

Post-Award GMS Training

Grant Recipients



Coordinated Tribal Assistance Solicitation (CTAS)
New Grantee Orientation Conference

Sponsored by:
The Office of Audit, Assessment and Management
Grants Management Division



Course Topics



Grant Management System (GMS)



Progress Reports



Grant Adjustment Notices (GAN)



Federal Financial Reports (SF-425)



Q&A Session and Resources



What is the GMS?

POC vs. FPOC

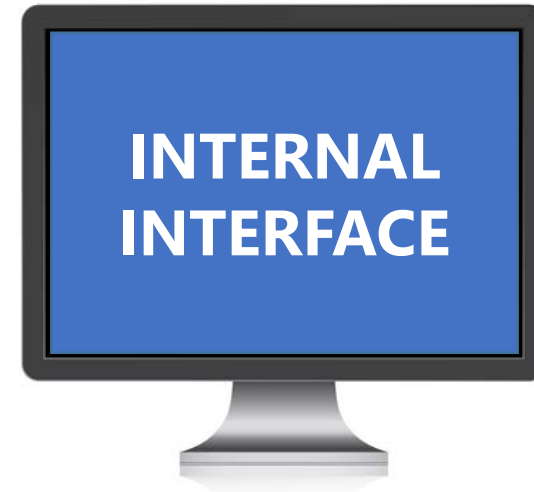
GMS System Login





What is the GMS?

- A web-based Office of Justice Programs (OJP) application used throughout the grants lifecycle to support the full administration of grants
- GMS has two interfaces:
 - External user interface for grant applicants and recipients
 - Internal user interface for OJP grant managers, program managers and other staff





Point of Contact (POC) vs. Financial Point of Contact (FPOC)

A POC and FPOC must be designated for every grant award.

Point of Contact (POC)

POC completes grant activities in GMS for the applicant

POC account is created at the time of application

POC submits GANs, Progress Reports, Closeout package, etc.

POC should communicate regularly with the Grant Manager, both within GMS and outside GMS

Financial Point of Contact (FPOC)

FPOC is responsible for financial administration of the grant funds

FPOC must be designated for recipient to qualify for grant award

FPOC submits Financial Status Reports

FPOC should communicate regularly with POC to receive any relevant updates from Grant Manager



GMS Account Structure

- GMS menu structure depends on the role of the user signed in
- POC will see many modules down the left hand side of the screen
- FPOC will see far fewer options on the screen
- FPOC submits the necessary requirements to the grant manager, and shares information and updates as they are learned

POC GMS Modules

[Manage Users](#)[Applications](#)[Victim
Compensation
Certification](#)[Awards](#)[Funding
Opportunities](#)[Grant Adjustments](#)[Grant Monitoring](#)[Conference
Reporting](#)[Financial Status
Reports](#)[Closeouts](#)[Reports](#)[Profile](#)[CCR Claim](#)[Change Password](#)[Log Off](#)

FPOC GMS Modules

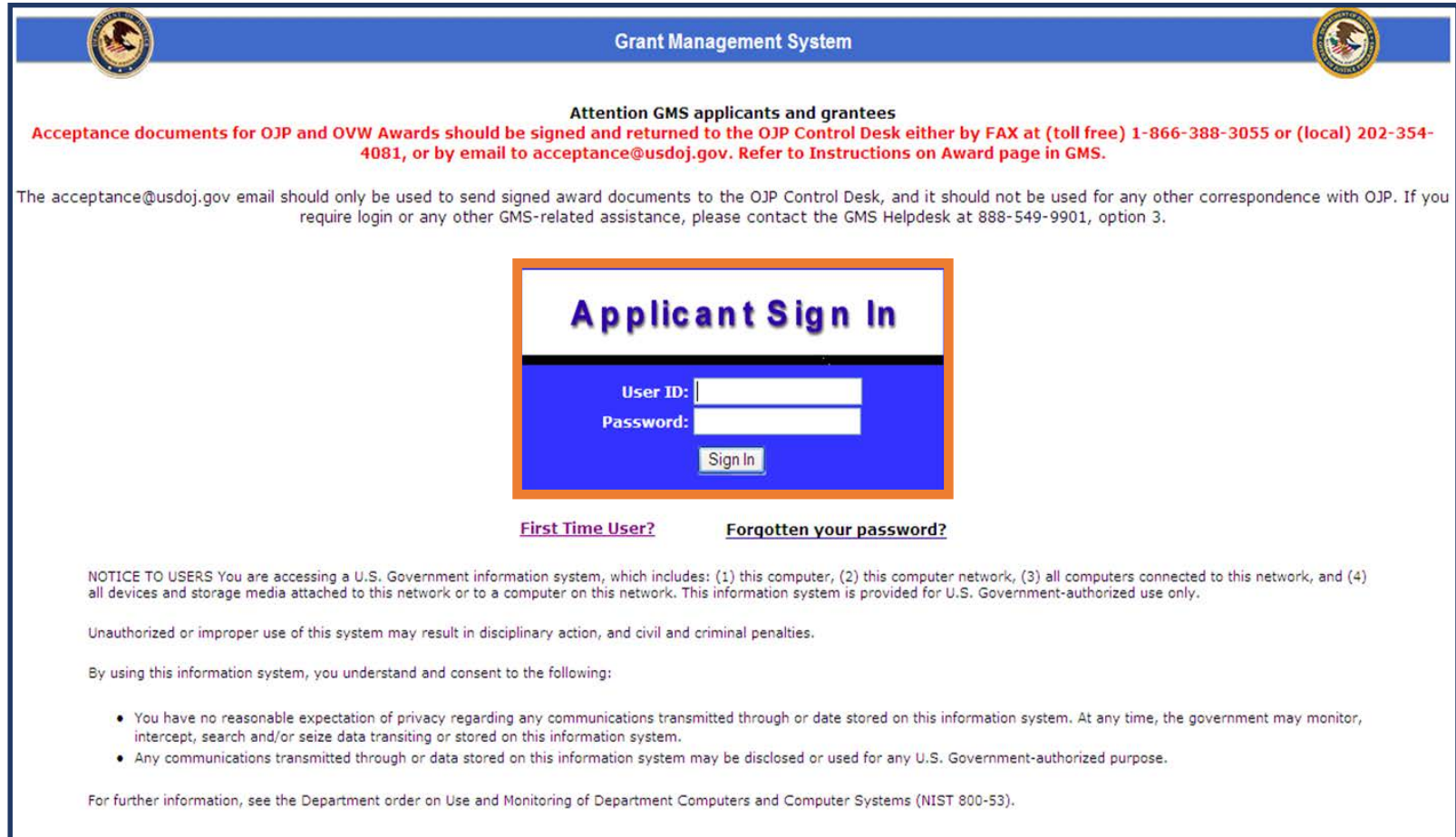
[Financial Status
Reports](#)[Profile](#)[Change Password](#)[Log Off](#)



