at the top of the Application Menu.

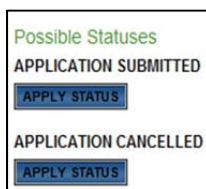


Click **View Status Options** under Change the Status.



Click **Apply Status** under Application Submitted if you are ready to submit your application and follow the prompts.

If you wish to cancel your application, click **Apply Status** under Application Cancelled and follow the prompts.



Once the application has been submitted, it cannot be modified.

If you are in need of additional support or have any questions, contact a grant advisor for assistance at (517) 373-2960.

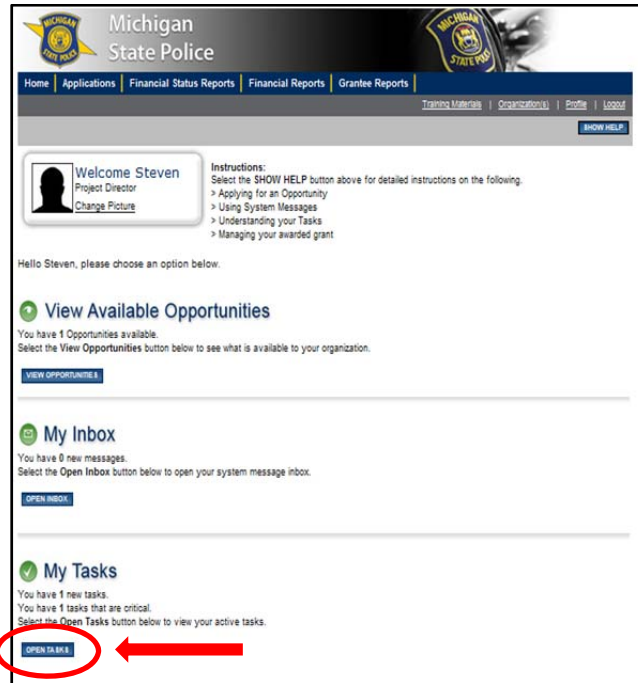
Lesson #6 - Application Modification

Application modifications are required after your application has been approved for funding and before you will receive a contract.

LOG INTO MAGIC+

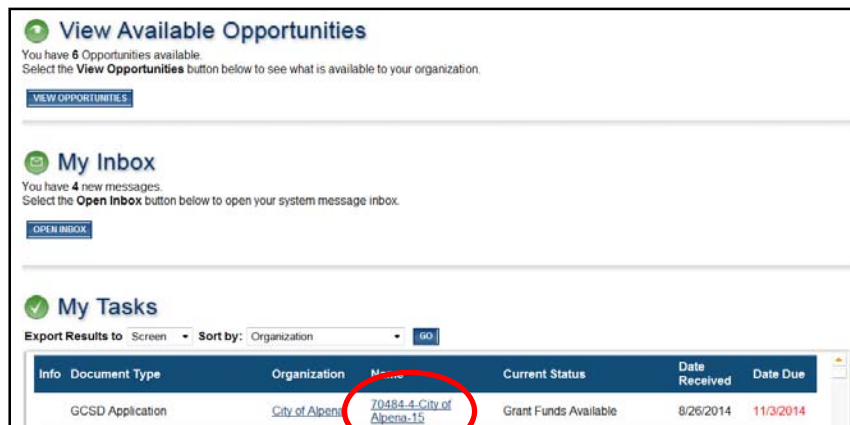
The website for MAGIC+ (be sure to bookmark it!) is: <https://msp.intelligrants.com>

Click on **Open Tasks** under My Tasks.



Click on your grant.

The grant must be in *Modifications Required* status to continue.



Click **View Status Options** under Change the Status.

GCSD Application Menu

Document Information: 70484-4-City of Alpena-15
Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	GCSD Application	City of Alpena	Project Director	Grant Funds Available	11/01/2013 - 11/01/2014 11/03/2014 3:00PM EST

View, Edit and Complete Forms
Select the **View Forms** button below to view, edit, and complete forms.
[VIEW FORMS](#)

Change the Status
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
[VIEW STATUS OPTIONS](#)

Access Management Tools
Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.
[VIEW MANAGEMENT TOOLS](#)

Grant Reports
Select the **Grant Reports** button below to view related items such as Quarterly Reports, Financial Status Reports, messages, etc.
[GRANT REPORTS](#)

Click on **Apply Status** under Revisions In Progress.

Michigan State Police

Home | Applications | Financial Status Reports | Progress Reports | Training Materials | Grants/Financials | Profile | Logout

Back

GCSD Application Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: 00027-Test Dep-2015
Details

Possible Statuses

APPLICATION CANCELLED
[APPLY STATUS](#)

REVISIONS IN PROGRESS
[APPLY STATUS](#)

Click on **View Forms** under View, Edit and Complete Forms.

Document Information: 72082-4-Meth in MI-15
Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	GCSD Application	Methamphetamine in Michigan - Michigan Department of State Police	Project Director	Modifications Required	10/01/2014 - 09/30/2015 07/23/2014 12:00PM EST

View, Edit and Complete Forms
Select the **View Forms** button below to view, edit, and complete forms.
[VIEW FORMS](#)

Change the Status
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
[VIEW STATUS OPTIONS](#)

Access Management Tools
Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.
[VIEW MANAGEMENT TOOLS](#)

Click on **Comments to Applicant**.

Other Expenses
Budget Summary
Budget Detail
Attachments
Applicant Attachments
Review
Comments To Applicant

Scroll through the comments to determine what modifications are required. Click **Back** after you have reviewed the comments.

Click on the application section that requires modifications. Make your changes and **SAVE YOUR WORK**.

Federal Funding Disclosure
Political Districts
Grant Summary
Problem Statement
Project Description
Project Timeline
Anticipated Outcomes and Performance Measures
Budget
Salaries, Wages and Fringe Benefits
Travel Expenses
Supplies and Materials
Equipment Expenses
Contractual (Subcontracts)
Other Expenses
Budget Summary
Budget Detail
Attachments
Applicant Attachments
Review
Comments To Applicant

When you have completed your modifications, click on the yellow **Underlined Document Information** (MSP) number.

Back
Document Information
Details
You are here: > GCSD Application Menu > Forms Menu > Budget

SALARIES, WAGES AND FRINGE BENEFITS

Instructions:

- Please provide details of SALARY AND WAGE expenses for each funded position.
- For FRINGE BENEFITS expenses, click the checkbox below and the section will appear.
- To add an additional position, Save this page and click **Add**.
- To view totals, Save this page and visit the Budget Details page.
- Click **Save** to save the page.

Are there Fringe Benefits expenses associated with this position? ☒ Yes ☐ No

Provide a specific description of this position (e.g., position title):
MSP clan lab responders

Grant Funds	Match Funds	Total
\$70,916.00	\$70,916.00	\$141,832.00

Comments:

0 of 500

Salaries and Wages, enter the FTE or Hours for this budget item:

Click **View Status Options** under Change the Status.

Document Information: 72082-4 Meth in MI-15

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	GCSD Application	Methamphetamine in Michigan - Michigan Department of State Police	Project Director	Modifications Required	10/01/2014 - 09/30/2015 07/23/2014 12:00PM EST

View, Edit and Complete Forms
Select the **View Forms** button below to view, edit, and complete forms.
[VIEW FORMS](#)

Change the Status
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
[VIEW STATUS OPTIONS](#)

Access Management Tools
Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.
[VIEW MANAGEMENT TOOLS](#)

Apply status modifications submitted by selecting **Apply Status**. After modifications have been reviewed by your grant advisor, you will receive notice to accept the contract.

[Back](#)

GCSD Application Menu - Status Options
Select a button below to execute the appropriate status push.

Document Information: 72082-4 Meth in MI-15

Details

Possible Statuses

MODIFICATION SUBMITTED

[APPLY STATUS](#)

The Application Modification has been submitted.

If you are in need of additional support or have any questions, contact a grant advisor for assistance at (517) 373-2960.

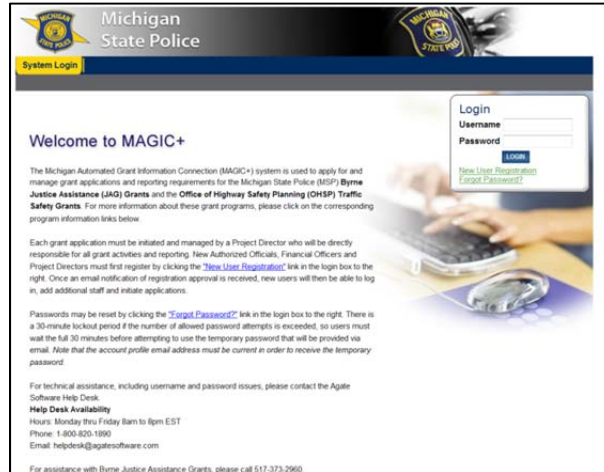
Lesson #7 - Accepting a Contract

Contract acceptance is required after your application has been approved and before you will receive grant funding. Only authorized officials can accept a contract.

