



ARCNET

AGENDA

- Understanding ARCnet
 - Dashboard
 - Project pages
 - Project Classification
 - Location
 - Performance
 - Report
 - Payments
 - Documentation
 - Signing your admin grant agreement
- Reports
 - Standard reports
 - Custom reports
- Assisting Grantees with ARCnet
- How can ARCnet help you



1

District Projects

Grant Awards

3

2

My Dashboard



Dashboard



Projects



Report



Directory

LDD Projects

LDD Pending

LDD Open

LDD Closed

Other Dashboards

4

77 project(s) found. Click on Project # to edit Project. Click column name to sort in ASCENDING or DESCENDING order.

ID	Project #	Title	Fiscal Year	Approval Date	ARC Amt. (\$)	Total Amt. (\$)	Status	Primary Contact	Alerts	Action Items
55313	CO-19492	Garrett County Vision for Appalachia: All Students STEM Ready (Grantee: Board of Commissioners of Garrett County Maryland)	2019	2/22/2019	\$30,000	\$60,000	Open	Schwartz, Jeffrey		
55234	MD-10952-C27	Consolidated Technical Assistance Grant (Grantee: MD Department of Planning)	2019	11/28/2018	\$61,000	\$122,000	Open	Jones, Brittany		
23380	MD-13007(R1, R2)	West Regional Small Business Development Center Revolving Micro Loan (Grantee: Tri-County Council for Western Maryland)	1998	8/20/1998	\$107,000	\$133,789	Open	Grant, William		
26548	MD-14356	Frostburg Trail Project Phase I (Grantee: Frostburg, City of)	2003	12/30/2002	\$85,786	\$165,318	Open	Wang, Jason	BAMR Report Past Due	
28272	MD-15282	Rolling Mill Access Improvements, Phase III (Grantee: Cumberland, City of)	2006	2/14/2006	\$0	\$832,025	Open	Wang, Jason		
28867	MD-15636	McHenry Business Park Access Road (Grantee: Garrett County Board of Commissioners)	2008	11/9/2007	\$0	\$172,964	Open	Wang, Jason		
29528	MD-15917	Friendsville Sewer Rehabilitation (Grantee: Board of County Commissioners)	2008	7/10/2008	\$750,000	\$1,735,000	Open	Defalco, Mark	BAMR Report Current; Expired End Date	
29726	MD-16077(R1)	Glendale Access Road (Grantee: Board of Garrett County Commissioners)	2009	11/7/2008	\$0	\$187,045	Open	Wang, Jason		
30235	MD-16386	Braddock Local Access Road Improvements, Phase I (Grantee: Frostburg, City of)	2009	9/16/2009	\$0	\$125,000	Open	Wang, Jason		
30571	MD-16577	Cherry Glade Commercial Access Road (Grantee: Board of County Commissioners of Garrett County)	2010	4/5/2010	\$0	\$150,000	Open	Wang, Jason		
30820	MD-16769	Cherry Glade Commercial Access Road Phase II (Grantee: Board of County Commissioners of Garrett County)	2010	9/13/2010	\$184,000	\$280,000	Open	Wang, Jason	BAMR Report Past Due	
31191	MD-16976	Yale Drive Access Road - Phase I (Grantee: Washington County Board of Commissioners)	2011	6/7/2011	\$0	\$5,674,350	Open	Wang, Jason		
31536	MD-17187(R1)	Yale Drive Extension - Phase II (Grantee: Washington County Board of Commissioners)	2012	11/21/2011	\$0	\$2,490,350	Open	Wang, Jason		
31595	MD-17192(R1)	Baltimore Avenue Improvements (Grantee: Cumberland, City of)	2012	2/21/2012	\$237,620	\$673,764	Open	Wang, Jason	BAMR Report Past Due	
31721	MD-17264	Meadow Mountain Trail (Grantee: Board of County Commissioners)	2012	5/30/2012	\$250,000	\$614,550	Open	Wang, Jason	BAMR Report Past Due; Expired End Date	