Grant System (GMS) Overview

System Login

- Users must sign into GMS to perform post-award activities
- Required for all grant applications submitted
- <https://grants.ojp.usdoj.gov>



The screenshot shows the Grant Management System (GMS) login page. At the top, there is a blue header with the U.S. Department of Justice seal on the left and the text "Grant Management System" on the right. Below the header, a red banner contains the text: "Attention GMS applicants and grantees. Acceptance documents for OJP and OVW Awards should be signed and returned to the OJP Control Desk either by FAX at (toll free) 1-866-388-3055 or (local) 202-354-4081, or by email to acceptance@usdoj.gov. Refer to Instructions on Award page in GMS." Below this, a paragraph states: "The acceptance@usdoj.gov email should only be used to send signed award documents to the OJP Control Desk, and it should not be used for any other correspondence with OJP. If you require login or any other GMS-related assistance, please contact the GMS Helpdesk at 888-549-9901, option 3." The main content area features a blue box with the title "Applicant Sign In" in purple. Inside the box, there are two input fields: "User ID:" and "Password:". Below these fields is a "Sign In" button. Below the sign-in box, there are two links: "First Time User?" and "Forgotten your password?". At the bottom, there is a "NOTICE TO USERS" section with a disclaimer about the U.S. Government information system, followed by a statement that by using the system, the user understands and consents to the following: a bulleted list of terms, and a reference to the Department order on Use and Monitoring of Department Computers and Computer Systems (NIST 800-53).

Grant Management System

Attention GMS applicants and grantees
Acceptance documents for OJP and OVW Awards should be signed and returned to the OJP Control Desk either by FAX at (toll free) 1-866-388-3055 or (local) 202-354-4081, or by email to acceptance@usdoj.gov. Refer to Instructions on Award page in GMS.

The acceptance@usdoj.gov email should only be used to send signed award documents to the OJP Control Desk, and it should not be used for any other correspondence with OJP. If you require login or any other GMS-related assistance, please contact the GMS Helpdesk at 888-549-9901, option 3.

Applicant Sign In

User ID:

Password:

[First Time User?](#) [Forgotten your password?](#)

NOTICE TO USERS You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. At any time, the government may monitor, intercept, search and/or seize data transiting or stored on this information system.
- Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose.

For further information, see the Department order on Use and Monitoring of Department Computers and Computer Systems (NIST 800-53).



Report Basics – Tools, GMS

Submit a Progress Report

Resubmit Change Request

Submit a Special Report





Reporting Tools*

A grant recipient's plan for collecting and reporting performance data starts with a detailed knowledge of the questions OJP will be asking grant recipients to report on. Grant recipients should review the program's performance measures, focusing on what numbers, narrative, or other data will need to be collected to answer the questions.

TOOL NAME			HELPDESK	
Performance Measurement Tool (PMT)	BJA, OVC, NIJ	Recipients report data in the PMT then upload their reports into GMS either semi-annually or annually, depending on the program. The PMT can be accessed via the performance measurement platform.	https://ojpsso.ojp.gov	BJA: bjapmt@usdoj.gov 1-888-252-6867 OVC: ovcpmt@usdoj.gov 1-844-884-2503 NIJ: nijpmt@usdoj.gov 1-844-884-2504
Data Collection and Technical Assistance Tool (DCTAT)	OJJDP	DCTAT can be accessed as part of the performance measurement platform, which includes the other OJP reporting tools.	https://ojpsso.ojp.gov	ojjdppmt@usdoj.gov 1-866-487-0512

*Per <https://ojp.gov/performance/>



GMS Home Screen

[Manage Users](#)[Applications](#)[Victim
Compensation
Certification](#)[Awards](#)[Funding
Opportunities](#)[Grant Adjustments](#)[Grant Monitoring](#)[Conference
Reporting](#)[Financial Status
Reports](#)[Closeouts](#)[Reports](#)**Year**

All ▼

Solicitation

All



Refresh

Office of Justice Programs has many other funding opportunities that you may be eligible for. To review these opportunities or to start a new application click on [Funding Opportunities](#).

Office of Justice Programs allows the consolidation of user accounts generated for Grants.gov applications. This will consolidate the user's contact and vendor information as well as the user's applications, award, grant adjustments, and progress reports under your current user profile. To begin consolidating accounts click on [Consolidate User Accounts](#).

BJA FY 17 John R. Justice Program Category 1

Year	Application No.	Status	Correspondence	Action
2017	2017-H1635	<ul style="list-style-type: none">Application not yet submitted, last saved on 08/31/2017Application Deadline expired on 09/05/2017	No Messages Compose message	View

BJA FY 17 Regional Information Sharing Systems (RISS)

Year	Application No.	Status	Correspondence	Action
2017	2018-H0001	<ul style="list-style-type: none">Application not yet submitted, last saved on 11/07/2017Application Deadline expires on 05/16/2018	No Messages Compose message	Update Withdraw

FY 2017 Sexual Assault Services Formula Program Solicitation

Year	Application No.	Status	Correspondence	Action
2017	2017-X1499	<ul style="list-style-type: none">Application submitted on 06/06/2017Application is currently in progress	No Messages Compose message	View



Grant Awards List

Fiscal Year 2016 JAG

Year	Award Number	Status	Grant Manager	Correspondence	Action
2016	2016-DJ-BX [REDACTED]	<ul style="list-style-type: none">Grantee Notified On 09/14/16Active	[REDACTED]	17 New Message(s) Compose message	View Award Instructions Semi-Annual Progress Reporting Financial Status Reports Grant Monitoring Closeout

John R. Justice Program

Year	Award Number	Status	Grant Manager	Correspondence	Action
2016	2016-RJ-BX [REDACTED]	<ul style="list-style-type: none">Grantee Notified On 09/14/16Active	[REDACTED]	9 New Message(s) Compose message	View Award Instructions Semi-Annual Progress Reporting Financial Status Reports Grant Monitoring Closeout



Submit a Progress Report

A progress report describes the status of a project and accomplishments for the reporting period.