LOG INTO MAGIC+

The website for MAGIC+ (be sure to bookmark it!) is: <https://msp.intelligrants.com>

Type your Username and Password into the corresponding boxes on the Home Page, and click **Login**.



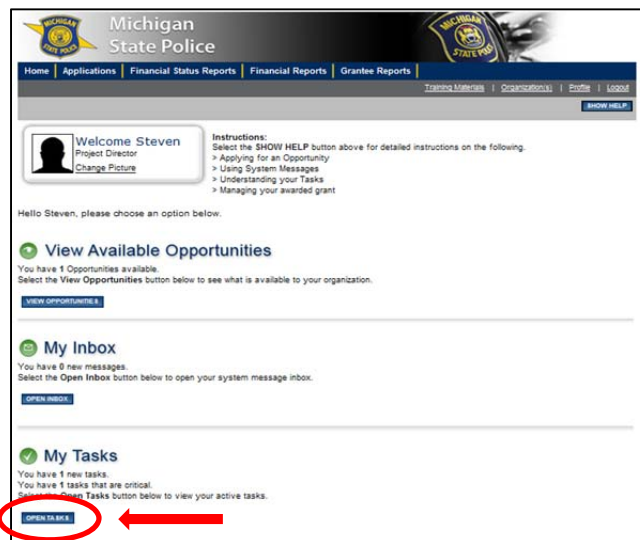
If you can't remember your password, click the **Forgot Password?** link to generate a new password that will be automatically emailed to you.



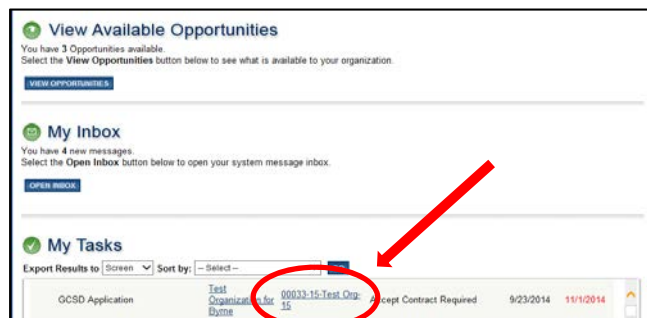
After your application and/or modifications of your application have been approved for funding, the grant advisor will change the status to *Accept Contract Required*.

The project director can log in to MAGIC+ to review or copy the contract, or the authorized official can login to review the contract or Accept the Contract.

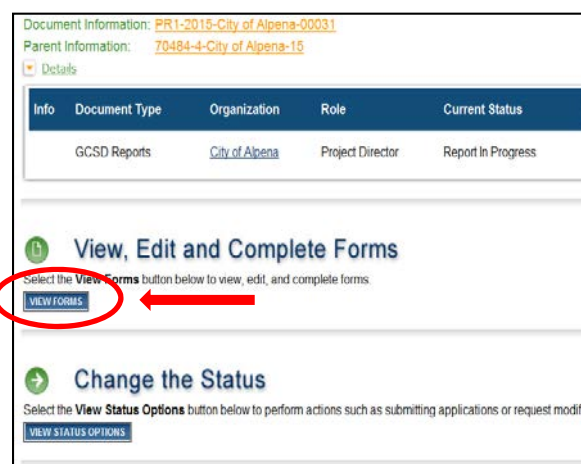
After logging in, click **Open Tasks**.



Click on the grant. The grant must be in “Accept Contract Required” status to continue.



Click **View Forms**.



At the bottom of the page, click **Contract** to generate a PDF version. You may print or save the copy of your contract.

A vertical sidebar menu with the following items: [Equipment Expenses](#), [Contractual \(Subcontracts\)](#), [Other Expenses](#), [Budget Summary](#) (with user info: Mr. MIMSP Tkaczkyk 6/2/2014 9:44:47 AM and Mr. Project Director Jr. 9/23/2014 3:17:30 PM), [Budget Detail](#), **Attachments** (header), [Applicant Attachments](#), **Review** (header), [Comments To Applicant](#), and **Contract** (highlighted with a red circle and a red arrow pointing to it).

At the top of the page, click on the **Application Number**.

The page is titled 'GCSD Application Menu - Forms' with a 'Back' link. It says 'Please complete all required forms below'. Under 'Document Information', the text '72082-4-Meth in MI-15' is circled in red with a red arrow pointing to it. Below is a 'Forms' section with a table:

Status	Page Name	Note	Created By	Last Modified By
Application				
	Certifications and Assurances		D/Sgt. Steven Spink 7/21/2014 1:41:55 PM	Lt. Emmitt McGowan 7/23/2014 9:52:37 AM
	Applicant and Project Information		D/Sgt. Steven Spink 7/8/2014 2:24:42 PM	
	Federal Funding Disclosure		D/Sgt. Steven Spink 7/23/2014 12:12:15 PM	D/Sgt. Steven Spink 7/23/2014 12:12:15 PM

Click **View Status Options**.

The page shows 'Document Information: 72082-4-Meth in MI-15' and a 'Details' link. Below is a table with application details:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	GCSD Application	Methamphetamine in Michigan - Michigan Department of State Police	Authorized Official	Accept Contract Required	10/01/2014 - 09/30/2015 07/23/2014 12:00PM EST

Below the table is a section titled 'View, Edit and Complete Forms' with a 'VIEW FORMS' button. Further down is a section titled 'Change the Status' with a 'VIEW STATUS OPTIONS' button circled in red and a red arrow pointing to it.

Click **Apply Status** under Contract Accepted.

Back

GCSD Application Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: 72082-4-Meth in MI-15
Details

Possible Statuses

CONTRACT ACCEPTED
APPLY STATUS

CONTRACT DECLINED
APPLY STATUS

MODIFICATIONS REQUIRED
APPLY STATUS

Confirm you wish to accept the contract by selecting **I Agree**. After confirming, the status will change to *Grant Funds Available*.

Agreement

Please make a selection below to continue.

Please confirm that you wish to ACCEPT the contract.
If you would like to include notes about this status change, please supply them below.

0 of 2000

I AGREE DO NOT AGREE

Your contract has been accepted.

If you are in need of additional support or have any questions, contact a grant advisor for assistance at (517) 373-2960.

Lesson #8 - Submitting a Financial Status Report

LOG INTO MAGIC+

The website for MAGIC+ (be sure to bookmark it!) is: <https://msp.intelligrants.com>

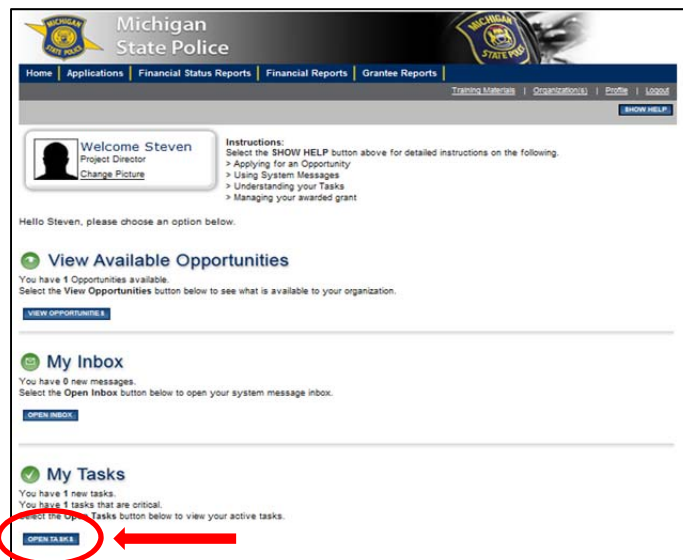
Type your Username and Password into the Project corresponding boxes on the Home Page, and then click **Login**.



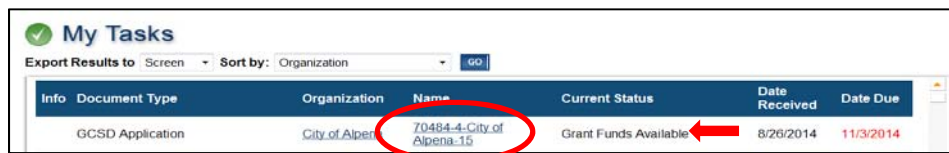
If you can't remember your password, click the **Forgot Password?** link to generate a new password that will be automatically emailed to you.



Click **Open Tasks**.



Click on your grant. The grant must be in *Grant Funds Available* status to initiate reports.

