Office of the Chief Information Officer

U.S. Department of Justice
Office of Justice Programs

Grants Management System
Financial Status Reporting (SF-269a)
User Manual

Version 1

October 2007

Table of Contents

Introduction 3
Creating New Financial Points of Contact 5
New Point of Contact Procedure 5
Point of Contact Procedure 11
FPOC Assignment Sent to outside User 18
Approving FPOC Requests 22
Managing Financial Point of Contact Accounts 27
Completing a Financial Status Report (SF-269a) 33
Regular Report 33
Change Requested Reports 40
Award Acceptance 42
Appendix A: Field Descriptions 50

Introduction

On October 27, 2007, the Office of Justice Programs (OJP) deployed the Financial Status Report module in Grants Management System. Effective October 27, 2007, OJP and the Office on Violence Against Women are required to submit the Financial Status Reports (SF-269) through GMS.

The functionality in the new module includes the ability for users to set up Financial Points of Contacts for their awards, manage those FPOCs and submit Financial Status Reports (SF-269) for their awards. It is important to note that with this new module, grantees are required to create a Financial Point of Contact for an award before they can accept that award.

The SF 269 reports will contain the actual expenditures and unliquidated obligations as incurred (at the lowest funding level) for the reporting period (calendar quarter) and cumulative for the award. The award recipients will report program outlays and revenue on a cash or accrual basis in accordance with their accounting system.

The quarterly SF 269As should be submitted online no later than 45 days after the last day of each quarter. The due dates for submission of Financial Status Reports are:

Reporting Period:	Due not later than:
First Quarter - January 1 thru March 31	May-14
Second Quarter - April 1 thru June 30	August-14
Third Quarter - July 1 thru September 30	November-14
Fourth Quarter - October 1 thru December 31	February-14

The final SF 269A report is due within 90 days after the end date of the award.

An e-mail confirmation of OJP receipt of the SF 269A will be sent to the grantee at the e-mail address listed by the grantee's registered user. Once the SF 269A is submitted online, it is not necessary for grantees to mail or fax a paper SF 269A to OJP unless requested to do so.

Grant recipients who do not submit SF 269As by the due date will not be permitted to drawdown funds. The payment system contains an edit that checks for SF 269A delinquency and will reject a drawdown attempt if the SF 269A is not

up to date. If SF 269As are delinquent, an e-mail notification will be sent to the grantee.

1. **Penalty for Noncompliance.** Future awards, fund draw downs, and grant adjustments will be withheld if the SF 269A information is delinquent.

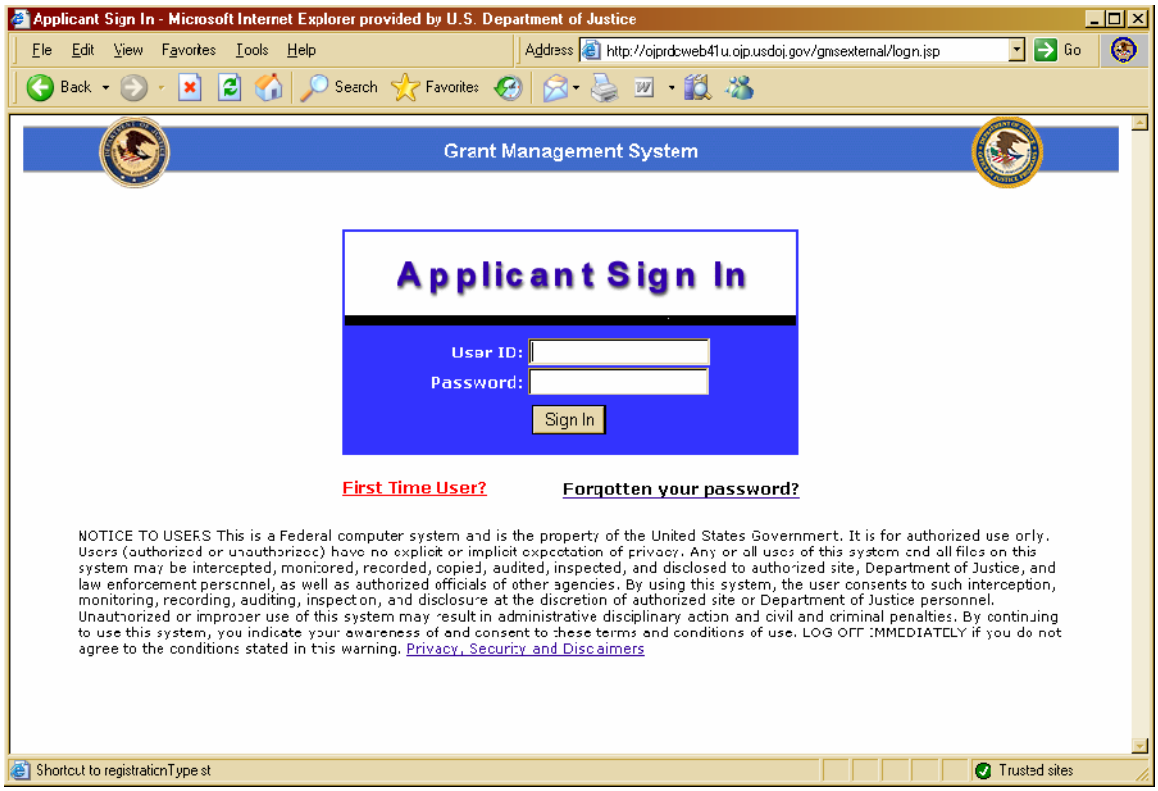
2. **Sub-awards.** The State must report to the awarding agency the cumulative total Federal funds sub-awarded for the award being reported. This information is required on all block and formula awards and shall be reported in item 12 of the SF 269A.

NOTE: Financial Status Reports are not applicable to SCAAP awards and Bulletproof Vest Partnership Program.

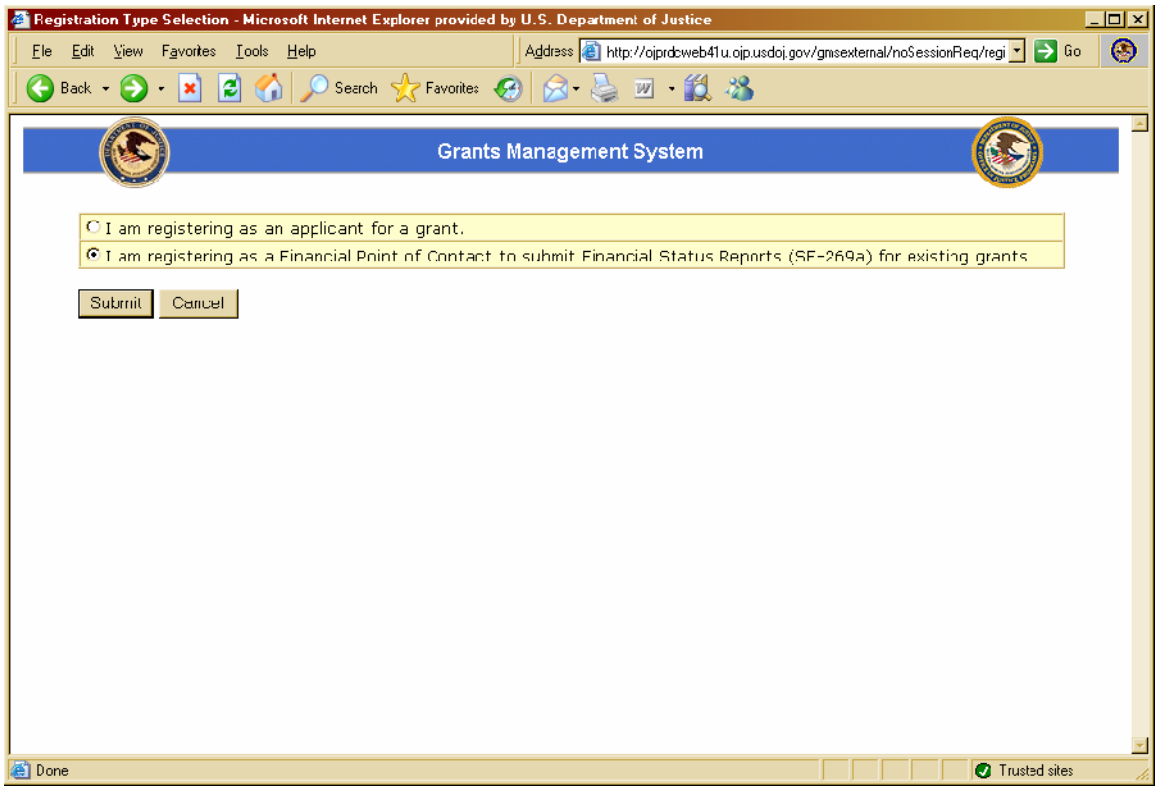
If you have any questions, please contact the GMS helpdesk at 1-888-549-9901, option 3.

Creating New Financial Points of Contact

New Point of Contact Procedure

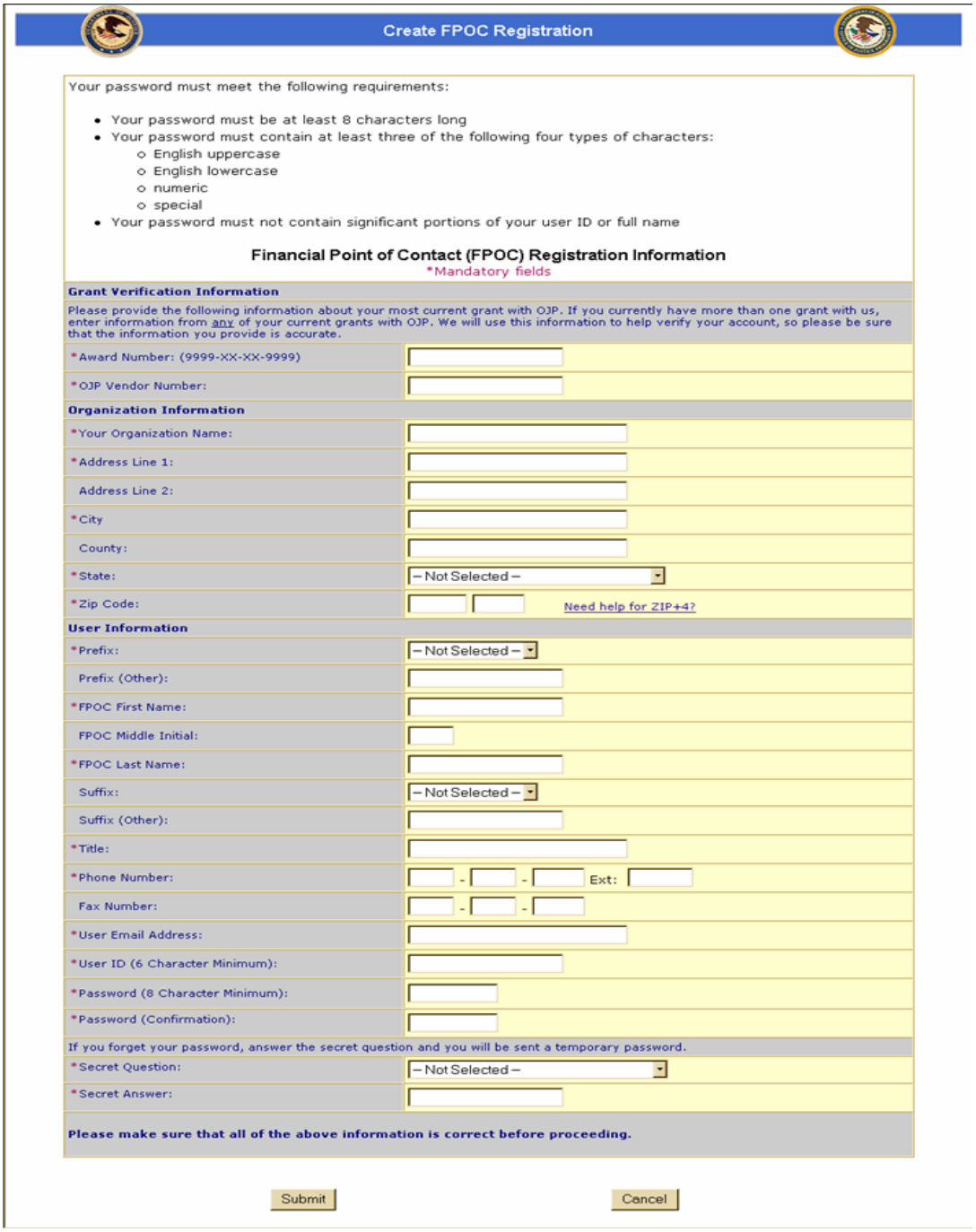


The system will display the Grants Management System Sign In screen. On this screen, the user will click on the **First Time User?** link.



The system will display the Account Selection screen. On this page, the user has to the option to set an account that will allow them to apply for a grant or an account that will give Financial Point of Contact rights.

The user will select "I am registering as a Financial Point of Contact to submit Financial Status Reports (SF-269a) for existing grants." and click on the **Submit** button.



Create FPOC Registration

Your password must meet the following requirements:

- Your password must be at least 8 characters long
- Your password must contain at least three of the following four types of characters:
  - English uppercase
  - English lowercase
  - numeric
  - special
- Your password must not contain significant portions of your user ID or full name

Financial Point of Contact (FPOC) Registration Information

*Mandatory fields

Grant Verification Information

Please provide the following information about your most current grant with OJP. If you currently have more than one grant with us, enter information from any of your current grants with OJP. We will use this information to help verify your account, so please be sure that the information you provide is accurate.

*Award Number: (9999-XX-XX-9999)	
*OJP Vendor Number:	

Organization Information

*Your Organization Name:	
*Address Line 1:	
Address Line 2:	
*City	
County:	
*State:	– Not Selected –
*Zip Code:	Need help for ZIP+4?

User Information

*Prefix:	– Not Selected –
Prefix (Other):	
*FPOC First Name:	
FPOC Middle Initial:	
*FPOC Last Name:	
Suffix:	– Not Selected –
Suffix (Other):	
*Title:	
*Phone Number:	- - Ext:
Fax Number:	- -
*User Email Address:	
*User ID (6 Character Minimum):	
*Password (8 Character Minimum):	
*Password (Confirmation):	

If you forget your password, answer the secret question and you will be sent a temporary password.

*Secret Question:	– Not Selected –
*Secret Answer:	

Please make sure that all of the above information is correct before proceeding.

Submit Cancel

The system will display the Financial Point of Contact (FPOC) Registration Information screen. The user will fill in the requested information and click on the **Submit** button.

Grants Management System

Listed below are awards within your organization for which you may request access. If you do not see an award you which to request access for, verify that you have access to the vendor number associated with that award number. If you do not have access to that vendor number you may request access to it below.

Available Awards

	Award Number	Vendor Number	Project Title	Programmatic Point of Contact	Current Financial Point of Contact
☐	2005-DJ-BX-1557	966004793	Interview Room Equipment/Spike strips	Lynn Diamond (760) 931-2170 ldiam@ci.carlsbad.ca.us	
☐	2006-DD-BX-0441	966004793	Firearms simulator	Lynn Diamond (760) 931-2170 ldiam@ci.carlsbad.ca.us	
☐	2006-DJ-BX-1045	966004793	Motor Officer Wireless Headsets Proxy device	Lynn Diamond (760) 931-2170 ldiam@ci.carlsbad.ca.us	

Check All Uncheck All

Request Awards

To request awards for a vendor number not currently assigned to you, please provide the vendor number and an award associated with that vendor number in the space provided below and then click the Request Access button.

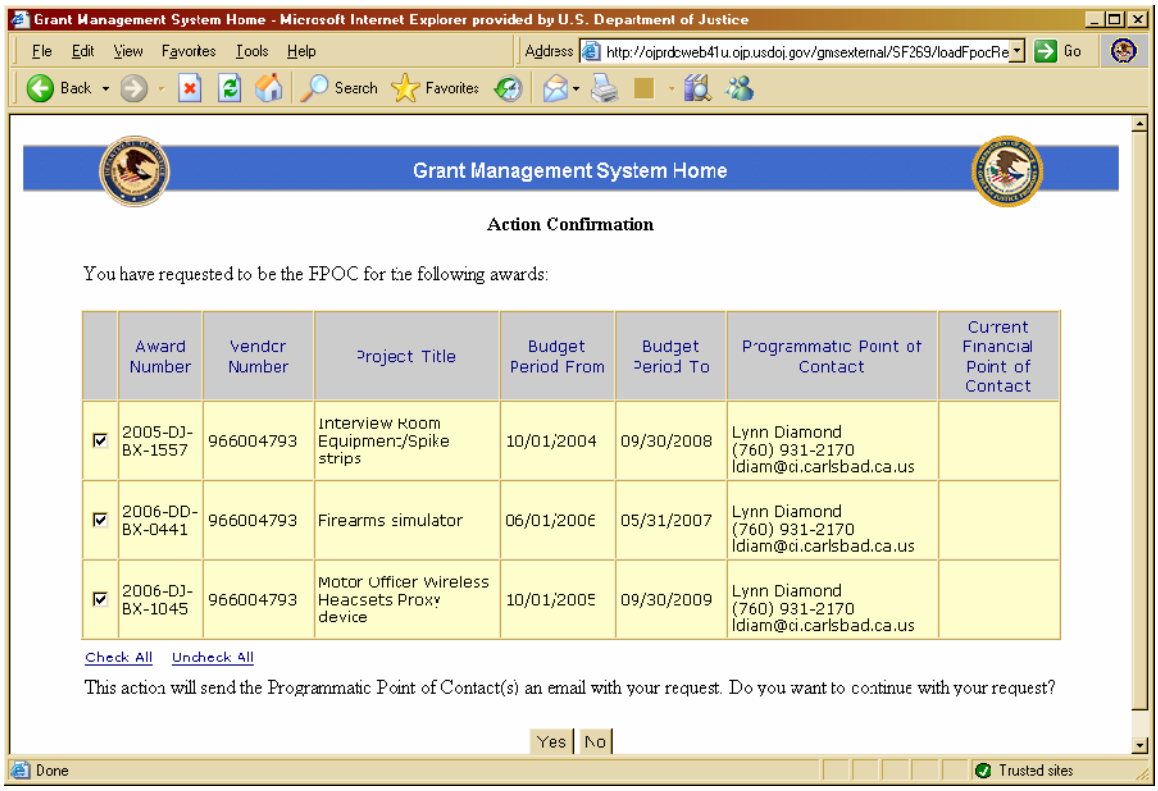
Request Access to New Vendor

OJP Vendor Number:	
Award Number:	(9999-XX-XX-9999)

Request Access Cancel

The system will display the award selection screen. On this page, the user will choose the awards that they are requesting to become the Financial Point of Contact for and click on the **Request Awards** button.

If the user wishes to request FPOC status for awards not listed on this screen, they can fill in the OJP Vendor Number and the Award Number at the bottom of the screen and click on the Request Awards button.



Grant Management System Home - Microsoft Internet Explorer provided by U.S. Department of Justice

File Edit View Favorites Tools Help

Address http://ojprdcweb41u.ojp.usdoj.gov/gmsexternal/SF269/loadFpocRe

Back Search Favorites

Grant Management System Home

Action Confirmation

You have requested to be the FPOC for the following awards:

	Award Number	Vendor Number	Project Title	Budget Period From	Budget Period To	Programmatic Point of Contact	Current Financial Point of Contact
☑	2005-DJ-BX-1557	966004793	Interview Room Equipment/Spike strips	10/01/2004	09/30/2008	Lynn Diamond (760) 931-2170 ldiam@ci.carlsbad.ca.us	
☑	2006-DD-BX-0441	966004793	Firearms simulator	06/01/2006	05/31/2007	Lynn Diamond (760) 931-2170 ldiam@ci.carlsbad.ca.us	
☑	2006-DJ-BX-1045	966004793	Motor Officer Wireless Heacsets Proxy device	10/01/2005	09/30/2009	Lynn Diamond (760) 931-2170 ldiam@ci.carlsbad.ca.us	

Check All Uncheck All

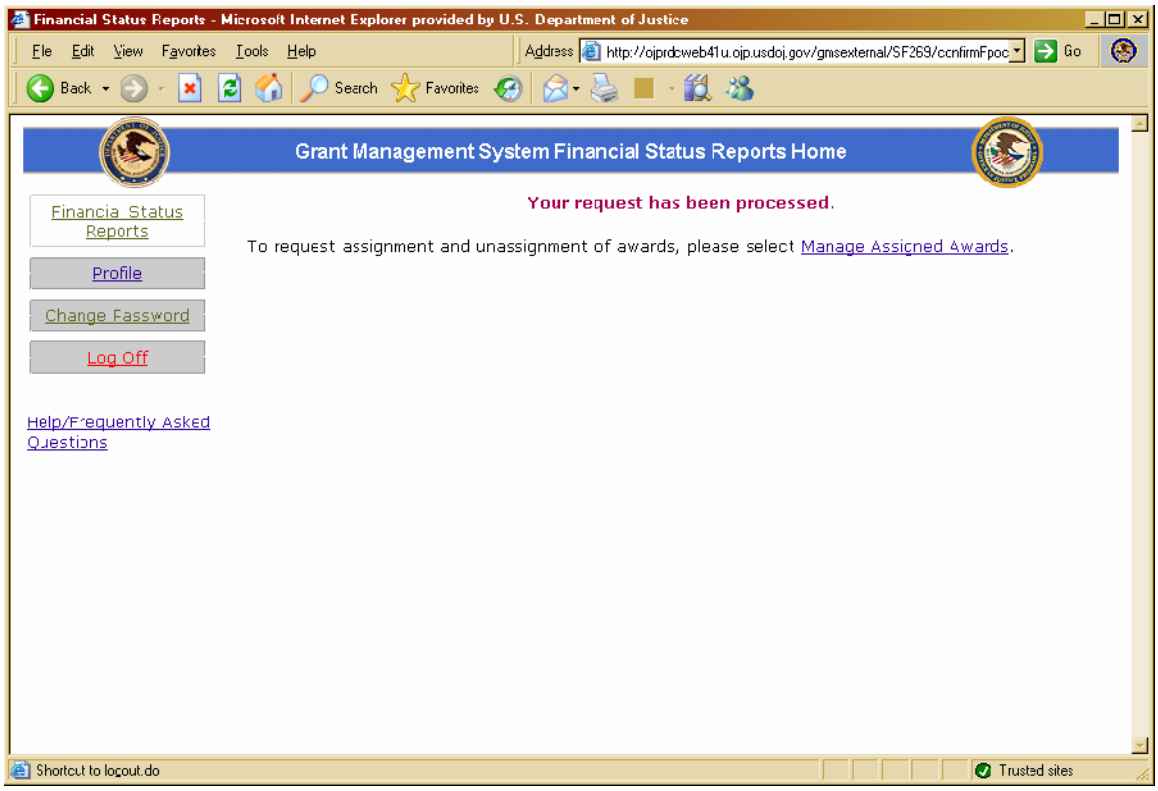
This action will send the Programmatic Point of Contact(s) an email with your request. Do you want to continue with your request?