1. Click the "here" link for additional information on report requirements.
2. Click the **Update** button to make changes to a report draft.

For questions about what to submit click [here](#).

1

Report Number	Reporting Period	Type	Status	Last Edited	Action	
1	01-Oct-2015 - 31-Dec-2016	Regular	Approved	27-Jan-2017	View	
2	01-Jan-2017 - 30-Jun-2017	Regular	Submitted	14-Aug-2017	View	
3	01-Jul-2017 - 31-Dec-2017	Regular	Draft	30-Aug-2017	View	Update
4	01-Jan-2018 - 30-Jun-2018	Regular	Draft	18-Oct-2017	View	Update
5	01-Jul-2018 - 31-Dec-2018	Regular		23-Sep-2016	View	Create
6	01-Jan-2019 - 30-Jun-2019	Regular		23-Sep-2016	View	Create
7	01-Jul-2019 - 30-Sep-2019	Final Report		23-Sep-2016	View	Create

2



Reporting Requirements

The “here” link, indicated on the previous slide with a number 1, displays a pop-up window (pictured at right) that provides information that guides the grant recipient on the types and depth of information needed to successfully submit a progress report.



Reporting Requirements
<p>The reporting requirements noted in this section are designed to provide the grantor agency with sufficient information to monitor grant implementation and goal achievement. To support effective monitoring of the grant, reports must be keyed to the grant implementation plan provided in the grant application. Specifically, the report should:</p> <ol style="list-style-type: none">1. Indicate status of each goal that was due for completion during a previous reporting period but carried over due to implementation of other problems.2. State the status of each goal which was scheduled to be achieved during the report3. State the corrective action planned to resolve implementation problems and state the effect of these problems on the remaining schedule for achieving the project remaining goals.4. If appropriate, identify changes that are needed in the implementation plan specified in the grant application to overcome problems. Changes that alter plans and/or goals set forth in the application require prior grantor agency approval and issuance of a Grant Adjustment Notice (GAN).5. State what technical assistance the grantor agency might provide during the next six month period to help resolve implementation problems. If technical assistance has been provided to resolve implementation problems, state the problems (or tasks) addressed and the results (or impact) of the assistance provided.6. Based on the performance measures set forth in the grant application (implementation plan), indicate in quantitative terms the results (of the project) achieving both during the reporting period and cumulative-to-date. Explanatory and qualifying statements will be helpful here, especially if project objectives have changed.
Special Requirements
<p>Special reporting requirements or instructions may be prescribed for categorical projects in certain program or experimental areas to better assess impact and comparative effectiveness of the overall categorical grant program. These will be communicated to affected grantees by the agency.</p>



Submit a Progress Report

1	Progress Reports List
2	Report Overview
3	Point of Contact (POC)
4	Performance Metrics

5	Report Narrative
6	Report Attachments
7	Certification
8	Submit Report



Progress Reports List

Example PDF version of a grant award progress report




2013-CZ-BX- Adobe Acrobat Pro

File Edit View Window Help

Create [Icons]

1 / 1 [Icons] 87.9% [Icons] Tools Comment

 **Department of Justice**
Office of Justice Programs

OJJDP FY 13 Second Chance Act Juvenile Reentry Program: Category 2: Implementation

Report Overview

Federal Award Number:	2013-CZ-BX-
Grantee:	Department of Public Health
Project Title:	The Family Intervention, Reentry & Supportive Transitions (FIRST) Program
Report Number:	2
Implementing Sub Grantee:	
Reporting Period From:	01-JAN-14
Reporting Period To:	30-JUN-14
Report Type:	Regular
Date Signed:	28-JUL-14

Point of Contact

Chairman
Title:
Address:
Phone:
Fax:

Authorized Representative

Dr.
Title:
Address:
Phone:

Narratives

Please note that acceptance of grant funding by the City of SF was significantly delayed, which has delayed staffing and contracting and by necessity lengthened our planning period. A GAN has been submitted requesting an additional year (no cost extension) to complete the project. Despite this delay substantial progress has been made. Clinical Teams have been trained and have begun to provide family-focused reentry services to youth and their families.



Report Overview

Provides the grant award number, amount, recipient name, report number and reporting period

Federal Award Number	2016-DJ-BX
Award Amount	\$1,068,317.00
Grantee	NEW HAMPSHIRE DEPT.
Project Title	2016 Byrne JAG Criminal Justice and Drug Task Force Programs
Report Number	3
Reporting Period From	01-Jul-2017
Reporting Period To	31-Dec-2017

Implementing Sub Grantee:	<input type="text"/>
*Report Type:	Regular ▼

Save and Continue

Save



Point of Contact (POC) Form

*Prefix:	Ms. ▼
Prefix (Other):	<input type="text"/>
*First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
*Last Name:	<input type="text"/>
Suffix	Suffix ▼
Suffix (Other):	<input type="text"/>
*Title:	Grants Management Ur
*Address Line 1:	33 Capitol Street
Address Line 2:	<input type="text"/>
*City:	Concord
County:	Merrimack
*State:	New Hampshire ▼
*Zip Code:	03301 - 6397 Zip+4 Lookup
*Phone:	603 - 271 - 7820 Ext : <input type="text"/>
Fax:	603 - 271 - 2110
*E-mail:	<input type="text"/> Email Help

Save and Continue

Save



Performance Metrics

Detailed report describes the complete status of the project and associated grant usage within every stage. Used to assess the progress of the project.

1. Have you reported in the Performance Measurement Tool (PMT) (<https://www.bjaperformancetools.org/>) as required and uploaded a PDF of that report as an attachment? Please note that your grant manager (<https://www.bja.gov/About/Contacts/ProgramsOffice.html>) cannot approve this GMS report without the PMT PDF attachment. For questions about the PMT, please call 1-888-252-6867 or email bjapmt@csrincorporated.com.