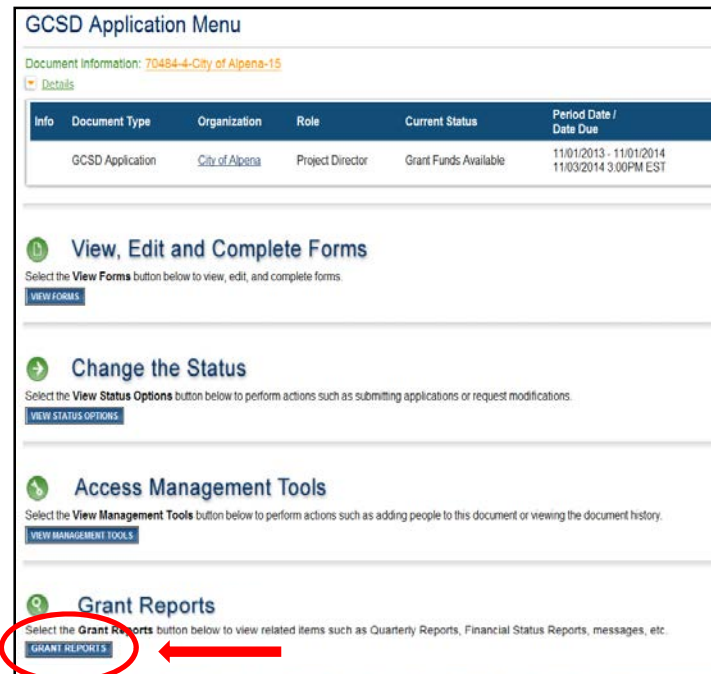


My Tasks

Export Results to: Screen Sort by: Organization GO

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	GCSD Application	City of Alpena	70484-4-City of Alpena-15	Grant Funds Available	8/26/2014	11/3/2014

Click **Grant Reports**.



GCSD Application Menu

Document Information: 70484-4-City of Alpena-15

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	GCSD Application	City of Alpena	Project Director	Grant Funds Available	11/01/2013 - 11/01/2014 11/03/2014 3:00PM EST


View, Edit and Complete Forms
Select the **View Forms** button below to view, edit, and complete forms.
[VIEW FORMS](#)

Change the Status
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
[VIEW STATUS OPTIONS](#)

Access Management Tools
Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.
[VIEW MANAGEMENT TOOLS](#)

Grant Reports
Select the **Grant Reports** button below to view related items such as Quarterly Reports, Financial Status Reports, messages, etc.
[GRANT REPORTS](#)

Click the link to **Initiate a Current Financial Status Report**.

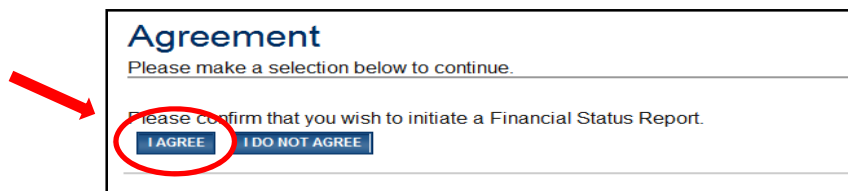


Related Documents

Sort search results by: -- Select -- GO

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
GCSD Reports	Initiate a/an 1st Quarter Progress Report				
GCSD Reports	Initiate a/an Civil Rights Compliance Report				
GCSD Financial Status Report	Initiate a/an October Financial Status Report				
GCSD Reports	Initiate a/an Time Certification Report Period 1				

On the confirmation screen, click **I Agree**.



Agreement

Please make a selection below to continue.

Please confirm that you wish to initiate a Financial Status Report.

[I AGREE](#) [I DO NOT AGREE](#)

Click **Grant Reports**.

Document Information: [PR1-2015-City of Alpena-00031](#)
 Parent Information: [70484-4-City of Alpena-15](#)
[Details](#)

Info	Document Type	Organization	Role	Current Status
	GCSD Reports	City of Alpena	Project Director	Report In Progress

View, Edit and Complete Forms
 Select the **View Forms** button below to view, edit, and complete forms.
[VIEW FORMS](#)

Change the Status
 Select the **View Status Options** button below to perform actions such as submitting applications or request modification.
[VIEW STATUS OPTIONS](#)

Access Management Tools
 Select the **View Management Tools** button below to perform actions such as adding people to this document.
[VIEW MANAGEMENT TOOLS](#)

Grant Reports
 Select the **Grant Reports** button below to view related items such as Quarterly Reports, Financial Status Reports, messages, etc.
[GRANT REPORTS](#)

Click on the link to the **Financial Status Report** form.

Document Information: [FSR-2015-Oct-City of Alpena-00020](#)
 Parent Information: [70484-4-City of Alpena-15](#)
[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	Financial Status Report		Project Director	11/12/2014 8:42:55 AM

For the first month of reporting, the FSR page will show no year-to-date (YTD) expenditures. The balance column will remain blank until the page is saved for the first time.

FINANCIAL STATUS REPORT

Instruction:

- Report in whole dollars only.
- Please save the page to update calculations.

Budget Categories	Previous YTD	Current Period	Expenditures		Corrections	YTD	Agreement	
			+	-			Budget	Balance
Salary and Wages			<input type="radio"/>	<input type="radio"/>				\$0
Fringe Benefits			<input type="radio"/>	<input type="radio"/>				\$0
Travel Expenses			<input type="radio"/>	<input type="radio"/>			\$5,256.00	
Supplies and Materials			<input type="radio"/>	<input type="radio"/>			\$2,150.00	
Contractual (Subcontracts)			<input type="radio"/>	<input type="radio"/>			\$1,050.00	
Equipment Expenses			<input type="radio"/>	<input type="radio"/>			\$275,000.00	
Other Expenses			<input type="radio"/>	<input type="radio"/>			\$5,250.00	
TOTAL EXPENDITURES								
Grant Funds			<input type="radio"/>	<input type="radio"/>			\$211,056.00	
Match Funds			<input type="radio"/>	<input type="radio"/>			\$77,650.00	
TOTAL FUNDING								

Grant Reimbursement Requested this FSR

Enter the amount of TOTAL expenditures for each applicant line item in the Current Period column.

Budget Categories	Previous YTD	Expenditures			Agreement			
		Current Period	±	z	Corrections	YTD	Budget	Balance
Salary and Wages			⊖	⊕			\$0	
Fringe Benefits			⊖	⊕			\$0	
Travel Expenses		1 \$2,000.00	⊖	⊕			\$5,256.00	
Supplies and Materials			⊖	⊕			\$2,150.00	
Contractual (Subcontracts)			⊖	⊕			\$1,050.00	
Equipment Expenses			⊖	⊕			\$275,000.00	
Other Expenses			⊖	⊕			\$5,250.00	
TOTAL EXPENDITURES								
Grant Funds		2 \$1,500.00	⊖	⊕			\$211,056.00	
Match Funds		3 \$500.00	⊖	⊕			\$77,650.00	
TOTAL FUNDING								
Grant Reimbursement Requested this FSR						\$0		

- 1** In this example, \$2,000.00 was expended during October for the Travel Expenses category.
- 2** Of the total expenditures (total = \$2,000.00), enter the amount of grant funds being requested in the Grant Funds row of the Current Period column (e.g. \$1,500.00).
- 3** Of the total expenditures, enter the amount of match funds used in the Match Funds row of the Current Period column. In this example, \$500.00 of the \$2,000.00 were local Match Funds. Click **Save**.

Once you have clicked Save, the system will calculate all amounts entered.

You will now see the remaining budget amounts in the Balance column.

The reimbursement amount is displayed in the grey box.

FINANCIAL STATUS REPORT

Instruction:

- Report in whole dollars only.
- Please save the page to update calculations.

Budget Categories	Previous YTD	Expenditures			Agreement			
		Current Period	±	z	Corrections	YTD	Budget	Balance
Salary and Wages	\$0		⊖	⊕		\$0	\$0	\$0
Fringe Benefits	\$0		⊖	⊕		\$0	\$0	\$0
Travel Expenses	\$0	\$2,000.00	⊖	⊕		\$2,000.00	\$5,256.00	\$3,256.00
Supplies and Materials	\$0		⊖	⊕		\$0	\$2,150.00	\$2,150.00
Contractual (Subcontracts)	\$0		⊖	⊕		\$0	\$1,050.00	\$1,050.00
Equipment Expenses	\$0		⊖	⊕		\$0	\$275,000.00	\$275,000.00
Other Expenses	\$0		⊖	⊕		\$0	\$5,250.00	\$5,250.00
TOTAL EXPENDITURES	\$0	\$2,000.00			\$0	\$2,000.00	\$288,706.00	\$286,706.00
Grant Funds	\$0	\$1,500.00	⊖	⊕		\$1,500.00	\$211,056.00	\$209,556.00
Match Funds	\$0	\$500.00	⊖	⊕		\$500.00	\$77,650.00	\$77,150.00
TOTAL FUNDING	\$0	\$2,000.00			\$0	\$2,000.00	\$288,706.00	\$286,706.00
Grant Reimbursement Requested this FSR						\$1,500.00		

If there is a correction, explain:


0 of 100

Once everything is entered and the page is free of errors (and the calculations are reviewed as correct), click the link to **View Status Options** to submit the FSR.

Equipment Expenses	\$0			\$0	\$275,000.00	\$275,000.00
Other Expenses	\$0			\$0	\$5,250.00	\$5,250.00
TOTAL EXPENDITURES	\$0	\$2,000.00	\$0	\$2,000.00	\$288,706.00	\$286,706.00
Grant Funds	\$0	\$1,500.00		\$1,500.00	\$211,056.00	\$209,556.00
Match Funds	\$0	\$500.00		\$500.00	\$77,650.00	\$77,150.00
TOTAL FUNDING	\$0	\$2,000.00	\$0	\$2,000.00	\$288,706.00	\$286,706.00

Grant Reimbursement Requested this FSR **\$1,500.00**

If there is a correction, explain:


[Click here to view Status Options \(e.g. Submit\)](#)

Click **Apply Status** for the option to submit the reports.