[Search for Projects](#)

CO-19492 - OPEN

Project ID: 55313
Garrett County Vision for Appalachia: All Students STEM Ready

Coordinator: Schwartz, Jeffrey

Fiscal Year: 2019

Grantee: Board of Commissioners of Garrett
County Maryland
ARC Funding: \$30,000.00

General | Processing | Contact | Location | Financial | Performance | Report | Documentation



Project Snapshot >

Project Classification >

Project Goal:

2-2016-Ready Workforce ▼

Project Objective:

4 (Goal 2-2016) Access to STE ▼

Project Category: [\(Help\)](#) [\(PDF\)](#)

Education & Workforce Develo ▼

Project Type:

Educational Achievement/Attai ▼

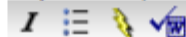
Project Sub Type:

Math/science ▼

Project Purpose:

Operations ▼

Project Description:



Garrett County Public Schools has developed a highly effective STEM instructional program built on robotics and programming. The Garrett County High School FIRST Robotics Team, the Garrett Coalition or GaCo, has been very successful. The team has been recognized as a "model team" seven times as a recipient of the Regional Chairman's Award. In addition to their training and competition, the high school students work with students in grades three through five, providing each student unique and engaging STEM lessons. The lessons are developed by the GaCo students and are research- and standards-based with measurable outcomes. Many involve the use of LEGO machines that the younger students build and get

Design HTML

Search for Projects

CO-19492 - OPEN

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Fiscal Year: 2019

Grantee: Board of Commissioners of Garrett County Maryland

ARC Funding: \$30,000.00



Directory

General **Processing** Contact Location Financial Performance Report Documentation

Approvals Processing >

Amendments Processing >

Closeouts Processing >

Date Sent To Executive Director:

2/15/2019

Date Recommended (Approved) by Executive Director:

2/19/2019

Date Declined by Executive Director:

Date Sent to Federal Office:

2/19/2019

Date Received by Federal Office:

Received by:

Francis, Jackie

Date Approved by Federal Co-Chair:

2/22/2019

Federal Co-Chair Press Release Date:

Date Declined by Federal Co-Chair:

Date Sent to State Representative: (if applicable)

Date Approved by State Representative:

Date Declined by State Representative:

Date Sent to State Co-Chair:

Date Returned From State Co-Chair:

Date Sent to General Counsel:

Date Sent to Grantee for Signature:

3/20/2019

Date Signed by Grantee:

3/29/2019

CO-19492 - OPEN

Project ID: 55313

Garrett County Vision for Appalachia: All Students STEM Ready

Coordinator: Schwartz, Jeffrey

Fiscal Year: 2019

Grantee: Board of Commissioners of Garrett

County Maryland

ARC Funding: \$30,000.00

- General
- Processing
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- Documentation

Grantee Info >

Fiscal Agent >

Contacts >

AUTHORIZED REPRESENTATIVE

Name	Title	Organization	Location	Phone/Email	Roles	Login Created	
Mr. Paul Edwards	Chairman	Board of Commissioners of Garrett County Maryland	203 S. Fourth Street Room 207 Oakland, MD 21550	301-334-8970 pedwards@garrettcountry.org	Executive <input checked="" type="checkbox"/>		Edit

PRIMARY CONTACT

Name	Title	Organization	Location	Phone/Email	Roles	Login Created	
Ms. Cynthia Sharon		Garrett County Board of Commissioners	203 South Fourth Street Oakland, MD 21550	301-334-1990 csharon@garrettcountry.org	Project Director <input checked="" type="checkbox"/>		Edit