If you are a GRANT RECIPIENT, you will learn strategies and processes for:

- Reporting the results and outcomes of your grants to the grantors to demonstrate performance and accountability
- Writing effective grant proposals with a focus on performance measurement and evaluation issues

Save and Continue



Report Narrative

Summary of project activities based on the grant performance objectives

Use the narratives to enter any additional information you would like you provide.

Commence Report Here

Save and Continue

Save



Report Attachments

Any additional documentation needed to support the reporting activities of the grant project

Use attachments for any additional information you would like you provide.

Semi-Annual Progress Report Attachments

Click on the Attach Button to upload an attachment

Attach

Continue



Report Attachments Upload

A grant recipient can browse the organization's local network for files they would like to attach. A confirmation is displayed once successfully uploaded.

Attachment Description	
Click on the Browse button to find your file. When your file is found, click on the Open button and then on the Upload Document button. Tips for successful upload	
Attach here:	<input type="text"/>
	<input type="button" value="Browse..."/>
<input type="button" value="Upload Your Document"/>	<input type="button" value="Cancel"/>



Report Attachments Upload

There is no limit to the number of documents that can be uploaded. Once uploaded, documents can be either deleted or attached to a report. Click the **Continue** button to move to the next section.

Use attachments for any additional information you would like you provide.

Semi-Annual Progress Report Attachments	
Progress Report Jan 2010.doc	Delete
Click on the Attach Button to upload an attachment	Attach

Continue



Progress Reports

Report Certification

- Confirmation that pre-populated Authorized representative information is correct.
- Agreement that all data in the progress report is true, correct and authorized by the grant recipient's governing body.



*Prefix:	Ms. ▾
Prefix (Other):	<input type="text"/>
*First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
*Last Name:	<input type="text"/>
Suffix	Suffix ▾
Suffix (Other):	<input type="text"/>
*Title:	Assistant Director Forei
*Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
*City:	<input type="text"/>
County:	<input type="text"/>
*State:	New Hampshire ▾
*Zip Code:	03301 - 6397 Zip+4 Lookup
*Phone:	603 - 271 - 1234 Ext : <input type="text"/>
Fax:	603 - 271 - 2110
*E-mail:	a@bc.de Email Help

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE CHIEF FINANCIAL OFFICER**

A. The grantee certifies that the appropriated funds were spent for the purpose or purposes of the grant, and only such purpose or purposes;

B. the terms of the grant, cooperative agreement, or contract were complied with; and,

C. all documentation necessary for conducting a full and proper audit under generally accepted accounting principles, and any (additional) documentation that may have been required under the grant, cooperative agreement, or contract, have been kept in orderly fashion and will be preserved for not less than 3 years from the date of such close out, termination, or end.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority of official, to provide the information requested for this progress report on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.



Submit a Progress Report

Any sections with an "Incomplete" status must be completed for successful report submission. The "Submit" button will appear when all requirements have a "Complete" status.

Status	Requirement
Complete	Overview
<u>Incomplete</u>	Point Of Contact
<u>Incomplete</u>	Performance Metrics
<u>Incomplete</u>	Narratives
Complete	Attachments
Complete	Certification



Submit a Progress Report

- Once submitted, the report can no longer be updated by the recipient. The new status is displayed and the program office can now review the report.
- No new reports can be submitted until all previous reports have been approved by the program office.

Report Number	Reporting Period	Type	Status	Last Edited	Action	
1	01-Oct-2015 - 31-Dec-2016	Regular	Approved	27-Jan-2017	View	
2	01-Jan-2017 - 30-Jun-2017	Regular	Submitted	14-Aug-2017	View	
3	01-Jul-2017 - 31-Dec-2017	Regular	Draft	30-Aug-2017	View	Update
4	01-Jan-2018 - 30-Jun-2018	Regular	Draft	18-Oct-2017	View	Update
5	01-Jul-2018 - 31-Dec-2018	Regular		23-Sep-2016	View	Create
6	01-Jan-2019 - 30-Jun-2019	Regular		23-Sep-2016	View	Create
7	01-Jul-2019 - 30-Sep-2019	Final Report		23-Sep-2016	View	Create



Resubmit a Change Requested Report

- Some successfully submitted reports are completed without all of the information a grant/program manager needs for a full picture of the recipient grant activities.
- In these cases, recipients are sent a change request to resubmit that report.
- Recipients must respond to a change requested report for the report to be approved by the program manager.

To: BJA FY 08 Project Safe Neighborhoods Initiative

Subject: Grant Report Number 2. Report Change Requested

Grant Report Number 2: Please update your performance measures following program guidelines

We have received your Grant Report Number 2 for Award Number 2008-GP-CX-XXXX. Our review of this report is complete but some changes are necessary in order for the Program Office Grant Manager to accept the PR or Final Report. Please read the above comments from the Grant Manager; edit and resubmit your Grant Report using the Office of Justice Programs Grant Management System. (<https://grants.ojp.usdoj.gov/>)

Thank you for your attention to this matter.



Resubmit a Change Requested Report

Report Number	Reporting Period	Type	Status	Last Edited	Action	
1	01-Aug-2008 - 31-Dec-2008	Regular	Approved	23-Feb-2009	View	
2	01-Jan-2009 - 30-Jun-2009	Regular	Approved	17-Jul-2009	View	
3	01-Jul-2009 - 31-Dec-2009	Regular	Change Requested	08-Jan-2010	View	Update
4	01-Jan-2010 - 30-Jun-2010	Regular	Draft	23-Feb-2009	View	Update
5	01-Jul-2010 - 31-Dec-2010	Regular	Draft	23-Feb-2009	View	Update
6	01-Jan-2011 - 30-Jun-2011	Regular	Draft	23-Feb-2009	View	Update
7	01-Jul-2011 - 31-Jul-2011	Final Report	Draft	23-Feb-2009	View	Update



Resubmit a Change Requested Report

Correspondence **New Mail**

- [New Mail](#)
- [Sent Mail](#)
- [Old Mail](#)
- [Send a Message](#)

[Help/Frequently Asked Questions](#)

[GMS Home](#)

[Log Off](#)