Yes No

Done Trusted sites

The system will display an action confirmation screen that lists all of the awards that have been requested by the user. If this information is correct, the user will click on the **Yes** button.

If the user selects No, they will be brought back to the Award Selection screen.



The system will display a confirmation message notifying the user that their request has been processed. At this point the system will also generate an email notifying the Point of Contact for the awards selected that they have FPOC requests awaiting processing.

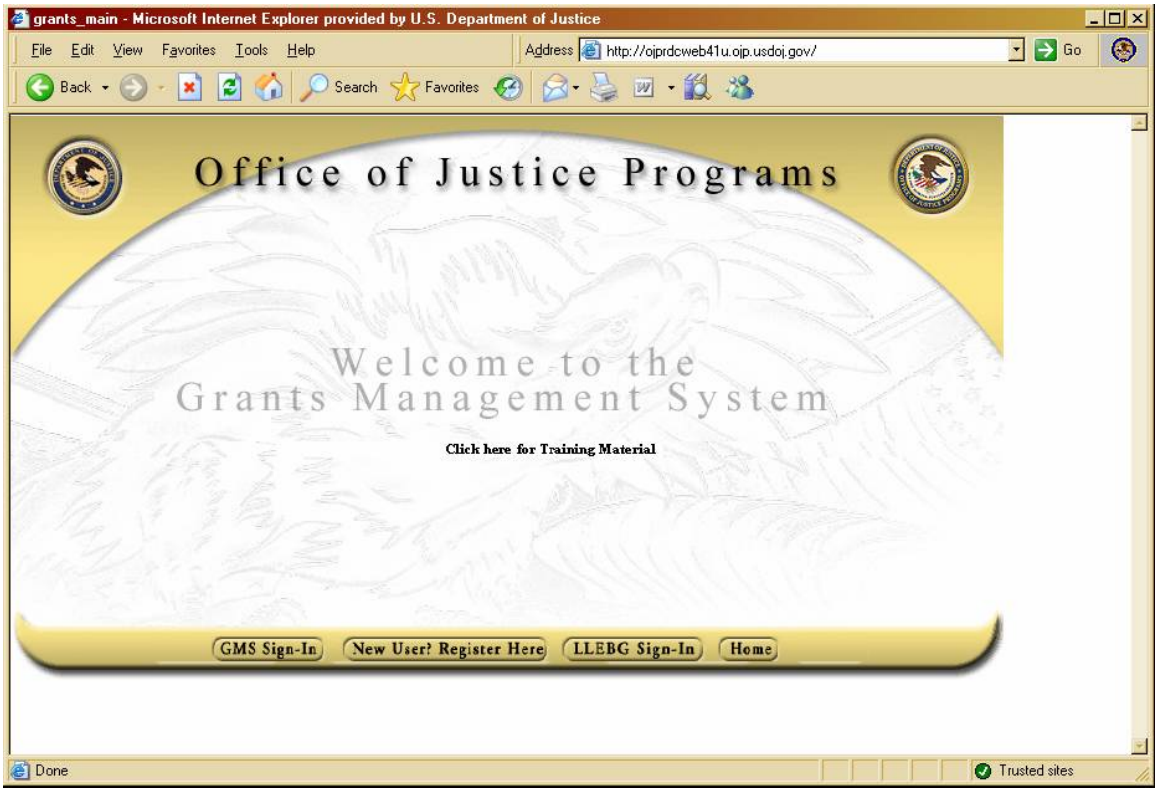
Once the request has been approved by the Point of Contact, the user will get an email containing the following language:

Date: Thu, 18 Oct 2007 11:17:37 -0400 (EDT)
From: gmssupport@ojp.doj.test
To: samuelr@mercurydev.ojp.usdoj.gov
Subject: Award has been assigned on 10/18/2007

Your designation as Financial Point of Contact (FPOC) has been approved by your organization for the following award(s): 2006-DJ-BX-0441, 2006-DD-BX-0441.

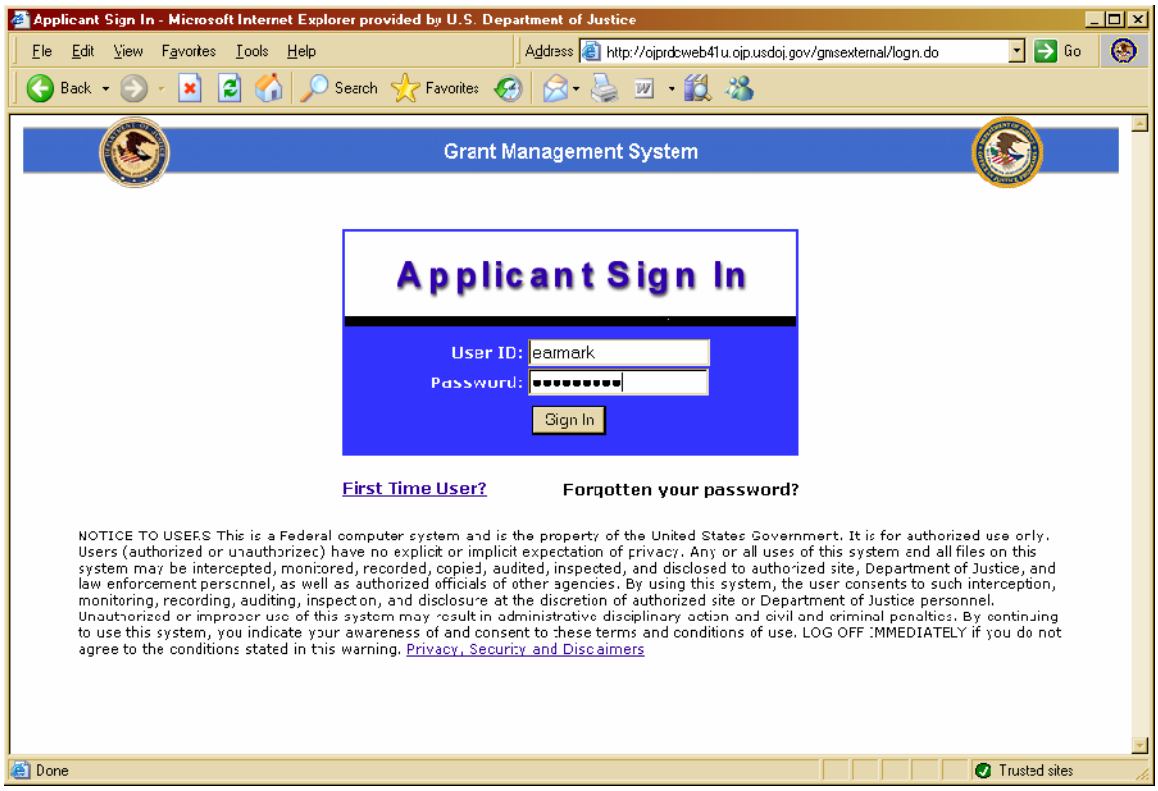
Note: The user will also get an email if the request is denied.

Point of Contact Procedure



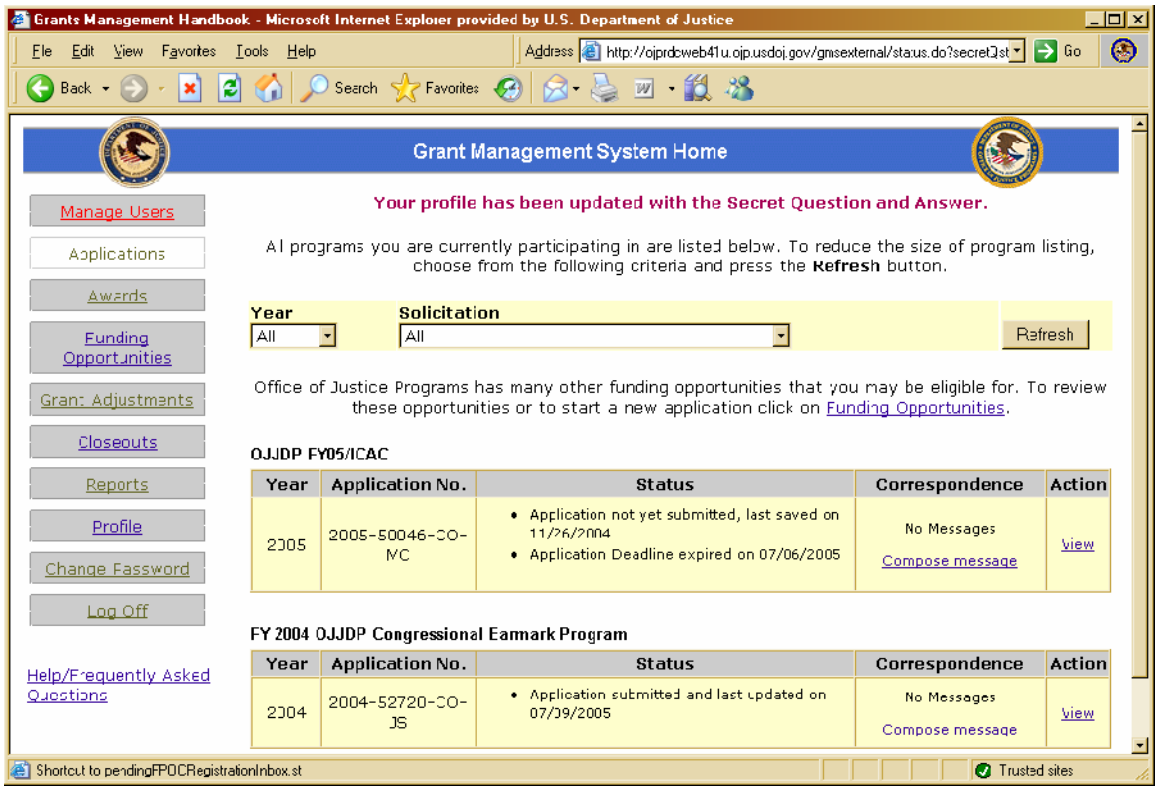
The Grantee Point of Contact must approve the registration of the Financial Point of Contact before the FPOC has the ability to submit a 269. The Grantee Point of Contact also has the ability to create a FPOC and manage the grants assigned to a FPOC. This section will walk the Grantee Point of Contact through all three scenarios.

First, the Grantee Point of Contact needs to go to the Office of Justice Programs' (OJP) Grants Management System (GMS) by entering https://grants.ojp.usdoj.gov into their browser's address bar. Once on this page, the grantee will click on the **GMS Sign-In** link to access the system.



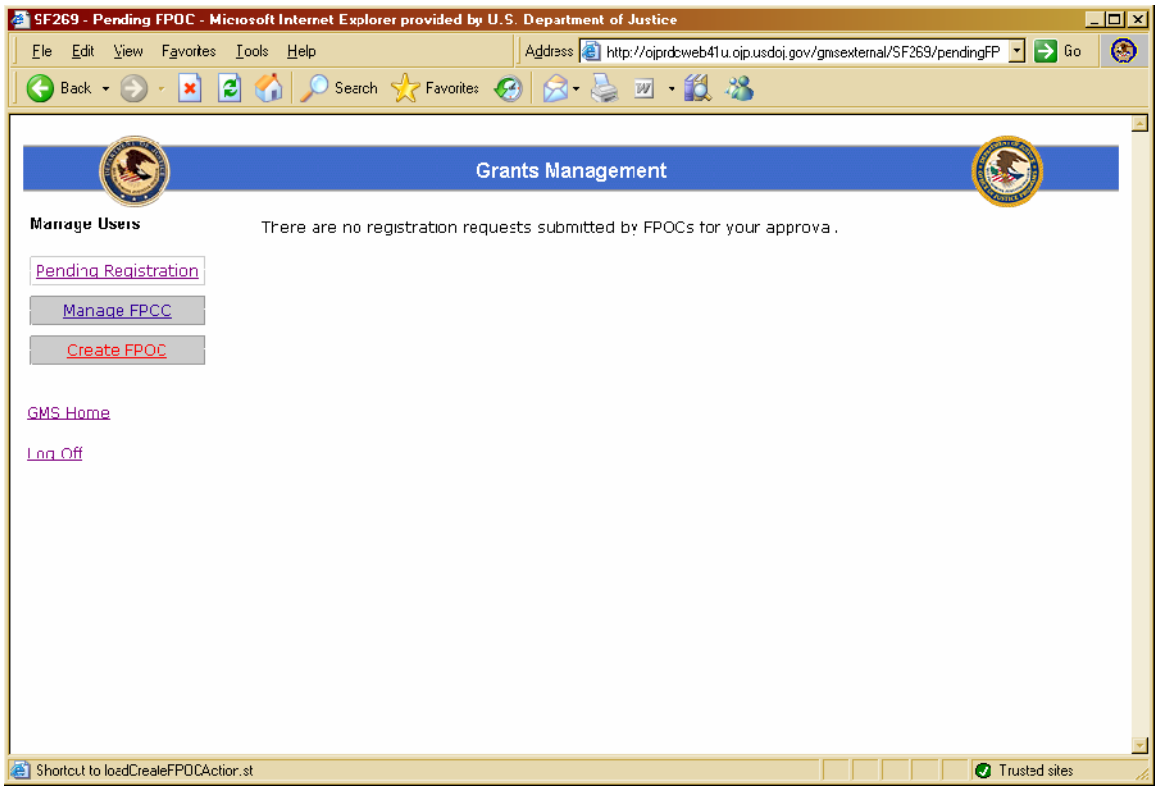
The system will display the Applicant Sign-In screen. The user will enter their assigned User ID & password into the provided fields. The user will then click on the **Sign In** button.

If the user has trouble logging in information, then they should contact the GMS Help Desk at 1-888-549-9901 option 3.



The system will display the Application Home page. This is a listing of all of the applications tied to this User ID.

To access the module that allows the user to manage Financial Points of Contact (FPOC) they will click on the **Manage Users** link.



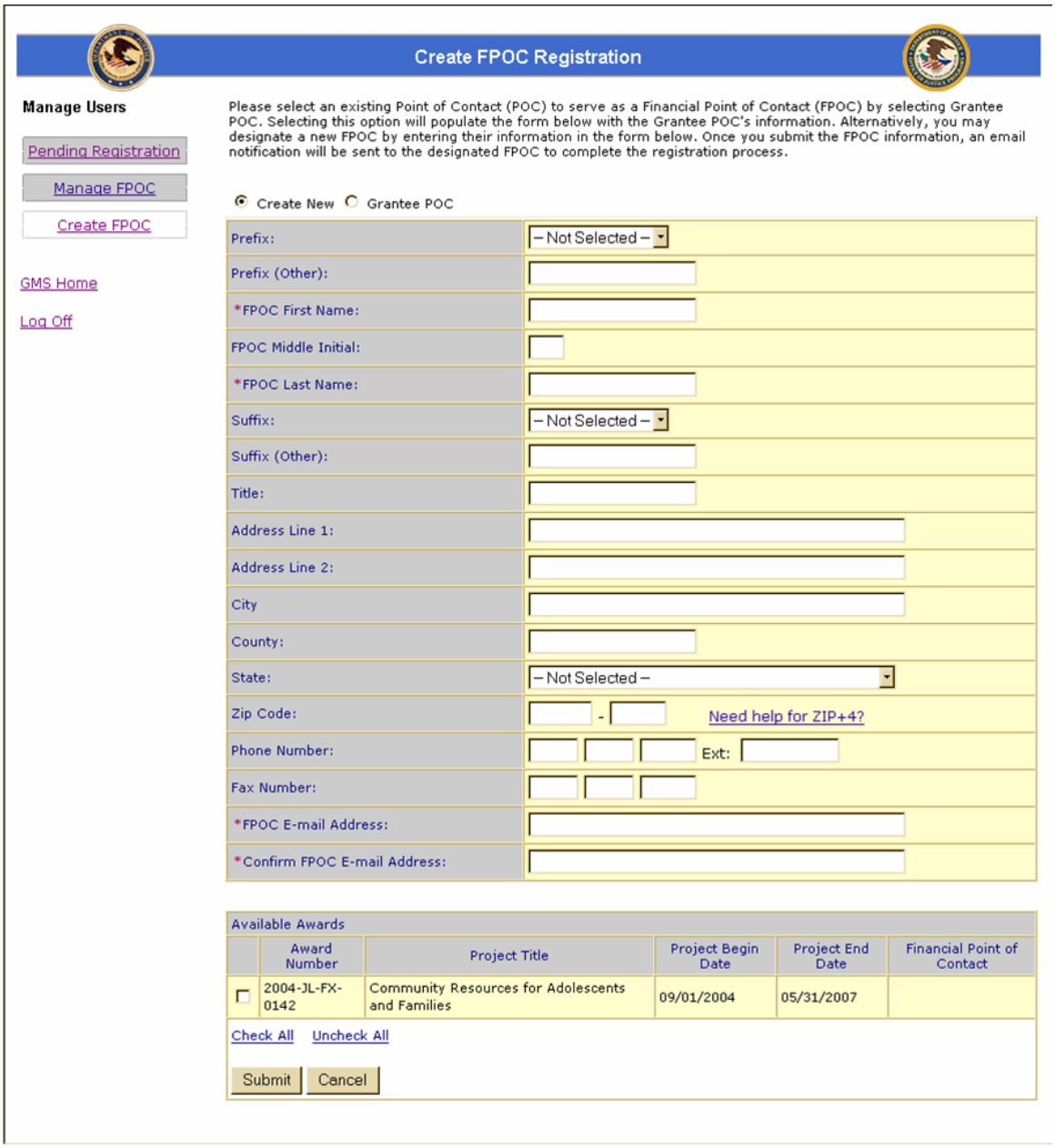
The user will be brought to the Manage Users Screen. There are several links on this screen that are involved in the management of FPOC's. These are:

Pending Registration: This is where all of the requests to become FPOC's are stored until they are reviewed and approved by the Point of Contact.

Manage FPOC: This is where the Point of Contact will go to Manage existing FPOCs for the awards tied to their accounts.

Create FPOC: This is there the Point of Contact will go to create and assign a new FPOC for awards tied to their accounts.

First we will walk you through how to create a new FPOC. The user will click on the **Create FPOC** link to create a new Financial Point of Contact.

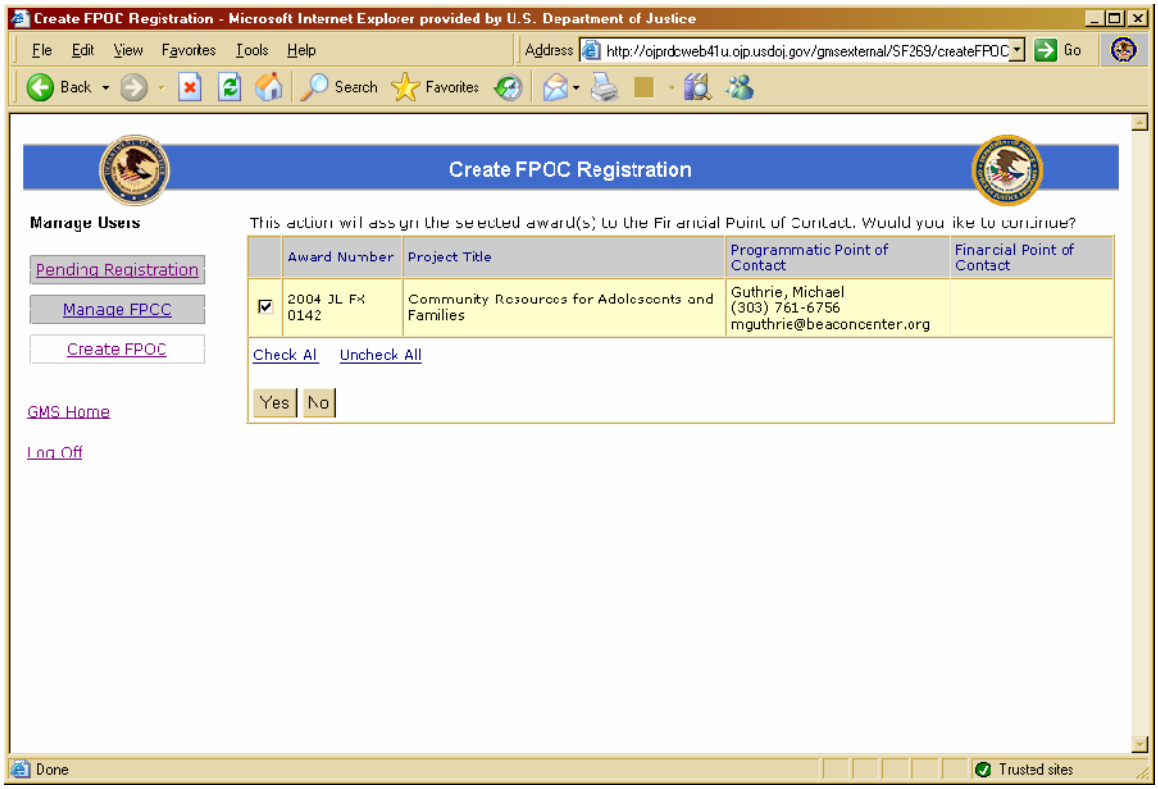


The system will display the Create FPOC Registration screen.

