



Office of the Chief Financial Officer
Grant Award and Financial Management Information

Postaward Instructions

March 2011

Postaward Instructions

The following is provided as a tool for the financial administration of awards from the Office of Justice Programs (OJP) and the Office on Violence Against Women (OVW). Forms and other documents illustrating each step are attached.

- **Step 1. Complete Financial Point of Contact Registration**

Notification of award approval is made by e-mail through the OJP Grants Management System (GMS). Once an award has been approved, a notice is sent to the e-mail address of the individual who filed the application, as well as to the authorized grantee official. Before any action can be made on an award, registration must be completed in GMS for at least one Financial Point of Contact (FPOC). Grantees can access GMS at <https://grants.ojp.usdoj.gov> and may use the GMS User Guide, http://www.ojp.usdoj.gov/training/pdfs/gms_userguide.pdf, for instructions on establishing an FPOC. OJP grantees may contact the GMS Helpdesk at 1-888-549-9901 (choose option 3) or GMS.HelpDesk@usdoj.gov and OVW grantees may contact OVW GMS Support at 1-866-655-4482 or OVW.GMSSupport@usdoj.gov for further assistance.

Once the FPOC registration is completed, the grant point of contact may then access the award.

- **Step 2. Review the Award and Special Conditions**

If you agree with the terms and conditions, the award should be printed, reviewed, and signed by the authorized recipient official. The authorized recipient official should also initial each page of special conditions and submit both the signed agreement and initialed special condition pages to the OJP Control Desk or OVW using one of the following methods:

Agency:	OJP	OVW
Fax:	1-866-388-3055 (toll free) 202-354-4081 202-616-5962	202-514-7045
E-mail:	acceptance@usdoj.gov	OVW.Acceptance@usdoj.gov

Note: The FPOC registration must be completed before the acceptance can be processed. Notify your Program Office when special conditions have been met.

If the authorized recipient official has changed, do not alter the preprinted name in box 18 of the Agreement. A grant adjustment notice (GAN) will have to be initiated in GMS to

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notify the Program Office of this change. Grantees have the capability to initiate a GAN by logging into GMS at <https://grants.ojp.usdoj.gov> and selecting the GAN tab. For assistance accessing GMS or initiating the GAN, OJP grantees may contact the GMS Helpdesk at 1-888-549-9901 (choose option 3) or GMS.HelpDesk@usdoj.gov. OVW grantees may contact OVW GMS Support at 1-866-655-4482 or OVW.GMSSupport@usdoj.gov.

Once the GAN is approved by the Program Office, the award should be signed by the new authorized recipient official. The former authorized recipient's name should remain unaltered in box 18. The authorized recipient official should also initial each page of special conditions and return the approved GAN, signed agreement, and initialed special condition pages back to the OJP Control Desk or OVW using one of the following methods:

Agency:	OJP	OVW
Fax:	1-866-388-3055 (toll free) 202-354-4081 202-616-5962	202-514-7045
E-mail:	acceptance@usdoj.gov	OVW.Acceptance@usdoj.gov

Notes: The FPOC registration must be completed before the acceptance can be processed. Notify your Program Office when special conditions have been met. The original signed documents should be maintained by the grantee for presentation in the event of an audit.

Acceptance documents for Community Oriented Policing Services (COPS) and U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) grants should not be sent to OJP or OVW. Please contact COPS at 1-800-421-6770 or DHS/FEMA at 1-866-927-5646 for instructions on the return of their Award documents.

If you do not agree with the terms and conditions of the award as written, contact your Program Office (see the last page of the award entitled "Project Summary" for contact information).

Award acceptance is due within 45 days from the award date. Notify your Program Office if your organization is unable to accept the award within this time. Failure to respond to the award may result in deobligation of funds.

- **Step 3. Read the Guidelines**
Read and become familiar with the OJP *Financial Guide* and related material. The *Financial Guide* is available online at <http://www.ojp.usdoj.gov/financialguide/index.htm>.

- **Step 4. Complete and Return the Automated Clearing House Form**

The Automated Clearing House (ACH) Vendor/Miscellaneous Payment Enrollment Form, located at http://www.ojp.usdoj.gov/funding/forms/ach_vendor.pdf, is used to arrange direct deposit of funds by your organization into a designated checking or savings bank account. ACH deposits are not wire transfers. An ACH form is required for:

- New grantees who have never submitted an ACH form for an OJP or OVW grant.
- Changes to banking information (for example, depositor account or bank routing number or banking institution).
- New grants that are linked to a vendor number for which there is no banking information on file.

