

27677

LEAA

GMIS

GRANT MANAGEMENT INFORMATION SYSTEM

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GMIS PRESENTATION

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LEAA

GMIS

GRANT MANAGEMENT INFORMATION SYSTEM

LEAA

G M I S

GRANT MANAGEMENT INFORMATION SYSTEM

This presentation is intended to address two aspects of the development of LEAA's Grant Management Information System:

- ° The overall concept of GMIS, the needs, and the rationale.
- ° The initial phase of GMIS development; the prototype system is described.

PURPOSE OF GMIS

- ASSIST LEAA IN SETTING PROGRAM TARGETS AND GOALS
 - BY PROVIDING A DATA BASE OF PAST, CURRENT AND PROPOSED GRANT ACTIVITY
 - BY PROVIDING FOR MAXIMUM AVAILABILITY OF GRANT INFORMATION RELATING TO
 - LAW AND JUSTICE PROGRAMS
 - INNOVATIVE APPROACHES
 - PRACTICAL EXPERIENCE
- PROVIDE A SYSTEMATIC APPROACH FOR EVALUATING PROGRESS TOWARDS THOSE GOALS
- ASSIST LEAA IN THE EXERCISE OF ITS FINANCIAL RESPONSIBILITIES

PURPOSE OF GMIS

- o The Grant Management Information System (GMIS) has been designed to assist the Law Enforcement Assistance Administration in the discharge of its responsibilities under the Omnibus Crime Control and Safe Streets Act, as amended.
- o LEAA recognizes that improving each component of the criminal justice system in a coordinated comprehensive way serves to deter crime. It is not enough to make more arrests if those arrested are merely to further crowd courts which are already so congested with cases that there are long delays in trying defendants.
- o LEAA must ensure that all law and justice agencies are advancing and improving in a balanced and controlled manner. The entire attack upon crime must be a comprehensive and coordinated effort to improve the criminal justice system.
- o Finally, LEAA must ascertain that all Federal funds are properly and wisely spent.
- o The principal objective of GMIS is to assist in the effective management of the various grant funds and programs. The decision-making processes which are involved in any management system depend heavily on the accuracy, comprehensiveness and timeliness of information that flows within the system.
- o GMIS will further the objective of effective grant management by providing an improved computerized data base. Direct computer access through multiple input terminals are employed to shorten the flow time from activity occurrence to data availability.
- o A wide variety of information of interest is captured and stored. The selected data elements have been chosen to serve the needs of the broadest possible spectrum of users. The breadth of this data base assures an improved and comprehensive reporting capability for all grant activity.
- o In selecting the various data elements, great care has been given to defining the broad areas for which program and financial information is desired. Provisions have been made within GMIS to provide for the systematic and uniform collection of this data.

GMIS SUPPORT

GMIS IS PRIMARILY A LEAA SYSTEM

PROVIDING SUPPORT TO:

- LEAA
PLANNERS
PROGRAM SPECIALISTS
FINANCIAL ANALYSTS
RESEARCH ANALYSTS
MANAGERS
- STATE
PLANNING AGENCIES
REGIONAL PLANNING AGENCIES
- COUNTY
CRIMINAL JUSTICE PLANNERS
- CITY
CRIMINAL JUSTICE PLANNERS
- OTHER GOVERNMENT AND PRIVATE AGENCIES
CONGRESSIONAL COMMITTEES
NATIONAL ASSOCIATIONS
ACADEMIC INSTITUTIONS

GMIS - SUPPORT

- o Since the inception of LEAA in 1968 some 30,000 grants and sub-grants have been awarded from LEAA funds. Up to now there has been no single comprehensive system to account for these grants. Many man-hours are spent daily in manually searching documents to respond to such questions as:
 - o Has any community secured a grant toward the control of drug abuse among suburban high school youths?
 - o What are the expected costs of developing a plan for a helicopter patrol system for a city of 500,000 people?
 - o Which courts could provide experience on low bail, personal recognizance bond programs?
 - o Where are the principal methadone treatment centers? What is the composition of a typical staff for such a facility?
 - o How many prison and jail renovation programs have been undertaken in the past year vs. the previous year? Is our state below or above average in this respect?
- o The Grant Management Information System has been developed to ease the difficulty of answering these and similar questions. This was accomplished by considering the information requirements of as broad a spectrum of users as possible -- financial analysts, research analysts, State Planning Agencies, other governmental agencies and academic institutions.
- o These information requirements have been integrated into a LEAA system which will provide these users with a common data base, accessible to Central LEAA, LEAA's Regional Offices and the State Planning Agencies.
- o In addition to this pre-planned coverage of relevant data items, consideration has been given to the problems of maintaining comparability throughout the system. Standard accounting and term definitions have been developed and are included within the GMIS framework.

WHAT DOES GMIS DO ?

GMIS - PROVIDES A SYSTEMATICALLY ORGANIZED AND IMMEDIATELY RETRIEVABLE DATA BASE CONTAINING GRANT INFORMATION

SO THAT:

- PERIODIC REPORTS ON CURRENT, HISTORIC, AND PROPOSED PROGRAMS CAN BE PRODUCED
- PERIODIC REPORTS ON STATUS OF LEAA FUNDS CAN BE PRODUCED
- STATUS OF LEAA GRANTS, FROM APPLICATION THROUGH FINAL EVALUATION, MAY BE MONITORED
- UNANTICIPATED INFORMATION REQUESTS OF A "ONE SHOT" NATURE CAN BE ANSWERED
- SUPPORTING DATA FOR CONGRESSIONAL PRESENTATIONS AND BUDGET REQUESTS WILL BE MORE READILY AVAILABLE

WHAT DOES GMIS DO?