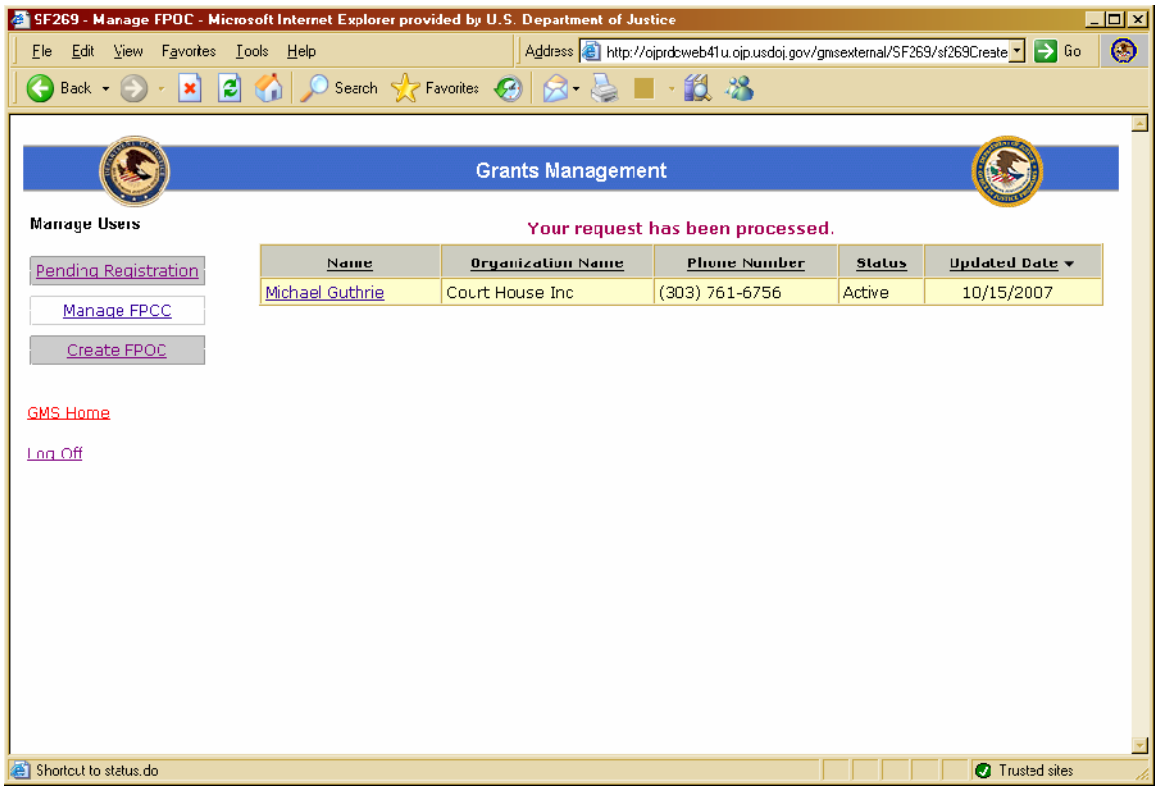
On this screen the user will have the option to select one of two choices as to who the FPOC will be. The first is they can create a new FPOC (by selecting Create New) and the second is they can make themselves the FPOC for awards (by selecting Grantee POC).

The user will select the create a new option and will then complete all of the required fields displayed by the system and will select the award that the FPOC will be responsible for at the bottom of the screen. Once this has been done the user will click on the **Submit** button to continue.

If the user chooses to select the Grantee POC as the FPOC then the contact information fields will be filled out automatically based on the profile of the POC account.



The system will display a confirmation screen that allows the user to make sure that the correct award(s) is being assigned. If this information is correct, then the user will click on the **Yes** button.



The system will display a confirmation message notifying the user that the new FPOC information has been saved. The user can also look at the screen and review the summary information for the new FPOC.

FPOC Assignment Sent to outside User

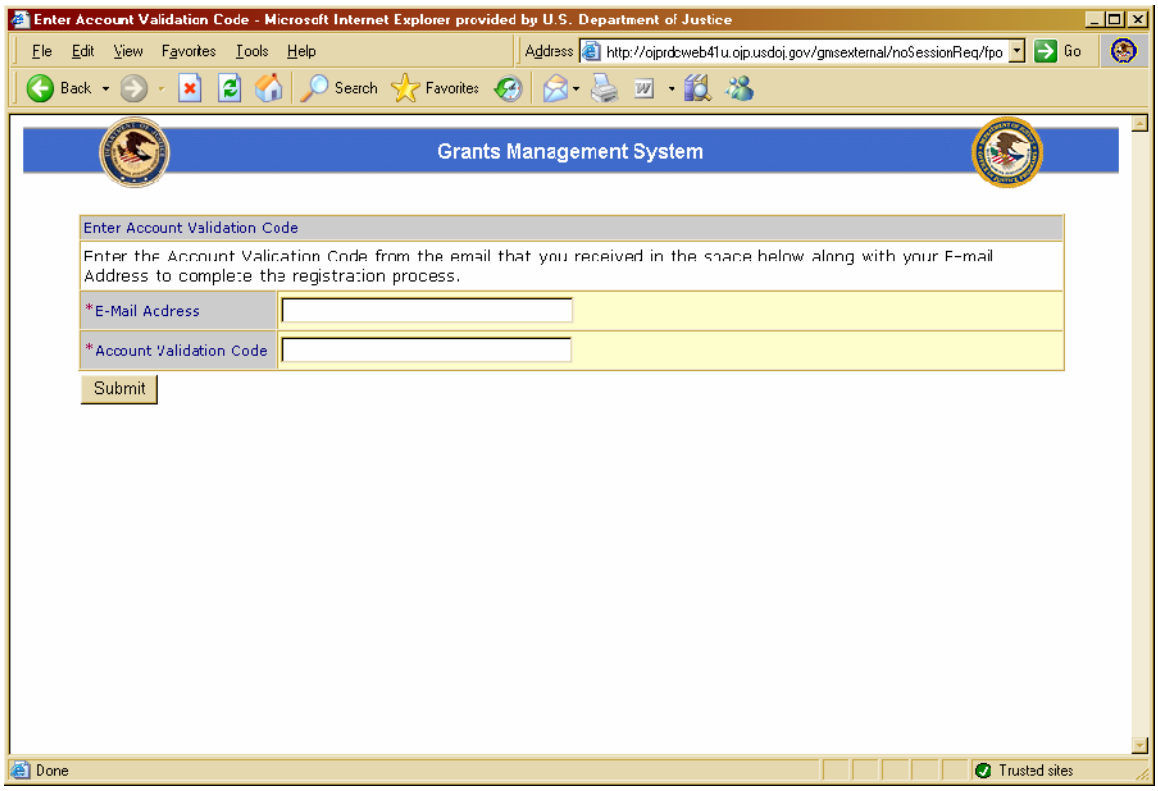
When the Point of Contact for an award assigns a Financial Point of Contact that is not themselves, an email is generated and sent to the person who was assigned. This email will contain the following language:

Date: Wed, 17 Oct 2007 14:17:45 -0400 (EDT)
From: gmssupport@ojp.doj.test
To: samuelr@mercurydev.ojp.usdoj.gov
Subject: Action Required - Complete Registration

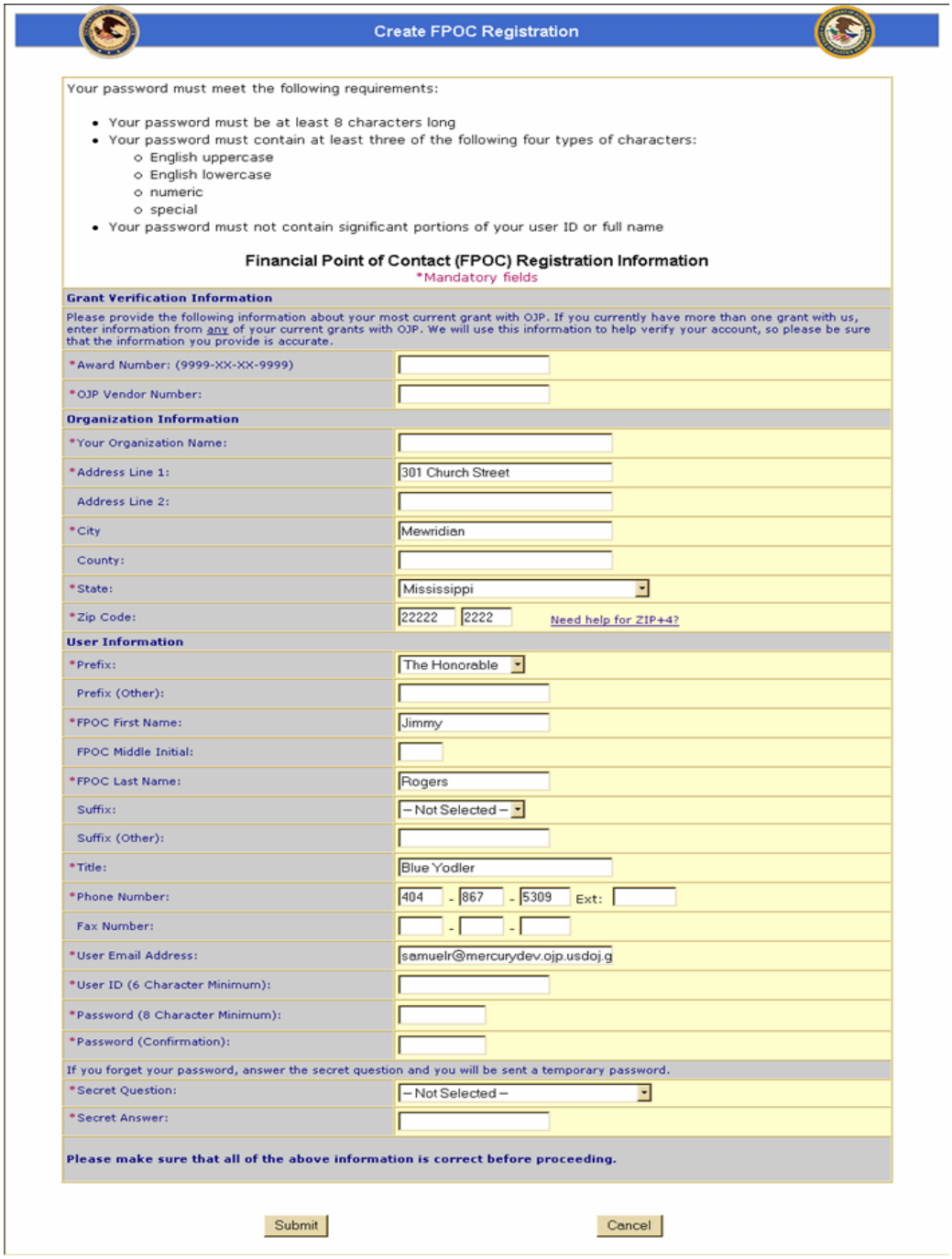
You have been designated as the Financial Point of Contact (FPOC) for the following award(s): 2000-WF-VX-0010, 2001-WF-BX-0031, 2002-WF-BX-0050, 2002-CW-BX-0003, 2003-WF-BX-0204, 2004-WF-AX-0052, 2004-WE-AX-0051, 2004-CW-AX-0017, 2005-WF-AX-0030, 2006-WF-AX-0047, 2007-WF-AX-0006. The FPOC will be responsible for the financial administration of the award, such as submission of quarterly Financial Reports (the SF-269) and for requests for payment of funds (i.e., drawdown) from the award. Your account validation code is: BRWyp6SL3H.

Please go to https://grants.ojp.usdoj.gov/gmsexternal/noSessionReq/fpocAcctValidation.st to complete your registration as contact for SF269. Information concerning access to the payment system will be sent to you separately at a later date.

The most important piece of information that will be used in the rest of the registration process is the account validation code (highlighted above).



When the user clicks on the link in the link in the email, they will be brought to the Account Validation page. On this page, the user will enter the email address that the notification was sent to and the validation code. Once this information has been entered, the user will click on the **Submit** button.



Create FPOC Registration

Your password must meet the following requirements:

- Your password must be at least 8 characters long
- Your password must contain at least three of the following four types of characters:
  - English uppercase
  - English lowercase
  - numeric
  - special
- Your password must not contain significant portions of your user ID or full name

Financial Point of Contact (FPOC) Registration Information

*Mandatory fields

Grant Verification Information

Please provide the following information about your most current grant with OJP. If you currently have more than one grant with us, enter information from any of your current grants with OJP. We will use this information to help verify your account, so please be sure that the information you provide is accurate.

*Award Number: (9999-XX-XX-9999)	
*OJP Vendor Number:	

Organization Information

*Your Organization Name:	
*Address Line 1:	301 Church Street
Address Line 2:	
*City	Mewridian
County:	
*State:	Mississippi
*Zip Code:	22222 2222 Need help for ZIP+4?

User Information

*Prefix:	The Honorable
Prefix (Other):	
*FPOC First Name:	Jimmy
FPOC Middle Initial:	
*FPOC Last Name:	Rogers
Suffix:	– Not Selected –
Suffix (Other):	
*Title:	Blue Yodler
*Phone Number:	404 - 867 - 5309 Ext:
Fax Number:	- -
*User Email Address:	samuelr@mercurydev.ojp.usdoj.g
*User ID (6 Character Minimum):	
*Password (8 Character Minimum):	
*Password (Confirmation):	

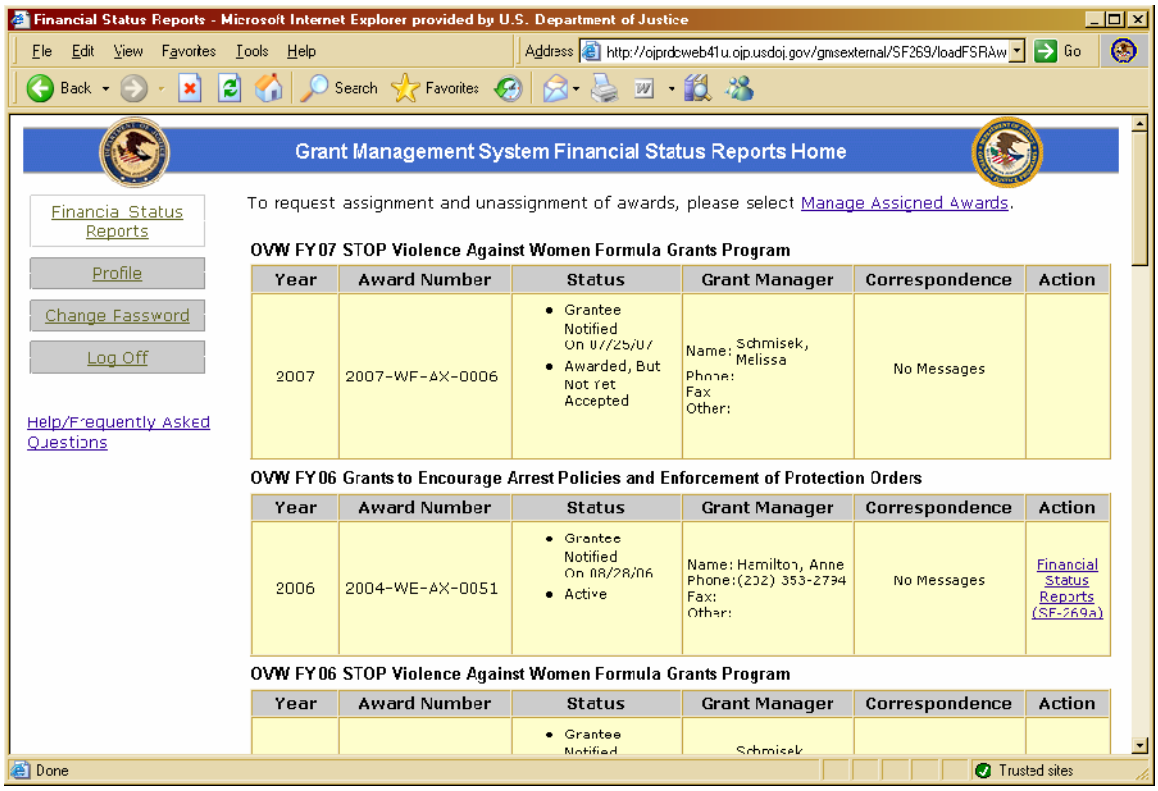
If you forget your password, answer the secret question and you will be sent a temporary password.

*Secret Question:	– Not Selected –
*Secret Answer:	

Please make sure that all of the above information is correct before proceeding.

Submit Cancel

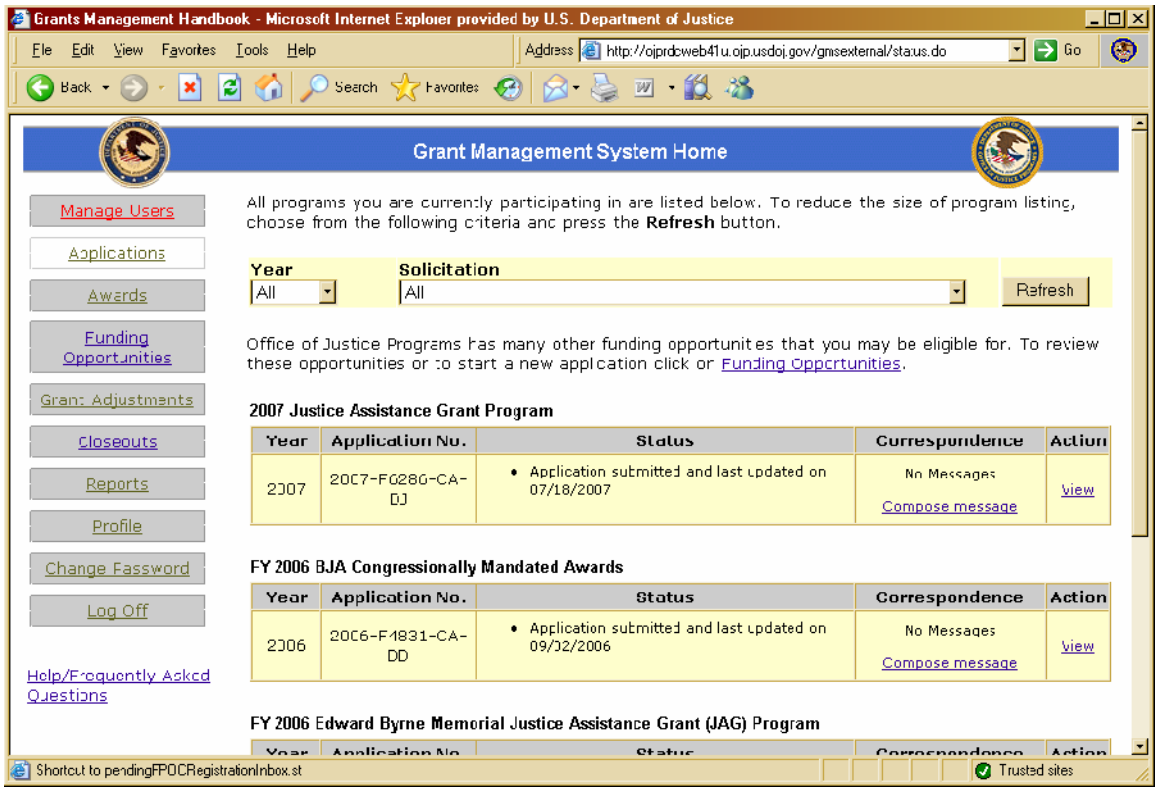
The user will be brought to the Financial Point of Contact (FPOC) Registration Information screen. The user will review the information pre-populated on this screen and finish entering the requested information in the blank fields. When the page has been completely filled out, the user will click on the **Submit** button.



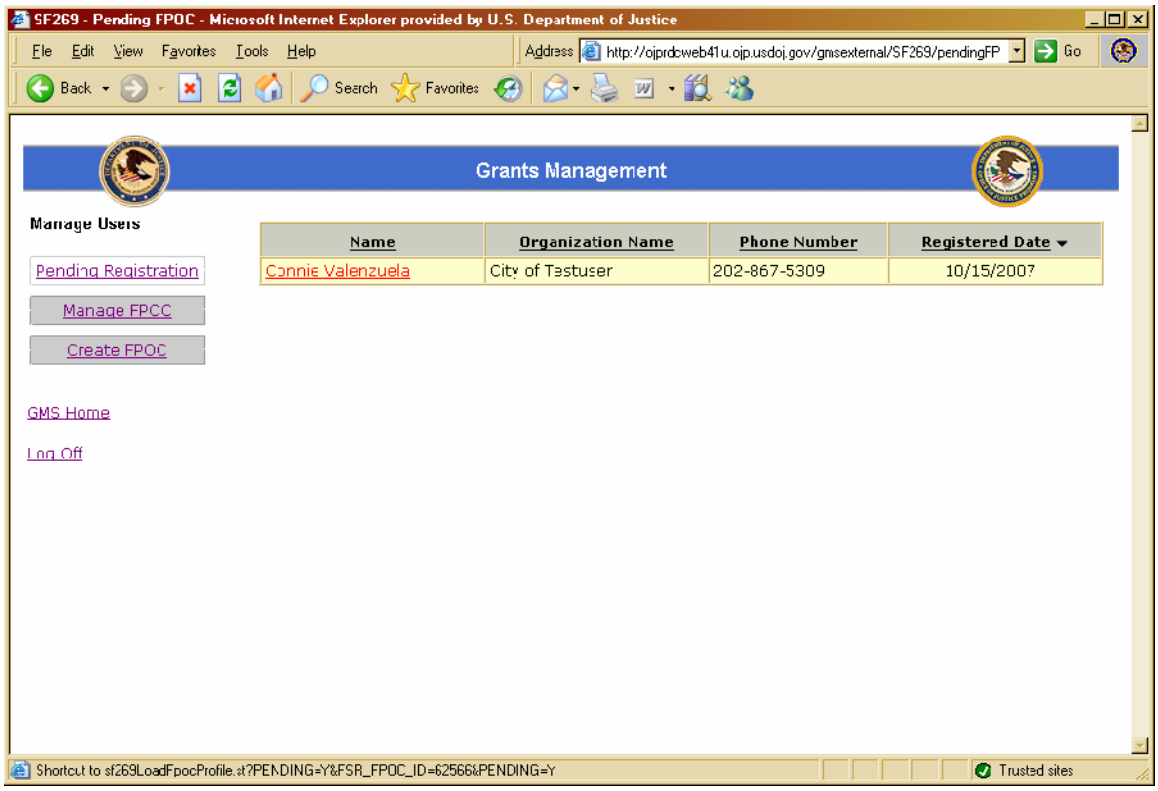
When the system has accepting the registration, it will display the Financial Status Reporting home page for this user. This page displays all of the awards that the user is required to submit Financial Status Reports on.