Unless banking information has changed, grantees should not submit a new ACH form for a new grant if the grant falls under a vendor number for which there is already banking information on file.

Note: If submitting a new or updated ACH form, please contact the OCFO Customer Service Center at 1-800-458-0786 (choose option 2) to confirm banking information has been updated before proceeding with payment requests.

- **Step 5. Access Payment Using the Grant Payment Request System**

OJP and OVW use the Grant Payment Request System (GPRS) to fulfill payment requests. OJP and OVW grantees must be registered as an FPOC in GMS at <https://grants.ojp.usdoj.gov> before they can register as a drawdown specialist in GPRS.

A COPS grantee may request to be a GPRS drawdown specialist by accessing the GPRS Web site and selecting the option to register. Please note that users must be registered in the COPS Management System (CMS) before they can register as a drawdown specialist in GPRS.

- **Step 6. Fulfill Reporting Requirements**

Reporting requirements must be met during the life of the grant. OJP payment systems will deny requests for funds if reporting requirements are not met on a timely basis.

- **Step 7. Initiate Closeout**

Within 90 days after the end date of the grant, grantees must initiate closeout of the grant in GMS. Grantees should:

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- Submit a Final Progress Report
- Submit a Final Federal Financial Report
- Perform a financial reconciliation. If your reported unobligated balance of Federal funds is more than your draw downs, draw down the difference. If your reported unobligated balance of Federal funds is less than your draw downs, submit a check for the difference to OJP to:

DOJ/Office of Justice Programs
Office of the Chief Financial Officer
ATTN: Accounting Control Branch
810 Seventh Street, NW., Fifth Floor
Washington, DC 20531

OJP and OVW staff will review closeouts in GMS and contact grantees as necessary.

- **Step 8. Review Top 10 Frequently Asked Questions**

A reference sheet is provided containing frequently asked questions and answers.

For information on any financial aspect of OJP awards, contact the OCFO Customer Service Center at **1-800-458-0786** (choose option 2) or ask.ocfo@usdoj.gov.

The Customer Service Center staff is available Monday through Friday, from 8:30 a.m. to 6 p.m. eastern standard time (EST) to assist you.

For information on any financial aspect of OVW awards, contact the OVW Grants Financial Management Division at **1-888-514-8556** or OVW.GFMD@usdoj.gov. The Grants Financial Management Division staff is available Monday through Friday, from 8 a.m. to 4 p.m. EST to assist you.

**Office of the Chief Financial Officer
Postaward Instructions**

STEP 1 – Complete Financial Point of Contact Registration

Awards are processed through the OJP Grants Management System (GMS). Grantees are notified by e-mail through GMS when awards are released. Paper copies of awards are not mailed to award recipients. When you receive an e-mail notification announcing award of a grant, go to GMS to assign a Financial Point of Contact (FPOC). You will not be able to access the award until registration for at least one FPOC is complete.

You may access GMS at:

<https://grants.ojp.usdoj.gov>

You can find instructions on assigning, registering, and approving an FPOC at:

http://www.ojp.usdoj.gov/training/pdfs/gms_userguide.pdf

OJP grantees may contact the GMS Helpdesk at 1-888-549-9901
(choose option 3) or GMS.HelpDesk@usdoj.gov

OVW grantees may contact OVW GMS Support at 1-866-655-4482 or
OVW.GMSSupport@usdoj.gov.

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**Office of the Chief Financial Officer
Postaward Instructions**

STEP 2 - Review Award and Special Conditions

Once a Financial Point of Contact (FPOC) completes registration (see step 1), you will be able to view and print the award online.

Following are sample pages from GMS of the award and special conditions pages that award recipients will need to print, sign, and return to OJP or OVW to accept the award.

If you agree with the terms and conditions, print the award. The authorized recipient official must sign and date the agreement and initial the special conditions and submit both the signed agreement and initialed special condition pages to the OJP Control Desk or OVW using one of the following methods:

Agency:	OJP	OVW
Fax:	1-866-388-3055 (toll free) 202-354-4081 202-616-5962	202-514-7045
E-mail:	acceptance@usdoj.gov	OVW.Acceptance@usdoj.gov

The Grant Point of Contact must approve an FPOC before an accepted award can be entered in the system.