- o GMIS will provide for the systematic capturing of a uniform set of data elements. This data base can be manipulated to provide a wide variety of reports on current and completed grants.
- o The impact of planned programs can also be assessed, by projecting forward their planned periods of activity and their planned levels of financial support.
- o For those applications which are submitted directly to LEAA central and regional offices for award approval, a tracking system provides a monitoring service for all applications. This will permit analysis of processing bottlenecks. In addition, the system will provide statistics on reasons for application rejection.
- o In addition to the normal financial data, program-relevant data is also captured through the use of a key word, or uniterm, system of grant classification. This system provides a mechanism for the retrieval of grants which possess a particular set of characteristics.
- o In addition to supporting a normal array of periodic, or cyclic, reports, special provisions have been made to accommodate unexpected information requests of a "one shot" nature. This is primarily a direct inquiry system without recourse to special computer programming.
- o The contents of the total data base are fully available to support the preparation of special reports and presentations to Congress and the Attorney General's staff.

GMIS EXPECTED RESULTS

IT IS EXPECTED THAT AS A MINIMUM

GMIS WILL:

- GIVE ASSISTANCE TO MANAGERS AND PLANNERS IN EVALUATING VARIOUS PROGRAMS
- MAINTAIN A RECORD OF THE STATUS OF PROGRAM FUNDS
- REDUCE THE POTENTIAL FOR DUPLICATION IN RESEARCH AND DEVELOPMENT
- KEEP EACH STATE CONTINUOUSLY INFORMED OF THE ACTIVITIES OF OTHER STATES
- ASSIST LEAA IN MAINTAINING A BALANCED SET OF PROGRAMS IN ALL AREAS:
 - ACTION PROGRAM VS. RESEARCH AND DEVELOPMENT
 - ENFORCEMENT VS. CORRECTIONS

GMIS - EXPECTED RESULTS

- o GMIS can be expected to provide positive assistance to managers and planners in evaluating applications and in comparing various programs.
- o The ability to classify grants on a wide range of subject areas, and the ease of computer retrieval will be of great assistance in reducing the potential for duplication in research and development, the preparation of procurement specifications, the design of specialized equipment, computer software and, finally, in basic and applied research.
- o Remote access (via terminals) to the main data base will keep each State continuously informed of the activities of other States. This should provide for a more rapid dissemination of information on tested programs, equipment and management methods.
- o As was pointed out at the beginning of this presentation, an effective program of assistance to State law and justice agencies must be a balanced program. The conflicting demands of planning vs. action, action vs. research, enforcement vs. correction -- must all be evaluated.

The results of this evaluation must produce a proper mix in the allocation of funds if the maximum possible impact is to be achieved.

The GMIS data base provides a wide variety of data elements to support this evaluation.

- o GMIS data will be used with other data sources for overall evaluation of program effectiveness.

For instance, in comparing the impact of two different programs on drug-related crimes in widely separated communities, differences in racial composition, personal income, size of drug enforcement units all tend to make direct comparisons difficult. By combining GMIS data with that of the Bureau of the Census, LEAA's own National Criminal Justice Information and Statistics Service and the NCIC, sophisticated multi-variate analysis and other tests for significance can be employed.

GMIS - SCOPE

GRANT TYPES →		NON BLOCK	BLOCK		SUB	
			PLANNING	ACTION	PLANNING	ACTION
INITIAL ENTRY INTO GMIS SYSTEM	APPLICATION	●	●	●		
	AWARD	●	●	●	●	●
IDENTIFICATION DATA	GEO-POLITICAL	●	●	●	●	●
	ABSTRACT	●				●
	PROJECT DESCRIPTIVE INFORMATION	●				●
FINANCIAL DATA	BUDGET	●	●	●	●	●
	EXPENDITURES	●	●			●

GMIS-SCOPE

- o The scope of GMIS is illustrated in this slide. As can be seen, GMIS maintains data on block planning and action grants as well as the sub-grants issued under them. Information on non-block, or categorical, grants is also included. The term "non-block" is used to encompass grants such as the discretionary, technical assistance, data systems and statistical assistance, the National Institute for Law Enforcement and Criminal Justice and so forth.
- o Grants which are directly awarded by LEAA central and regional offices are picked up as applications and entered into the tracking system. State sub-grant data would not be entered into GMIS until the award process has been completed.
- o A variety of LEAA forms are used to capture the identity of the applicant, his state, county, city, organization and title. This general type of geopolitical information is also recorded by many of the states on forms of similar design and containing the same general information. The informational content of the LEAA/OLEP discretionary grant application forms one through five are suggestive of the data content of GMIS in this area.
- o GMIS also carries a grant title and an abstract of what the grant is to do. This information is requested for the non-block and action sub-grants. The Annual State Plan carries the burden of this type of information for the block action grants.

The planning grants and sub-grants awarded to the various state and regional planning agencies do not require this type of information, descriptive title and abstract.