To access the reporting functionality for these awards, the user will click on the **Financial Status Reports** link.

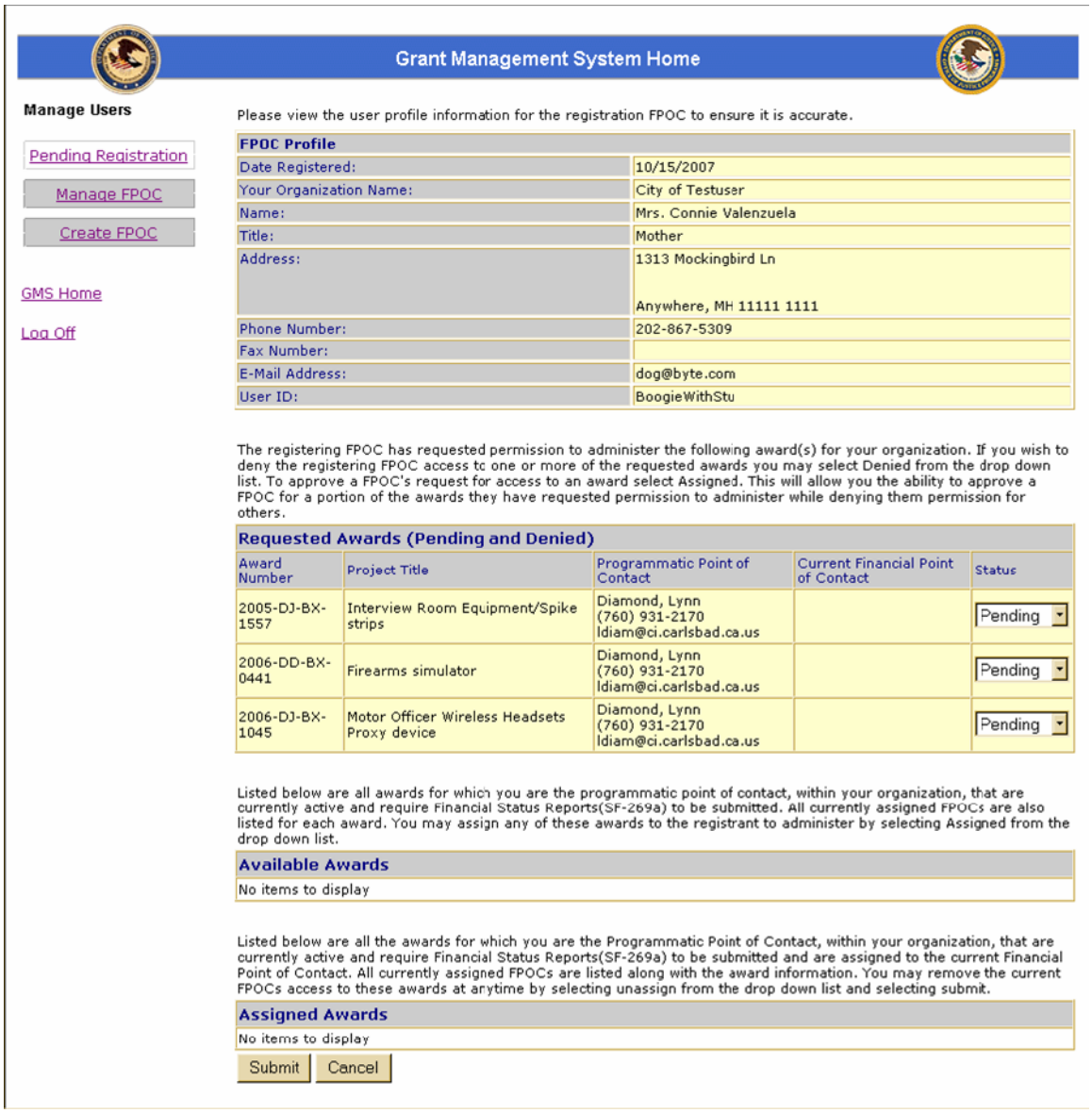
Approving FPOC Requests



The user will log into the GMS system and will be brought to the Application Home page. On this page the user will click on the **Manage Users** link to approve or deny Financial Point of Contact requests.



The system will display a list of registration requests that are currently waiting to be reviewed by the point of contact. To access one of these requests, the user will click on the name link for the request being reviewed.



Grant Management System Home

Manage Users

Pending Registration

Manage FPOC

Create FPOC

GMS Home

Log Off

Please view the user profile information for the registration FPOC to ensure it is accurate.

FPOC Profile	
Date Registered:	10/15/2007
Your Organization Name:	City of Testuser
Name:	Mrs. Connie Valenzuela
Title:	Mother
Address:	1313 Mockingbird Ln Anywhere, MH 11111 1111
Phone Number:	202-867-5309
Fax Number:	
E-Mail Address:	dog@byte.com
User ID:	BoogieWithStu

The registering FPOC has requested permission to administer the following award(s) for your organization. If you wish to deny the registering FPOC access to one or more of the requested awards you may select Denied from the drop down list. To approve a FPOC's request for access to an award select Assigned. This will allow you the ability to approve a FPOC for a portion of the awards they have requested permission to administer while denying them permission for others.

Requested Awards (Pending and Denied)

Award Number	Project Title	Programmatic Point of Contact	Current Financial Point of Contact	Status
2005-DJ-BX-1557	Interview Room Equipment/Spike strips	Diamond, Lynn (760) 931-2170 ldiam@ci.carlsbad.ca.us		Pending
2006-DD-BX-0441	Firearms simulator	Diamond, Lynn (760) 931-2170 ldiam@ci.carlsbad.ca.us		Pending
2006-DJ-BX-1045	Motor Officer Wireless Headsets Proxy device	Diamond, Lynn (760) 931-2170 ldiam@ci.carlsbad.ca.us		Pending

Listed below are all awards for which you are the programmatic point of contact, within your organization, that are currently active and require Financial Status Reports(SF-269a) to be submitted. All currently assigned FPOCs are also listed for each award. You may assign any of these awards to the registrant to administer by selecting Assigned from the drop down list.

Available Awards

No items to display

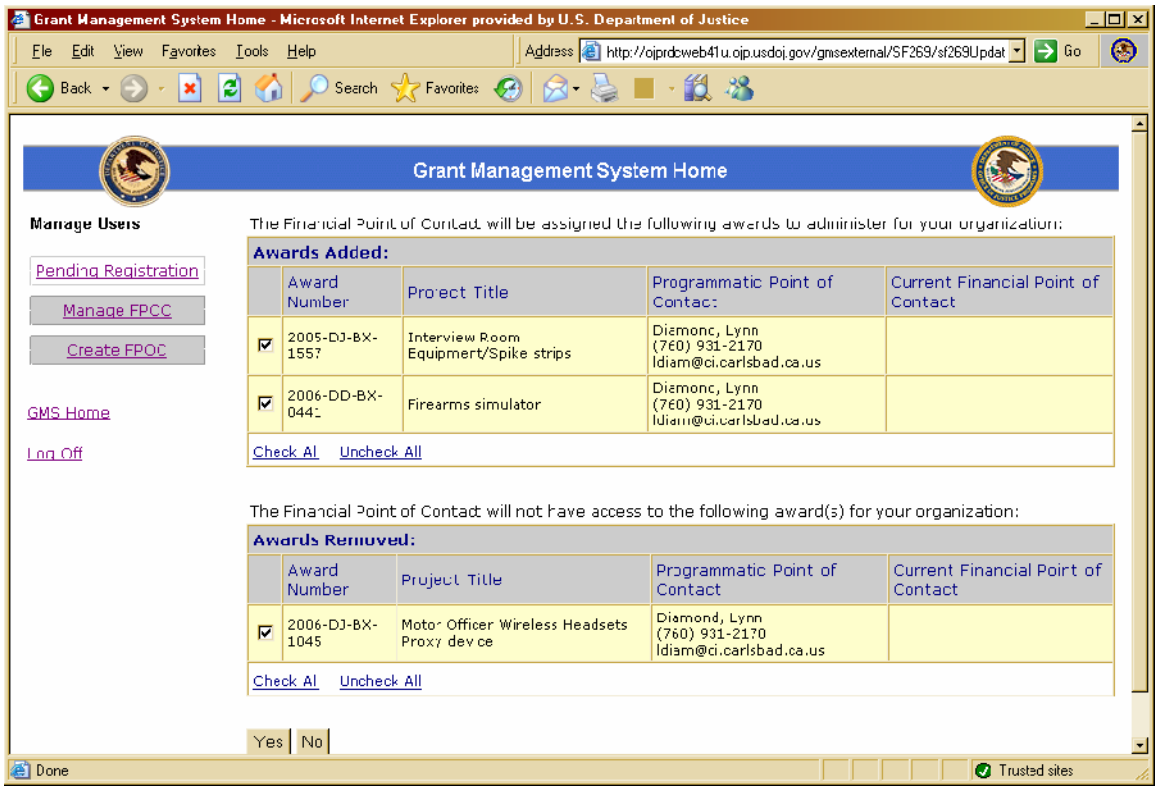
Listed below are all the awards for which you are the Programmatic Point of Contact, within your organization, that are currently active and require Financial Status Reports(SF-269a) to be submitted and are assigned to the current Financial Point of Contact. All currently assigned FPOCs are listed along with the award information. You may remove the current FPOCs access to these awards at anytime by selecting unassign from the drop down list and selecting submit.

Assigned Awards

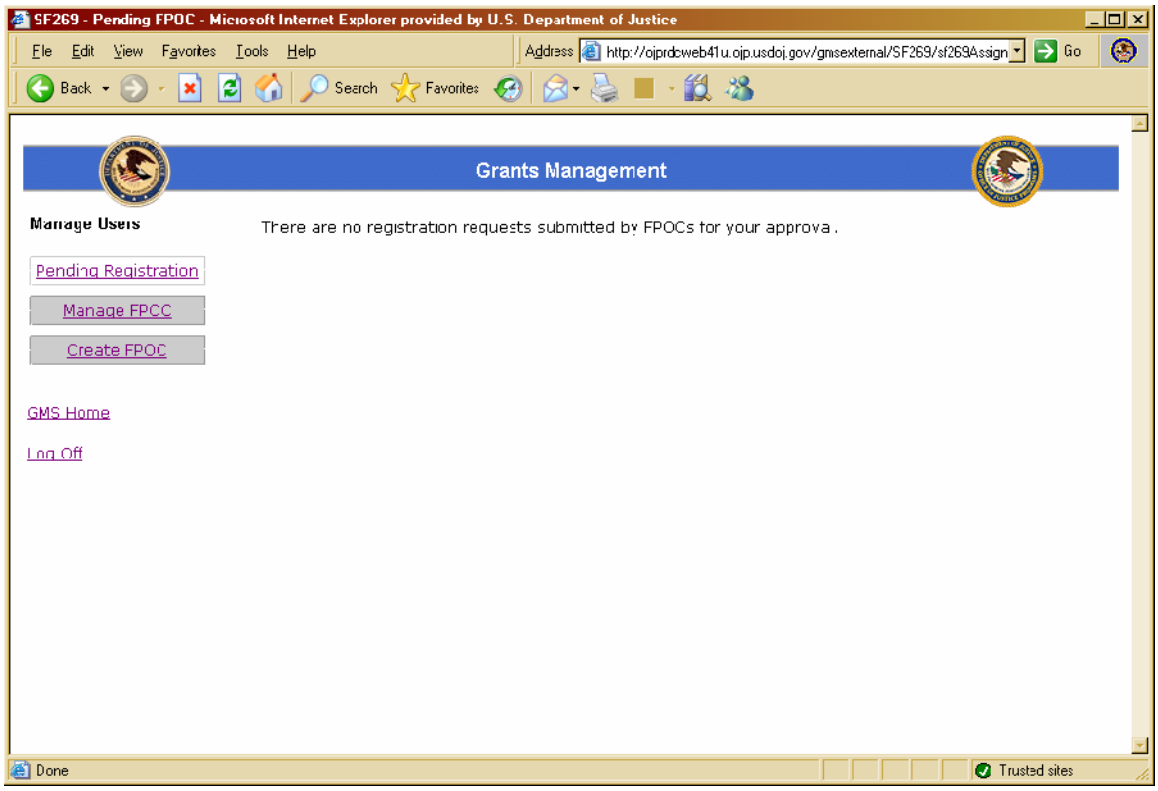
No items to display

Submit Cancel

The system will display the Request Details screen. This screen displays all of the information submitted by the requesting individual. The user will review this information and then choose whether to approve or deny the individual Financial Point of Contact rights for the awards that appear on the screen. *The user can choose a different action for each award. It is not a requirement that all award requests be approved or denied.* Once the user has made their selections, they will click on the **Submit** button.

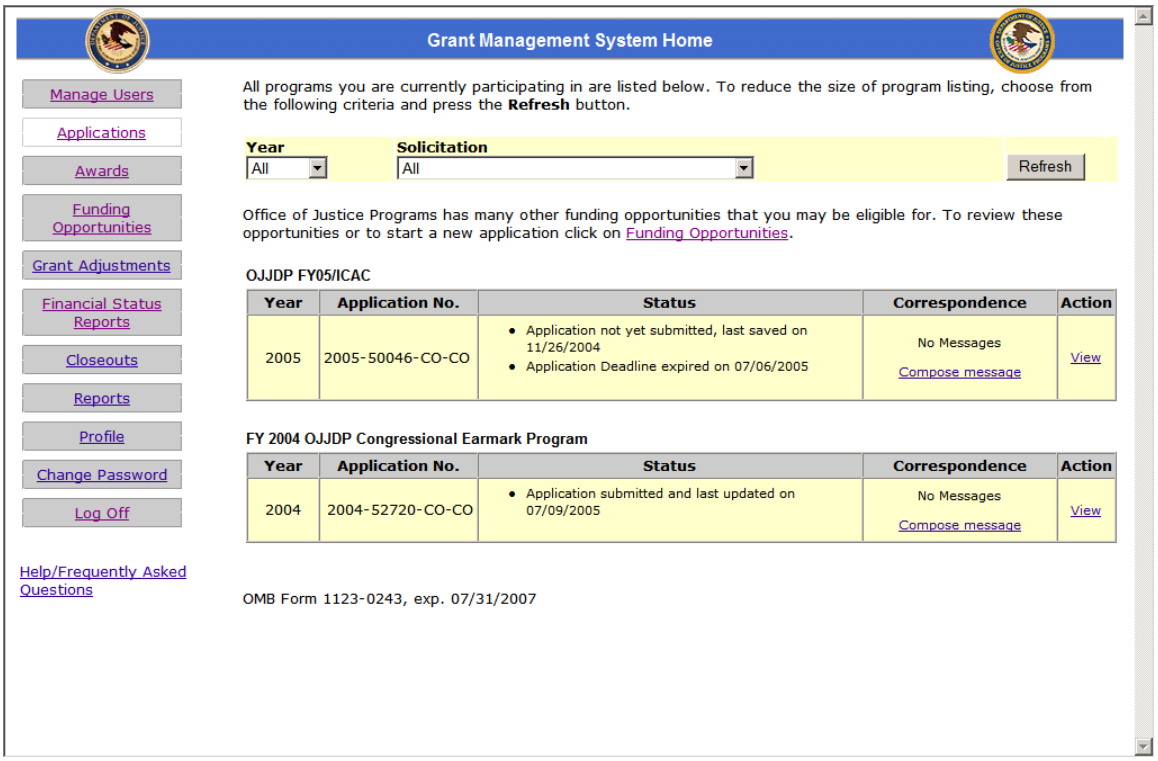


The system will display a confirmation screen. This screen will allow the user to review the actions they selected on the previous page. Once the user confirms that these actions are correct, they will click on the **Yes** button.

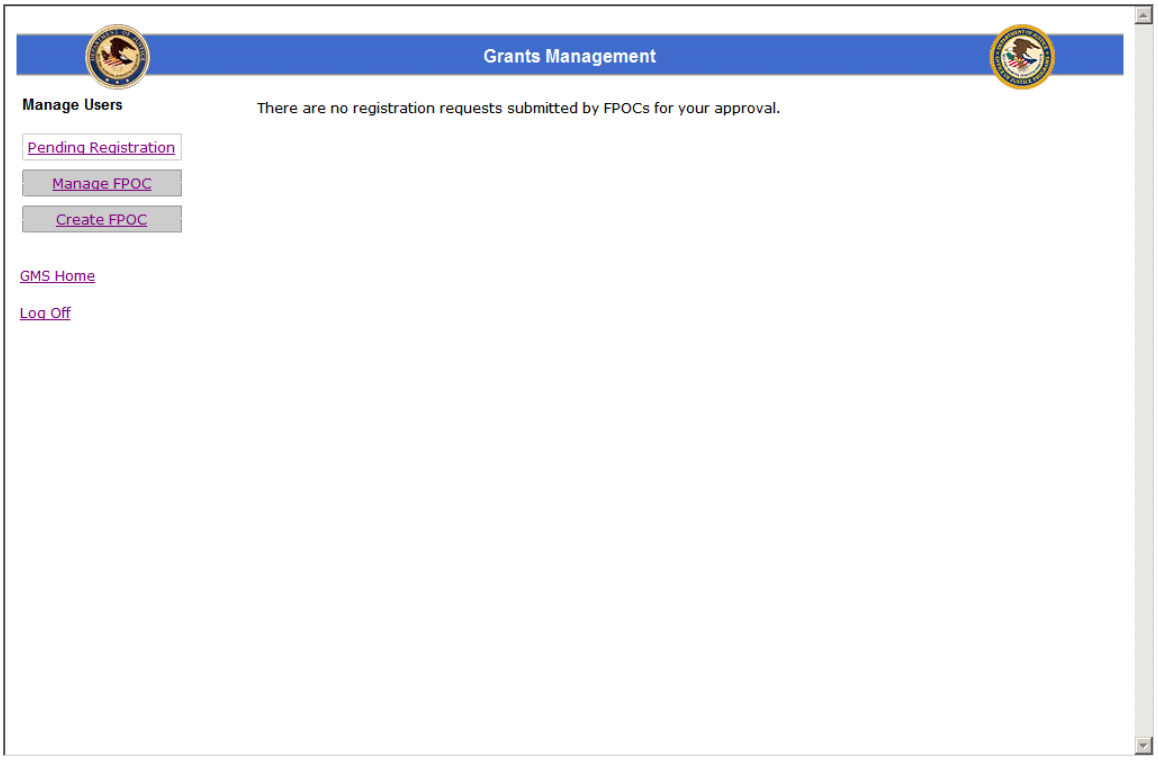


The user will be brought back to the FPOC Pending Registration screen.

Managing Financial Point of Contact Accounts



The user will log into the GMS system and will be brought to the Application Home page. On this page the user will click on the **Manage Users** link to approve or deny Financial Point of Contact requests.



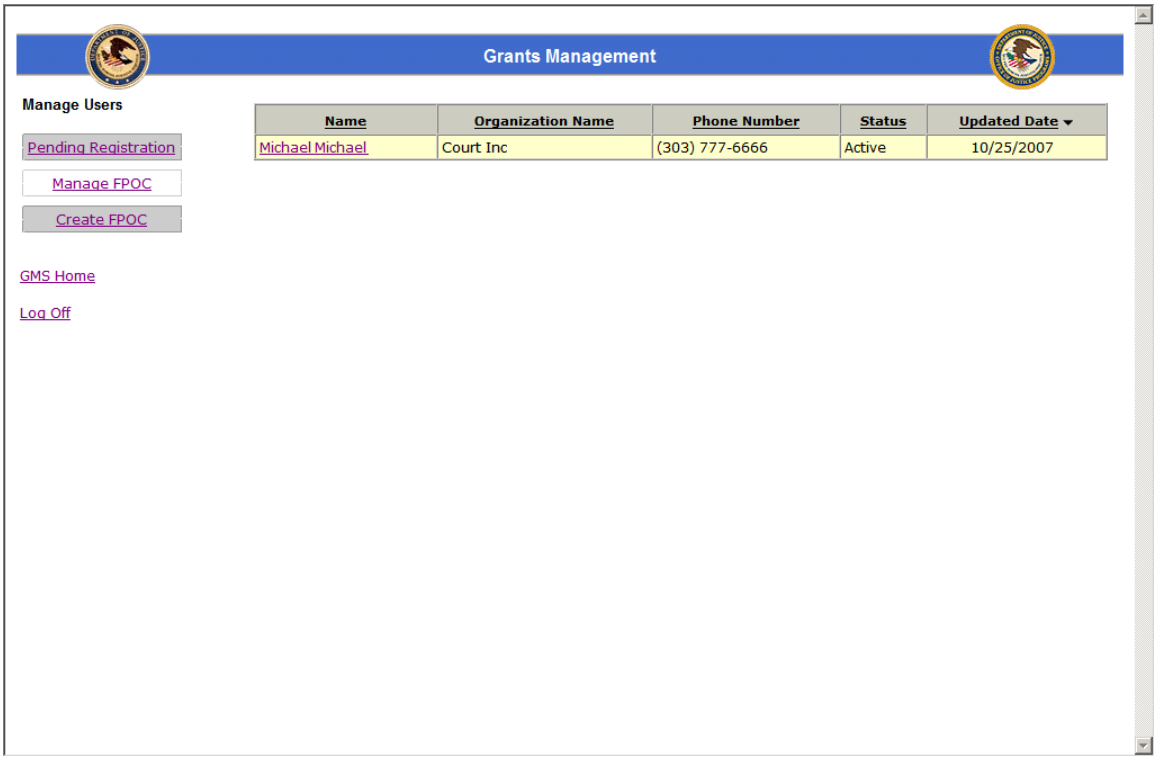
The user will be brought to the Manage Users Screen. There are several links on this screen that are involved in the management of FPOC's. These are:

Pending Registration: This is where all of the requests to become FPOC's are stored until they are reviewed and approved by the Point of Contact.