If the authorized recipient official has changed, do not alter the preprinted name in box 18 of the Award. A grant adjustment notice (GAN) will have to be initiated in GMS to notify the Program Office of this change. Grantees have the capability to initiate a GAN by logging into GMS at <https://grants.ojp.usdoj.gov> and selecting the GAN tab. For assistance accessing GMS or initiating the GAN, OJP grantees may contact the GMS Helpdesk at 1-888-549-9901 (choose option 3) or via e-mail at GMS.HelpDesk@usdoj.gov. OVW grantees may contact OVW GMS Support at 1-866-655-4482 or OVW.GMSSupport@usdoj.gov. Once the GAN is approved by the Program Office, the agreement should be signed by the new authorized recipient official. The former authorized recipient's name should remain unaltered in box 18. The authorized recipient official should also initial each page of special conditions and return the approved GAN, signed

agreement and initialed special condition pages back to the OJP Control Desk or OVW using one of the following methods:

Agency:	OJP	OVW
Fax:	1-866-388-3055 (toll free) 202-354-4081 202-616-5962	202-514-7045
E-mail:	acceptance@usdoj.gov	OVW.Acceptance@usdoj.gov

Notify your Program Office when special conditions have been met.

Note: The original signed documents should be maintained by the grantee for presentation in the event of an audit.

Acceptance documents for Community Oriented Policing Services (COPS) and U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) grants should not be sent to OJP or OVW. Please contact COPS at 1-800-421-6770 or DHS at 1-866-927-5646 for instructions on the return of their award documents.

If you do not agree with the terms and conditions, contact the awarding Program Office as noted in the award package to decline, withdraw, or request modification.

You have 45 days from the award date to accept the award. Notify your Program Office if your organization is unable to accept the award within this time. Failure to accept within 45 days may result in deobligation of funds.

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Office of Justice Programs
<OJP Program Office>

Grant

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1. RECIPIENT NAME AND ADDRESS (Including Zip Code) <Grantee County> <Grantee Address> <City, State, Zip>		4. AWARD NUMBER: 2005-XX-XX-1234	
		5. PROJECT PERIOD: FROM mm/dd/yyyy TO mm/dd/yyyy BUDGET PERIOD: FROM mm/dd/yyyy TO mm/dd/yyyy	
1A. GRANTEE IRS/VENDOR NO. xxxxxxxxxx		6. AWARD DATE mm/dd/yyyy	7. ACTION Initial
		8. SUPPLEMENT NUMBER	
		9. PREVIOUS AWARD AMOUNT	\$ 0
3. PROJECT TITLE <Project Title>		10. AMOUNT OF THIS AWARD	\$ xxx
		11. TOTAL AWARD	\$ xxx
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR		<h1>Sample</h1>	
15. METHOD OF PAYMENT PAPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Chief Administrative Officer	
17. SIGNATURE OF APPROVING OFFICIAL		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL	19A. DATE
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT x B xxx 00 00 00 xxx		21. VT05U00005	

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)

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**AWARD CONTINUATION
SHEET
Grant**

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PROJECT NUMBER 2005-__-__-__

AWARD DATE mm/dd/yyyy

SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, as further described in the current edition of the OJP Financial Guide, Chapter 19.
4. Recipient understands that any change in the terms of the award, including but not limited to the addition, deletion, or modification of any condition, requires the recipient to obtain the prior written approval of the Office of Justice Programs (OJP) without the recipient's knowledge.
5. The recipient further certifies that it will not use grant funds to pay for the salary or honoraria of any individual in the category of personnel who are not authorized to be paid by OJP or any other federal agency.
6. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
7. The applicant budget is pending review or approval. The recipient may not obligate, expend or draw down any grant funds until the Office of the Comptroller, Office of Justice Programs has issued clearance of the application budget and budget narrative, and a Grant Adjustment Notice has been issued removing this special condition.
8. Recipient may not obligate, expend or drawdown funds until the Office of Justice Programs (OJP) has reviewed and approved the Program Narrative portion of the application and has issued a Grant Adjustment Notice (GAN) informing the recipient of the approval.
9. Recipient certifies that it does not promote, support, or advocate the legalization or practice of prostitution, nor will it use grant funds or program match funds to promote, support, or advocate the legalization or practice of prostitution.