- o In addition to this information, certain descriptive information concerning the project or grant is required. This descriptive material relates to the area of crime, the type of offender, the criminal justice elements and processes involved, the methods of research or evaluation which are to be employed -- and other related fields of general law enforcement and criminal justice interest.
- o This is the only area of data that will appear to be a new requirement. The information requested is currently contained throughout the grant documentation, but a new method of handling this information has been developed. This will be covered more fully at a later point in this presentation.
- o Budget and expenditure data are still required, except that the block action expenditures can be derived from the action sub-grant totals. The general type of information is the same as that which is currently supplied on the LEAA 150 series of reports.

GMIS - SCOPE

GRANT TYPES →		NON BLOCK	BLOCK		SUB	
			PLANNING	ACTION	PLANNING	ACTION
INITIAL ENTRY INTO GMIS SYSTEM	APPLICATION	OLEP-5 LEAA INST-1	LEAA-1 LEAA-2	LEAA-4	STATE FORM	STATE FORM
	AWARD	OLEP-5 LEAA INST-1	LEAA-1 LEAA-2	LEAA-4	STATE FORM	STATE FORM
IDENTIFICATION DATA	GOE-POLITICAL	OLEP-5 INST-1	LEAA-3	LEAA-4	STATE FORM	STATE FORM
	ABSTRACT	OLEP-5 INST-1				STATE FORM
	PROJECT DESCRIPTIVE INFORMATION	OLEP-5 INST-1				STATE FORM
FINANCIAL DATA	BUDGET	OLEP-5 INST-1	LEAA-3	LEAA-155 STATE PLAN	LEAA-154 STATE FORM	LEAA-156 STATE FORM
	EXPENDITURES	LEAA-157 INST-15	LEAA-153	LEAA-155 STATE FORM	LEAA-154 STATE FORM	LEAA-156 STATE FORM

GMIS-SCOPE

- o In this chart a sampling of current LEAA application and report forms is superimposed on the GMIS scope statement. The purpose here is to illustrate the areas where GMIS and the existing system are very similar and, also, to indicate those areas which are somewhat new or have been more heavily impacted.
- o Currently, LEAA uses a set of application forms such as the LEAA/OLEP Form 3 or the LEAA Inst.-1 to record applicant identification data. Many of the states have very similar forms for recording application data. In general, these forms provide for the identification of certain geopolitical information, an abstract or project description for action oriented grants a plan of attack for research grants. Usually there is a requirement for budget information. This is needed to provide some estimate of the various resources which will be required to support the grant. GMIS requires substantially the same budget data as is currently being submitted to LEAA and the State Planning Agencies.
- o Certain data currently available to the individual states would be entered into the data base and made available to other states and LEAA regions. This data relates primarily to the block sub-grants. The areas which will be impacted are circled with a dashed line.
- o The area of greatest impact will be found in the effort made to obtain a better description of what the various grants are to do and preparing this information for file storage and subsequent retrieval. This area is circled with a solid line.
- o The hatched areas are not impacted by GMIS. For instance, project description information will not be abstracted for block grants.
- o By way of summary, the principal impact areas are the inclusion of state data on action sub-grants, and the securing of a better description of the non-block and action sub-grant purposes.

For the non-block, or categorical, grants this descriptive information is already contained to a large degree in the "Project Plan and Supporting Data" section on page 6 of the LEAA/OLEP-5. Additional descriptive information is found in the "Budget Narrative" section of this form. Other application forms request similar data. Most of the states have comparable sections on the equivalent state forms for recording this same information. The only major innovation is in how this descriptive data is to be captured and coded.

GMIS - HAS TWO MAIN PHASES

MANUAL "SAME"	COMPUTERIZED "NEW"
<p>INCEPTION FORMS - APPLICATION</p> <p>APPROVAL CYCLE FORMS - AWARD</p> <p>REPORTING FORMS - EXPENDITURES</p> <p>FILES</p>	<p>INPUT</p> <p style="text-align: center;">COMPUTERIZED "DATA FILE"</p> <p>OUTPUT</p>

WHY - A COMPUTERIZED "DATA FILE"

- DATA MANIPULATION

- REPORTS - STANDARD, EXCEPTION
- TREND ANALYSIS

- FAST ACCESS TO DATA

- ALLOWS IDENTIFICATION OF GRANTS WITH COMMON ELEMENTS
- AID IN THE EVALUATION OF GRANT APPLICATIONS
- IDENTIFY NEW TECHNIQUES - EMPLOYED BY OTHER C.J. UNITS

GMIS - HAS TWO MAIN PHASES

- o There are several reasons for desiring computer access to this data base.
- o First, the unpredictability of the type and variety of questions to be asked and the large number of grants to be searched demands a relatively large data file in terms of stored characters.

To accommodate a wide variety of unplanned and unexpected questions, a highly manipulative data base is required.

- o Periodic reporting of grant activity (encompassing nearly every community in the country) involves the sorting and resorting of several thousand grants. This routine processing will be greatly facilitated through the use of standard codes, a common file structure and modern high-speed data processing equipment.
- o Requirements for special analyses, such as, trend analysis, variance analysis, demographic analysis, correlations with NCIC data, can all be more easily accomplished if a large, well defined data set is maintained and is accessible without recourse to special programming.
- o Demands for financial data are just as many and varied as those for program information. A wide variety of financial data, and rapid access to this data, is required if routine reports and special financial analyses are to be made more accessible.
- o A wide variety of day-to-day problems of grant management will be greatly assisted through access to the GMIS data.