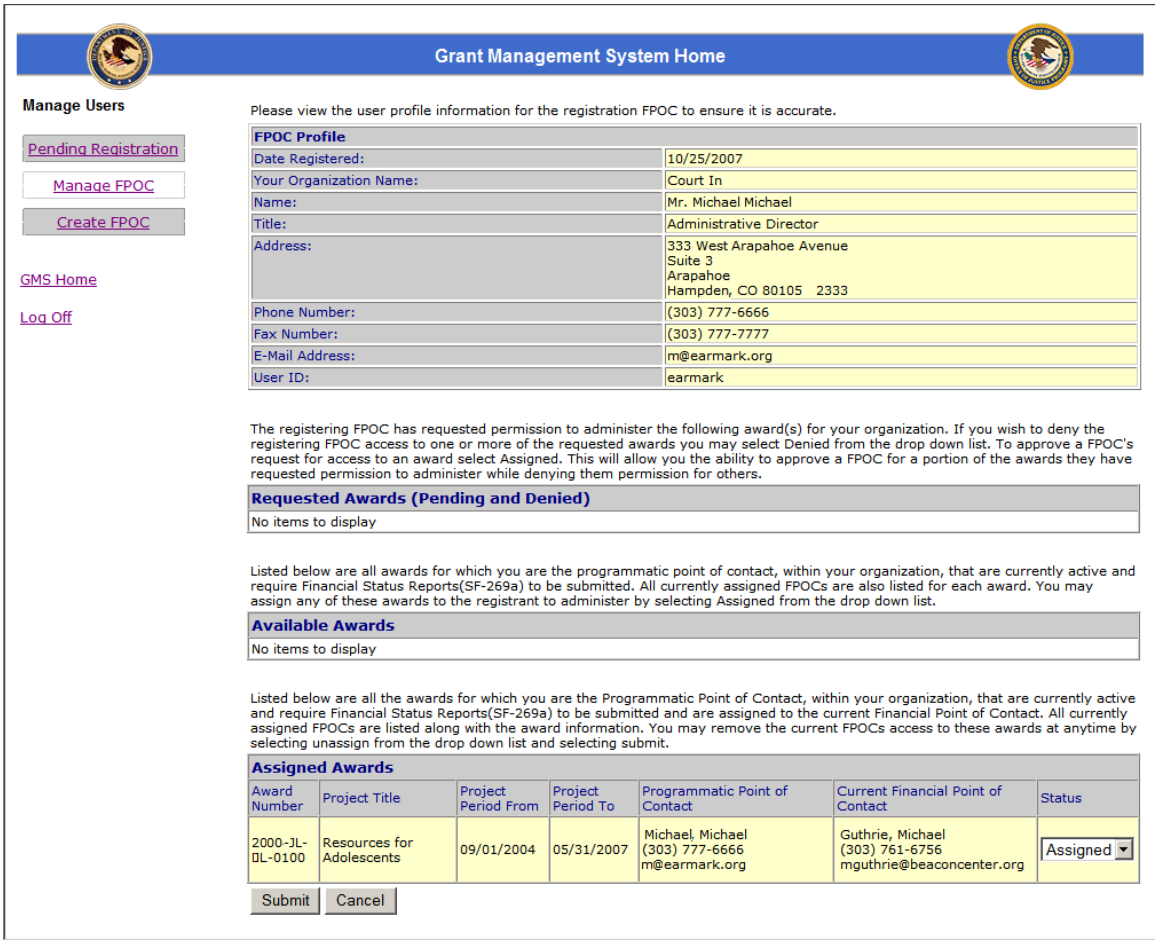
Manage FPOC: This is where the Point of Contact will go to Manage existing FPOCs for the awards tied to their accounts.

Create FPOC: This is there the Point of Contact will go to create and assign a new FPOC for awards tied to their accounts.

The user will click on the **Manage FPOC** link to manage the Financial Points of Contact for the awards tied to the account.



The system will display a list of Financial Points of Contact responsible for awards tied to the Point of Contact's account. To access the details for a FPOC, the user will click on the name link for one of the accounts.



Grant Management System Home

Manage Users

Pending Registration

Manage FPOC

Create FPOC

GMS Home

Log Off

Please view the user profile information for the registration FPOC to ensure it is accurate.

FPOC Profile	
Date Registered:	10/25/2007
Your Organization Name:	Court In
Name:	Mr. Michael Michael
Title:	Administrative Director
Address:	333 West Arapahoe Avenue Suite 3 Arapahoe Hampden, CO 80105 2333
Phone Number:	(303) 777-6666
Fax Number:	(303) 777-7777
E-Mail Address:	m@earmark.org
User ID:	earmark

The registering FPOC has requested permission to administer the following award(s) for your organization. If you wish to deny the registering FPOC access to one or more of the requested awards you may select Denied from the drop down list. To approve a FPOC's request for access to an award select Assigned. This will allow you the ability to approve a FPOC for a portion of the awards they have requested permission to administer while denying them permission for others.

Requested Awards (Pending and Denied)

No items to display

Listed below are all awards for which you are the programmatic point of contact, within your organization, that are currently active and require Financial Status Reports(SF-269a) to be submitted. All currently assigned FPOCs are also listed for each award. You may assign any of these awards to the registrant to administer by selecting Assigned from the drop down list.

Available Awards

No items to display

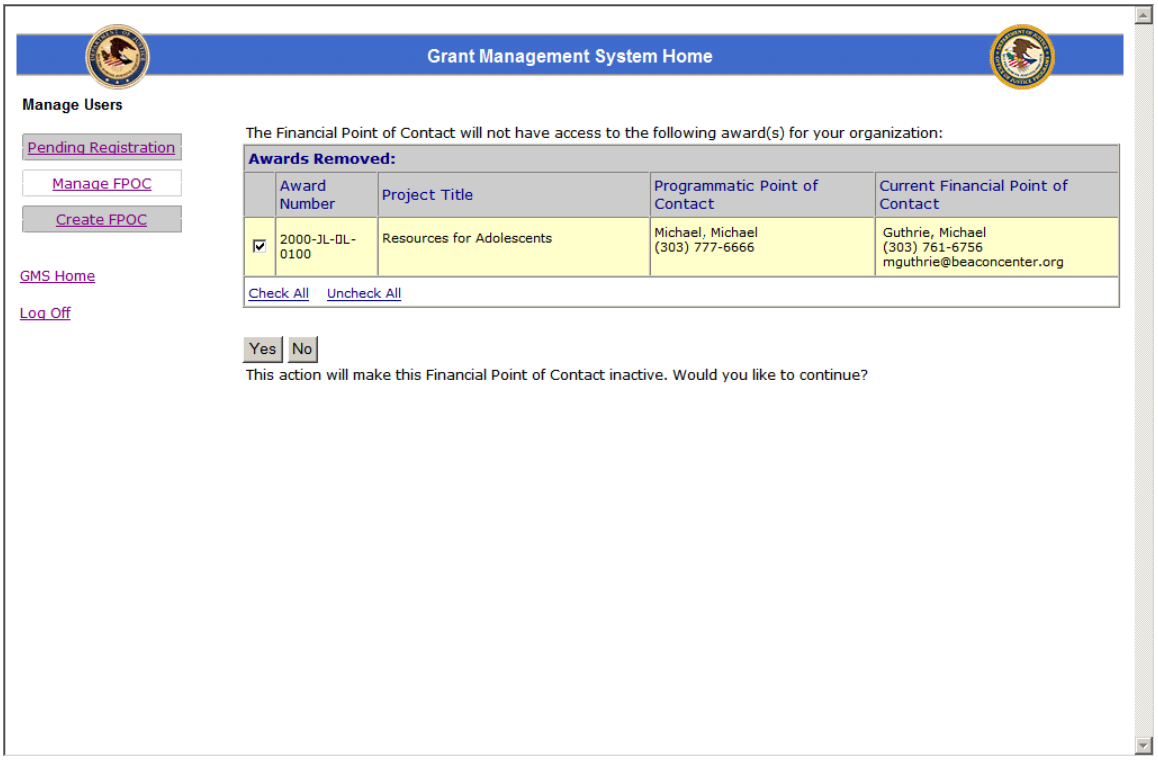
Listed below are all the awards for which you are the Programmatic Point of Contact, within your organization, that are currently active and require Financial Status Reports(SF-269a) to be submitted and are assigned to the current Financial Point of Contact. All currently assigned FPOCs are listed along with the award information. You may remove the current FPOCs access to these awards at anytime by selecting unassign from the drop down list and selecting submit.

Assigned Awards

Award Number	Project Title	Project Period From	Project Period To	Programmatic Point of Contact	Current Financial Point of Contact	Status
2000-JL-DL-0100	Resources for Adolescents	09/01/2004	05/31/2007	Michael, Michael (303) 777-6666 m@earmark.org	Guthrie, Michael (303) 761-6756 mguthrie@beaconcenter.org	Assigned

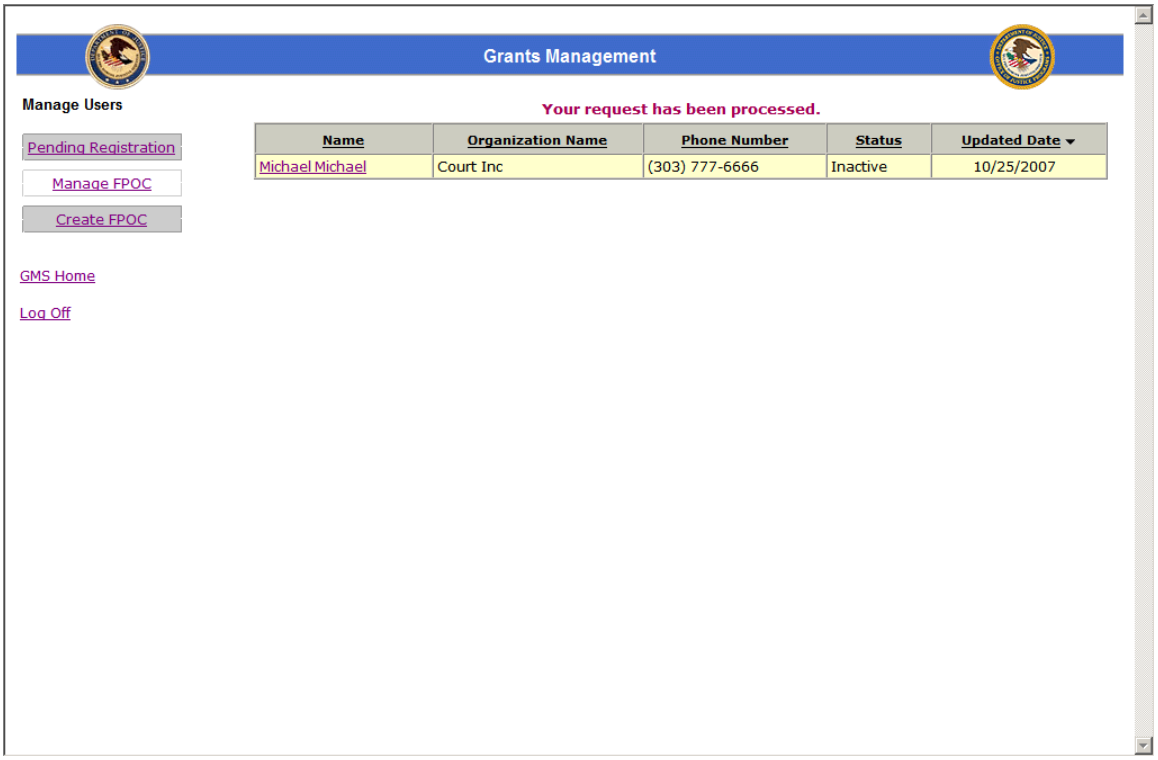
Submit Cancel

The system will display the details for the Financial Point of Contact. The Point of Contact has the option of take away rights for any of the awards that this individual is currently responsible for. This is done by going to the assigned awards section and changing the status of the award from assigned to denied. Once the POC has made the needed changes, they will click on the **Submit** button.



The system will display a confirmation screen that allows the user to review the actions to be taken. If the user agrees with the actions, then they will click on the **Yes** button.

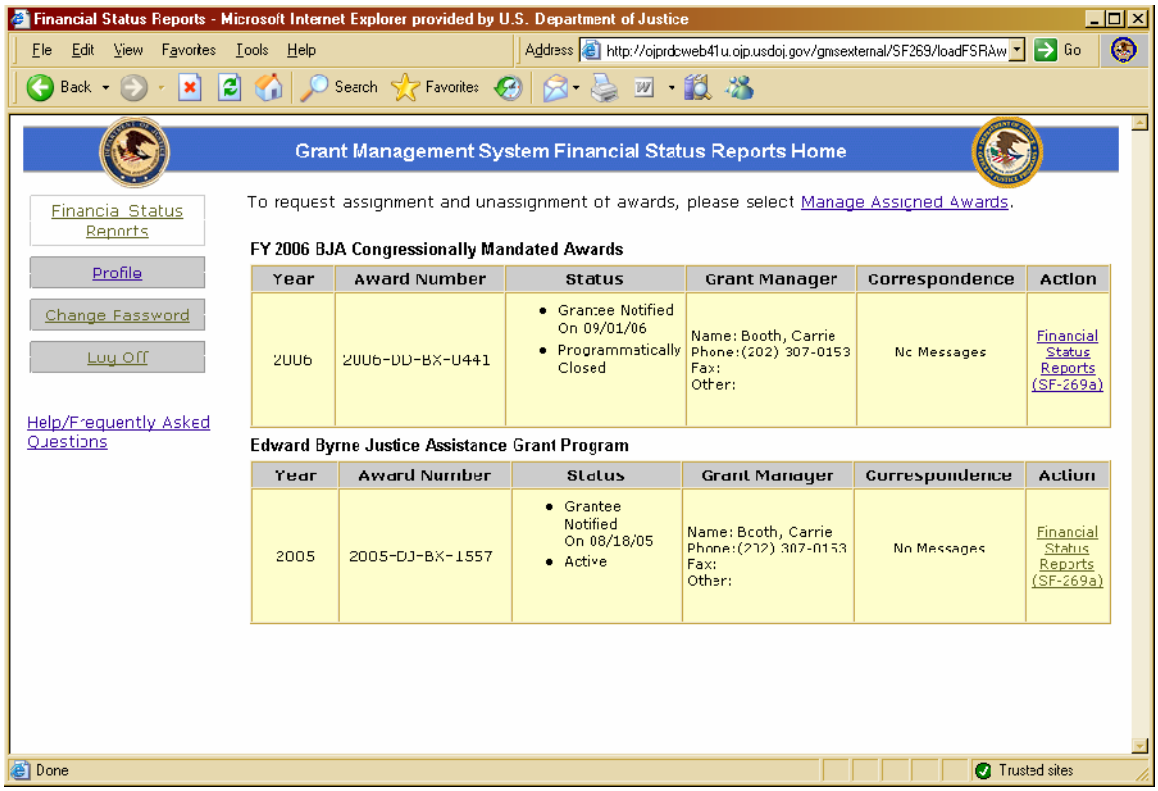
If the user does not agree with the action, then they will click on the No button and they will be brought back to the previous screen.



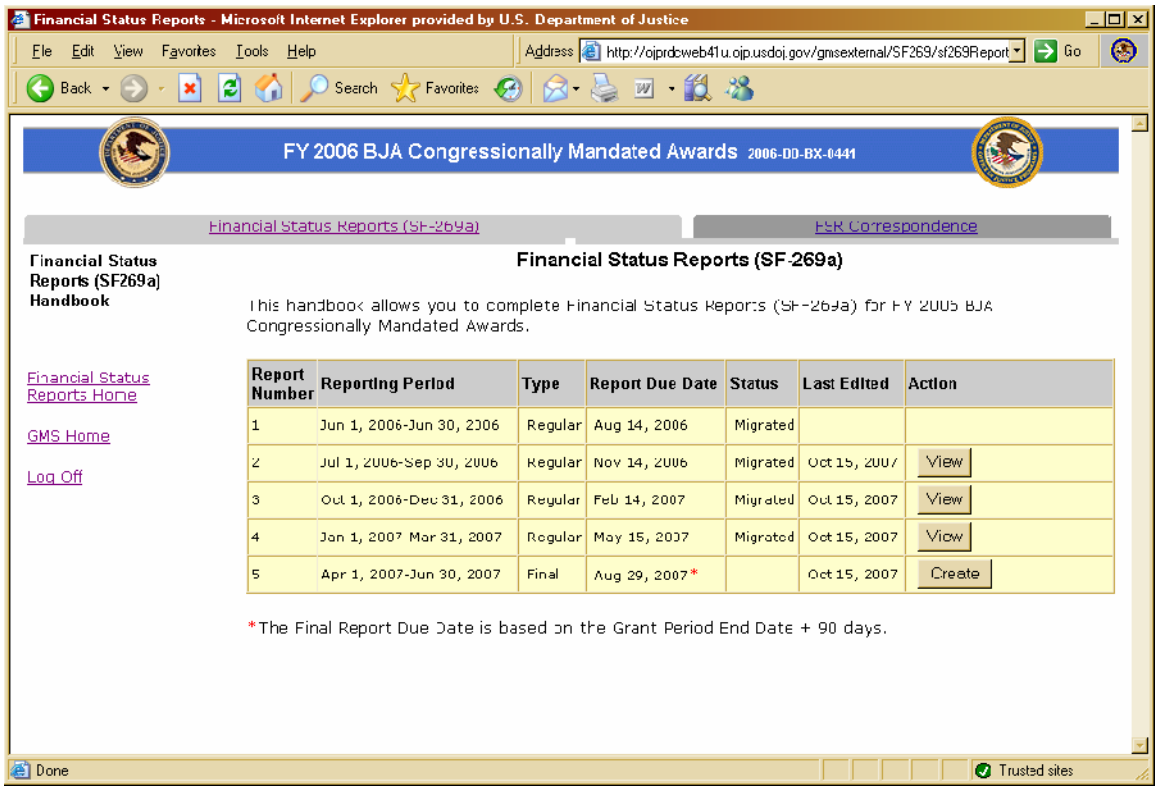
The system will display a confirmation message notifying the user that their request has been processed.

Completing a Financial Status Report (SF-269a)

Regular Report



The user will log into the system and navigate to the Awards Home page. On this page will be a list of all of the awards that the user is responsible for as the Financial Point of Contact. To begin submitting a Financial Status Report (FSR, SF-269a), the user will click on the **Financial Status Reports (SF-269a)** link.

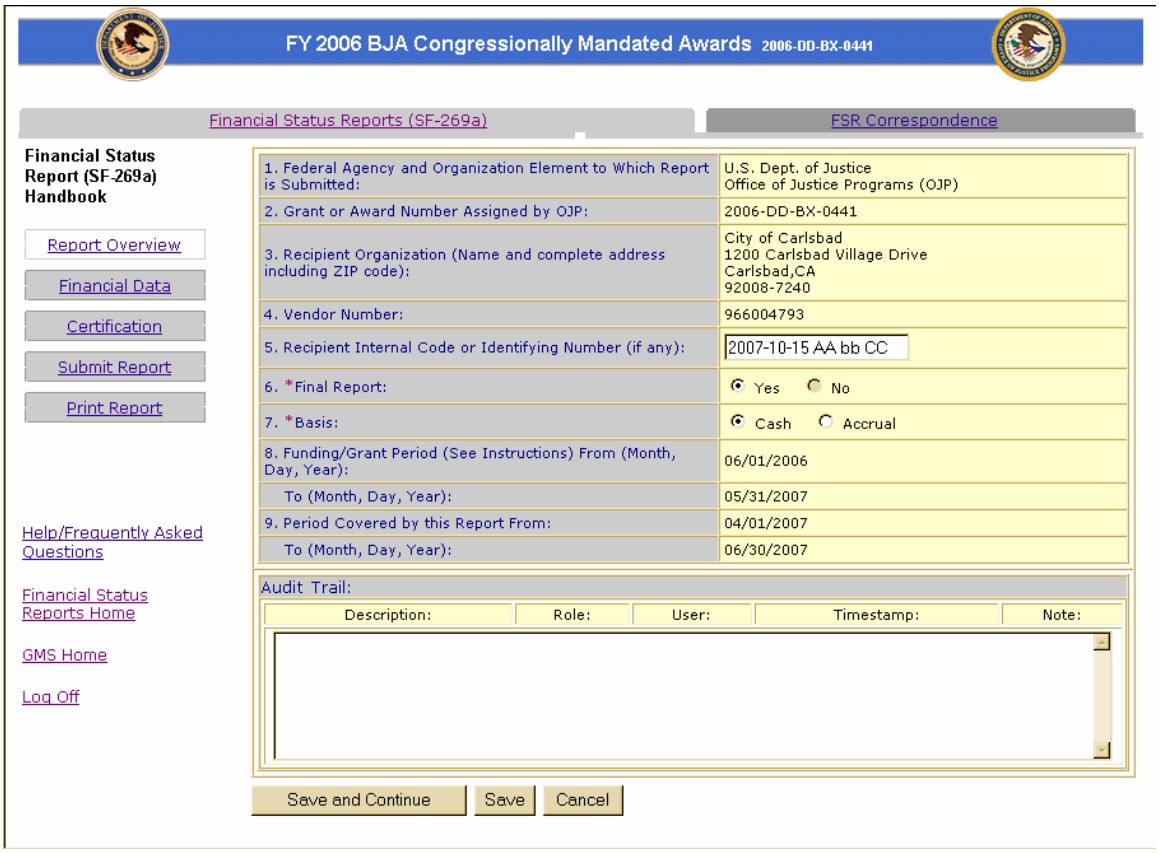


The system will display the Financial Status Reports (SF-269a) page. This page lists all of the reporting periods over the life of the grant.