Sample

**Office of the Chief Financial Officer
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STEP 3 - Read the Guidelines

There are Office of Management and Budget (OMB) Circulars and Common Rules and other important information you will need to know for the administration of your award. The most up-to-date versions of these documents are available through the Internet, as noted:

For OMB Circulars, go to
<http://www.whitehouse.gov/omb/grants/index.html>

For the Code of Federal Regulations, go to
<http://www.gpoaccess.gov/cfr/index.html>

For the current OJP *Financial Guide*, go to
<http://www.ojp.usdoj.gov/financialguide/index.htm>

OJP grantees with questions concerning the content of the *Financial Guide* may contact:

**Office of Justice Programs
Office of the Chief Financial Officer
Customer Service Center
1-800-458-0786 (choose option 2)
or
ask.ocfo@usdoj.gov**

OVW grantees with questions concerning the content of the *Financial Guide* may contact:

**Office of Violence Against Women
Grants Financial Management Division
1-888-514-8556
or
ovw.gfmd@usdoj.gov**

OMB Circulars and Common Rules For Grant Management

Administrative requirements for all Federal award recipients are contained in governmentwide common rules.

OMB Circular A-110 “Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals and Other Non-Profit Organizations,” (codified at 28 CFR Part 70).
<http://www.whitehouse.gov/omb/circulars/a110/a110.html>

“Governmentwide Debarment and Suspension (Nonprocurement), and Requirements for Drug-Free Workplace (Grants); Rules (Final and Interim Final),” (codified at 28 CFR Part 67).
<http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2004/031126.pdf>

New Restrictions on Lobbying,” (codified at 28 CFR Part 69).

Additionally, if you are a:	You are subject to the following rules:
College or University	OMB Circular A-21: “Cost Principles for Educational Institutions,” (codified at 28 CFR Part 66, by reference). http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html
State, Local, Indian Tribal, and U.S. Territory Government	OMB Circular A-87: “Cost Principles for State, Local, and Indian Tribal Governments,” (codified at 28 CFR Part 66, by reference). http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html
Nonprofit Organization	OMB Circular A-122: “Cost Principles for Nonprofit Organizations,” (codified at 28 CFR Part 66, by reference). http://www.whitehouse.gov/omb/circulars/a122/a122_2004.html
For-Profit Organization	48 CFR 31.2: “Contracts With Commercial Organizations”
Hospital	45 CFR 74, Appendix E: “Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts with Hospitals”

Common Rules are contained in:

OMB Circular A-102 “Grants and Cooperative Agreements with State and Local Governments,” (codified at CFR Part 66).
http://www.whitehouse.gov/omb/circulars_a102/

Audit Requirements:

OMB Circular A-133 “Audits of States, Local Governments, and Nonprofit Institutions,” (codified at CFR Part 66 and Part 70).
http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf

**Office of the Chief Financial Officer
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STEP 4 - Complete and Return the ACH Form

In accordance with the Debt Collection Improvement Act of 1996, payments by OJP, OCFO, are electronically deposited to recipient accounts by the U.S. Department of the Treasury through the Automated Clearing House (ACH) form.

The ACH form (ACH Vendor/Miscellaneous Payment Enrollment Form, SF 3881), located at http://www.ojp.usdoj.gov/funding/forms/ach_vendor.pdf, is used to establish direct deposit with the preferred financial institution used by your organization. An ACH form is required for:

- New grantees who have never submitted an ACH form for an OJP grant.
- Changes to banking information (for example, depositor account or bank routing number or banking institution).
- New grants that are linked to a vendor number for which there is no banking information on file.

Unless banking information has changed, grantees should not submit a new ACH form for a new grant if the grant falls under a vendor number for which there is already banking information on file.

Note: If submitting a new or updated ACH form, please contact the OCFO Customer Service Center at 1-800-458-0786 (option 2) to confirm banking information has been updated before proceeding with payment requests.

If you have accepted the terms and conditions specified in your award, the attached ACH form must be completed and signed by your preferred financial institution. **Send the ORIGINAL** ACH form (i.e., the ACH form containing the original signature of the bank representative) via courier service (e.g., Federal Express, UPS, etc.) to:

**Office of Justice Programs
Office of the Chief Financial Officer
Attn: Control Desk-ACH
810 Seventh Street, NW., Fifth Floor
Washington, DC 20001**

Note: Submit the original form only. Electronic transmissions or copies of the original form will not be accepted. **The ACH form must be processed before draw down or request for funds.**

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STEP 5 - Access Payment Using the Grant Payment Request System (GPRS)

Payments by OJP, Office of the Chief Financial Officer (OCFO), are electronically deposited to the recipient's account by the U.S. Department of the Treasury using banking information provided on the Automated Clearing House (ACH) form. Before attempting to access payment, an ACH form must be submitted. For ACH instructions, see Step 4.