For instance, it is possible to find grants which are similar - say, in treating a common area of crime and directed toward the same type of offender.

It is also possible to find grants which treat a common problem. For instance, the GMIS file can be searched to locate all grants relating to trial avoidance programs for juveniles.

Searches can be made to assist in evaluating applications which may be duplicates of previously accomplished work. An example might be locating all grants which relate to the development of court scheduling algorithms.

Assistance can also be given to support applications which are difficult to judge as to time, cost and probable effectiveness. For instance, can a city of 50,000 effectively utilize an organized crime unit? GMIS could locate any grants which were made for that purpose and would list the names and addresses of possible contacts to explore the question further.

Last, GMIS can be an aid in suggesting new approaches to local problem areas. This might possibly be accomplished by identifying similar communities to the one in question and then reviewing their grant lists. A second method might be to review the grants and fellowships of the National Institute. Here we might find new technologies which have only recently become available.

TECHNICAL APPROACH

- DETERMINE THE CLASSIFICATION REQUIREMENTS
- SELECT A CLASSIFICATION METHOD CAPABLE OF
 - MEETING THESE REQUIREMENTS — KEYWORDS AND PHRASES
- TAKE AS REPRESENTATIVE A SAMPLE AS POSSIBLE
 - TO DETERMINE
 - AREAS OF SPECIALIZED INTEREST
 - WORDS AND PHRASES USED MOST OFTEN IN CONNECTION WITH THESE AREAS
- PREPARE A LIST OF COMMON DATA ELEMENTS
 - GEO-POLITICAL INDICATORS
 - COSTS
 - PROGRAMS
 - KEY-WORDS
- DESIGN A COMPUTER SYSTEM TO CAPTURE, STORE, AND RETRIEVE THESE DATA ELEMENTS

TECHNICAL APPROACH

- o In designing GMIS a system was desired which would have certain characteristics. Some of the more important of these were:
 - o To develop a set of key data elements which would be capable of supporting a wide variety of users.
 - o A standard nomenclature and coding system was also considered desirable.
 - o The system should be capable of supplying standard reports to a predetermined set of reporting requirements.
 - o It should also be capable of generating replies to nonstandard reports and queries. This ability was to be limited only by prudent estimates of the cost benefit ratios.
 - o The system, as designed, should require a minimum of disturbances to existing forms and procedures while still meeting the requirements mentioned above.
- o The overall requirement is to take a document (a grant or grant application) and categorize it according to some predetermined set of rules, derived through an examination of past and future areas of interest, or emphasis.
- o The results of this classification should be stored in such a way that the document can be retrieved when an inquiry is made against one or more of its classification characteristics.

OVER VIEW OF GMIS

INSTRUCTION MANUAL

"RELATE TO FORM QUESTIONS"

MANUAL

- FORMS
(SIMILAR TO PRESENT FORMS)
- 1) TYPE OF FUNDS
 - 2) GRANT TITLE
 - 3) STATE AND REGION
 - 4) NAME OF APPLICANT
 - 5) TITLE
 - 6) ADDRESS
 - 7) PROJECT DESCRIPTION
 - 8) BUDGET
 - 9) STATE
 - 10)

GENERAL INFORMATION & INSTRUCTIONS

Grant Application - Non-Block - Form Numbers A-1 through A-9 (Continued)

the original grant must be entered into the block called 'Of Grant No.'. Also a sequentially assigned two digit supplemental sequence number must be entered. For example, Supplement No. 502 of Grant No. 72-DF-26-2741 indicates the second request for supplemental funds made under Grant No. 72-DF-26-2741.

5. **Project Length** - Enter a two digit number indicating anticipated project length in months. Round to nearest whole month.
- Requested Start Date** - Indicates requested project start date. Date should be entered as follows: two digits each for month, day and year, in that order; example is 10-24-72.
6. **LEAA Support Sought** - Enter amount of LEAA funds requested (values shown should be rounded to nearest dollar). (If this is a request for supplemental funds, i.e., Supplement Type grant in Item 4, include only the amount of the supplement in this figure).
7. **Is Clearinghouse Approval Required** - Indicate, by checking yes or no. If yes, attach documentation in accordance with OHA Circular A-95.
8. **Program Category Code** - From the Program Category List in the GCO, select a single response, if applicable, indicating Program Category under which this application is being made. Enter only the associated five digit code onto the form.
9. **State Name and Code** - Enter the name of the state in which funded project is to be implemented and associated numeric state code, as contained in the Geographic Location Codes Document produced by General Services Administration (GSA). If more than one state is involved, the state associated with address of the grant applicant should be entered. If other states are involved they will be identified on Forms X-1 through X-3.
10. **County Name and Code** - Enter name of the county in which funded project is to be implemented and associated numeric county code, as contained in the Geographic Location Codes Document produced by General Services Administration (GSA). If more than one county is involved, the county associated

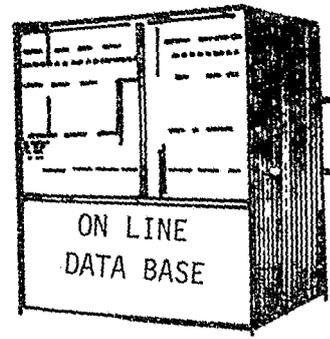
GRANT CLASSIFICATION
DICTIONARY
"LIST OF COMMON ITEMS"