GCSD Financial Status Report Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [FSR-2015-Oct-City of Alpena-00021](#)


Parent Information: [70484-4-City of Alpena-15](#)

[Details](#)

Possible Statuses

REPORT SUBMITTED

APPLY STATUS



On the Agreement screen, click **I Agree**.

*Entering notes is optional for normal report submission.

Agreement


Please make a selection below to continue.

Please confirm you wish to SUBMIT your Financial Status Report.

If you would like to include notes about this status change, please supply them below.

0 of 2000

I AGREE DO NOT AGREE



The FSR has been submitted.

If you are in need of additional support or have any questions, contact a grant advisor for assistance at (517) 373-2960.

Lesson #9 - Submitting a Quarterly Progress Report

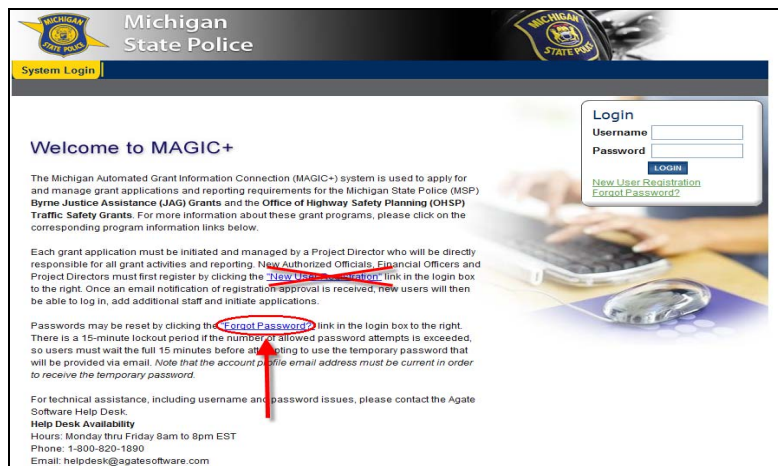
LOG INTO MAGIC+

The website for MAGIC+ (be sure to bookmark it!) is: <https://msp.intelligrants.com>

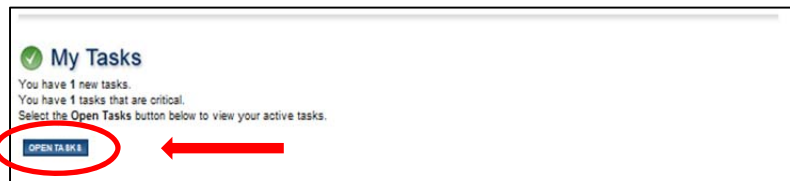
Type your Username and Password into the corresponding boxes on the Home Page, and then click **Login**.



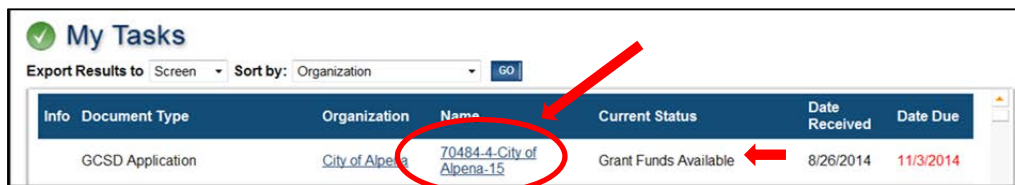
If you can't remember your password, click the **Forgot Password?** link to generate a new password that will be automatically emailed to you.



Click **Open Tasks** under My Tasks.

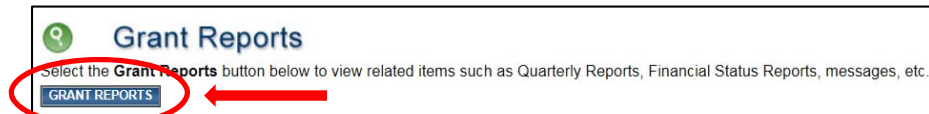


Click on your grant. The grant must be in *Grant Funds Available* status to initiate a report.



Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	GCSO Application	City of Alpena	70484-4-City of Alpena-15	Grant Funds Available	8/26/2014	11/3/2014

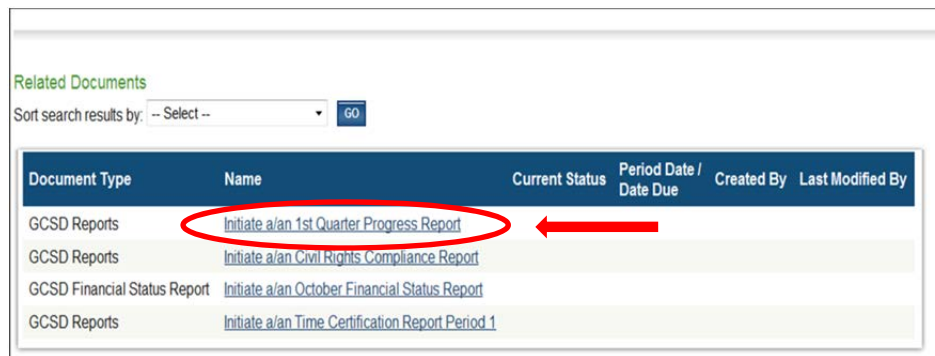
Click **Grant Reports**.



Select the **Grant Reports** button below to view related items such as Quarterly Reports, Financial Status Reports, messages, etc.

GRANT REPORTS

Click the link to **Initiate a/an 1st Quarter Progress Report**.

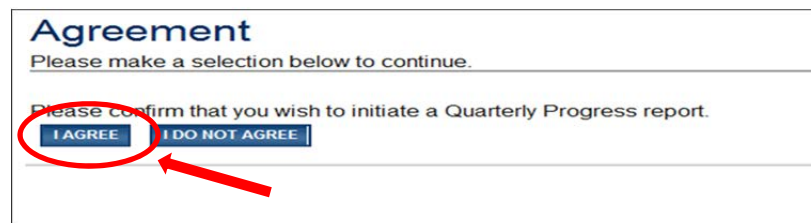


Related Documents

Sort search results by: -- Select -- GO

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
GCSO Reports	Initiate a/an 1st Quarter Progress Report				
GCSO Reports	Initiate a/an Civil Rights Compliance Report				
GCSO Financial Status Report	Initiate a/an October Financial Status Report				
GCSO Reports	Initiate a/an Time Certification Report Period 1				

On the Confirmation Screen, click **I Agree**.



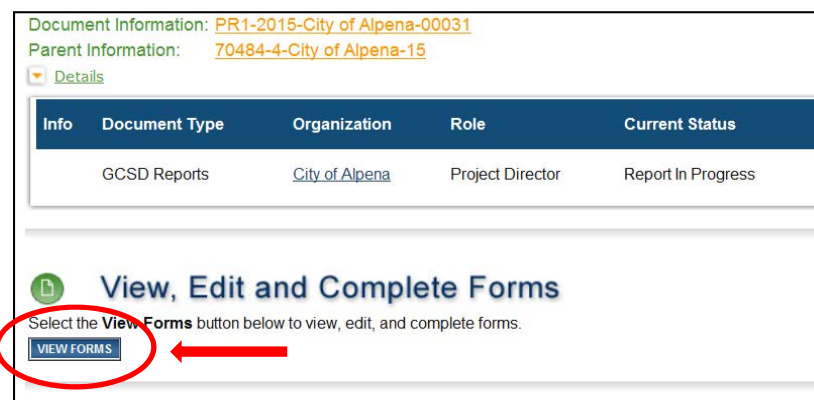
Agreement

Please make a selection below to continue.

Please confirm that you wish to initiate a Quarterly Progress report.

I AGREE **I DO NOT AGREE**

Click **View Forms**.



Document Information: [PR1-2015-City of Alpena-00031](#)

Parent Information: [70484-4-City of Alpena-15](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status
	GCSO Reports	City of Alpena	Project Director	Report In Progress

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

Click on the links to access the report forms.

Progress Report Common Pages are created from the Anticipated Outcomes and Performance Measures page(s) in the approved grant. There may be multiple pages, depending on how many pages exist in the grant application.

Contingent on the Program Area applied for, specific forms will be required. The system will display all necessary forms, based on this criterion.

All four sections in the Reports Menu are required to be completed before submitting.

GCSD Reports Menu - Forms
Please complete all required forms below.

Document Information: [PR1-2015-City of Alpena-00032](#)
Parent Information: [70484-4-City of Alpena-15](#)
[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	Progress Report Common Pages (2)			
	Program Progress Reports	Increase collaboration with citizen groups, schools, criminal justice agencies, local communities. Reduce the supply of cocaine and crack cocaine in the project area.		
	Performance Measurement Tool (PM)			AM
	Program Income Reports			

Note: For forms with multiple pages, hover your mouse over the page link to see individual page names. Page names may be clicked for direct access to that particular page.