ADDITIONAL CONTACTS

Name	Title	Organization	Location	Phone/Email	Roles	Login Created	
Nikki Brown	Accountant II			nbrown@garrettcountry.org		<input checked="" type="checkbox"/>	Edit
Marissa Kling	Accountant II	Garrett County	203 South Fourth Street, Room 206 Oakland MD, MD 21550	301-334-8083 mkling@garrettcountry.org		<input checked="" type="checkbox"/>	Edit
Chuck Trautwein	Resource Teacher	Garrett County Public Schools		301-334-8909 chuck.trautwein@garrettcountryschools.org	Lead Mentor, FRC 1629, GaCo at https://www.garrettcountryschools.org/frc1629/about-our-team	<input checked="" type="checkbox"/>	Edit
Scott Weeks	Director of Finance			sweeks@garrettcountry.org		<input type="checkbox"/>	Edit

CO-19492 - OPEN

Project ID: 55313
 Garrett County Vision for Appalachia: All Students STEM Ready

Coordinator: Schwartz, Jeffrey

Fiscal Year: 2019

Grantee: Board of Commissioners of Garrett
 County Maryland
 ARC Funding: \$30,000.00

- General
- Processing
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- Report
- Documentation

Print

- Funding >
- Detailed Budget >
- Matching Funds >
- Payment >
- Recovery >
- BA Funding >

Payment #	Payment Date*	Payment Type	Payment Amount(\$)*	Payment Method	Period From	Period To	Payment Comment	Vendor ID	Invoice No.
0	3/29/2019	Obligation	\$30,000.00		0 / 0	0 / 0			
BALANCE			\$30,000.00						

ADVANCED PAYMENT EXPENSE

(No advance payment(s) exist(s) for this project.)

GRANTEE EXPENSES

Report #	Expense Date	Expense Amount(\$)*	Period From*	Period To*
(No grantee expenses exist for this project.)				

[View Excel](#)

Financial Snapshot

Effective Date	4/1/2019
End Date	9/30/2020
Closed Date	
Admin Agency	Appalachian Regional Commission
ARC Funds	\$30,000.00
Transfer Funds	\$0.00
Total Obligations	\$30,000.00
Total Payments to Date	\$0.00
Withholding Amount	\$3,000.00
Maximum Payable Amount	\$27,000.00

Grantee Snapshot

Grantee:	Board of Commissioners of Garrett County Maryland
Contact:	Cynthia Sharon
Address:	203 S. Fourth Street
City:	Oakland
State:	MD

CO-19492 - OPEN

Project ID: 55313

Garrett County Vision for Appalachia: All Students STEM Ready

Coordinator: Schwartz, Jeffrey

Fiscal Year: 2019

Grantee: Board of Commissioners of Garrett

County Maryland

ARC Funding: \$30,000.00

General Processing Contact Location Financial **Performance** Report Documentation

Print

Measures >

Notes >

Validation >

PERFORMANCE EVALUATION

Performance Measure Required?

PERFORMANCE MEASURES

*Note: Core measures must be filled out. If the measures do not apply, please leave NA as the default. Please note that zero is a real number and calculated in performance.

OUTPUTS

	Projected	Closeout	Validated
Students served (output)	0	0	0

OUTCOMES

	Projected	Closeout	Validated
Students improved (outcome)	0	0	0

ADDITIONAL PERFORMANCE MEASURES

OUTPUTS

	Projected	Closeout	Validated
Communities served (output)	5	0	0
Organizations served (output)	5	0	0

OUTCOMES

	Projected	Closeout	Validated
Communities improved (outcome)	5	0	0
Organizations improved (outcome)	5	0	0

CO-19492 - OPEN

Project ID: 55313

Garrett County Vision for Appalachia: All Students STEM Ready

Coordinator: Schwartz, Jeffrey

Fiscal Year: 2019

Grantee: Board of Commissioners of Garrett

County Maryland

ARC Funding: \$30,000.00

General Processing Contact Location Financial Performance **Report** Documentation

Print

Report Information >

Notice Maintenance >

Financial Snapshot >

PERIOD OF PERFORMANCE

Start Date:
(Date changable by amendment only.)