Region Code	Region Headquarters	States/Territories & Codes Within A Region
1	Boston	09 Connecticut 25 Massachusetts 23 Maine
2	New York	34 New Jersey 36 New York
3	Philadelphia	10 Delaware 24 Maryland 54 West Virginia
4	Atlanta	01 Alabama 12 Florida 13 Georgia 21 Kentucky
5	Chicago	17 Illinois 18 Indiana 27 Minnesota
6	Dallas	03 Arkansas 22 Louisiana 35 New Mexico
7	Kansas City	19 Iowa 20 Kansas
8	Denver	08 Colorado 10 Montana 38 North Dakota
9	San Francisco	04 Arizona 06 California 32 Nevada
10	Seattle	02 Alaska 16 Idaho
99	Washington, D.C.	23 New Hampshire 44 Rhode Island 50 Vermont 72 Puerto Rico 78 Virgin Islands 42 Pennsylvania 51 Virginia 28 Mississippi 17 North Carolina 45 South Carolina 47 Tennessee 36 Michigan 39 Ohio 55 Wisconsin 40 Oklahoma 48 Texas 29 Missouri 31 Nebraska 46 South Dakota 49 Utah 56 Wyoming 66 Guam 15 Hawaii 60 American Samoa 41 Oregon 53 Washington

READILY AVAILABLE INFORMATION

AUTOMATED

INPUT



REPORTS

HOW DOES IT REALLY WORK?

HOW DO I GET INFORMATION?

OVER VIEW OF GMIS

- o GMIS consists of three essential elements:
 - o First, there is a set of application and reporting forms. These are similar to the existing forms used by LEAA and many of the states.
 - o Second, there is a set of instructions which lists each data element in the form and specifies the form of the entry. These instructions are similar to the ones which appear in the Discretionary Guide and the Financial Guide.
 - o Third, there is a Grant Classification Dictionary (GCD). This dictionary contains lists of approved words and phrases for use with the application and reporting forms. The GCD also supplies the proper numeric codes for rendering the applicant's responses intelligible to the computer.
 - o In summary, the application and report forms request certain information; the instructions explain the nature of the question and the type of answer, or answers, requested and, finally, the GCD contains controlled, precoded vocabulary for making these responses.

- o After the various forms have been completed, their information content is entered into an online computer data base via a local terminal. This data file provides the working material for both reporting and online inquiries.

FORMS - DATA CONTENT

IDENTIFICATION

NAME OF GRANTEE
TITLE
ADDRESS
NAME OF PROJECT DIRECTOR
TITLE
ADDRESS
EXTENT OF IMPACT
SPA PLANNING DISTRICT
ENVIRONMENTAL IMPACT

FINANCIAL

TYPE OF GRANT
TOTAL PROJECT BUDGET
SOURCES OF FUNDS
LEAA
STATE
LOCAL
OTHER
BUDGET BY COST CATEGORY
PERSONNEL
CONSULTANTS AND CONTRS.
TRAVEL
EQUIPMENT
SUPPLIES
BUDGET DETAIL

DESCRIPTIVE

TITLE
TWO HUNDRED WORD
ABSTRACT
CODES FOR KEY
WORDS AND PHRASES
L + J PROCESSES
TYPES OF PEOPLE
TYPES OF CRIME
COURSES OF INSTRUCTION
TYPES OF EQUIPMENT

FORMS - DATA CONTENT

- o For non-block grants, the application form is divided into three parts; the first two parts are modifications to the existing application forms.
 - o The first part consists of identification data on the applicant and his program -- names, addresses, type of funds, etc.
 - o The second part is, again, a modification to the existing Budget Summary forms. The expenditure form is similar.
 - o The third part is new. Within this section we attempt to capture what the grant will do.

No attempt is made to establish the intent of the grant. All that is desired is what it will do. For instance, a jail may be renovated to permit its continued use and to forestall construction of a new facility. All that is wanted in the data base is the fact that a jail is to be renovated. Generally, the desired information occurs within the written description of grant application. This section of the application form asks a standard set of questions about each grant and records the response given.

The responses themselves come from a controlled vocabulary contained in the GCD.

INSTRUCTION MANUAL

"Example"

- DIVIDED INTO SECTIONS - BY GRANT TYPE

FORM

9) STATE NAME AND CODE	

ITEM NUMBER

GENERAL INFORMATION & INSTRUCTIONS

Grant Application - Non-Block - Form Numbers A-1 through A-9 (Continued)

the original grant must be entered into the block called 'Of Grant No.'. Also a sequentially assigned two digit supplemental sequence number must be entered. For example, Supplement No. 002 of Grant No. 72-OF-26-2741 indicates the second request for supplemental funds made under Grant No. 72-OF-26-2741.