Grantees and vendors can access GPRS at <https://grants.ojp.usdoj.gov/gprs>.

OJP/OVW Registration Process for GPRS

OJP and OVW grantees must be registered as FPOCs in GMS at <https://grants.ojp.usdoj.gov> before they can register as a drawdown specialist in GPRS.

All grantees with accounts in GPRS will have the role of drawdown specialist. A grantee who is a GMS FPOC may request to be a GPRS drawdown specialist by accessing the GPRS Web site and selecting the option to self-register. After requesting to register, a confirmation e-mail is sent to the grant point of contact (GPOC) and FPOC for the award(s) with notification that the FPOC has been granted access to GPRS as a drawdown specialist. The confirmation e-mail is sent the same day the registration request is made. Once the confirmation e-mail is sent, the drawdown specialist will be granted access to GPRS. Once access is granted, the FPOC will use its GMS FPOC user identification (ID) and password to log into GPRS.

COPS Registration Process for GPRS

COPS grantees with accounts in GPRS have the role of drawdown specialist. A COPS grantee may request to be a GPRS drawdown specialist by accessing the GPRS Web site and selecting the option to self-register.

Note: Registration must be completed in the COPS Management System (CMS) before a user can self-register as a drawdown specialist in GPRS.

After requesting to register, the COPS Response Center will approve the request. After the request is approved, a confirmation e-mail is sent to the FPOC with notification that the FPOC has been granted access to GPRS as a drawdown specialist. The confirmation e-mail is sent the same day the registration request is made. Once the confirmation e-mail is sent, the drawdown specialist will be granted access to GPRS. Once access is granted, the FPOC will use the user ID entered during the self-registration process and a temporary password (sent in the confirmation e-mail) to log into GPRS.

Note to COPS users with OJP or OVW grants: The user ID entered during registration must be unique and is not the same as a GMS User ID. Please contact the COPS Response Center at 1-800-421-6770 for more registration information.

Note: Important Banking Information

All funds will be electronically disbursed by the U.S. Department of the Treasury to the grantee's designated financial institution for deposit into its bank account. For this reason, grantees must ensure that they complete and return the *original* ACH banking information form (entitled ACH Vendor/Miscellaneous Payment Enrollment Form). The original ACH form must bear the original signature of the authorized bank official.

Payments are not processed by OJP during the last 4 business days of each month.

For more information about payments or GPRS, contact the OCFO Customer Service Center at 1-800-458-0786 (choose option 2) or e-mail ask.ocfo@usdoj.gov.

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STEP 6 – Fulfill Reporting Requirements

Reporting requirements must be met during the life of the grant. A full explanation of these requirements can be found in the OJP *Financial Guide*, which may be accessed at <http://www.ojp.usdoj.gov/financialguide/index.htm>. Also check special conditions on awards for additional reporting requirements. GPRS (see Step 5) will not permit access to funds if financial reporting is delinquent.

The following information concerns:

- Single Audit Reports
- Categorical Progress Reports
- Federal Financial Reports

Single Audit Reports

A special condition may be included with your award that details reporting requirements for audit reports. Please review and comply with that special condition. There is no form for submission of audit reports; however, a transmittal letter is needed. Information about the letter and the rules for single audits may be found in the OJP *Financial Guide* under Part III, Postaward Requirements, Chapter 19: Audit Requirements and in OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations.

The submission of audit reports for all grantees shall be as follows:

- **State and Local Governments, Institutions of Higher Education, and Nonprofit Institutions.** Completed audit reports for fiscal years earlier than 2007 should be mailed to the Federal Audit Clearinghouse, Bureau of Census, 1201 East 10th Street, Jeffersonville, IN 47132. Completed audit reports for fiscal years 2008 and later should be submitted on the Federal Audit Clearinghouse's Web site at <http://harvester.census.gov/sac>. **Do NOT submit your audit reports to OJP unless specifically requested.**
- **Commercial Organizations and Individuals.** One copy of all audit reports should be mailed to Office of Justice Programs, Office of the Chief Financial Officer, ATTN: Control Desk, 810 Seventh Street NW., Room 5303, Washington, DC 20531.