The text on the Common Pages form(s) is derived from the approved grant.

For reporting purposes, enter text in the **Progress Towards Goal** textbox and click **Save**. If your goals and Performance Measures were attached to your grant, you must report your progress in the available space. This must be done for each page of the Progress Report Common Pages.

Note: If there are multiple pages, you may navigate to those pages by selecting the page name from the dropdown list and clicking Go. Please remember to save before leaving the page.

[Back](#)

Document Information: [PR1-2015-City of Alpena-00032](#)
Parent Information: [70484-4-City of Alpena-15](#)
[Details](#)

You are here: > [GCSD Reports Menu](#) > [Forms Menu](#)

Increase collaboration with citizen groups, schools, criminal justice agencies, local communities, [GO](#)

PROGRESS REPORT COMMON PAGES

Instructions:

- 1) Report progress towards the goal(s), using the Performance Measures specified for the goal(s).
- 2) Click the **Save** button.
- 3) To add another Goal, click **Add**.
- 4) To report progress on another Goal, select the Goal in the page title dropdown and then click **Go**.

Goal:
Increase collaboration with citizen groups, schools, criminal justice ag

Performance Measures, from the application:

The section commander or designee will:

- Participate in a minimum of one community event
- Conduct a minimum of two community presentations to educate the public about trends and dangers of illicit drugs and explain the services.
- Attend a minimum of two substance abuse coalition meetings per year
- Attend a minimum of one County Drug Surveillance Group meeting
- Attend a minimum of six local detective, intelligence or chief meetings per year

783 of 1000

Progress Towards Goal, using the Performance Measures:

0 of 1500

Follow the page's instructions to complete all other required forms.
Pages with downloadable forms will open in a new window when the form links are clicked.

PROGRAM PROGRESS REPORTS

Instructions:

- 1) Click to select the appropriate Progress Report template.
- 2) Complete the template, and save locally.
- 3) Browse and select the Program Income report.
 - Click the **Browse** button and search for the document.
 - Once selected, the path to the file will appear in the Document Source field.
- 4) Click the **Save** button.
- 5) To add another document, a new attachment row will appear when **Save** is clicked.

[Template for Multijurisdictional Task Forces](#)
[Template for All Other Program Areas](#)

[Click here to view Status Options](#) (e.g. Submit)

Title:

Document Source:

PROGRAM INCOME REPORTS

Check this box if your program does NOT receive income ☐

Instructions:

- 1) Click link to select the appropriate Program Income Report Template.
- 2) Complete the template, and save locally.
- 3) Browse and select the Program Income Report.
 - Click the **Browse** button and search for the document.
 - Once selected, the path to the file will appear in the Document Source field.
- 4) Click the **Save** button.
- 5) To add another document, a new attachment row will appear when **Save** is clicked.

[Template for Multijurisdictional Task Forces](#)
[Template for All Other Program Areas](#)

[Click here to view Status Options](#) (e.g. Submit)

Title:

Document Source:

PERFORMANCE MEASUREMENT TOOL (PMT)

Instructions:

- 1) Click link to access the Performance Measurement Tool (PMT) site.
- 2) Sign in using the User ID and Password provided by your Grant Advisor, complete the PMT report, then save locally to your computer.
- 3) Browse and select the PMT report from your computer.
 - Click the **Browse** button and search for the document.
 - Once selected, the path to the file will appear in the Document Source field.
- 4) Click the **Save** button.

User ID: JSmith
Password: OpenSesame123
Contact your Grant Advisor if you do not see User ID or Password information.

[Performance Measurement Tool site](#)

[Click here to view Status Options](#) (e.g. Submit)

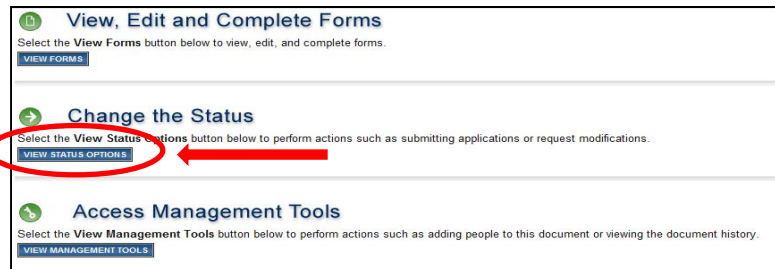
Title:

Document Source:

Once all forms are complete and ready for submission, click the document number.

[Back](#)
Document Information: **PR1-2015-City of Alpena-00032**
Parent Information: **70464 1 City of Alpena 16**
[Details](#)
You are here: > [GCSD Reports Menu](#) > [Forms Menu](#)

Click **View Status Options**.

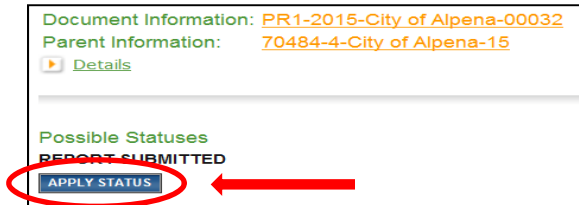


View, Edit and Complete Forms
Select the **View Forms** button below to view, edit, and complete forms.
VIEW FORMS

Change the Status
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
VIEW STATUS OPTIONS

Access Management Tools
Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.
VIEW MANAGEMENT TOOLS

Next, click **Apply Status** located under Report Submitted.

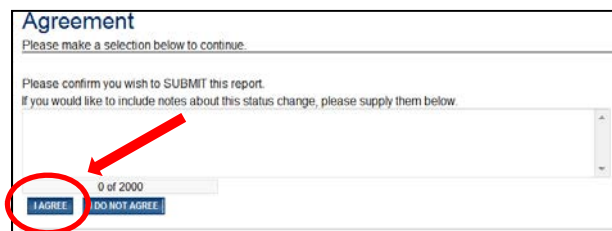


Document Information: [PR1-2015-City of Alpena-00032](#)
Parent Information: [70484-4-City of Alpena-15](#)
[Details](#)

Possible Statuses
REPORT SUBMITTED
APPLY STATUS

On the Agreement screen, click **I Agree**.

Entering notes is optional for normal report submission.



Agreement
Please make a selection below to continue.

Please confirm you wish to **SUBMIT** this report.
If you would like to include notes about this status change, please supply them below.

0 of 2000
I AGREE **DO NOT AGREE**

The Quarterly Progress Report has been submitted.

If you are in need of additional support or have any questions, contact a grant advisor for assistance at (517) 373-2960.

Lesson #10 - Completing an Amendment

LOG INTO MAGIC+

The website for MAGIC+ (be sure to bookmark it!) is: <https://msp.intelligrants.com>

Type your Username and Password into the corresponding boxes on the Home Page, and then click **Login**.



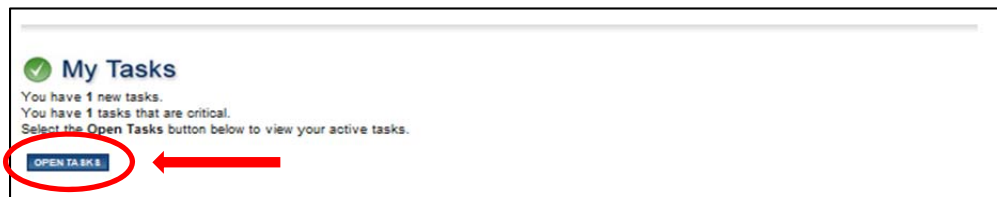
If you can't remember your password, click the **Forgot Password?** link to generate a new password that will be automatically emailed to you.



After determining that your grant will require an amendment, contact your grant advisor via telephone or email.

Your grant advisor will initiate the process by changing the status of your grant to *Amendment in Progress*.

Click **Open Tasks**.



Click on your grant. The grant must be in *Amendment in Progress* status to continue.

My Tasks

Export Results to: Screen Sort by: -- Select -- 100

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	GCSD Application	City of Alpena	70484-4-City of Alpena-15	Amendment in Progress	11/20/2014	11/3/2014

Click **View Forms** to start the amendment process.

Document Information: **72082-4-Meth in MI-15**

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	GCSD Application	Methamphetamine in Michigan - Michigan Department of State Police	Authorized Official	Accept Contract Required	10/01/2014 - 09/30/2015 07/23/2014 12:00PM EST

View, Edit and Complete Forms

Click the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

Click **Amendment Justification**.