5. Project Length - Enter a two digit number indicating anticipated project length in months. Round to nearest whole month.
- Requested Start Date - Indicates requested project start date. Date should be entered as follows; two digits each for month, day and year, in that order; example is 10-24-72.
4. LEAA Support Sought - Enter amount of LEAA funds requested. (Values shown should be rounded to nearest dollar). If this is a request for supplemental funds, i.e., Supplement Type grant in item 4, include only the amount of the supplement in this figure).
7. Is Clearinghouse Approval Required - Indicate, by checking yes or no. If yes, attach documentation in accordance with GSA Circular A-95.
8. Program Category Code - From the Program Category List in the GCD, select a single response, if applicable, indicating Program Category under which this application is being made. Enter only the associated five digit code onto the form.
9. State Name and Code - Enter the name of the state in which funded project is to be implemented and associated numeric state code, as contained in the Geographic Location Codes document produced by General Services Administration (GSA). If more than one state is involved, the state associated with address of the grant applicant should be entered. If other states are involved they will be identified on Forms K-1 through K-3.
10. County Name and Code - Enter name of the county in which funded project is to be implemented and associated numeric county code, as contained in the Geographic Location Codes document produced by General Services Administration (GSA). If more than one county is involved, the county associated

- THE INSTRUCTION MANUAL CONTAINS THREE TYPES OF INFORMATION

EXAMPLE:

- 1) EXPLANATIONS
- 2) DEFINITIONS
- 3) REFERENCE TO THE GCD FOR QUESTIONS WITH MULTIPLE CHOICE ANSWERS

INSTRUCTION MANUAL

"EXAMPLE"

- o The instructions are divided into five parts, one part each for:
 - o Categorical grants (discretionary, the National Institute, etc.)
 - o Block action
 - o Block planning
 - o Action sub-grants
 - o Planning sub-grants
- o The instructions explain the nature of the question being asked and define certain terms such as report period, project duration, etc.

The instructions also point to certain questions with multiple choice answers. Directions as to which sections of the GCD will contain approved words or phrases for response are also indicated.

GCD

GRANT CLASSIFICATION DICTIONARY "EXAMPLE"

DIVIDED INTO TWO SECTIONS:

TABLE OF CONTENTS

GENERAL

GEO-POLITICAL

CPAA REGIONAL LIST

Region Code	Region Name/City	States/Territories & Codes Within A Region
1	Boston	09 Connecticut 25 Massachusetts 21 Maine
2	New York	14 New Jersey 16 New York
3	Philadelphia	10 Delaware 24 Maryland 34 West Virginia
4	Atlanta	01 Alabama 12 Florida 13 Georgia 21 Kentucky
5	Chicago	17 Illinois 18 Indiana 27 Minnesota
6	Dallas	05 Arkansas 22 Louisiana 35 New Mexico
7	Kansas City	19 Iowa 20 Kansas
8	Denver	08 Colorado 10 Montana 18 North Dakota
9	San Francisco	04 Arizona 06 California 12 Nevada
10	Seattle	02 Alaska 16 Idaho
99	Washington, D.C.	Washington, D.C.

Page	Title Page
11	Table of Contents
12	
LIST ID NOS.	
405	ACADEMIC DISCIPLINES
410	AREAS REQUIRING ADD'L INFORMATION
420	ADMINISTRATION & MANAGEMENT
240	ANIMALS
100	COMMAND & CONTROL, FUNCTIONS
110	CONTRACTS, TYPES OF
120	CONFERENCES/MEETINGS, TYPES OF
140	CRIME, SOCIATION OF
160	CRIME LABORATORIES, TYPES & FUNCTIONS
180	CRIME, TYPES OF
210	CRUISE, TYPES OF
220	EVIDENCE, TYPES OF
240	EQUIPMENT, TYPES OF
320	HEALTH CAPACITY/CONDITION
140	PATROL, TYPES OF
400	PERSONNEL, TYPES OF
410	POLICING TECHNIQUES
420	PROCESSES, LAW & JUSTICE TYPES OF
440	PROGRAMS
500	RECORDS
520	RESEARCH, METHODS OF
410	SPECIAL OPERATIONS UNITS
560	STATISTICS, TYPES OF
580	STRUCTURES, TYPES OF
610	SUBJECT MATTER
590	SUPPLIES & OPERATING EXPENSES
620	TRAINING, METHODS OF
622	TRAINING RESOURCE ORGANIZATIONS, TYPE OF
660	TRIALS, PHASES OF

(Codes)	STRUCTURES, TYPES OF
500	
01	General
010	Academy
015	Air Landing Zone
124	Court Facility
170	Crime Lab
420	Jury Room
408	Equipment Evaluation Laboratory
545	Marina
575	Mult-Purpose Public Safety Building
430	Office
554	Outdoor Firearms Training Facility
674	Police Photo Lab
678	Police Station
735	Reception & Diagnostic Center
784	Recreational Center
810	Temporary Housing Unit
02	Rehabilitation, Social & Health Centers
033	Adult Treatment Centers
030	Alcoholic Medical & Counseling Center
032	Alcoholic Rehabilitation Center

EACH SECTION CONSISTS OF

- TABLE OF CONTENTS
- "LISTS" OF WORDS OR PHRASES (EACH LIST HAS ITS OWN UNIQUE CHARACTERISTICS)
- EACH WORD OR PHRASE HAVING ITS OWN UNIQUE CODE NUMBER FOR EASE OF USE

GRANT CLASSIFICATION DICTIONARY

"Example"

- o The Grant Classification Dictionary is a collection of key words and phrases which are suitable for use in responding to certain questions. Rather than list them in alphabetical order, they have been grouped into convenient categories which share some common element. Examples are lists of people, law and justice programs, types of crime, areas and method of scientific research.
- o The dictionary is divided into two major parts. The first part is concerned with state and region codes, types of programs, budget activity codes, etc; information of a general administrative nature. By reference, this section also contains the approved codes for cities, counties, congressional districts and SMSA.
- o The second, and larger, part contains the words and phrases for the bulk of the questions relating to the textual description of the grant. This is where lists of personnel, crime locations, communications equipment and courses of instruction will be found.