4/1/2019

Current End Date:
(Date changable by amendment only.)

9/30/2020

Original End Date:

9/30/2020

Reporting Interval (Months):

4

END DATES OF MOST RECENT REPORT

Progress Narrative:

Financial Report:

UPCOMING DATES

Next Reporting Period:

4/1/2019 through 7/31/2019

Next Report Due:

8/30/2019

CO-19492 - OPEN

Project ID: 55313

Garrett County Vision for Appalachia: All Students STEM Ready

Coordinator: Schwartz, Jeffrey

Fiscal Year: 2019

Grantee: E

County Ma

ARC Fund

General	Processing	Contact	Location	Financial	Performance	Report	Documentation
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Print

Correspondence >

Files >

SYSTEM UPLOADED FILES

FileName	Document Type	Date Created	Type	Size	Uploaded By	Description
APPROVAL_MEMO_CO-19492_55313_75127.pdf	Application Forms	2/22/2019 9:41:00 AM		177 kb	System, ARCnet	
ANNOUNCEMENT_CO-19492_55313_64621.pdf	Application Forms	2/22/2019 9:41:00 AM		173 kb	System, ARCnet	
GRANT_AGREEMENT_PART_I_and_II_CO-19492_55313.pdf	Application Forms	3/29/2019 11:53:00 AM		241 kb	System, ARCnet	
DRUG_FREE_WORKPLACE_CERTIFICATION_CO-19492_55313.pdf	Application Forms	3/29/2019 11:53:00 AM		60 kb	System, ARCnet	
ARC_Grants_Manual.pdf	Application Forms	3/29/2019 11:53:00 AM		170 kb	System, ARCnet	
Approved Budget #1 - CO-19492_55313_0.pdf	Project Budget (.pdf only)	3/29/2019 11:53:00 AM		93 kb	System, ARCnet	

STAFF UPLOADED FILES

FileName	Document Type	Date Created	Type	Size	Uploaded By	Description
55313_CO-19492_CO-19492 Project Application.pdf	General	12/14/2018 2:31:00 PM		606 kb	Hayman, Karen	
55313_CO-19492_CO-19492 GaCo budget.pdf	Project Budget (.pdf only)	2/15/2019 8:12:00 AM		93 kb	Schwartz, Jeffrey	

Grant Agreement

The grant agreement has several parts:

- Part 1 – Special Provisions
- Part 2 – General Provisions
- Certification Regarding Drug-Free Workplace Requirements
- Certification Regarding Lobbying for ARC Contracts, Grants, Loans and Cooperative Agreements (if funding is above \$100,000)

Steps to sign grant agreement

(if the authorized representative is the only signature required)

Step 1: Log into ARCnet (arcnet.arc.gov)

Step 2: Click the **See Your List of Projects** link on your dashboard.

Step 3: Click the link **Sign grant agreement (Executive)** in the **Action Items** column of your project.

Step 4: Click the **Accept Continue Step 1 of 3** (or 4, depending on the number of certifications to be signed).

Step 5: Click the **Accept All Terms** button on the last page of the agreement then **OK** on the confirmation message that appears.

You will receive an email that the agreement has been executed. We also notify the ARC Finance division to obligate the funds. A copy of the grant agreement and all certifications can be found in the Documentation tab.

Steps to sign grant agreement

(If Legal representative is required to sign before the Authorized Rep)

If there is a legal representative that needs to sign the agreement, he/she will sign first.

Step 1: Log into ARCnet.

Step 2: Clicks the **See Your List of Projects** in their dashboard.

Step 3: Click the link '**Sign grant agreement (Legal)** in the Action Items column of the your project.

Step 4: Click **the Accept Continue Step 1 of 3** (or 4, depending on the number of certifications to be signed).

Step 5: Click the **Accept All Terms** button on the last page of the agreement then **OK** on the confirmation message that appears.