Categorical Assistance Progress Reports

Reporting on the progress of the grant program is required. Some grants may require an annual submission of progress report information. Most programs require semiannual reporting. Reporting requirements are specified in the grant solicitation and in the special conditions specified in the award. Progress Reports must be submitted via GMS. OJP grantees may contact the GMS Helpdesk at 1-888-549-9901 (choose option 3) or GMS.HelpDesk@usdoj.gov and OVW grantees may contact OVW GMS Support at 1-866-655-4482 or OVW.GMSSupport@usdoj.gov for assistance with submissions. Questions concerning progress reporting should be directed to the Program Manager for the award.

Semiannual reports are due:

Reporting period:
January 1–June 30
July 1–December 31

Due no later than:
July 30
January 30

The final Progress Report is due 90 days after the grant end date.

Quarterly Federal Financial Reports (SF-425)

This report (also called FFR) is used to track actual expenditures and unliquidated obligations.

OJP and OVW grantees are required to file the SF-425 quarterly via GMS at <https://grants.ojp.usdoj.gov>.

COPS grantees are required to submit quarterly SF-425 reports on the COPS Web site at <http://www.cops.usdoj.gov>. For assistance accessing the system or completing the SF-425, contact the COPS Resource Center at 1-800-421-6670.

The schedule for submitting the SF-425 is as follows:

<u>Reporting quarter:</u>	<u>Due not later than:</u>
January 1–March 31	April 30
April 1–June 30	July 30
July 1–September 30	October 30
October 1–December 31	January 30

The final SF-425 is due 90 days after the grant end date.

Filing the SF-425 online. OJP and OVW grantees are required to designate and approve at least one FPOC in GMS before they can file the SF-425. An FPOC must be registered and approved by the Grant Point of Contact through GMS at <https://grants.ojp.usdoj.gov>. Instructions on assigning, registering, and approving an FPOC are available at http://www.ojp.usdoj.gov/training/pdfs/gms_userguide.pdf

OJP grantees may contact the GMS Helpdesk by phone at 1-888-549-9901 (choose option 3) or by e-mail at GMS.HelpDesk@usdoj.gov and OVW grantees may contact OVW GMS Support at 1-866-655-4482 or OVW.GMSSupport@usdoj.gov for help in accessing or using GMS.

**Office of the Chief Financial Officer
Postaward Instructions**

STEP 7 – Initiate Closeout

Within 90 days after the end date of the grant, grantees must initiate closeout of the grant in GMS.

Grantees should:

- Submit a Final Progress Report
- Submit a Final Federal Financial Report
- Perform a financial reconciliation. If your reported unobligated balance of Federal funds is more than your draw downs, draw down the difference. If your reported unobligated balance of Federal funds is less than your draw downs, submit a check for the difference to OJP to:

DOJ/Office of Justice Programs
Office of the Chief Financial Officer
ATTN: Accounting Control Branch
810 Seventh Street, NW. – Fifth Floor
Washington, DC 20531

Staff will review grants submitted for closeout in GMS and contact grantees as necessary to complete closeout.

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STEP 8 – Review Top 10 Frequently Asked Questions

1. How will I know that my application has been approved?

If you are the person who applied for the award or the authorized official of the organization named in the application, you will receive an e-mail notifying you of your award. Once registration of at least one Financial Point of Contact (FPOC) is completed in the Grants Management System (GMS), you may access the award by clicking on the “Awards” tab. For instructions on registering an FPOC, see http://www.ojp.usdoj.gov/training/pdfs/gms_userguide.pdf.

2. Who do I contact for assistance in using the Grants Management System?

Agency:	OJP	OVW
Help Desk:	GMS Help Desk	OVW GMS Support
Time:	7 a.m. to 9 p.m. eastern standard time (EST)	8 a.m. to 4 p.m. EST
Phone:	1-888-549-9901 (choose option 3)	1-866-655-4482
E-mail:	GMS.HelpDesk@usdoj.gov	OVW.GMSSupport@usdoj.gov

3. How do I accept my award?

If you are the person who applied for the award or the authorized official of the organization named in the application, you will receive an e-mail notifying you of your award. Once registration of at least one FPOC is completed in GMS, you may access the award by clicking on the “Awards” tab. For instructions on registering an FPOC, see http://www.ojp.usdoj.gov/training/pdfs/gms_userguide.pdf

Print and read the award and special conditions right away. **If you accept** the terms and conditions of the award, have your authorized recipient official **sign** a copy of the award and initial the Special Condition pages and submit both the signed agreement and initialed Special Condition pages to the OJP Control Desk or OVW.