GMIS - INPUT EXAMPLE

INSTRUCTIONS

FORMS

ACTION SUB-GRANT

PART E BLOCK
NUMBER 70/EB/09/00009

FACILITIES
ACTIVITIES

PHASE

DESIGN

REASON

ADDITIONAL SPACE

JUVENILE DETENTION
(580-03-425)

ENTER FISCAL YEAR,
LEAA PROGRAM, STATE
CODE AND SERIAL NO.

CHECK THE PHASE
AND REASON

LIST TYPE OF FACILITY
-SEE GCD

FORMS PROGRAM BUDGET

PART E BUDGET CATAG.

PERSONNEL	\$ XXX
CONSULTANTS	\$ XXX
EQUIPMENT	\$ XXX
TRAVEL	\$ XXX
SUPPLIES & OP. EXP.	\$ XXX
TOTAL	\$ XXX

GCD

STRUCTURES, TYPE OF

580 STRUCTURES

03 SECURITY BUILDING

360 INFIRMARY

385 JAIL

425 JUVENILE DETENTION

GMIS-- INPUT EXAMPLE

- o An example of the interaction of the forms, the instructions and the Grant Classification Dictionary is shown.

The example chosen shows the recording of a Part E action sub-grant to design a juvenile detention facility; the basic requirement is for additional space. The application form requests the recording of the block grant from which this grant is funded. The instructions define the composition of this tag-- the fiscal year, the LEAA Grant Program and, finally, a Regional Serial Number.

- o If facilities activities are being supported by this grant, a questionnaire form asks for the phase:
 - o Design
 - o Construction
 - o Renovation, etc.

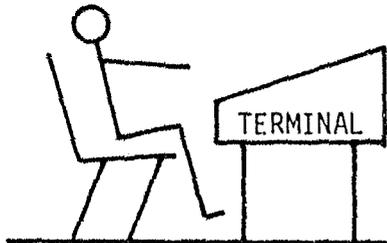
The form also asks for the primary reason for their activity:

- o More space
- o Improved security
- o Improved sanitary conditions, etc.

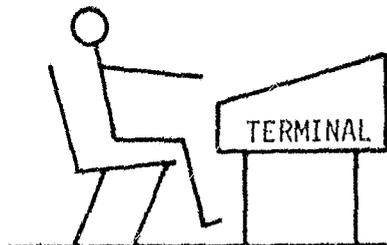
Finally, the identity of the types of structures or facilities is requested. Since the answer is to be selected from the Grant Classification Dictionary, the instructions state what section of the Dictionary contains the approved responses and whether or not more than one answer is permissible or desired.

ACCESS TO DATA BASE

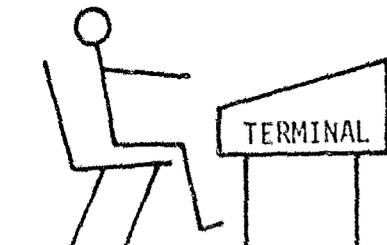
TERMINAL USER



CENTRAL LEAA

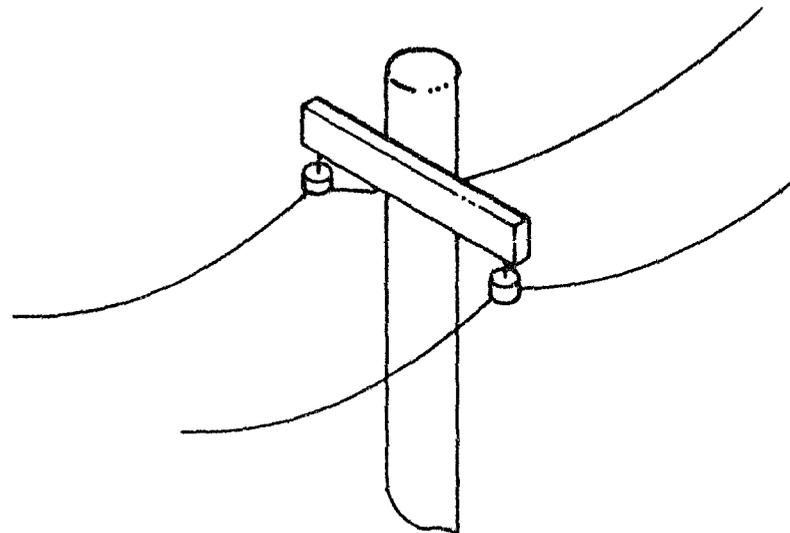


LEAA REGIONS

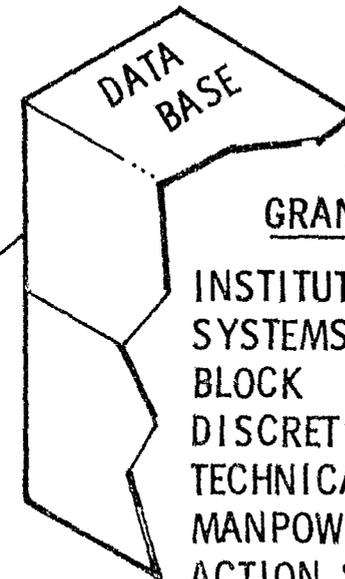


STATES

TERMINAL LINES



CENTRAL DATA BASE



GRANTS

INSTITUTE
SYSTEMS & STATISTICS
BLOCK
DISCRETIONARY
TECHNICAL ASSISTANCE
MANPOWER DEVELOPMENT
ACTION SUB-GRANTS
PLANNING SUB-GRANTS