✉ Date	Sender	Subject (Click to Read Message)
✉ 01/08/2010	FLETCHER, JON	Grant Report Number 3: Report Change Requested
✉ 01/08/2010	FLETCHER, JON	Grant Report Number 3: Report Change Requested
✉ 07/22/2009	Lawson, Flora	Grant Report Number 2: Report Approved
✉ 07/22/2009	Lawson, Flora	Grant Report Number 3: Report Change Requested
✉ 01/30/2009	Lawson, Flora	Grant Report Number 1: Report Approved
✉ 01/30/2009	Lawson, Flora	Grant Report Number 1: Report Approved
✉ 01/30/2009	Lawson, Flora	Grant Report Number 1: Report Change Requested
✉ 01/30/2009	Lawson, Flora	Grant Report Number 1: Report Change Requested
✉ 01/18/2009	System User	Grant Report Number 1: Report Due Reminder
✉ 01/18/2009	System User	Grant Report Number 1: Report Due Reminder
✉ 11/15/2008	System User	Financial Status Report Overdue Notice: 2008-GP-CX-0075
✉ 11/15/2008	System User	Financial Status Report Overdue Notice: 2008-GP-CX-0075
✉ 11/15/2008	System User	Financial Status Report Overdue Notice: 2008-GP-CX-0075



Resubmit a Change Requested Report

- After the changes to the progress report are complete, the recipient must re-submit the report.
- After successful submission, a confirmation message is received. The recipient is not able to update the submitted report any further.

Status	Requirement
Complete	Overview
Complete	Point Of Contact
Complete	Performance Metrics
Complete	Narratives
Complete	Attachments
Complete	Certification
Incomplete	Submit Report



Submit a Special Report

Special Request reports are another report type grant recipients may see in GMS. These reports can be submitted at any time, and can be used to submit additional attachments and information that is helpful for tracking project progress.

Semi-Annual Progress Report Handbook

[Progress Reports](#)[Special Reports](#)[Help/Frequently Asked Questions](#)[Semi-Annual Progress Reports Home](#)[GMS Home](#)[Log Off](#)

Semi-Annual Progress Reports

Progress Reporting for Fiscal Year 2016 JAG.

Type	Status	Last Edited	Action	
ular	Approved	27-Jan-2017	View	
ular	Submitted	14-Aug-2017	View	
ular	Draft	14-Nov-2017	View	Update
ular	Draft	18-Oct-2017	View	Update
ular		23-Sep-2016	View	Create
ular		23-Sep-2016	View	Create
l Report		23-Sep-2016	View	Create



Submit a Special Report

Submitting a special report is very similar to submitting a normal report. The sections are the same and the process follows the same logic.

[Report Overview](#)

[Point of Contact](#)

[Performance
Metrics](#)

[Narratives](#)

[Attachments](#)

[Certification](#)

[Submit Report](#)

Federal Award Number	2008-GP
Award Amount	\$78,212.00
Grantee	NEW HAMPSHIRE DEPT.
Project Title	Project Safe Neighborhoods
Report Number	1
Reporting Period From	
Reporting Period To	

Implementing Sub Grantee:	<input type="text"/>
*Report Type:	Special Request

Save and Continue

Save



Submit a Special Report

One difference is that performance metrics are not a required section for submitting special reports.

Performance Metrics are not required for Special Reports

Continue



Submit a Special Report

Once all sections are successfully completed, click **Submit Report**. A confirmation message will appear on the screen to show the process is complete.

Status	Requirement
Complete	Overview
Complete	Point Of Contact
Complete	Performance Metrics
Complete	Narratives
Complete	Attachments
Complete	Certification
Incomplete	Submit Report



Submit a Special Report

The status for the special report is now displayed as "Submitted". Grant recipients now have the option to view the report or create a new special report. Note, the newly submitted report is no longer available to update. Select the "Progress Reports" link in the left menu to return to the main Progress Reports screen.

Report Number	Type	Status	Last Edited	Action
1	Special Request	Submitted	08-Jan-2010	View

[New Special Report](#)



Submit a Special Report

Remember, the previous report must be approved by the program office before the next reporting period report can be started.

Report Number	Reporting Period	Type	Status	Last Edited	Action	
1	01-Aug-2008 - 31-Dec-2008	Regular	Approved	23-Feb-2009	View	
2	01-Jan-2009 - 30-Jun-2009	Regular	Approved	17-Jul-2009	View	
3	01-Jul-2009 - 31-Dec-2009	Regular	Approved	08-Jan-2010	View	
4	01-Jan-2010 - 30-Jun-2010	Regular	Draft	23-Feb-2009	View	Update
5	01-Jul-2010 - 31-Dec-2010	Regular	Draft	23-Feb-2009	View	Update
6	01-Jan-2011 - 30-Jun-2011	Regular	Draft	23-Feb-2009	View	Update
7	01-Jul-2011 - 31-Jul-2011	Final Report	Draft	23-Feb-2009	View	Update



Create a GAN

View a GAN

**Submit a Change Requested
GAN**





Create a GAN

A Grant Adjustment Notice (GAN) is a request to make a programmatic, administrative, or financial change to a grant. Changes include:



**Budget
Modification**



**Change Signing
Official**



**Change Contact
Information**



**Change Mailing
Address**



**Change Recipient
Name**



**Change Project
Scope**



Create a GAN

Select the "Grant Adjustment" link to enter the Grant Adjustment module.

Manage Users
Applications
Victim Compensation Certification
Awards
Funding Opportunities
Grant Adjustments
Grant Monitoring
Conference Reporting
Financial Status Reports
Closeouts
Reports

Fiscal Year 2016 JAG

Year	Award Number	Status	Grant Manager	Correspondence	Action
2016	2016-DJ-BX	<ul style="list-style-type: none">Grantee Notified On 09/14/16Active		17 New Message(s) Compose message	View Award Instructions Semi-Annual Progress Reporting Financial Status Reports Grant Monitoring Closeout

John R. Justice Program

Year	Award Number	Status	Grant Manager	Correspondence	Action
2016	2016-RJ-BX	<ul style="list-style-type: none">Grantee Notified On 09/14/16Active		9 New Message(s) Compose message	View Award Instructions Semi-Annual Progress Reporting Financial Status Reports Grant Monitoring Closeout



Create a GAN

The subsequent screen displays any active GANs that have been created by the user and the current status of each GAN. The list can be filtered by selecting the title of any column. Click the "Create Grant Adjustment" link to create a new GAN.