	Grant Summary	Project Director	8/26/2014 2:16:15 PM
	Problem Statement	Project Director	8/26/2014 2:16:28 PM
	Project Description	Project Director	8/26/2014 2:16:57 PM
	Project Timeline	Project Director	8/26/2014 2:17:59 PM
	Anticipated Outcomes and Performance Measures (2)	Project Director	8/26/2014 2:17:09 PM
Budget			
	Salaries, Wages and Fringe Benefits	Project Director	11/12/2014 12:26:07 PM
	Travel Expenses	AdamGCSD GCSD	11/12/2014 8:52:17 AM
	Supplies and Materials	AdamGCSD GCSD	11/12/2014 8:52:44 AM
	Equipment Expenses	Project Director	8/26/2014 2:20:20 PM
	Contractual (Subcontracts)	AdamGCSD GCSD	11/12/2014 8:53:17 AM
	Other Expenses	AdamGCSD GCSD	11/12/2014 8:53:50 AM
	Budget Summary	Project Director	8/26/2014 2:20:35 PM
	Budget Detail		
Attachments			
	Applicant Attachments		
Review			
	Comments To Applicant		
Contract			
	Contract		
Amendment			
	Amendment Justification (2)		

- 1 Complete the Amendment Justification by describing the reason for the amendment. The information you input into this box will be transferred to the final amendment.
- 2 Make sure to **Save!**
- 3 You can now go back to the **View, Edit and Complete Forms** link to make changes to your application.

Michigan State Police

Home | Application Search | Financial Reports | Grantee Reports | Reports | Administration | Training Materials | Organizations | Profile | Logout

2 SAVE ADD ADD NOTE CHECK GLOBAL ERRORS

Back
Document Information: 70464-4-City of Alpena-15 3
Details

You are here: > GCSD Application Menu > Forms Menu > Amendment

1 2 GO

AMENDMENT JUSTIFICATION

Describe the reason for the amendment:

0 of 500

Contract language:

1 0 of 500

[Click Here to view the Amendment](#)

- 1 Select the line items from your budget that will be changed.
- 2 Enter the new information and save your changes.
- 3 To check your changes, you are required to open your Budget Summary. If you do not complete this step, you will receive a Global Error when trying to change the status.

Grant Summary	Project Director	8/26/2014 2:16:15 PM
Problem Statement	Project Director	8/26/2014 2:16:28 PM
Project Description	Project Director	8/26/2014 2:16:57 PM
Project Timeline	Project Director	8/26/2014 2:17:09 PM
Anticipated Outcomes and Performance Measures (2)	Project Director	8/26/2014 2:17:59 PM
Budget		
Salaries, Wages and Fringe Benefits	Project Director	11/12/2014 12:26:07 PM
Travel Expenses	AdamGCSD GCSD	11/12/2014 8:52:17 AM
Supplies and Materials	AdamGCSD GCSD	11/12/2014 8:52:44 AM
Equipment Expenses	Project Director	8/26/2014 2:20:20 PM
Contractual (Subcontracts)	AdamGCSD GCSD	11/12/2014 8:53:17 AM
Other Expenses	AdamGCSD GCSD	11/12/2014 8:53:50 AM
Budget Summary 3	Project Director	8/26/2014 2:20:35 PM
Budget Detail		

Return to your Application Menu by clicking on your **Document Information** number.

Michigan State Police

Home | Applications | Financial Status Reports | Financial Reports | Grantee Reports

Training Materials | Organizations | Profile | Logout

Back

GCSD Application Menu - Forms

Please complete all required forms below.

Document Information: **70484-4-City of Alpena-15**

Details

Status	Page Name	Note	Created By	Last Modified By
Application				
	Certifications and Assurances		Project Director 8/26/2014 2:00:49 PM	Honorable Authorized Official Sr 8/26/2014 3:21:28 PM
	Applicant and Project Information		Project Director 8/26/2014 2:15:17 PM	
	Federal Funding Disclosure		Project Director 8/26/2014 2:15:34 PM	
	Political Districts		Project Director 8/26/2014 2:15:47 PM	

Click **View Status Options**.

Michigan State Police

Home | Applications | Financial Status Reports | Financial Reports | Grantee Reports

Training Materials | Organizations | Profile | Logout

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GCSD Application Menu

Document Information: **70484-4-City of Alpena-15**

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	GCSD Application	City of Alpena	Project Director	Amendment in Progress	11/01/2013 - 11/01/2014 11/03/2014 3:00PM EST

View, Edit and Complete Forms

Select the View Forms button below to view, edit, and complete forms.

VIEW FORMS

Change the Status

Select the View Status Options button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

The project director will submit the Amendment Request by selecting **Apply Status** under Amendment Submitted.

Michigan State Police

Home | Applications | Financial Status Reports | Financial Reports | Grantee Reports

Training Materials | Organizations | Profile | Logout

Back

GCSD Application Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: **70484-4-City of Alpena-15**

Details

Possible Statuses

AMENDMENT SUBMITTED

APPLY STATUS

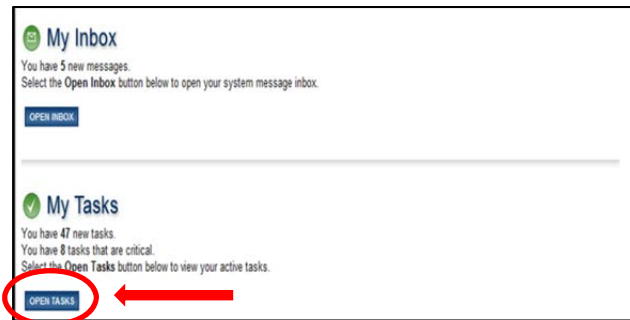
AVAILABLE TO GRANT FUNDS AVAILABLE

AMENDMENT CANCELLED

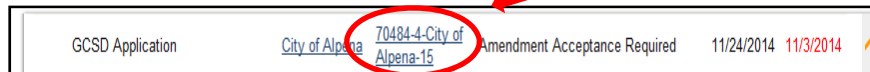
After your grant advisor has reviewed the changes, you will receive notification to either make modifications to the amended changes or to have your authorized official accept the Amendment.

AUTHORIZED OFFICIAL AMENDMENT PROCEDURE

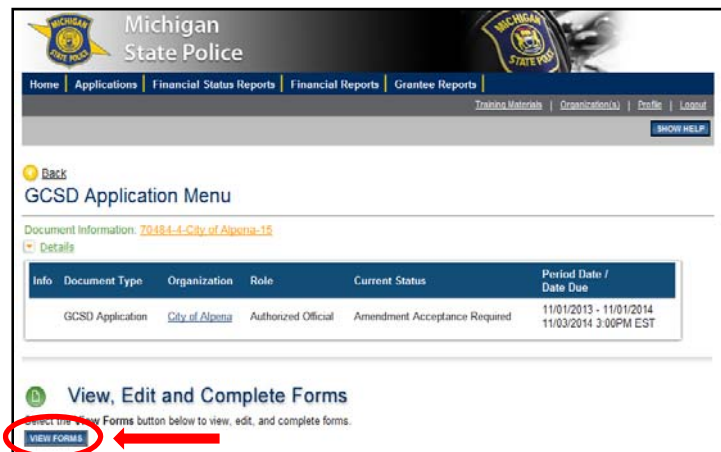
The Authorized Official logs into MAGIC+ and clicks **Open Tasks**.



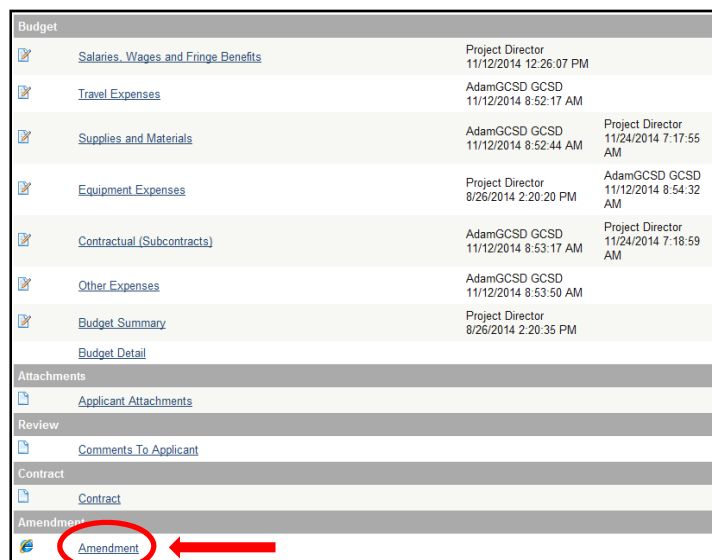
Click on your grant.



Click on **View Forms** to open your Application Menu.



At the bottom of your Application Menu you will find the created Amendment. If you have had more than one amendment, you will see options for opening the correct Amendment.



Sample Amendment.

Contract Manager and
Location/Building Frank Smith

**Amendment No. 2 to the
Agreement Between Michigan State Police and
Village of Indiantown
09808 St.
Lansing, MI 48912
for
City of Alpena**

- Period of Agreement**
This agreement shall commence on 01/01/2013 and continue through 12/31/2013. This agreement is in full force and effect for the period specified.
- Program Budget and Amendment Amount**
The purpose of this amendment is to help train grantees.
- Amendment Purpose**
Updated Equipment from 150k to 200k
- Original Agreement Conditions**
It is understood and agreed that all other conditions of the original agreement remain the same.
- Special Certification**
The individual or officer signing this amendment certifies by his or her signature that he or she is authorized to sign this amendment on behalf of the responsible governing board, official or contractor.
- Signature Section**

For the Michigan State Police

Date

For the CONTRACTOR

Authorized Official

Name Title

Signature (if applicable) Date

The Authorized Official's typed name, in lieu of a signature, represents the Contractor's legal acceptance of the terms of this Amendment.