Note: The signature in box 19 should be the same as the preprinted name in box 18. If the authorized recipient official has changed, do not alter the preprinted name in box 18. A grant adjustment notice (GAN) will have to be initiated in GMS notifying your Program Office of this change. Once the Program Office approves the GAN, print it out, have the new authorized

recipient official sign in box 19 and initial every page with special conditions. The documents should be submitted using one of the following methods:

Agency:	OJP	OVW
Fax:	1-866-388-3055 (toll free) 202-354-4081 202-616-5962	202-514-7045
E-mail:	acceptance@usdoj.gov	OVW.Acceptance@usdoj.gov

Note: OJP will not disburse funds unless the award is submitted correctly.

The original signed documents should be maintained by the grantee for presentation in the event of an audit.

Note: Acceptance documents for Community Oriented Policing Services (COPS) or U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency grants should not be sent to OJP or OVW. Please contact COPS at 1-800-421-6770 or DHS at 1-866-927-5646 for instructions on the return of their acceptance documents.

If you do not accept the terms/conditions, contact the OJP Program Office noted in the award letter immediately.

4. How do I obtain payment?

Award recipients should first submit a completed original Automated Clearing House (ACH) form with the original signature of the bank representative via courier (Federal Express, UPS, etc.) to the following address:

Office of Justice Programs
Office of the Chief Financial Officer
Attn: Control Desk
810 Seventh Street, NW., Fifth Floor
Washington, DC 20001

Note: If submitting a new or updated ACH form, please contact the OCFO Customer Service Center at 1-800-458-0786 (choose option 2) to confirm banking information has been updated before proceeding with payment requests.

Once the ACH form has been received and verified by OCFO, you may request funds (“draw down”) using OJP’s Grant Payment Request System (GPRS). Grantees and vendors can access GPRS at <https://grants.ojp.usdoj.gov/gprs>.

Upon successful completion of a draw down, funds will be electronically deposited into an account designated by the grantee on the ACH form.

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5. How can I access GPRS?

OJP and OVW grantees must be registered as an FPOC in GMS at <https://grants.ojp.usdoj.gov> before they can register as a drawdown specialist in GPRS.

COPS grantees must be registered as a user in the COPS Management System (CMS) before they can register as a drawdown specialist in GPRS.

Once registered in GMS or CMS grantees may request to be a GPRS drawdown specialist by accessing the GPRS Web site and selecting the option to self-register.

6. Why was my payment request denied?

Payment requests may be unsuccessful for various reasons, the most common of which are: (1) award was not accepted and special conditions of the grant were not met; (2) certain reporting requirements throughout the life of the grant were not fulfilled; (3) legislation and Federal grant management procedures during the life of a grant were not followed; (4) amount requested exceeded what was available; (5) financial reports (i.e. SF-425, Progress, or Audit) were not submitted the by due date; (6) the grant end date passed and an administrative closeout was initiated.

Compliance may affect the timing or the amount of the funds made available at any time.

7. What are my reporting responsibilities?

Upon initial award: Sign and fax the agreement and special conditions to confirm award acceptance. Complete and return the ACH form according to the instructions in the award.

Follow the instructions in the award to notify your Program Manager of your compliance with applicable special conditions.

Grantees are required to use the **Federal Financial Report** (known as the SF-425 or the FFR) 30 days after the end of each quarter as follows:

<u>Reporting Quarter:</u>	<u>Due Not Later Than:</u>
January 1–March 31	April 30
April 1–June 30	July 30
July 1–September 30	October 30
October 1–December 31	January 30

Final reports are due 90 days after the grant end date.

If your organization has a match requirement (refer to Program Announcement), the match should be reported on the report.

OJP and Office on Violence Against Women grantees are required to submit reports online via GMS at <https://grants.ojp.usdoj.gov>. An FPOC must be registered before the report can be submitted. For instructions on registering an FPOC, see http://www.ojp.usdoj.gov/training/pdfs/gms_userguide.pdf.

COPS grantees are required to submit quarterly SF-425 reports on the COPS Web site at <http://www.cops.usdoj.gov>. For assistance accessing the system or completing the SF-425, contact the COPS Resource Center at 1-800-421-6670.