[All Active](#)[Change Requested](#)[Approved](#)[Denied](#)[Draft](#)[Create Grant Adjustment](#)

ID	GAN Type	Multiple Awards	Program Office	Status	Award Number	Project Title	Date Submitted
884184	Project Pd.	No	OVW	Submitted	2016-SI-AX-K001	Rural Six-County Sexual Assault Justice Initiative	04/04/2017

R Recovery Act



Create a GAN

Click the drop-down arrow to see the different GAN types that can be submitted. All changes must be reviewed by the program office or the Office of the Chief Financial Officer (OCFO). The program manager will identify any accompanying information that needs to be submitted along with the request. Once selected, click the **Create** button.

All Active	Budget Modification
Change Requested	Change Grantee Authorized Signing Official
Approved	Change Grantee Contact or Alternate Contact/Principal Investigator
Denied	Change Grantee DUNS Number
Draft	Change Grantee Mailing Address
Create Grant Adjustment	Change Grantee Name
	Change Project Period
	Change Project Scope
	Program Office Approvals
	Sole Source Approval
	Create



Create a GAN

Choose the grant for which the GAN will be created and click the **Submit** button.

	Award Number	Solicitation	Program Office
My Assigned OJP Vendor Number: 026002618			
<input checked="" type="radio"/>	2013-DJ-BX	BJA FY 13 Edward Byrne Memorial Justice Assistance Grant (JAG) Program: State	BJA
<input type="radio"/>	2014-DJ-BX	BJA FY 14 Edward Byrne Memorial Justice Assistance Grant (JAG) Program: State	BJA
<input type="radio"/>	2014-VA-GX	OVC FY 14 VOCA Victim Assistance Formula	OVC
<input type="radio"/>	2014-VC-GX	OVC FY 14 VOCA Victim Compensation Formula	OVC
<input type="radio"/>	2015-DJ-BX	BJA FY 15 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - State Solicitation	BJA
<input type="radio"/>	2015-DS-BX	BJA FY 15 Solicited - SORNA	BJA
<input type="radio"/>	2015-KF-AX	OVW FY 2015 Sexual Assault Services Formula Grant Program	OVW
<input type="radio"/>	2015-RT-BX	BJA FY 15 Residential Substance Abuse Treatment (RSAT) for State Prisoners Program	BJA
<input type="radio"/>	2015-VA-GX	OVC FY 15 VOCA Victim Assistance Formula	OVC
<input type="radio"/>	2015-VC-GX	OVC FY 15 VOCA Victim Compensation Formula	OVC
<input type="radio"/>	2015-VF-GX	OVC FY 15 Victim Assistance Discretionary Grant Training Program for VOCA Victim Assistance Grantees Invitational Letter	OVC
<input type="radio"/>	2015-WF-AX	OVW FY 2015 STOP Violence Against Women Formula Grant Program	OVW
<input type="radio"/>	2016-DJ-BX	Fiscal Year 2016 JAG	BJA
<input type="radio"/>	2016-DS-BX	Solicited - SORNA	BJA
<input type="radio"/>	2016-KF-AX	OVW FY 2016 Sexual Assault Services Formula Program	OVW
<input type="radio"/>	2016-RJ-BX	John R. Justice Program	BJA
<input type="radio"/>	2016-VA-GX	OVC FY 16 VOCA Victim Assistance	OVC
<input type="radio"/>	2016-VC-GX	OVC FY 16 VOCA Victim Compensation	OVC

Submit



Budget Modification GAN

Required for any changes to the budget of more than 10% of the total award amount.



Grantee Information			
Grantee Name:	New Hampshire Department	Project Period:	08/01/2008 - 07/31/2011
Grantee Address:	33 CAPITOL STREET CONCORD, 03301	Program Office:	BJA
Grantee DUNS Number:	80-859-1127	Grant Manager:	Flora Lawson
Grantee EIN:	02-6002618	Application Number(s):	2008-F1078-NH-GP
Vendor #:	026002618	Award Number:	2008-GP-CX-0075
Project Title:	Project Safe Neighborhoods	Award Amount:	\$78,212.00

Budget Modification			
* All editable Budget fields must contain a numeric value.			
Categories	Approved Budget	Requested Changes to Budget	Revised Budget
A. Personnel	\$ 7743	\$ 0	\$ 7743
B. Fringe Benefits	\$ 0	\$ 0	\$ 0
C. Travel	\$ 0	\$ 0	\$ 0
D. Equipment	\$ 0	\$ 0	\$ 0
E. Supplies	\$ 0	\$ 0	\$ 0
F. Construction	\$ 0	\$ 0	\$ 0
G. Contractual	\$ 70391	\$ 0	\$ 70391
H. Other	\$ 78	\$ 0	\$ 78
TOTAL DIRECT COST	\$ 78212	\$ 0	\$ 78212
Total Direct Costs = (Sum of lines A-H)			
INDIRECT COST	\$ 0	\$ 0	\$ 0
TOTAL PROJECT COST	\$ 78212	\$ 0	\$ 78212
Total Project Costs = Total Direct Costs + Indirect Cost			
Total Project Costs = Federal Funds Approved + Non-Federal Funds + Program Income			
FEDERAL FUNDS APPROVED	\$ 78212		\$ 78212
NON-FEDERAL FUNDS APPROVED	\$ 0	\$ 0	\$ 0
PROGRAM INCOME	\$ 0	\$ 0	\$ 0

*** Required Justification for Budget Modification**

Attachments:

Add Attachment

Actions:

Save Submit Cancel

Budget Modification GAN

The top portion of the Budget Modification GAN is pre-populated from the award information.

[illegible]



Budget Modification GAN

After a Budget Modification GAN is created, the recipient can save the GAN as a draft, submit the GAN to the grant manager for consideration, or cancel the request.

Budget Modification

* All editable Budget fields must contain a numeric value.