ACCESS TO DATA BASE

- o The physical system consists of a set of terminals located at the various LEAA offices and the State Planning Agencies.
- o Voice grade telephone lines connect the terminals to a central computer. There, a stored program permits:
 - o The acquisition of data
 - o Text editing
- o Data acquisition has been provided with the capability for data entry, retrieval, correction, addition and automatic error checking. Output on magnetic tape, punched card, paper tape or printer is possible.
- o Text editing extends these same capabilities -- of entry, retrieval and correction -- to written or textual material.

Stored text may be retrieved as written or printed out in a revised format.

RETRIEVAL EXAMPLE

- OBJECTIVE:

- TO FIND GRANTS RELATING TO THE DESIGN OF JUVENILE FACILITIES TO PROVIDE ADDITIONAL SPACE.

- SELECT KEY WORDS

- DESIGN
- PROVIDE ADDITIONAL SPACE
- JUVENILE DETENTION FACILITIES

- ENTER ASSOCIATED CODES VIA TERMINAL

- COMPUTER WILL LOCATE ALL GRANTS HAVING THESE KEY WORDS

- LIST GRANT NUMBERS
- REQUEST TITLES
- PRINT GRANT ABSTRACTS

- NARROW SEARCH

- BROADEN SEARCH

RETRIEVAL EXAMPLE

- o As an example of the retrieval process, consider a search for the grant given in the input example. We wish to find a set of grants relating to the cost of the design of a juvenile detention facility-- in particular, those for providing additional space for such a facility are sought.

First, determine which key words are most likely to be employed by the original requester. These are Design, Additional Space and Juvenile Detention Facilities. These phrases can be found in the Grant Classification Dictionary. The file names and appropriate GCD codes are entered into the computer terminal.

The computer will search its files to determine if any grants contain this classification. The computer will then tally the number of grants it found and print out this count on the terminal.

If the number of grants found is not too large, we can ask to see the titles of the selected grants. A review of these titles may suggest that certain of those listed are not likely to have any cost data of interest to us. At this point they may be dropped from the list.

Of the remaining grants, we can now review their abstracts. Again, we may wish to eliminate certain grants based on their descriptions as contained in the abstract. Of the grants on our final list, we may now request a printout of their budget and expenditure data or we may send for the hardcopy file.

- o If our initial list had been quite lengthy, and a large number of grants was anticipated, all of the above steps would be better performed in an off-line, batch mode. If the initial list of grants containing the three desired key words was unexpectedly large, we might have to restrict the area of search. This could be done by specifying that only completed grants are desired, or grants from a particular state. The sex of the juvenile could also be used. We could substitute Boys Homes or Girls Homes for Juvenile Detention Facility.

There is the possibility that no grant was found containing the three initial key words. In that case, we may wish to broaden the search area. This can be done by examining the GCD for close synonyms which may have been used by the grant author.

REPORTS

PERIODIC REPORTS

- AGAINST FUNDS - BUDGET VS. ACTUAL
- EXPENDITURE AND BUDGET COMPARISON
 - BY BUDGET ACTIVITY; PERSONNEL, EQUIPMENT, ETC.
- BY PROGRAM
 - NARCOTICS
 - JUVENILE DELINQUENCY
 - RIOTS AND CIVIL DISORDERS
- REGIONAL BALANCE OF UNCOMMITTED FUNDS
- CURRENT AWARDS FOR SPECIFIC RESEARCH ACTIVITIES
- TRAINING PROGRAMS
- PERSONNEL ACQUISITION

SPECIAL REPORTS

- NUMBER OF AWARDS TO SPECIAL PATROL UNITS FOR:
 - HIGH RISE APARTMENTS
 - COMMERCIAL AREAS
 - USE OF DOGS
- AWARDED TO A PARTICULAR CITY FOR:
 - BAIL REFORM
- NUMBER OF POLICE COMMUNITY RELATIONS PROGRAMS SPONSORED BY BLOCK FUNDS VS. THOSE SPONSORED BY DISCRETIONARY FUNDS
- GRANTS RELATING TO IMPROVED METHODS OF RECORDING COURT TRIALS

REPORTS

- o The generation of periodic reports - weekly, monthly, and so forth - is greatly facilitated by having this information systematically recorded and stored for routine reporting and distribution. The advantages of a computer data base are obvious. Routine reports can be prepared to record a variety of activities against program awards, reasons for grant request denial, regional fund availability, equipment purchases, facilities acquisition and many other areas of interest.
- o Specialized reports have usually been difficult to produce if they involved more than a rearrangement or recalculation of data stored to support the periodic report cycle.
- o GMIS maintains a data base which is considerably above that which would be required to support a periodic reporting system of conventional dimensions.
- o This extra data set provides the raw material for a variety of specialized reports which may be required at any time. A specialized report may be required just one time, or may become a recurring requirement.
- o This type of report may be aimed at isolating special types of programs, grants utilizing a particular type of hardware or almost any relevant area of subject matter within the criminal justice field.

END