Once the legal representative signs, a notification is sent to the authorized rep that they can sign the agreement. The link to the grant agreement for the authorized rep **is not** visible until the grantee's legal representative has signed.



[Grant Awards](#)

My Projects



Dashboard



Help

Due to technical difficulties, we have temporarily removed the online reporting and payment tool. We anticipate that this tool will be available by early Fall. All other functions in ARCnet such as viewing your project information, signing grant agreements or viewing payment history are still available.

If you have any questions, please feel free to email arcnetsupport@arc.gov.

What would you like to do?

[Update Your Organization's Contacts](#)

[See Your List of Projects](#)





Grant Awards

My Projects



Dashboard



Help

[Grantee Projects](#) [Grantee Pending](#) [Grantee Open](#) [Grantee Closed](#)

3 project(s) found. Click on Project # to edit Project. Click column name to sort in ASCENDING or DESCENDING order.

ID	Project #	Title	Fiscal Year	Approval Date	ARC Amt. (\$)	Total Amt. (\$)	Status	Primary Contact	Alerts	Action Items
55131	MD-19348	Demo Project (Grantee: Town of Knoxville)	2018	8/27/2018	\$15,000	\$30,000	Open	Stribling, Candace		
55133	MD-19349	Demo Project I (Grantee: Demo Organization)	2018	9/6/2018	\$101,000	\$202,000	Open	Stribling, Candace	Grant Agreement Executed	
55145	MD-19361	DEMO II (Grantee: Demo Organization)	2018	9/6/2018	\$101,000	\$202,000	Open	Stribling, Candace		✓ Sign Grant Agreement(Executive)

ARCnet Reports

Useful reports for LDDs

- Open Status Report
 - Displays all open projects for an LDD
- Projects by LDD
 - Filters by status (pending, open, closed) for an LDD

To Run a Standard Report

The screenshot displays the user interface for the Appalachian Regional Commission's Grant Management System. At the top, the header includes the ARC logo, the text "Appalachian Regional Commission GRANT MANAGEMENT SYSTEM", and a user welcome message "Welcome Guy Winterberg". Navigation links for "My Profile", "Sign out", "Quick Search", and "FIND" are also present.

Below the header, there are two tabs: "Standard Report" (which is active and highlighted in red) and "Custom Report". The main content area is titled "STANDARD REPORTS".





A vertical sidebar on the left contains navigation icons for "Dashboard", "Projects", "Report" (highlighted with a red box), and "Directory".

The main content area is divided into three sequential steps for selecting a report:

- 1. Select Report Category:** A dropdown menu with options: Project Financial, Project General, Project Performance, and State Reports. "State Reports" is currently selected.
- 2. Select Report Sub-Category:** A dropdown menu with options: LDD Reports and State Project Funding. "LDD Reports" is currently selected.
- 3. Select Report:** A dropdown menu with options: Open Status Report and Projects by LDD. "Open Status Report" is currently selected.

At the bottom center of the interface, there is a button labeled "Run Standard Report".

Open Projects Standard Report

	Standard Report	Custom Report
	RUN STANDARD REPORT - Open Status Report	
 Dashboard		
 Projects		
 Report		
		

Select State*:

Select LDD (for State)*:

*Required.

Open Projects

Projects by LDD - Google Chrome

Appalachian Regional Commission [US] | https://arcnet.arc.gov/report/1093_output.aspx?tstate=MD&tldd=32

Open Status Report

Run Date: 7/25/2019 9:47:31 AM
State: Maryland
LDD: Tri-County Council: 4A
Total Records: 36