Categories	Approved Budget	Requested Changes to Budget	Revised Budget
A. Personnel	\$7743	\$0	\$7743
B. Fringe Benefits	\$0	\$0	\$0
C. Travel	\$0	\$0	\$0
D. Equipment	\$0	\$0	\$0
E. Supplies	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0
G. Contractual	\$70391	\$0	\$70391
H. Other	\$78	\$0	\$78
TOTAL DIRECT COST	\$78212	\$0	\$78212
Total Direct Costs = (Sum of lines A-H)			
INDIRECT COST	\$0	\$0	\$0
TOTAL PROJECT COST	\$78212	\$0	\$78212
Total Project Costs = Total Direct Costs + Indirect Cost			
Total Project Costs = Federal Funds Approved + Non-Federal Funds + Program Income			
FEDERAL FUNDS APPROVED	\$78212		\$78212
NON-FEDERAL FUNDS APPROVED	\$0	\$0	\$0
PROGRAM INCOME	\$0	\$0	\$0

Grantee Information

Project Period: 06/01/2008 - 07/31/2011

Program Office:

Grand Manager:

Application Number(s):

Award Number:

Award Amount: \$78,212.00

Project Safe Neighborhoods

Budget Modification

Budget fields must contain a numeric value.

Categories	Approved Budget	Requested Changes to Budget	Revised Budget
Personnel	\$7743	\$0	\$7743
Fringe Benefits	\$0	\$0	\$0
Travel	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Construction	\$0	\$0	\$0
Contractual	\$70391	\$0	\$70391
Other	\$78	\$0	\$78
TOTAL DIRECT COST	\$78212	\$0	\$78212
Costs = (Sum of lines A-H)			
INDIRECT COST	\$0	\$0	\$0
Costs = Total Direct Costs + Indirect Cost			
Costs = Federal Funds Approved + Non-Federal Funds + Program Income			
FEDERAL FUNDS APPROVED	\$78212		\$78212
NON-FEDERAL FUNDS APPROVED	\$0	\$0	\$0
PROGRAM INCOME	\$0	\$0	\$0

Post-Award GMS Training for Grant Recipients

Budget Modification GAN

Once a GAN is submitted it can not be cancelled. The only subsequent actions are for the program office to either approve or deny the request.

Required Justification for Budget Modification

Attachments:

Actions:

Grantee Information

Grantee Name:	Project Period: 06/01/2008 - 07/31/2011
Grantee Address:	Program Office:
Grantee DUNS Number:	Grant Manager:

er(s):

\$78,212.00

to Budget	Revised Budget
\$7743	
\$0	
\$0	
\$0	
\$0	
\$0	
\$70391	
\$78	
\$78212	
\$0	

TOTAL PROJECT COST	\$78212	\$0	\$78212
Total Project Costs = Total Direct Costs + Indirect Cost			
Total Project Costs = Federal Funds Approved + Non-Federal Funds + Program Income			
FEDERAL FUNDS APPROVED	\$78212		\$78212
NON-FEDERAL FUNDS APPROVED	\$0	\$0	\$0



Change Project Period GAN

- A request to change the dates of operation for a grant project award
- Must be submitted no later than 30 days before the original project end date
- GANs submitted later than 30 days before the end date can only be initiated by the grant manager
- The new project end date needs to be changed prior to submitting the request

Grantee Information			
Grantee Name:	New Hampshire Department of Justice	Project Period:	10/01/2009 - 09/30/2011
Grantee Address:	33 CAPITOL STREET CONCORD, 03301	Program Office:	BJA
Grantee DUNS Number:	80-859-1127	Grant Manager:	Flora Lawson
Grantee EIN:	02-6002618	Application Number(s):	2009-H1800-NH-GP
Vendor #:	026002618	Award Number:	2009-GP-BX-0086
Project Title:	Project Safe Neighborhoods Prosecution Team	Award Amount:	\$71,224.00

Change Project Period			
Current Grant Period:	Month: 23 Day: 29	New Grant Period:	Month: 23 Day: 29
Project Start Date:	10/01/2009	*New Project Start Date:	10/01/2009
Project End Date:	09/30/2011	*New Project End Date:	09/30/2011
*Required Justification for Change Project Period:			
<div></div>			
Attachments:			
<div>Add Attachment</div>			
Actions:			
<div>Save Submit Cancel</div>			



Change Project Period GAN

Once a GAN is approved, it will move from the All Active bin to the Approved bin. If the program office/OCFO requires changes to be made, a change request will be sent back to the recipient and the GAN will move from the All Active bin to the Change Requested bin. The process is similar if the GAN is denied by either the program office or OCFO.

Action Confirmation
This action will submit this grant adjustment. Continue?



View a GAN

To view details about a GAN click the ID number.

ID	GAN Type	Multiple Awards	Program Office	Status	Award Number	Project Title	Date Submitted
884184	Project Pd.	No	OVW	Submitted	2016-SI-AX-K001	Rural Six-County Sexual Assault Justice Initiative	04/04/2017

R Recovery Act



Submit a Change Requested GAN

If the program office sends a GAN back to the grantee for edits, the GAN will move from the Active bin to the Change Requested bin. To view the GAN and make the necessary edits click on the "ID" link.

ID	GAN Type	Multiple Awards	Program Office	Status	Award Number	Project Title	Date Submitted
160587	Project Pd.	No	BJA	Submitted	2009-RT-BX-	Residential Substance Abuse Treatment Programs	12/16/2009
160586	Project Pd.	No	BJA	Submitted	2009-RT-BX-	Residential Substance Abuse Treatment Programs	12/16/2009
157854	Project Pd.	No	BJA	Submitted	2009-SU-B9-	FY 2009 Recovery Act JAG Program	12/10/2009
151601	RSC - PRWF	No	OVW	Submitted	2009-WF-AX-	OVW 2009 STOP Violence Against Women Formula Grant Program	10/23/2009

R Recovery Act



Submit a Change Requested GAN

To view the note from the program office, click on the "View Note" link on the bottom right hand side of the screen. GMS also generates and sends the recipient an email for all change requests.

Grantee Information				
Grantee Name:	County of	Project Period:	01/01/2009 - 12/31/2012	
Grantee Address:	501 SE HAWI	Program Office:	BJA	
Grantee DUNS Number:	19-191-	Grant Manager:	UAT Fletcher	
Grantee EIN:	93-600	Application Number(s):	2009-H2418-	
Vendor #:	93600	Award Number:	2009-DD-BX-	
Project Title:	test	Award Amount:	\$2,000,000.00	

Change Project Period				
Current Grant Period:	Month: 47 Day: 30	New Grant Period:	Month: 129 Day: 9	
Project Start Date:	01/01/2009	* New Project Start Date:	01/01/2009	
Project End Date:	12/31/2012	* New Project End Date:	10/10/2019	

*** Required Justification for Change Project Period:**

Required notes are added here on 8/26/2009 4:54:04 PM

Attachments:

Filename:	User:	Timestamp:	Action:
FileToUpload.txt	WESTVIRGINIA	08/26/2009 4:46 PM	Delete Attachment

[Add Attachment](#)

Actions:

[Save](#) [Submit](#) [Cancel](#)

[Printer Friendly Version](#)

Audit Trail:

Description:	Role:	User:	Timestamp:	Note:
Change Requested	PO - Grant Manager	marijkePOUAT	09/16/2009 5:03 PM	View Note
Change Requested	EXTERNAL - External User	marijkePOUAT	09/16/2009 5:03 PM	View Note
Submitted	PO - Grant Manager	WESTVIRGINIA	08/26/2009 4:46 PM	View Note



Submit a Change Requested GAN

When the necessary changes are made, click the **Submit** button to resubmit the GAN to the program office.