Progress Reports are usually due as follows or as listed in the solicitation:

<u>Reporting Period:</u>	<u>Due Not Later Than:</u>
January 1–June 30	July 30
July 1–December 31	January 30

Single **Audit Reports** may be required. A special condition is included with your award that details the reporting requirements for the audit reports. Please review that special condition.

8. How do I submit reports?

SF-425 and semiannual/annual **Progress Reports** should be filed online via GMS at:

<https://grants.ojp.usdoj.gov>

OJP grantees may contact the GMS Helpdesk by phone at 1-888-549-9901 (choose option 3) or by e-mail at GMS.HelpDesk@usdoj.gov and OVW grantees may contact OVW GMS Support at 1-866-655-4482 or OVW.GMSSupport@usdoj.gov for assistance.

Audit Reports should be submitted as follows:

- **State and Local Governments, Institutions of Higher Education, and Nonprofit Institutions.** Completed audit reports for fiscal years earlier than 2007 should be mailed to the Federal Audit Clearinghouse, Bureau of Census, 1201 East 10th Street, Jeffersonville, IN 47132. Completed audit reports for fiscal years 2008 and later should be submitted on the Federal Audit Clearinghouse's Web site at <http://harvester.census.gov/sac>. **Do NOT submit your audit reports to OJP unless specifically requested.**
- **Commercial Organizations and Individuals.** One copy of all audit reports should be mailed to Office of Justice Programs, Office of the Chief Financial Officer, ATTN: Control Desk, 810 Seventh Street NW., Room 5303, Washington, DC 20531.

9. If I have questions about my grant, whom do I contact?

Program questions: Contact the Program Manager identified in the award letter.

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Financial questions:

Agency:	OJP	OVW
Help Desk:	OCFO Customer Service Center	Grants Financial Management Division
Time:	8:30 a.m. to 6 p.m. EST	8 a.m. to 4 p.m. EST
Phone:	1-800-458-0786 (option 2) TDD: 202-616-3867	1-888-514-8556
E-mail	Ask.ocfo@usdoj.gov	OVW.GFMD@usdoj.gov

10. What are the addresses and Fax numbers for OCFO and OVW?**Office of Justice Programs**

Office of the Chief Financial Officer

Attn: Control Desk

810 Seventh Street, NW.

Washington, DC 20531 (U.S. Postal Service delivery)

or 20001 (overnight delivery, e.g. FedEx, UPS, etc.)

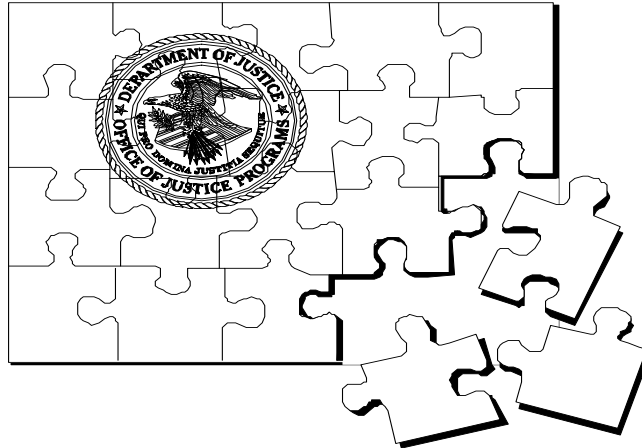
Fax: 202-353-8475 or 202-616-5962

Office on Violence Against Women

800 K Street, NW., Suite 920

Washington, DC 20530

Fax: 202-514-7045



Making the Pieces Fit

Assisting grant recipients in
resolving financial questions.

OCFO Customer Service Center

8:30 a.m.–6 p.m. eastern standard time (EST), Monday through Friday
1–800–458–0786 (choose option 2)
TDD (Telecommunication Device for Deaf) 202–616–3867
OJP Web site address: <http://www.ojp.usdoj.gov>
E-mail: ask.ocfo@usdoj.gov
Fax: 202–353–9279

OVW Grants Financial Management Division

8 a.m.–4 p.m., EST, Monday through Friday
1–888–514–8556
<http://www.usdoj.gov/ovw>
E-mail: OVW.GFMD@usdoj.gov
Fax: 202–514–7045

COPS Resource Center

9 a.m.–5 p.m., EST, Monday through Friday
1–800–421–6770
<http://www.cops.usdoj.gov>
E-mail: askCOPSRC@usdoj.gov
Fax: 202–616–9004