To view a report that was submitted for a previous reporting period the user will click on the View button.

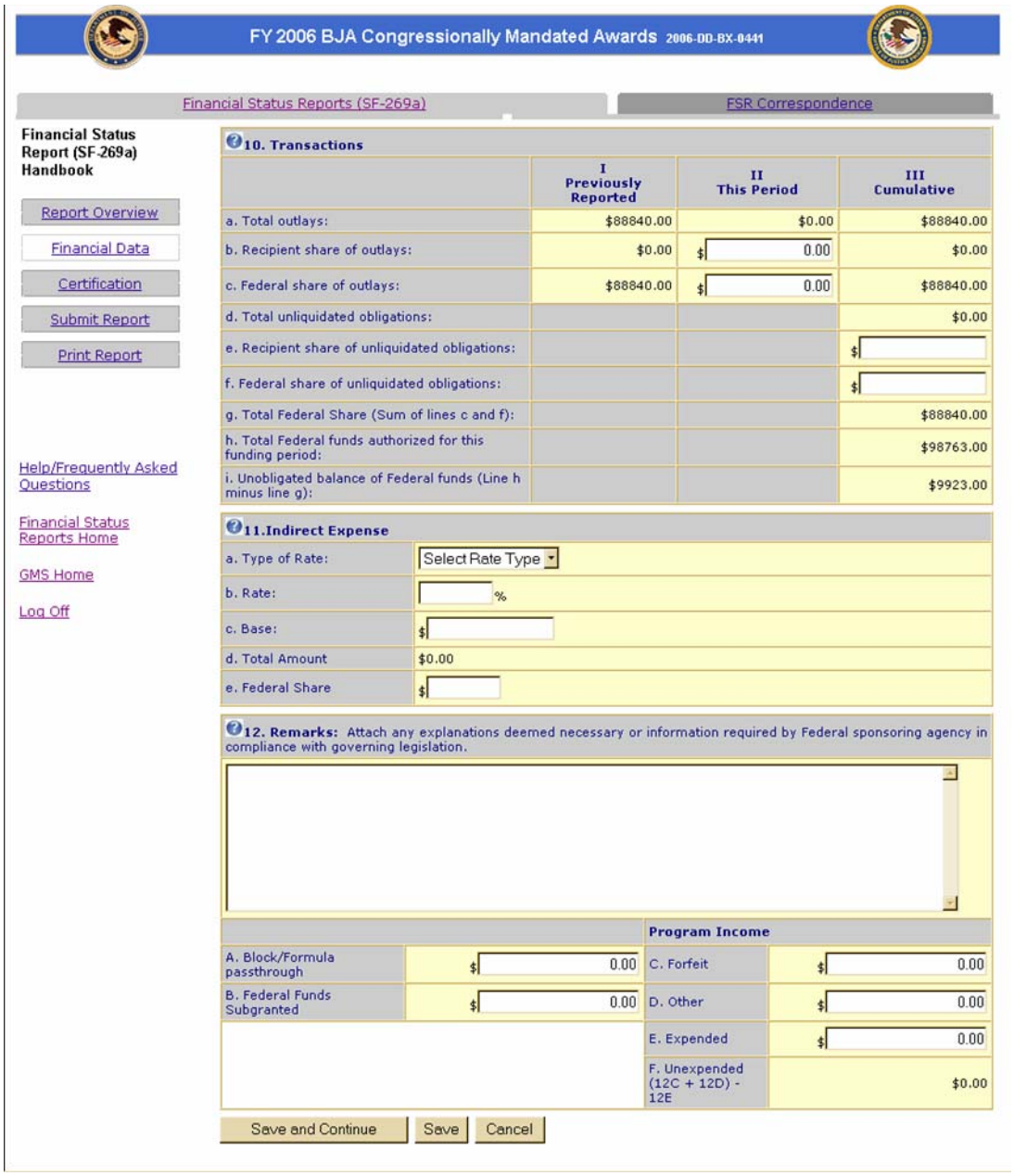
To create and submit a FSR, the user will click on the **Create** button.

Note: The Financial Status Reports are due 45 days from the end of the reporting period. Grantees can edit their FSRs during the 45 days following the due date. After these 90 days, the grantee will not be able to submit any more FSRs for that reporting period.



The system will display the report overview screen. The user will enter the requested information and click on the **Save and Continue** button.

For more information on what each field means, see Appendix A.



FY 2006 BJA Congressionally Mandated Awards 2006-DD-BX-0441

Financial Status Reports (SF-269a) | FSR Correspondence

Financial Status Report (SF-269a) Handbook

Report Overview
Financial Data
Certification
Submit Report
Print Report

Help/Frequently Asked Questions
Financial Status Reports Home
GMS Home
Log Off

10. Transactions

	I Previously Reported	II This Period	III Cumulative
a. Total outlays:	$88840.00	$0.00	$88840.00
b. Recipient share of outlays:	$0.00	$ 0.00	$0.00
c. Federal share of outlays:	$88840.00	$ 0.00	$88840.00
d. Total unliquidated obligations:			$0.00
e. Recipient share of unliquidated obligations:			$
f. Federal share of unliquidated obligations:			$
g. Total Federal Share (Sum of lines c and f):			$88840.00
h. Total Federal funds authorized for this funding period:			$98763.00
i. Unobligated balance of Federal funds (Line h minus line g):			$9923.00

11.Indirect Expense

a. Type of Rate:	Select Rate Type
b. Rate:	%
c. Base:	$
d. Total Amount	$0.00
e. Federal Share	$

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.

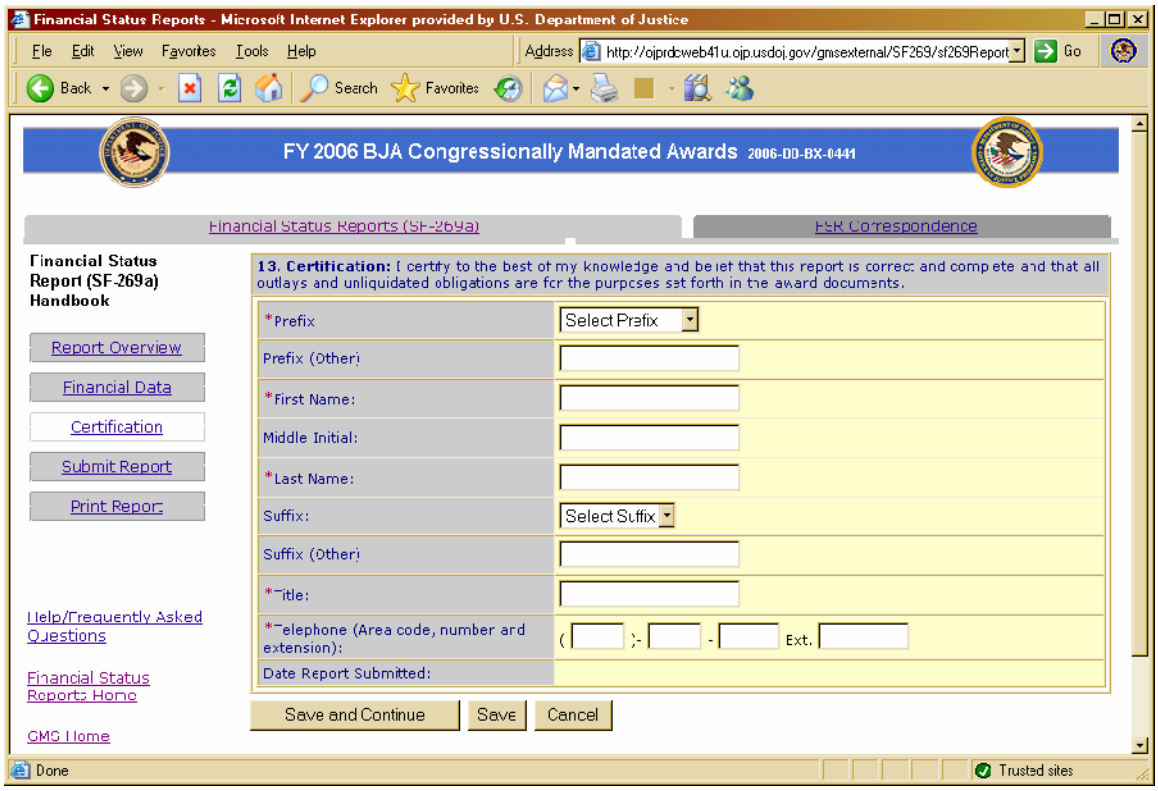
		Program Income	
A. Block/Formula passthrough	$ 0.00	C. Forfeit	$ 0.00
B. Federal Funds Subgranted	$ 0.00	D. Other	$ 0.00
		E. Expended	$ 0.00
		F. Unexpended (12C + 12D) - 12E	$0.00

Save and Continue | Save | Cancel

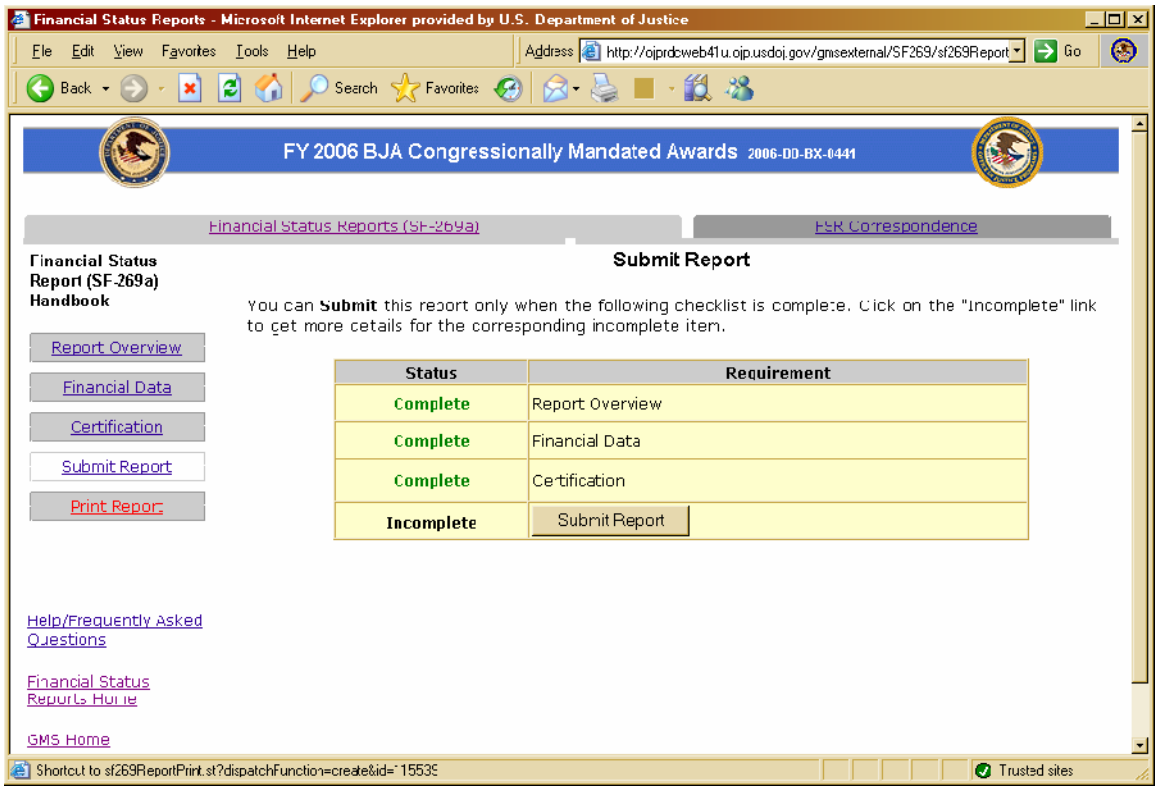
The system will display the Financial Data screen. The user will fill in the requested information into the appropriate fields. For section 12, fill in any needed information. This information should be cumulative for the life of the grant.

Once the user has entered all information into the fields, they will click on the **Save and Continue** button.

For more information on each of the fields on this form, go to Appendix A.



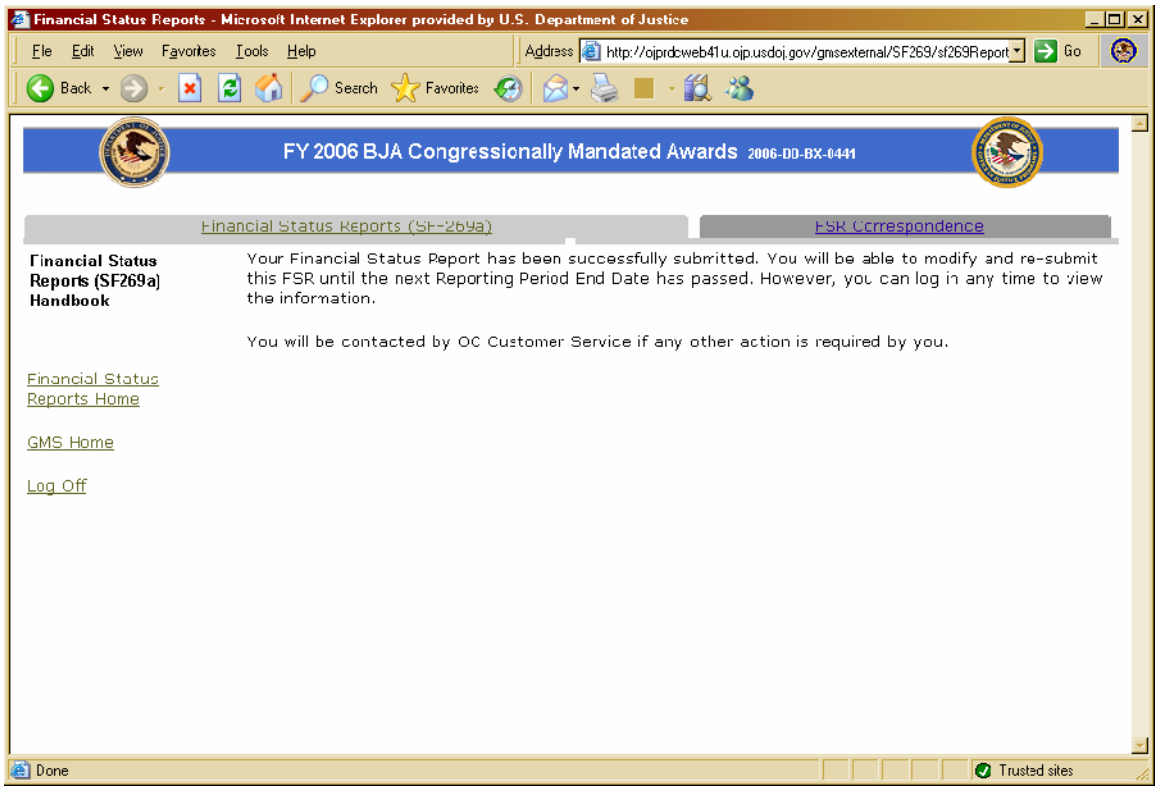
The system will display the Certification page. The user will fill in the contact information of the individual who will be held responsible for the validity of the report. Once the user has entered the information, they will click on the **Save and Continue** link.



The system will display the Report Summary screen. This page lays out the three sections of the Financial Status Report and whether or not each has been completed. If a section is incomplete then the user will be notified underneath the status column.

If the user wishes to print out a copy of the FSR, then they can click on the Print Report link. This will bring the SF-269a up in a printable format.

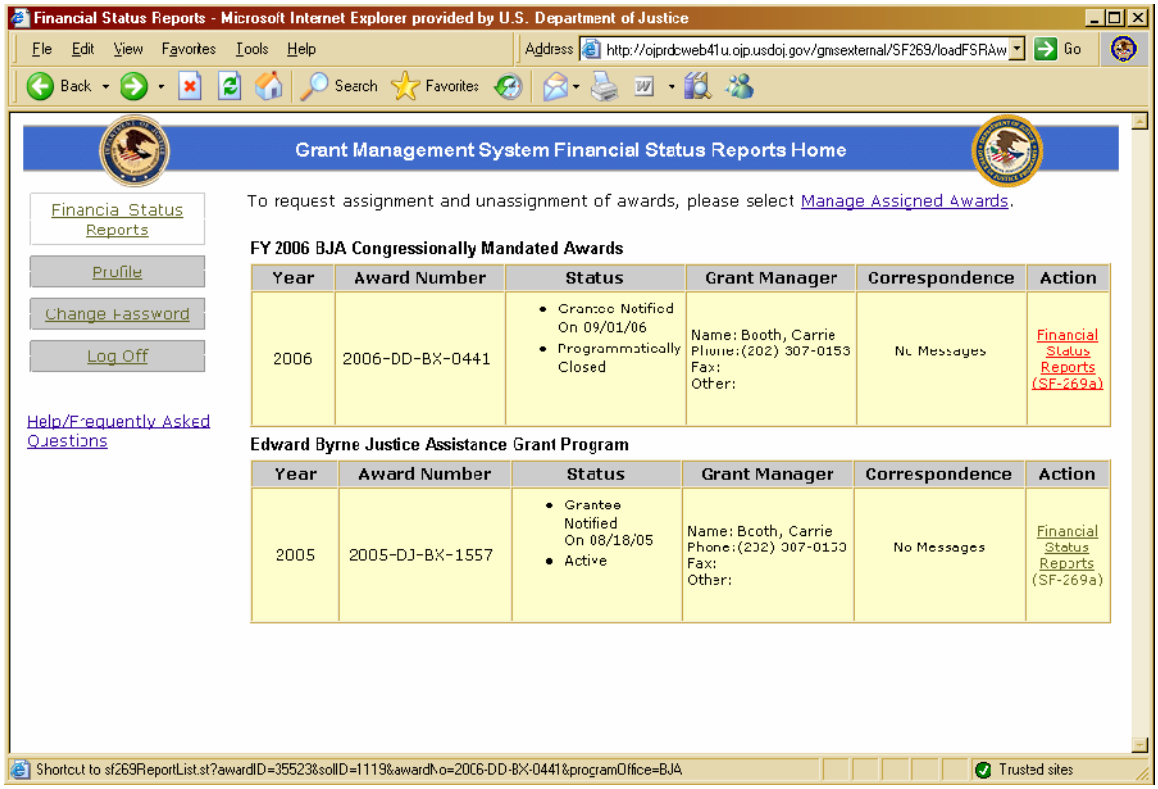
Once the user has completed all of the sections of the report and the reporting period has ended, the user will be able to submit their report. To do so, they will click on the **Submit Report** button.



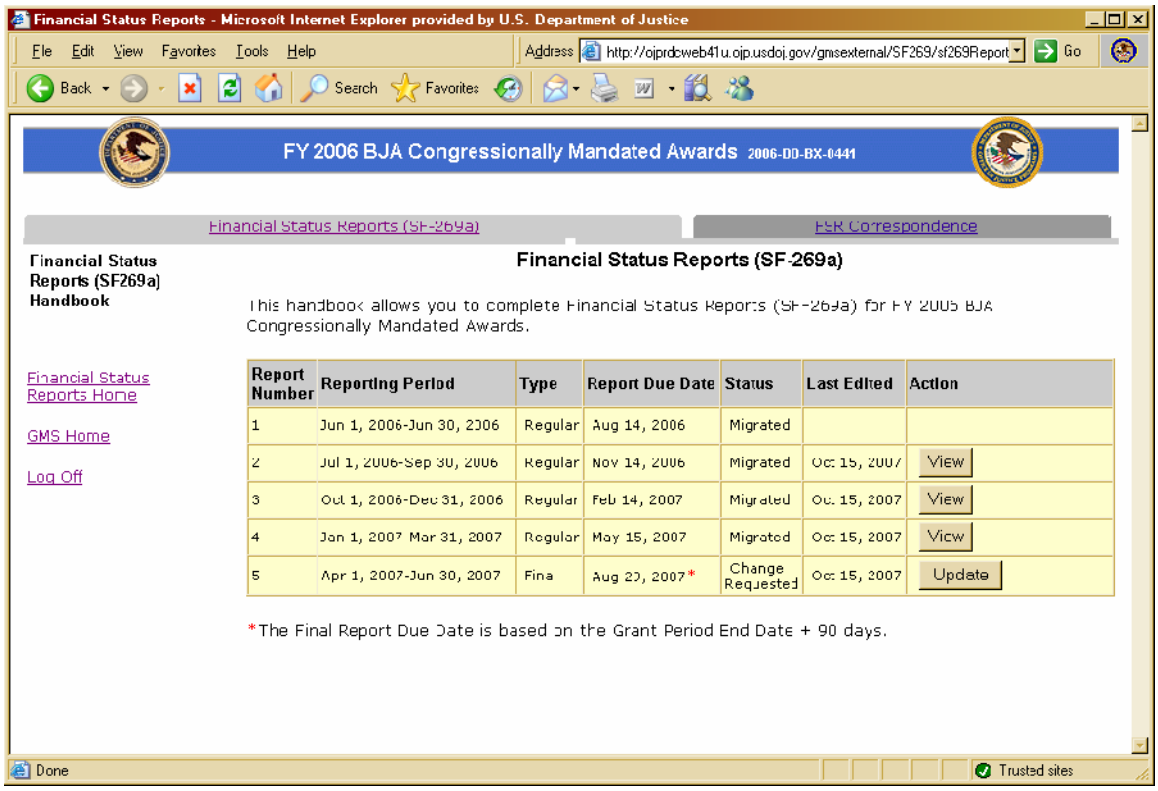
The system will display a confirmation screen notifying the user that their Financial Status Report has been successfully submitted.