Sample Budget Summary.

[Back](#)
Document Information: [70484-4-City of Alpena-15](#)
[Details](#)

You are here: > [GCSD Application Menu](#) > [Forms Menu](#) > Budget

BUDGET SUMMARY

Instructions:

- This page serves as a reference of values entered on the individual budget pages.
- This page is view-only.

Line Item Titles	Grant Funds	Match Funds	Total
SALARIES & WAGES	\$1,000.00	\$250.00	\$1,250.00
Total FTE/Hours 1 / 0			
FRINGE BENEFITS	\$1,000.00	\$250.00	\$1,250.00
PERSONNEL TOTAL	\$2,000.00	\$500.00	\$2,500.00
TRAVEL	\$4,756.00	\$500.00	\$5,256.00
SUPPLIES & MATERIALS	\$5,000.00	\$250.00	\$5,250.00
CONTRACTUAL (Subcontracts/Subrecipients)	\$900.00	\$300.00	\$1,200.00
EQUIPMENT	\$201,000.00	\$75,000.00	\$276,000.00
OTHER EXPENSES	\$3,500.00	\$1,750.00	\$5,250.00
TOTAL	\$217,156.00	\$78,300.00	\$295,456.00
Match Percentage			26.50%

Sample Budget Detail.

Grants to be Funded					
Type	Description	State Funds	Local Funds	Total	
Salaries and Wages	TEST TITLE	\$1,000.00	\$1,000.00	\$2,000.00	
	FTE: 2.0				
Salaries and Wages	TEST TITLE 2	\$500.00	\$500.00	\$1,000.00	
	FTE: 1				
				Subtotal:	\$3,000.00
Type	Description	State Funds	Local Funds	Total	
Fringe Benefits	TEST BENEFIT	\$250.00	\$250.00	\$500.00	
	DESCRIPTION				
Fringe Benefits	TEST BENEFITS	\$300.00	\$300.00	\$600.00	
	DESCRIPTION 2				
				Subtotal:	\$1,100.00
Type	Description	State Funds	Local Funds	Total	
Travel Expenses		\$0.00	\$0.00	\$0.00	
Travel Expenses	Airfare	\$1,250.00	\$1,250.00	\$2,500.00	
Travel Expenses	Mileage	\$168.00	\$0.00	\$168.00	
	300 Miles @ 56 cents per gallon				
				Subtotal:	\$2,668.00
Type	Description	State Funds	Local Funds	Total	
Supplies and Materials	sdfgsdfgsdg	\$5,000.00	\$1,200.00	\$6,200.00	
				Subtotal:	\$6,200.00
Type	Description	State Funds	Local Funds	Total	
Equipment Expenses	ergsdfgsdg	\$5,000.00	\$1,000.00	\$6,000.00	
				Subtotal:	\$6,000.00
Type	Description	State Funds	Local Funds	Total	
Contractual Subcontracts	Contractor 2	\$300.00	\$300.00	\$600.00	
	asdfs				
Contractual Subcontracts	TEST CONTRACTOR	\$200.00	\$200.00	\$400.00	
	Lighting				
				Subtotal:	\$1,000.00
Type	Description	State Funds	Local Funds	Total	
Other Expenses	dfgdsfgsdfg	\$500.00	\$0.00	\$500.00	
				Subtotal:	\$500.00

Page
02/09/2015

Page 1 of 2

After reviewing your Amendment return to the top of the page and click the **Document Information** number.

Home | Applications | Financial Status Reports | Financial Reports | Grantee Reports

Training Materials | Organizational | Profile | Logout

SHOW HELP

Back

GCSD Application Menu - Forms

Please complete all required forms.

Document Information: **70484-4-City of Alpena-15**

Details

Forms

Status	Page Name	Note	Created By	Last Modified By
Application	Certifications and Assurances		Project Director 8/26/2014 2:00:49 PM	Honorable Authorized Official Sr 8/26/2014 3:21:28 PM

Click **View Status Options**.

Michigan State Police

Home | Applications | Financial Status Reports | Financial Reports | Grantee Reports

Training Materials | Organizational | Profile | Logout

SHOW HELP

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GCSD Application Menu

Document Information: **70484-4-City of Alpena-15**

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	GCSD Application	City of Alpena	Authorized Official	Amendment Acceptance Required	11/01/2013 - 11/01/2014 11/03/2014 3:08PM EST

View, Edit and Complete Forms

Select the View Forms button below to view, edit, and complete forms.

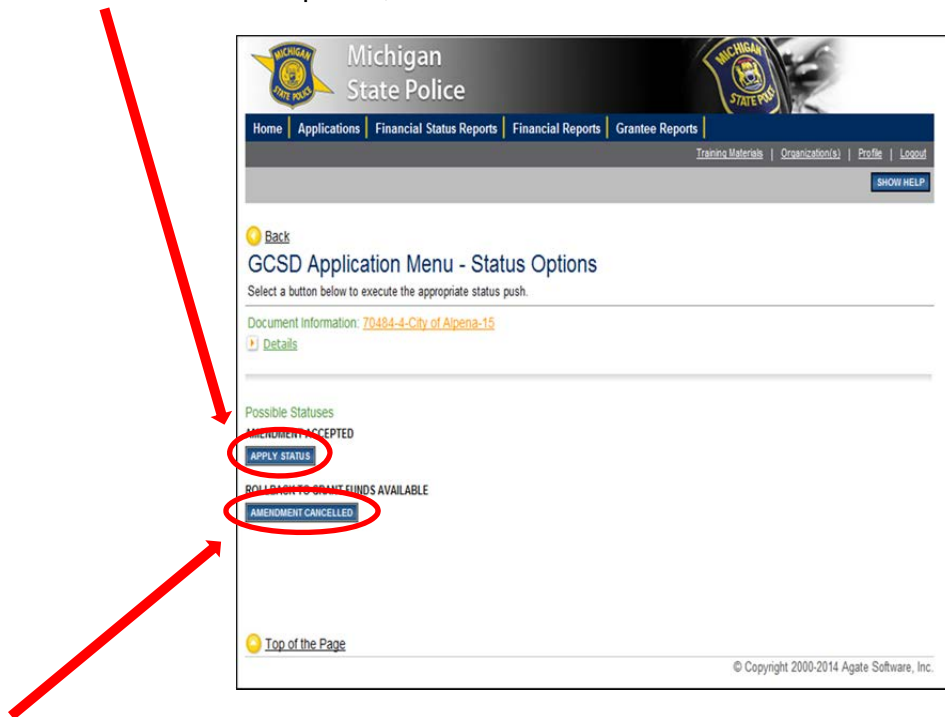
View Forms

Change the Status

Select the View Status Options button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

If the Amendment is acceptable, the Authorized Official clicks the Amendment Accepted status.



If the Amendment is not acceptable, the authorized official applies the Rollback to Grant Funds Available (**Amendment Cancelled**) status to reinitiate the process.

The Amendment has been submitted.

If you are in need of additional support or have any questions, contact a grant advisor for assistance at (517) 373-2960.

Lesson #11 - Civil Rights Compliance

All personnel who receive Byrne JAG and/or RSAT funding are required to receive training at least once per year.

The Project Director is responsible for making the training available and collecting the signed Training Certification. All signed forms are to be attached to MAGIC+.

This requirement is not due until the final day of the award period in case employees who receive funding are added or replaced.

LOG INTO MAGIC+

The website for MAGIC+ (be sure to bookmark it!) is: <https://msp.intelligrants.com>.

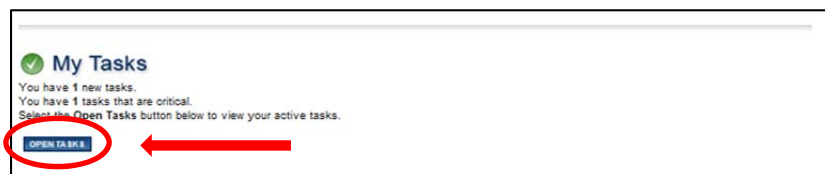
Type your Username and Password into the corresponding boxes on the Home Page, and click **Login**.



If you can't remember your password, click the **Forgot Password?** link to generate a new password that will be automatically emailed to you.



Click **Open Tasks**.



Click **View Related Items**.

GCSD Application Menu

Document Information: [70484-4-City of Alpena-15](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	GCSD Application	City of Alpena	Project Director	Grant Funds Available	11/01/2013 - 11/01/2014 11/03/2014 3:00PM EST

View, Edit and Complete Forms
Select the **View Forms** button below to view, edit, and complete forms.
[VIEW FORMS](#)

Change the Status
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
[VIEW STATUS OPTIONS](#)

Access Management Tools
Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.
[VIEW MANAGEMENT TOOLS](#)

Grant Reports
Select the **Grant Reports** button below to view related items such as Quarterly Reports, Financial Status Reports, messages, etc.
[GRANT REPORTS](#)

Open the **Civil Rights Compliance Report**.

