



## JAG 2015 VCP Grant Program Instructions

### Administration

This program will use the following on-line resources to help administer this program:

- Dedicated Web Page to post allocation table, instructions, and the application package: <http://www.ct.gov/opm/cwp/view.asp?a=4722&Q=560282&PM=1&opmNav=|>
- Dedicated Email Address to collect contact information and other required information: [JAG2015Local.opm@ct.gov](mailto:JAG2015Local.opm@ct.gov)
- A **NEW** On-line Grants Management System known as GRANTIUM; logins and passwords will be provided when applications are approved

### Next Steps

**STEP #1: Validate Contacts.** OPM will be e-mailing our record of your town's contact information to the municipality to begin this process; the contacts will include Chief Elected Official, Chief Financial Officer and the Police Chief:

1. The town/city will review and verify contact information
2. **ADD** the individual responsible for administering this Grant program (Project Officer)
3. Return the contact information to : [JAG2015Local.opm@ct.gov](mailto:JAG2015Local.opm@ct.gov)

**STEP #2: Complete Application Package.** Once the contact information has been returned to OPM, the grant Project Officer will be e-mailed the Application Package and instructions. The Application package will include a Project Narrative and a Detailed Budget spreadsheet template:

1. Complete the Project Narrative and Detailed Budget spreadsheet template
2. Return the completed Application Package to : [JAG2015Local.opm@ct.gov](mailto:JAG2015Local.opm@ct.gov)

**STEP #3: Application Package Review/Approved.** OPM/CJPPD staff will review the Application Package

1. If the application package is approved – move to Step #4
2. If the application package requires changes, it will be returned to the Project Officer for modification.

**STEP #4: Notice of Grant Award Mailed/Returned.** Once the application package is approved, OPM/CJPPD will mail (via U.S. Mail) the Notice of Grant Award package to the Chief Elected Officials/Town Manager for their signature.

1. Return the signed Notice of Grant Award package to OPM/CJPPD via U.S. Mail
2. The **START DATE** for this grant award is **April 15, 2015**

**STEP #5: GRANTIUM Registration.** Once OPM/CJPPD has received the signed grant award, the process will shift to the **NEW** On-line Grants Management System known as GRANTIUM:

1. Each Municipality will have its own proprietary workspace
2. Logins and passwords and additional instruction will be provided to each Project Officer
3. Project Officers must login and “certify” their applications in GRANTIUM
4. The first payment will be provided to municipalities at this point.