Change Requested Reports

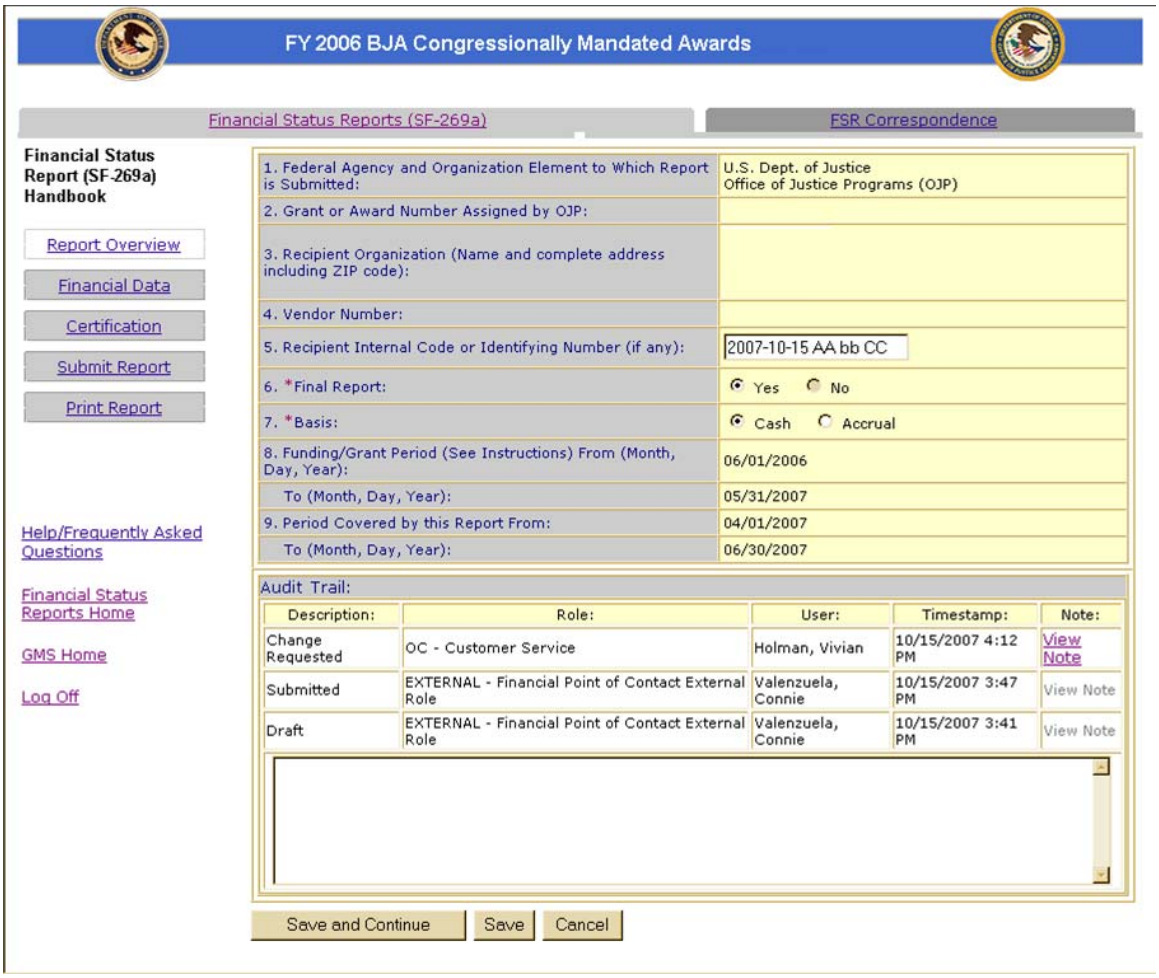
When a final Financial Status Report has been approved, the Financial Point of Contact will receive an email from the Grants Management System alerting them. This email will tell the grantee that the final report they submitted has been sent back to them and is need of editing.



The user will log into the system and navigate to the Awards Home page. On this page will be a list of all of the awards that the user is responsible for as the Financial Point of Contact. To begin submitting a Financial Status Report (FSR, SF-269a), the user will click on the **Financial Status Reports (SF-269a)** link.



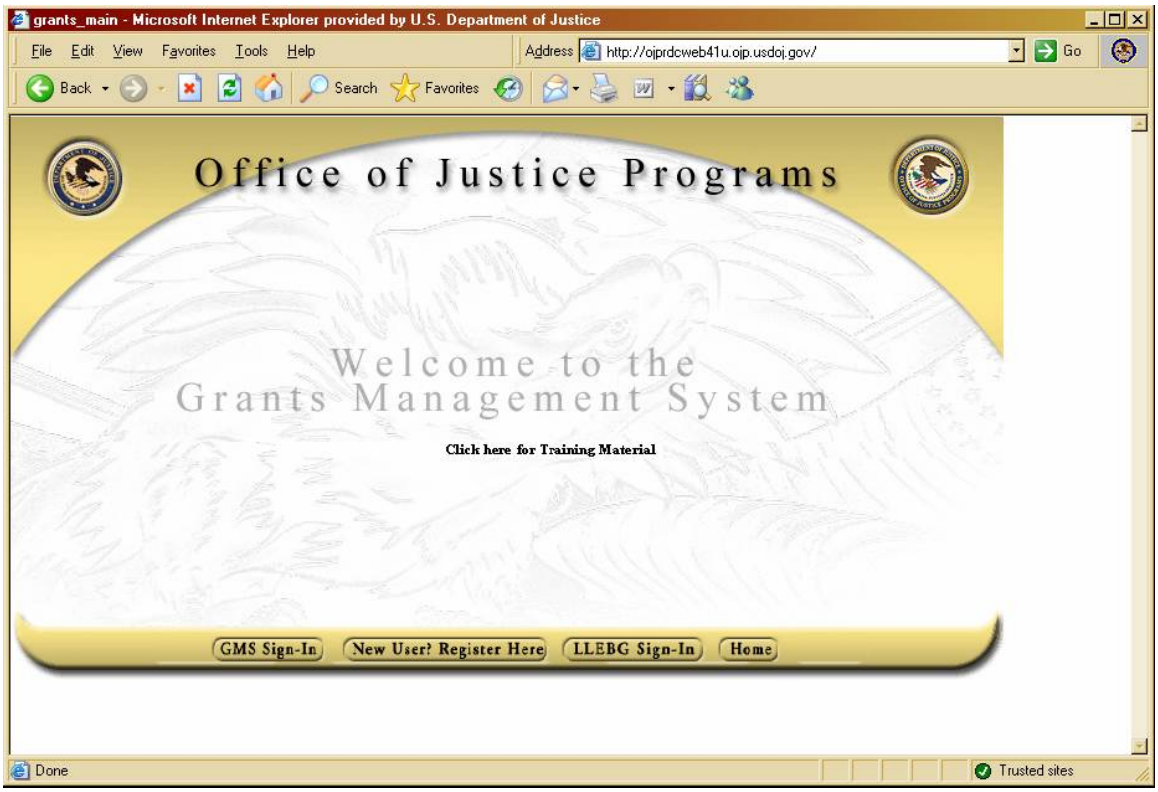
To access and edit the report, the user will click on the **Update** button.



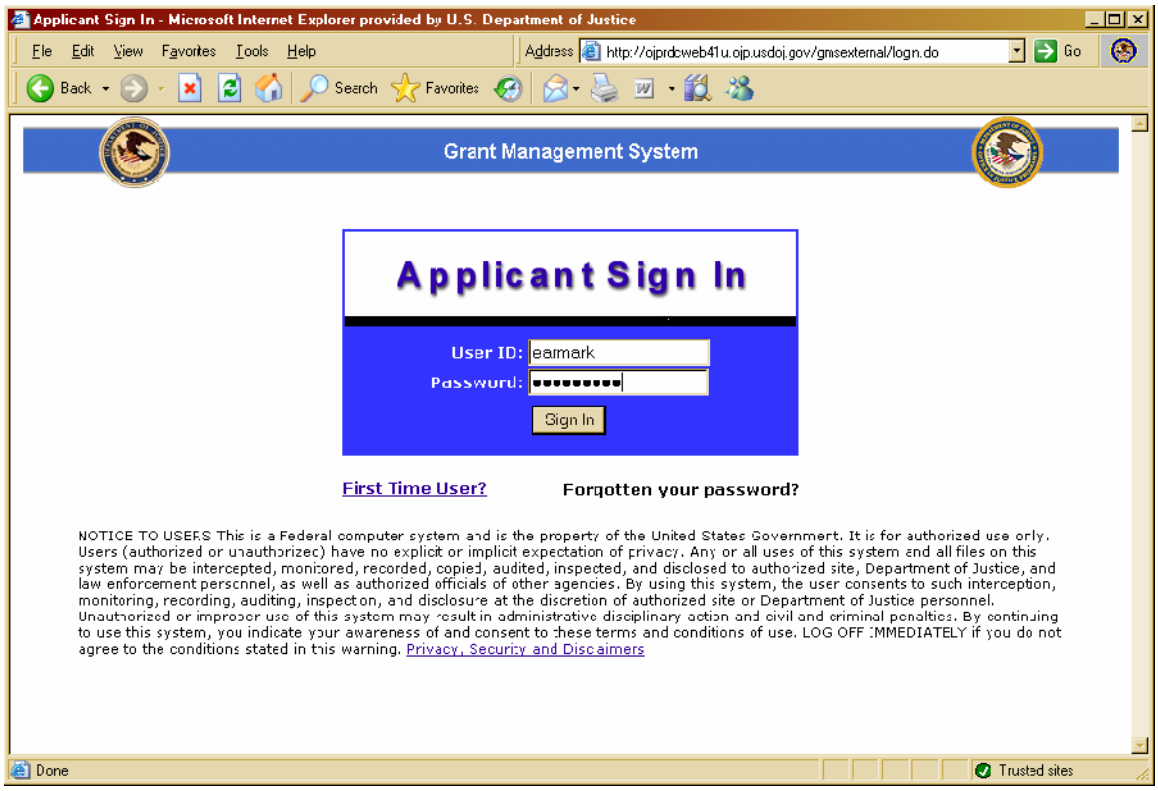
The system will display the Report Overview screen. On this page the user can view the edits that need to be made by going to the Audit Trail section of the report and clicking on the **View Notes** link.

For more information on how to finish filling out the Financial Status Report, go to page 28.

Award Acceptance

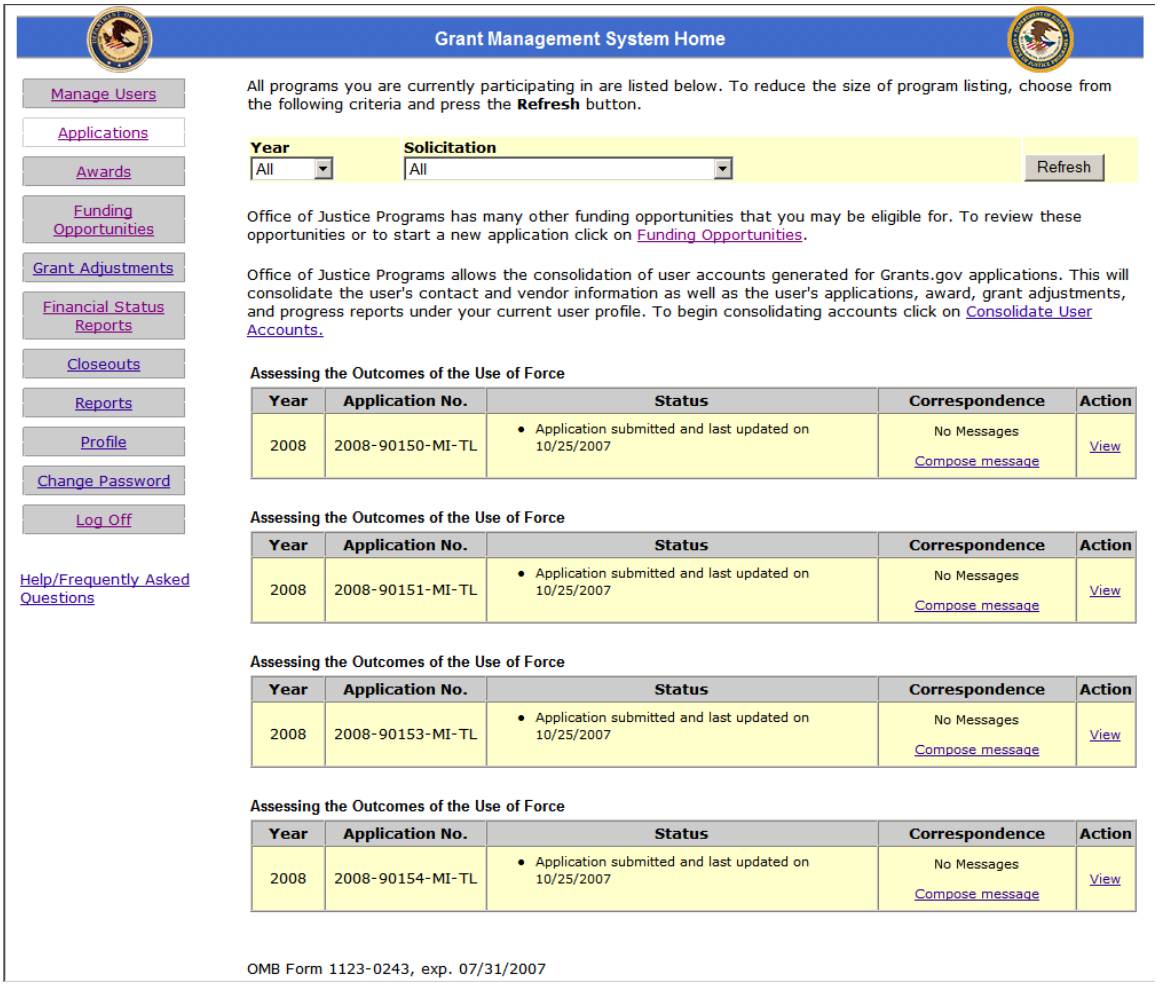


First, the Grantee Point of Contact needs to go to the Office of Justice Programs' (OJP) Grants Management System (GMS) by entering https://grants.ojp.usdoj.gov into their browser's address bar. Once on this page, the grantee will click on the **GMS Sign-In** link to access the system.

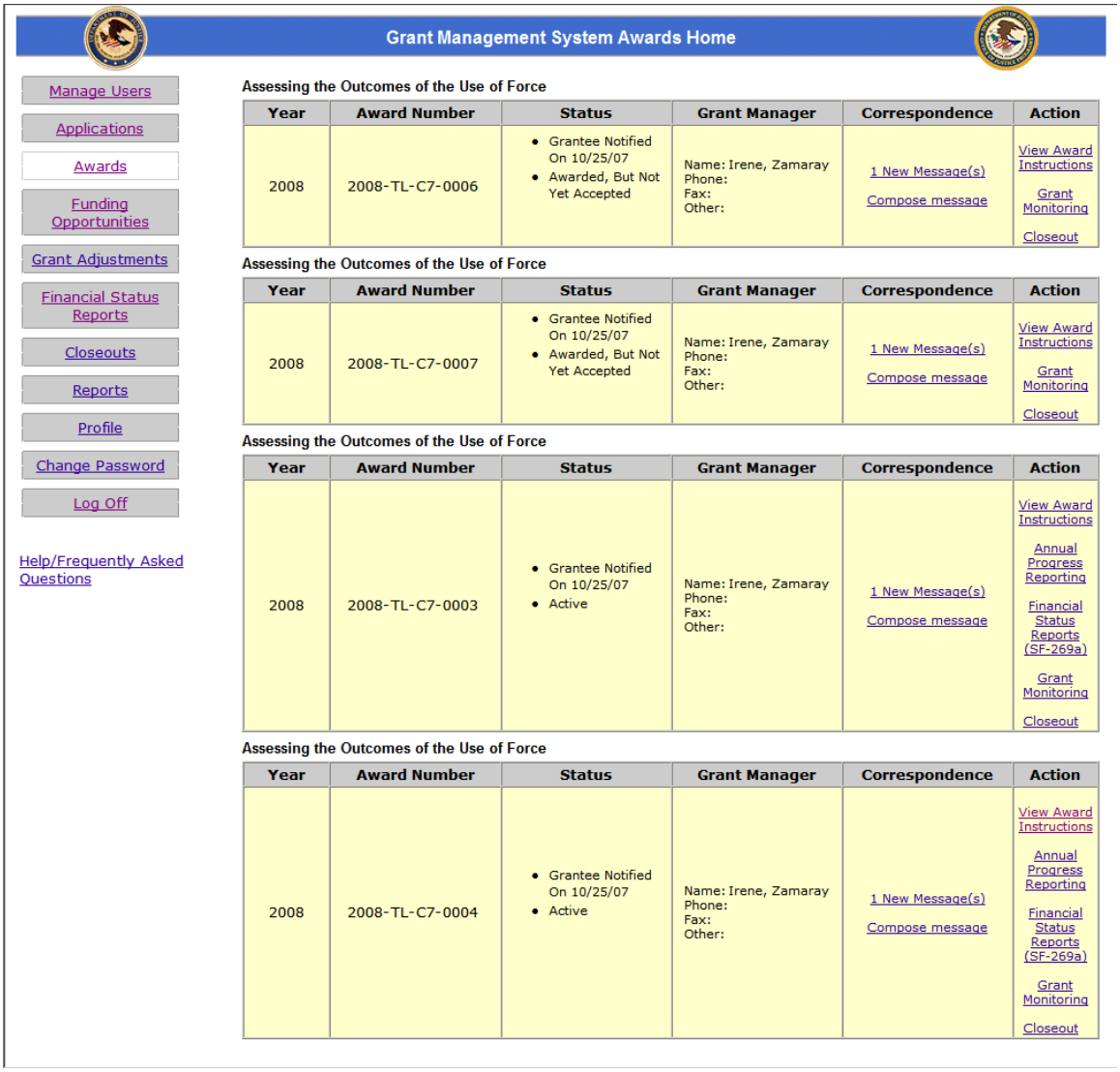


The system will display the Applicant Sign-In screen. The user will enter their assigned User ID & password into the provided fields. The user will then click on the **Sign In** button.

If the user has trouble logging in information, then they should contact the GMS Help Desk at 1-888-549-9901 option 3.



The user will be brought to the Application Home page. This page displays all of the applications that have been submitted using this external account. The user will click on the **Awards** link to be brought to the Awards Home page.