Michigan State Police

Home | Applications | Financial Status Reports | Financial Reports | Grantee Reports | Training Materials | Organizations | Profile | Logout

[SHOW HELP](#)

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GCSD Application Menu - Related Items

The various sections below can link to items that are associated with this document.

Document Information: [72082-4-Meth in MI-15](#)

[Details](#)

Related Documents

Sort search results by: [GO](#)

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
GCSD Reports	Initiate a/an 1st Quarter Progress Report				
GCSD Reports	Initiate a/an Civil Rights Compliance Report				
GCSD Financial Status Report	Initiate a/an November Financial Status Report				
GCSD Reports	Initiate a/an Time Certification Report Period 1				
GCSD Financial Status Report	FSR-2015-Oct-Meth in MI-00029	AR Review Required	10/01/2014 - 10/31/2014 11/30/2014 11:59PM	Carol Bush 11/19/2014 10:05:29 AM	Jim Rapp 11/20/2014 4:20:05 PM

Click **I Agree**.

Michigan State Police

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Agreement

Please make a selection below to continue.

Please confirm that you wish to initiate a Civil Rights Compliance report.

I AGREE **I DO NOT AGREE**

Click on the **Employee Civil Rights Training** hyperlink to open the form. You may save the form to your computer for completion and distribution.

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Document information: CR-2015-City of Alpena-00009

Parent information: 70494-4-City of Alpena-15

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CIVIL RIGHTS COMPLIANCE

Instructions:

- 1) Click the link to obtain the **Employee Civil Rights Training** template.
- 2) Complete the template, save and scan to a local file.

NOTE: DO NOT leave any spaces, place a period between the words OR use any special characters in the file name, e.g. "I", in the document name. Attachments may be in Word, PDF, JPG, XLS or GIF format. The descriptive title entered does not have to be the same as the file name, and it can include spaces.

- 3) Browse and select the saved, signed Civil Rights Training form.
 - Click the **Browse** button and search for the document.
 - Once selected, the path to the file will appear in the Document Source field.
- 4) Click the **Save** button.
- 5) To add another Civil Rights Training form, a new attachment row will appear when **Save** is clicked.

NOTE: Do NOT submit this report until the end of the grant period, so that additional forms can be attached if needed during the grant period.

[Click here to view Status Options](#) (e.g. Submit)

Employee Name:
Frontier Forward

Document Source:
70503-72082MtpCivRights.pdf **Browse...** ☐ DELETE

Employee Name:

Document Source:
Browse...

The compliance form has a hyperlink to the Department of Justice (DOJ) Training website for employees who need to complete the training.

4018-221 (01/2013)
MICHIGAN STATE POLICE
Grants and Community Services Division

**BYRNE JUSTICE ASSISTANCE (BYRNE JAG) GRANT
RESIDENTIAL SUBSTANCE ABUSE TREATMENT (RSAT) GRANT
EMPLOYEE CIVIL RIGHTS TRAINING CERTIFICATION**

AUTHORITY: Voluntary; COMPLIANCE: Voluntary, however grant funds will be withheld if not returned completed and signed for each grant-funded employee within 90 days of grant contract acceptance or date of hire for new employees/subcontractors.

Submit the signed Employee Civil Rights Training Certification to the Grants and Community Services Division via fax: (517) 241-1081 or [e-mail](#).

Grantee Name	MSP Grant Number
--------------	------------------

As a condition of accepting Byrne JAG or RSAT funding, all grant-funded employees and subcontractors are required to receive training at least once every contract year regarding the responsibility to comply with applicable federal civil rights laws in their capacity as recipients of federal funds. The Michigan State Police is required to provide each awarded agency with the link to the Office of Civil Rights (OCR) training modules, view on OCR's Web site at:

<http://www.ojp.usdoj.gov/about/cr/assistance.htm>

This training, which consists of six modules and accompanying self-tests, is designed to provide recipients with an overview of applicable nondiscrimination laws and the general civil rights obligations that are tied to grants awarded by the Department of Justice. It will take approximately two-and-a-half to three hours to complete all six modules.

By signing this form, I certify that I have viewed the OCR training modules.

Employee Name	Employee Signature	Date
Project Director or Supervisor Name	Project Director or Supervisor Signature	Date

On the DOJ training website, click the **here** link to access the available Civil Rights training programs.

U.S. DEPARTMENT OF JUSTICE
Office of Justice Programs
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- Juvenile Justice
- Law Enforcement
- Research, Statistics & Evaluation
- Substance Abuse & Crime
- Technology to Fight Crime
- Victims of Crime

Online Training

Welcome to OCR's online civil rights training program for recipients of Federal financial assistance either awarded directly from OJP, the Office on Violence Against Women (OVW), and the Office of Community Oriented Policing Services (COPS) or awarded through another recipient.

Recipients of financial assistance from OJP, OVW, and COPS must comply with the [Federal statutes and regulations](#) that prohibit discrimination in Federally assisted programs or activities. Recipients may not discriminate in employment on the basis of race, color, national origin, religion, sex, and disability. They also may not discriminate in the delivery of services or benefits on the basis of race, color, national origin, religion, sex, disability, and age. OCR offers training to recipients of OJP, OVW, and COPS funding to assist them in meeting their Federal civil rights obligations. As part of its training efforts, OCR has developed this online civil rights training curriculum for recipients. This training, which consists of six segments and accompanying self-tests, is designed to provide recipients with an overview of applicable nondiscrimination laws and the general civil rights obligations that are tied to grants awarded by the Department of Justice. The OCR offers this online version of its training program to ensure that recipients who are unable to participate in an in-person training session can still receive valuable technical assistance.

The six training programs are:

1. What is the Office for Civil Rights and What Laws Does It Enforce?
2. What are the Standard Assurances and How Does the Office for Civil Rights Enforce Civil Rights Laws?
3. What are the Civil Rights Obligations of State Administering Agencies?
4. What Obligations Do Recipients of Justice Department Funding Have to Provide Services to Limited English Proficient (LEP) Persons?
5. What are the Civil Rights Laws that Affect Funded Faith-Based Organizations?
6. What Civil Rights Protections Do American Indians Have in Programs Funded by the Justice Department? What are the Obligations of Funded Indian Tribes?

All six Civil Rights training programs are available by clicking [here](#).

Civil Rights

- Filing a Complaint
 - Filing Tips
- FAQs
- VAWA FAQs
- Online Training
- Statutes & Regulations
- Advisory on Recipients' Use of Arrest and Conviction Records
- Limited English Proficient (LEP)
- Title VI Enforcement
- Equal Employment Opportunity Plans
- Resources
 - Sample Documentation
- Twelve-Step Recovery Programs
- Español
- 中文
- Phiên bản Việt
- Language Access (Acceso al idioma: 語言扶助; Tiếp Cận Ngôn Ngữ)

The training is presented as a video recording. A printed version that previous grantees have downloaded is more practical to complete. It is recommended you maintain a copy in your office. Click the **Transcript** tab on the top menu.

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
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Video | **Transcript** | Reuse or Repost | Disclaimer

Office for Civil Rights — Training for Grantees

What is the Office for Civil Rights and What Laws Does It Enforce?

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice

Overview

- Overview of the Office for Civil Rights and Laws Enforced
- Overview: Self Test
 - Self test on Overview of the Office for Civil Rights and Laws Enforced
- Service to LEP Persons
 - Obligations of Recipients of DOJ Funding to Provide Services to Limited English Proficient (LEP) Persons
- Test: Service to LEP Persons
 - Self test on Obligations of Recipients of DOJ Funding to Provide Services to Limited English Proficient (LEP) Persons

Office for Civil Rights | Office of Justice Programs

Date created: March 2, 2012

Close this window

- 1 After receiving the completed compliance forms (signed by the employee and project director), scan and attach the documents.
- 2 The **Employee Name** box requires information. (Either the employee or you may scan all copies and include in one attachment titled All Required Certifications). Save your work!
- 3 This form does not get submitted in MAGIC+ until September 30th of each grant year. It is left open to attach new personnel that may be required to complete the training.

Michigan State Police

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Parent Information: [70484-4-City of Alpena-15](#)

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CIVIL RIGHTS COMPLIANCE

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 - Click the **Browse** button and search for the document.
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- 4 Click the **Save** button.
- 5 To add another Civil Rights Training form, a new attachment row will appear when **Save** is clicked.

NOTE: Do NOT submit this report until the end of the grant period, so that additional forms can be attached if needed during the grant period.

2 [Click here to view Status Options](#) (e.g. Submit)

Employee Name:
Frankie Forowitz

Document Source:
Browse... ☐ DELETE

70503-72082MethCivilRights.pdf

Employee Name:

Document Source:
Browse...

The Civil Rights Compliance obligation has been initiated.

If you are in need of additional support or have any questions, contact a grant advisor for assistance at (517) 373-2960.