Printable Version

Download Excel

Download PDF

Project Number	Grantee Name	Project Title	Fiscal Year	Funds - ARC Total	Balance	Next Report Due	Current End Date
MD-10952-C27	MD Department of Planning	Consolidated Technical Assistance Grant	2019	61,000.00	\$24,650.00	3/2/2019	9/30/2019
MD-13007	Tri-County Council for Western Maryland	West Regional Small Business Development Center Revolving Micro Loan	1998	107,000.00	\$0.00	6/30/1998	
MD-13007-R1	Tri-County Council for Western Maryland	West Regional Small Business Development Center Revolving Micro Loan	2000	115,000.00	\$0.00	10/30/2000	

Custom Reports

1. Click Report then click the Custom Report tab
2. In the custom report builder window
 1. Enter a report title in the Report Title field
 2. Select a view in the dropdown in Single View.
 3. Select the fields for your report in Columns Available

CUSTOM REPORTS

Clear Form **Populate Form**

Report Title:

Single View:

- Multiple Views:
- Project Views**
- Allocations Counties LDDs Projects
 - BAMR Report Districts Notes Recoveries
 - Basic Agency Funding Payments State
 - BA Funding Grantees Performance

Withdrawn Project View

Withdrawn

Columns Available

- Projects.[Admin Agency]
- Projects.[Amount Ineligible]
- Projects.[Amount Private]
- Projects.[Amount Retainer]
- Projects.[Amount Sub Account]
- Projects.[Application ID]
- Projects.[Approval Date]
- Projects.[Approval Date - Exec. Director]
- Projects.[Approval Date - State Rep]
- Projects.[Approval Memo Form - Date Created]

->>
<<-

Columns in Report

- Projects.[Fiscal Year]
- Projects.[Project Number (Full)]
- Projects.[Grantee]
- Projects.[Title]
- Projects.[Category]
- Projects.[Funds - ARC Total]
- Projects.[Funds - Local Total]
- Projects.[Funds - Other Federal Total]
- Projects.[Funds - State Total]
- Projects.[Funds - Total]

^^
^
v
vv

Where

Columns Available In Report

<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value="Projects.[Fiscal Year]"/>	Is Equal To	<input type="text" value="2019"/>	<input type="button" value="Remove"/>
<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text" value="Projects.[LDD]"/>	Is Equal To	<input type="text" value="4A,"/>	<input type="button" value="Remove"/>
<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text" value="Projects.[Project State]"/>	Is Equal To	<input type="text" value="MD"/>	<input type="button" value="Remove"/>
<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	Is Equal To	<input type="text"/>	<input type="button" value="Remove"/>
<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	Is Equal To	<input type="text"/>	<input type="button" value="Remove"/>
<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	Is Equal To	<input type="text"/>	<input type="button" value="Remove"/>

4A,

Sort Order

Columns Available In Report

<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input type="text"/>	Ascending	<input type="button" value="Remove"/>
<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input type="text"/>	Ascending	<input type="button" value="Remove"/>
<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input type="text"/>	Ascending	<input type="button" value="Remove"/>

Preview / Print / PDF / Export to Excel

My Report Bin (Save & Preview)

My Report Bin

9 Total Report(s) Found (Click 'Title' to edit report.)

	ReportID	Title	Date Created	
Delete	8654	all projects	5/6/2015	Preview
Delete	8655	all projects	5/6/2015	Preview
Delete	8656	all projects	5/6/2015	Preview
Delete	8657	all projects	5/6/2015	Preview
Delete	8658	all projects	5/6/2015	Preview
Delete	8659	all projects	5/7/2015	Preview
Delete	8660	all projects	5/7/2015	Preview
Delete	9778	all projects	11/3/2015	Preview
Delete	11937	Pending Projects for Maryland 4A	7/25/2019	Preview

Providing ARCnet TA to Grantees

Key ways LDDs can assist:

- Grantees have the same view of projects as ARC, states, and LDDs
- Encourage them to review their contact page to make sure it is correct and current
- Guide them through the grant agreement signing process



How can ARCnet better serve LDDs?



Issues with ARCnet

Email: arcnetsupport@arc.gov