Grant Management System Awards Home

Manage Users
Applications
Awards
Funding Opportunities
Grant Adjustments
Financial Status Reports
Closeouts
Reports
Profile
Change Password
Log Off

Help/Frequently Asked Questions

Assessing the Outcomes of the Use of Force

Year	Award Number	Status	Grant Manager	Correspondence	Action
2008	2008-TL-C7-0006	• Grantee Notified On 10/25/07 • Awarded, But Not Yet Accepted	Name: Irene, Zamaray Phone: Fax: Other:	1 New Message(s) Compose message	View Award Instructions Grant Monitoring Closeout

Assessing the Outcomes of the Use of Force

Year	Award Number	Status	Grant Manager	Correspondence	Action
2008	2008-TL-C7-0007	• Grantee Notified On 10/25/07 • Awarded, But Not Yet Accepted	Name: Irene, Zamaray Phone: Fax: Other:	1 New Message(s) Compose message	View Award Instructions Grant Monitoring Closeout

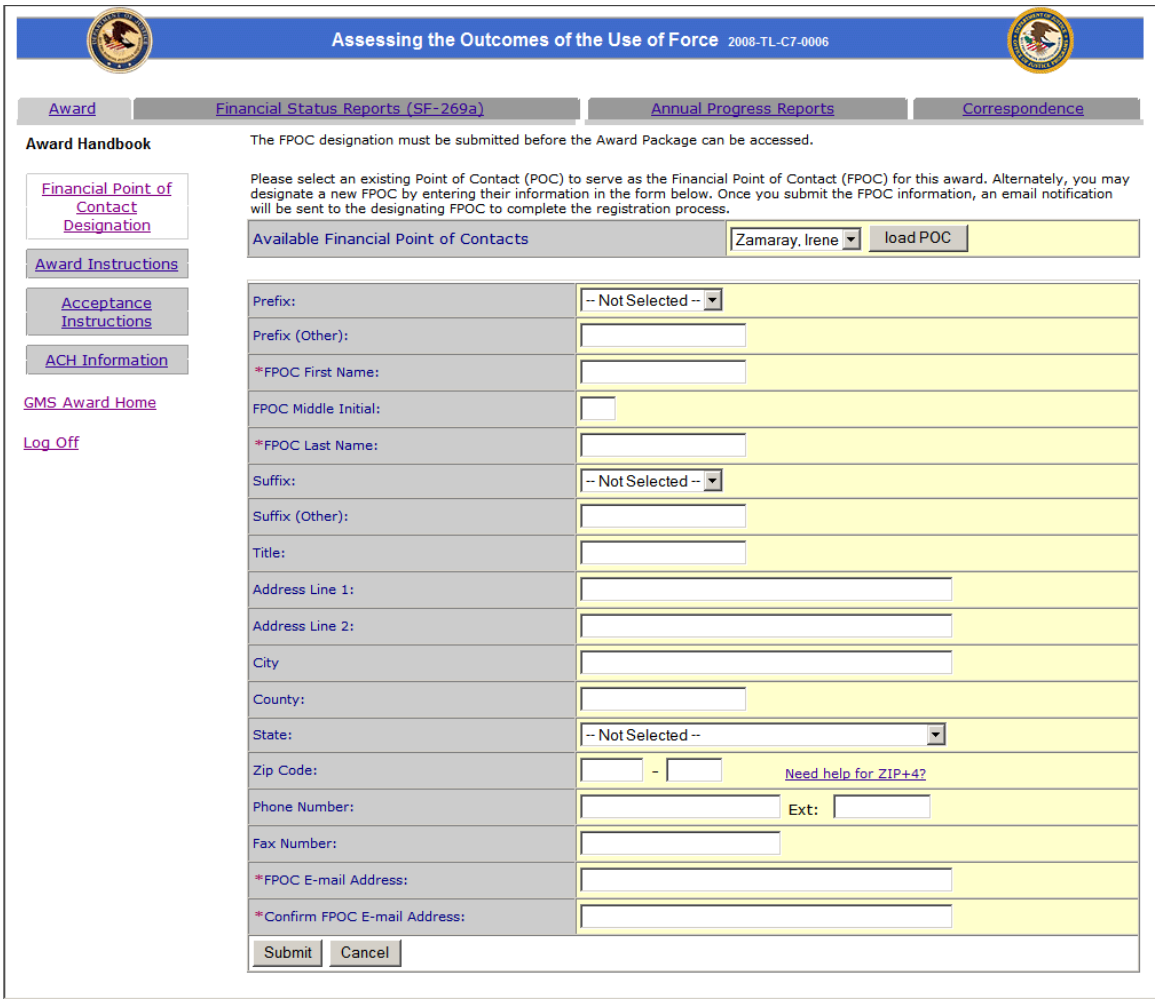
Assessing the Outcomes of the Use of Force

Year	Award Number	Status	Grant Manager	Correspondence	Action
2008	2008-TL-C7-0003	• Grantee Notified On 10/25/07 • Active	Name: Irene, Zamaray Phone: Fax: Other:	1 New Message(s) Compose message	View Award Instructions Annual Progress Reporting Financial Status Reports (SF-269a) Grant Monitoring Closeout

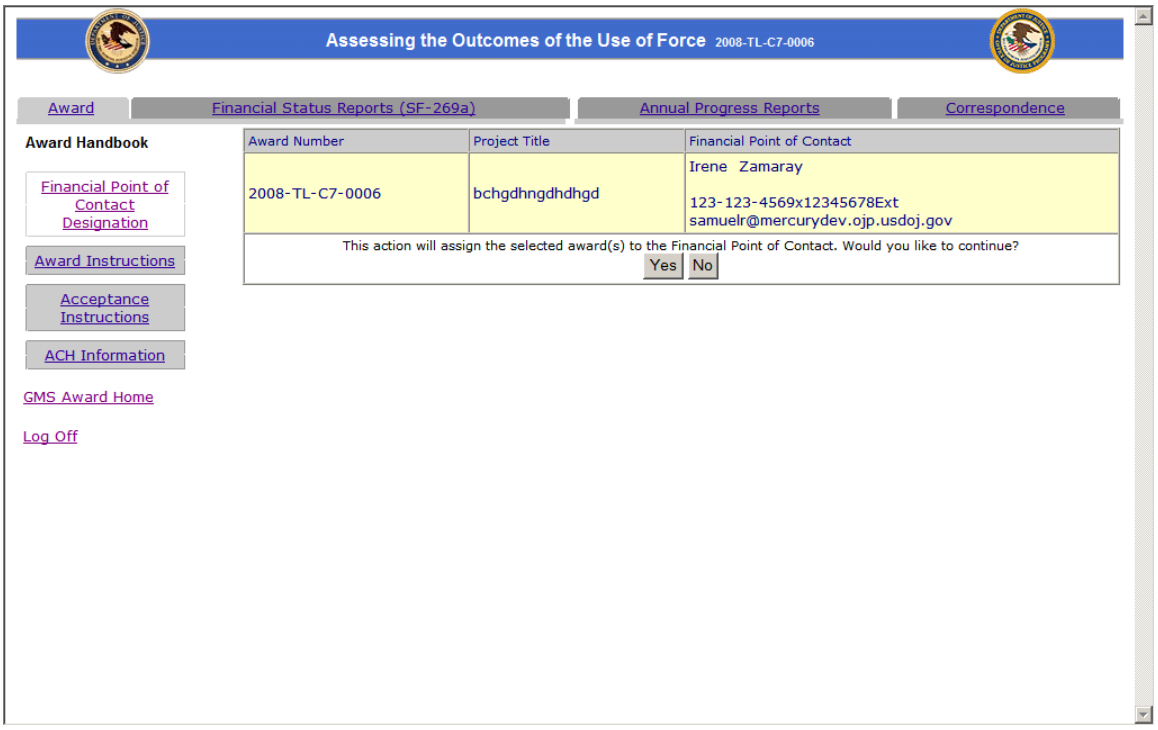
Assessing the Outcomes of the Use of Force

Year	Award Number	Status	Grant Manager	Correspondence	Action
2008	2008-TL-C7-0004	• Grantee Notified On 10/25/07 • Active	Name: Irene, Zamaray Phone: Fax: Other:	1 New Message(s) Compose message	View Award Instructions Annual Progress Reporting Financial Status Reports (SF-269a) Grant Monitoring Closeout

The system will display the Awards Home page. This page displays all of the grants that have been awarded to this external user account. To start the acceptance process, the user will click on the **View Award Instructions** link for the award to be accepted.



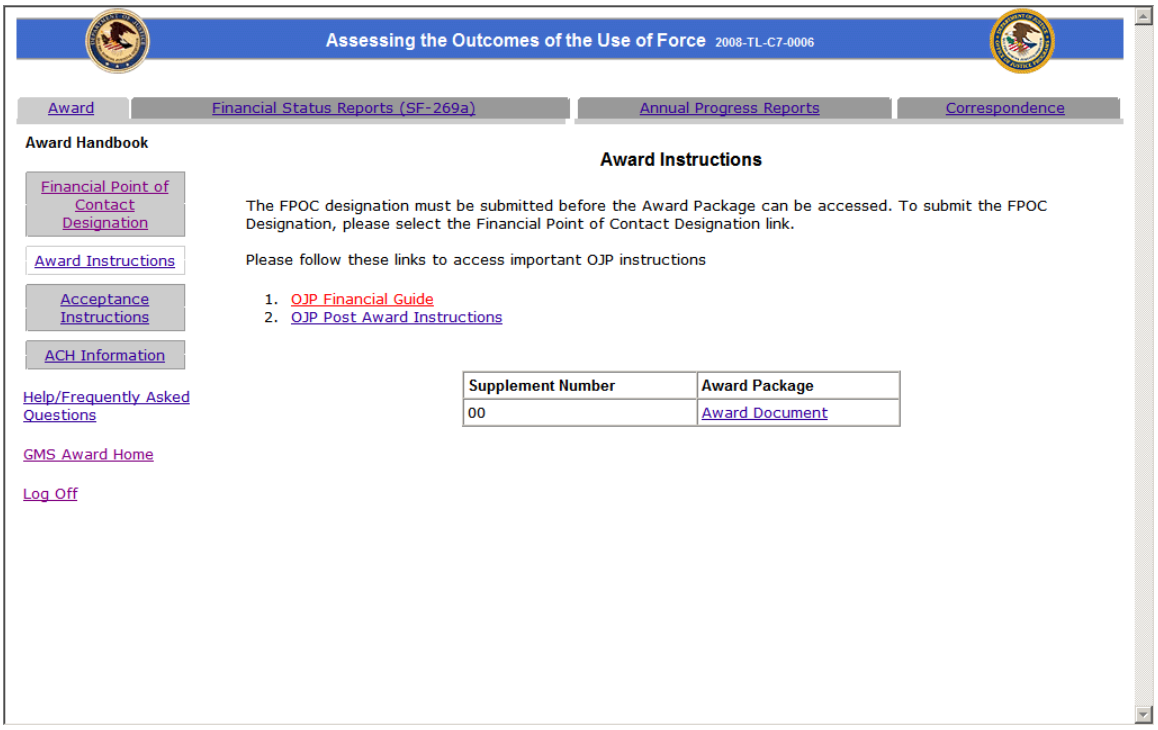
The system will display the Financial Point of Contact Selection screen. This screen allows the user to choose a FPOC for this award. The user has the option of selecting an existing FPOC from the drop down list of existing FPOCs or creating a new contact. If the user chooses to assign and existing FPOC, they will select their name from the drop down list and click on the load POC button. If the user chooses to create a new FPOC, they will fill in the required fields. Once all of the required fields have been filled, the user will click on the **Submit** button.



The system will display a confirmation message that allows the user to review their planned actions. Once the user determines that these action are correct, they will click on the **Yes** button.

If the user clicks on the No button, they will be brought back to the previous screen.

It is important to remember that the registration for the new FPOC must be completed before the award can be accepted. This means that the newly designated FPOC must go into the system to complete their registration then the award document will be viewable.



The system will display the Award Instructions screen. In order to accept the award, the user will click on the **Award Document** link. This will display a pdf copy of the award document which the user will print out, sign, accept ALL special conditions and fax into the control desk at (202) 616-5962 or (202) 353-8475.

Appendix A: Field Descriptions

How to Complete the SF269

1. This box is already pre-polulated with: U.S. Department of Justice, Office of Justice Programs.

3. This is the legal name and current address of the recipient of the award.

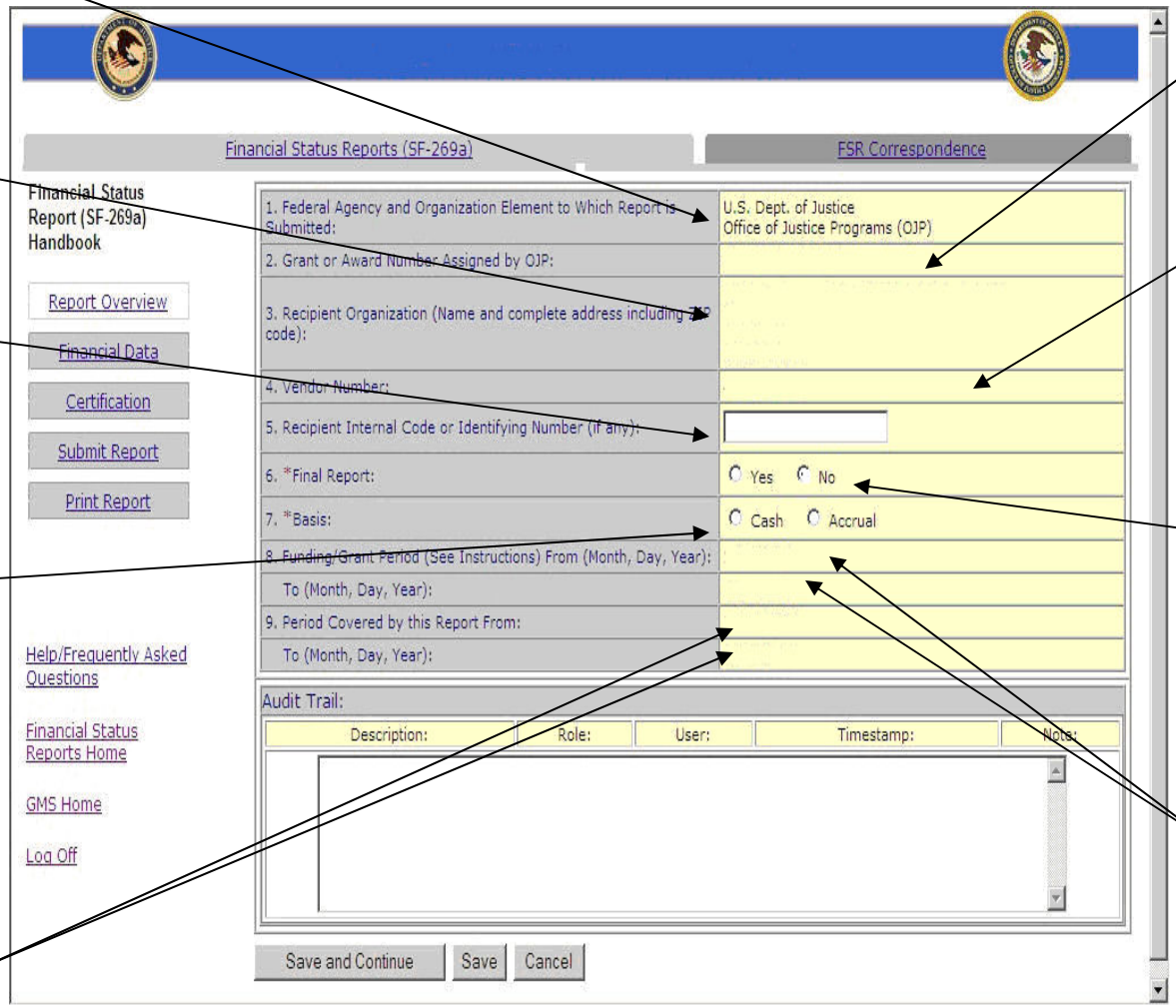
5. This is a number assigned by YOUR agency for tracking purposes. If you do not have a number, leave this box blank.

7. Accrual- Expenses are recorded when the obligation to pay is established, based on the recipients accounting system. *Cash*- Expenses are recorded as they are paid.
Entry Required

9. These are the dates that this SF 269 report is covering. Since the SF 269 is a quarterly report you have four options:

Quarter 1- Jan 1 thru Mar 31
Quarter 2- Apr 1 thru Jun 30
Quarter 3- Jul 1 thru Sep 30
Quarter 4- Oct 1 thru Dec 31

The final report is due 90 days after the end date of the award.



2. This is the award number assigned to you by OJP. Example: 199-FF-MM-1111

4. This is the grant recipient's vendor number. "Vendor numbers are assigned by OJP and are not always the same as your Tax ID Number.

6. "Yes" Should be selected when the grantee has expended all funds related to the grant, all program activity has ended, and all obligations paid. "No" should be selected if this is not your Final Report.
Entry Required

8. Include the beginning and the ending date of your grant. If you have received a supplement or extension the end date should reflect the supplement or extension.

How to Complete the SF269

Previously Reported- This column carries forwarded the cumulative outlays (Column III) reported in the previous quarter. If no outlays have ever been previously reported indicate zeros in this column.

This Period- This column refers to the current reporting quarter.

Cumulative- This column refers to a combination of column I plus column II, and is carried forward to column I in the next quarter.

Note: Recipients who are using a "Cash" Accounting system should complete boxes 10 a, b, c, g, h, and i. A Grant Recipient using an "Accrual" Accounting system should complete boxes a, b, c, d, e, f, g, h, and i.

a. Total Outlays- refers to the sum of the Federal and Recipient share of the project costs.

b. Recipient Share (Match) of Outlays- Refers to the total amount of money the recipient has spent toward the project, if any.

c. Federal Share- Refers to the total amount of Federal grant money spent toward the project.

d. Total Unliquidated Obligations- This refers to total debt that has been obligated for a grant purpose but not yet paid out. i.e.- Purchase Orders/ Vouchers/Accrued Payroll.

11. This section only applies to recipients who have an approved indirect cost rate as part of the approved award budget. If you have been approved refer to your "Negotiated Agreement" for the indirect cost rate.

Financial Status Reports (SF-269a) | FSR Correspondence

Financial Status Report (SF-269a) Handbook

Report Overview
Financial Data
Certification
Submit Report
Print Report

Help/Frequently Asked Questions
Financial Status Reports Home
GMS Home
Log Off

10. Transactions

	I Previously Reported	II This Period	III Cumulative
a. Total outlays:			
b. Recipient share of outlays:		$	
c. Federal share of outlays:		$	
d. Total unliquidated obligations:			
e. Recipient share of unliquidated obligations:			$
f. Federal share of unliquidated obligations:			$
g. Total Federal Share (Sum of lines c and f):			
h. Total Federal funds authorized for this funding period:			
i. Unobligated balance of Federal funds (Line h minus line g):			

11.Indirect Expense

a. Type of Rate:	Select Rate Type
b. Rate:	%
c. Base:	$
d. Total Amount	
e. Federal Share	$

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.

		Program Income	
A. Block/Formula passthrough	$	C. Forfeit	$
B. Federal Funds Subgranted	$	D. Other	$
		E. Expended	$
		F. Unexpended (12C + 12D - 12E	

Save and Continue | Save | Cancel

e. Recipient Share (Match) of Unliquidated Obligations- This refers to debt that the recipient has obligated, but not yet paid out from their share. i.e.- Purchase Orders/Vouchers/Accrued Payroll.

f. Federal Share of Unliquidated Obligations- This refers to the debt that has been obligated from the Federal grant, but not yet paid out. i.e.- Purchase Orders/ Vouchers/Accrued Payroll.

g. Total Federal Share – This figure can be obtained by taking the sum of the lines c and f.

h. Total Federal Funds Authorized for this Funding period- This refers to the Total Amount of your grant including all supplements received and accepted.

i. Unobligated Balance of Federal Funds- This figure can be obtained by subtracting line h from line g. This is the remaining balance on your grant.

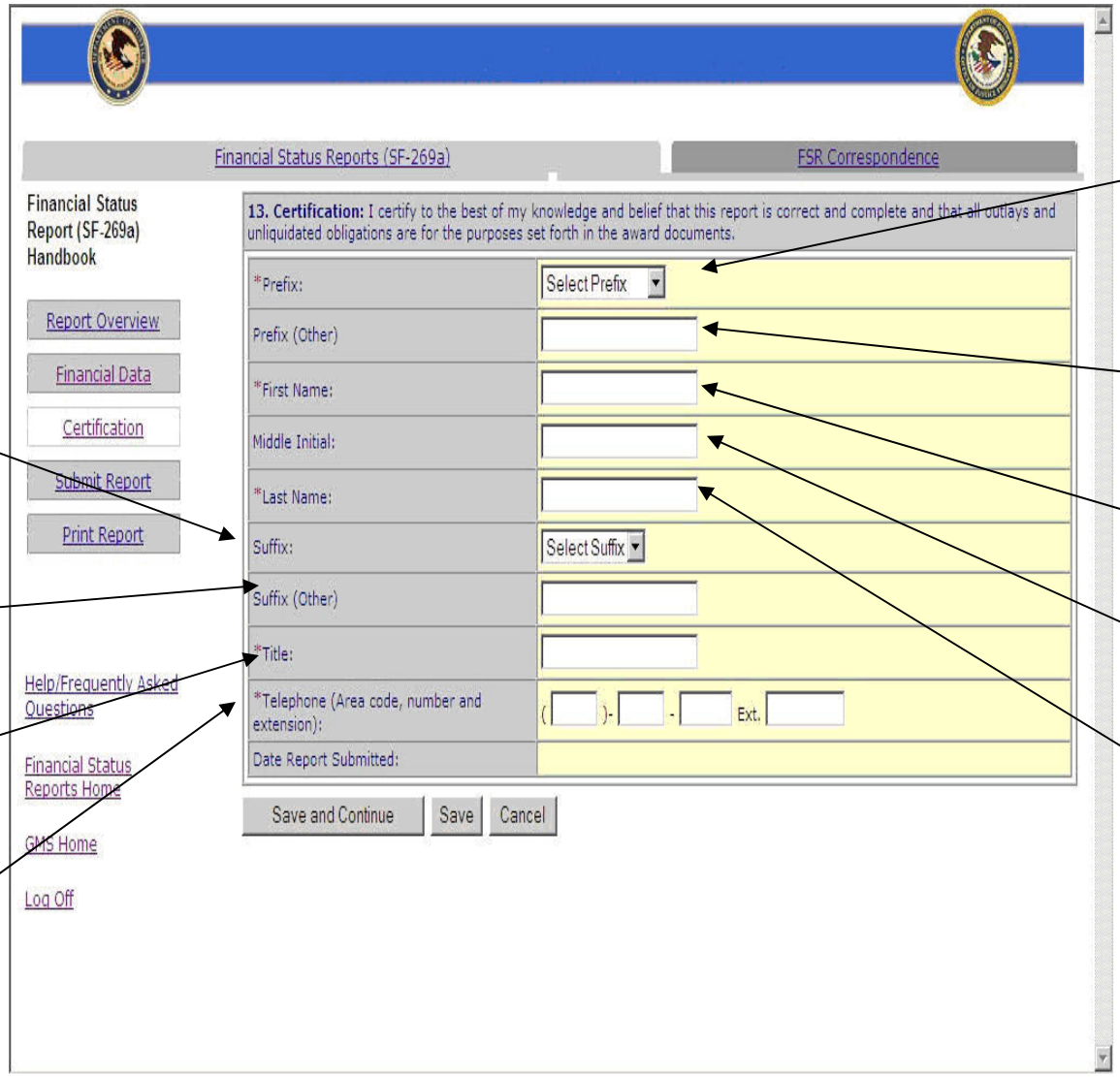
11 A thru E. Line 11 A is the type of rate you're using. From the dropdown box, select Provisional, Predetermined, Final or Fixed. Line 11 B is the indirect cost rate in effect during this current reporting period. Line 11 C is the amount of the base against which the cost rate is applied. Line 11 D is the total amount of indirect costs charged during this current reporting period. Line 11 E is the Federal Government share of the amount reported on line 11 D. Note: If more than one rate was in effect during this report period, attach a schedule showing all applicable rates and amounts for line 11 B through E.

12A. Dollar value of pass-through awards.

12B. Dollar value of all subawards.

12C thru F. Are applicable for Recipients who generate program Income.
(C+D-E=F)
(12A and B *See Page* 2)

How to Complete the SF269



Select from the dropdown box one of the following prefix: Dr, Miss, Mr, Mrs, Ms, The Honorable, Other, Justice, Judge, Mayor , Chairman, Governor, Director, Prof
Entry Required

Enter additional prefix if necessary

Enter your First Name
Entry Required

Enter your Middle Initial

Enter your Last Name
Entry Required

Select suffice if applicable. From the dropdown box, select Jr, Sr, II, III, or Other

Enter additional suffix if necessary

Enter your Title
Entry Required

Enter your Telephone number
Entry Required

Financial Status Report Help is Here!!!

1-800-458-0786