



Salpi Stark <salpi.stark@pinal.gov>

NCHIP FY22 Award Information

1 message

Ashley Mully <amully@azcjc.gov>

Tue, Jan 3, 2023 at 9:44 AM

To: kent.volkmer@pinal.gov, BOSChair@pinal.gov, Amanda Stanford <amanda.stanford@pinal.gov>, Salpi Stark <salpi.stark@pinal.gov>

NCHIP Grantee,

Our office is pleased to inform you that your agency has been selected for an award under the FY22 National Criminal History Improvement Program (NCHIP) Grant Program.

In order to reduce paper use and to save processing time, ACJC has moved to an electronic signature process for grant agreements through DocuSign. Using an electronic signature process will allow for faster execution of grant agreements and, ultimately, getting funding to grant recipients earlier. As a grantee, you are not required to sign-up for the DocuSign service, only to utilize it in executing the NCHIP grant agreement document***.

Using the DocuSign service will allow ACJC to be more efficient and streamline our grant agreement process. The process for processing grant agreements through DocuSign is simple. The Project Official will receive an email from ACJC through the DocuSign system. The Project Official can download grant agreement documents and process the Agreement through the usual approval process used, such as running the Agreement through the chain of command or getting approval from the Board of Supervisors or City Council. Once approved, the Project Official will go back to the DocuSign link, click on it, and type in the name and email of the Authorized Signatory, such as the agency head or designee, Board of Supervisor Chair, or Mayor, and Legal Counsel (if applicable). The document will be electronically routed to those identified for their signatures. Upon all grantee signatures, the document will be sent automatically to the ACJC Executive Director for signature. Once all parties have signed the Agreement, copies will be sent to the Project Official and all signatories. We then have an executed grant agreement and can begin processing finance reports.

*** You should have already received a separate email from DocuSign to execute the Grant Agreement. Please make sure to check your "JUNK MAIL" for the DocuSign Email containing the grant agreement to be executed. Designated signatories MUST use the email sent to them directly and not a copied email forwarded from another person/source.

PLEASE CONTACT ACJC IF YOUR AGENCY HAS NOT YET RECEIVED A DOCUSIGN EMAIL TO COMPLETE THE EXECUTION OF YOUR GRANT AGREEMENT.

The following additional documents are attached:

- NCHIP Award letter
- Grant Agreement Instructions- please review the checklist and instructions to ensure all steps, processes, procedures, and documents have been completed and/or sent to ACJC.
- Assigning Points of Contact Portal Instructions

Please process the grant agreement through DocuSign to complete the execution of your award contract. Please note that ACJC will be unable to process payment until the grant agreement has been fully executed and all required documents are sent in.

Our office looks forward to a continued partnership.

Thank you,



Ashley Mully

Grant Coordinator

Arizona Criminal Justice Commission

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Our mission is to continuously address, improve, sustain and enhance public safety in the State of Arizona through the coordination, cohesiveness, and effectiveness of the Criminal Justice System.

4 attachments



DocuSign Grant Agreement Instructions.pdf

136K



Assigning Points of Contact.pdf

325K




PCAO Award Letter NCHIP-22-24-006.pdf

166K

1/11/23, 4:28 PM

Pinal County Government Mail - NCHIP FY22 Award Information

 **PCAO Grant Agreement NCHIP-22-24-006.pdf**
371K