Grantee Information			
Grantee Name:	County of	Project Period:	01/01/2009 - 12/31/2012
Grantee Address:	501 SE HAW1	Program Office:	BJA
Grantee DUNS Number:	19-191-	Grant Manager:	UAT Fletcher
Grantee EIN:	93-600	Application Number(s):	2009-H2418-
Vendor #:	93600	Award Number:	2009-DD-BX-
Project Title:	test	Award Amount:	\$2,000,000.00

Change Project Period				
Current Grant Period:	Month: 47 Day: 30	New Grant Period:	Month: 129 Day: 9	
Project Start Date:	01/01/2009	* New Project Start Date:	01/01/2009	
Project End Date:	12/31/2012	* New Project End Date:	10/10/2019	
* Required Justification for Change Project Period:				
<div>Required notes are added here on 8/26/2009 4:54:04 PM</div>				
Attachments:				
Filename:	User:	Timestamp:	Action:	
FileToUpload.txt	WESTVIRGINIA	08/26/2009 4:46 PM	Delete Attachment	
Add Attachment				
Actions:				
Save Submit Cancel				
Printer Friendly Version				
Audit Trail:				
Description:	Role:	User:	Timestamp:	Note:
Change Requested	PO - Grant Manager	marijkePOUAT	09/16/2009 5:03 PM	View Note
Change Requested	EXTERNAL - External User	marijkePOUAT	09/16/2009 5:03 PM	View Note
Submitted	PO - Grant Manager	WESTVIRGINIA	08/26/2009 4:46 PM	View Note



Create FPOC Role

Manage FPOC Users

**Submit a Financial Status
Report**

**View/Print a Financial Status
Report**





Financial Status Reports

- Used to submit financial information about individual grant awards
- Must be submitted for each budget period no later than 30 days after the end of the calendar quarter in which the budget period ends
- Final financial report is submitted within 90 days of the project or grant period end date

Manage Users
Applications
Victim Compensation Certification
Awards
Funding Opportunities
Grant Adjustments
Grant Monitoring
Conference Reporting
Financial Status Reports
Closeouts
Reports

Fiscal Year 2016 JAG

Year	Award Number	Status	Grant Manager	Correspondence	Action
2016	2016-DJ-BX [REDACTED]	<ul style="list-style-type: none">Grantee Notified On 09/14/16Active	Name: [REDACTED] Phone: [REDACTED] Fax: [REDACTED] Other: [REDACTED]	17 New Message(s) Compose message	View Award Instructions Semi-Annual Progress Reporting Financial Status Reports Grant Monitoring Closeout

John R. Justice Program

Year	Award Number	Status	Grant Manager	Correspondence	Action
2016	2016-RJ-BX [REDACTED]	<ul style="list-style-type: none">Grantee Notified On 09/14/16Active	Name: [REDACTED] Phone: [REDACTED] Fax: [REDACTED] Other: [REDACTED]	9 New Message(s) Compose message	View Award Instructions Semi-Annual Progress Reporting Financial Status Reports Grant Monitoring Closeout



Financial Point of Contact

All awards must have a Financial Point of Contact (FPOC) assigned. The FPOC can be the same as the Point of Contact (POC) on the award, but normally a different person manages recipient financial reporting. If a different person is to manage financial reporting, an FPOC must be created in GMS that can be assigned to an award to manage.





Create FPOC Role

To create an FPOC, click the “Manage Users” link from the GMS home screen.

[Manage Users](#)

[Applications](#)

[Victim
Compensation
Certification](#)

[Awards](#)

[Funding
Opportunities](#)

[Grant Adjustments](#)

[Grant Monitoring](#)

[Conference
Reporting](#)

[Financial Status
Reports](#)

[Closeouts](#)

[Reports](#)

BJA FY 17 John R. Justice Program Category 1

Year	Application No.	Status	Correspondence	Action
2017	2017-H1635-NH	<ul style="list-style-type: none">Application not yet submitted, last saved on 08/31/2017Application Deadline expired on 09/05/2017	No Messages Compose message	View

BJA FY 17 Regional Information Sharing Systems (RISS)

Year	Application No.	Status	Correspondence	Action
2017	2018-H0001-NH	<ul style="list-style-type: none">Application not yet submitted, last saved on 11/07/2017Application Deadline expires on 05/16/2018	No Messages Compose message	Update Withdraw

FY 2017 Sexual Assault Services Formula Program Solicitation

Year	Application No.	Status	Correspondence	Action
2017	2017-X1499-NH	<ul style="list-style-type: none">Application submitted on 06/06/2017Application is currently in progress	No Messages Compose message	View

NIJ FY17 Paul Coverdell Forensic Science Improvement Grants Program (Formula)

Year	Application No.	Status	Correspondence	Action
2017	2017-90836-NH	<ul style="list-style-type: none">Application submitted on 03/10/2017Application is currently in progress	No Messages Compose message	View



Create FPOC Role

Click the **Create FPOC** button to enter a new user in the system

Manage Users

[Pending Registration](#)

[Manage FPOC](#)

[Create FPOC](#)

Name	Organization Name	Phone Number	Registered Date ▼
testfpocuser 1102712	SRA Testers	111-111-1111	11/02/2017
Johanna S.	NH Department of	603-_____	02/17/2015



Create FPOC Role

Click the **Create New** radio button and complete the required profile information (*)

<input checked="" type="radio"/> Create New	<input type="radio"/> Grantee POC
Prefix:	-- Not Selected -- ▾
Prefix (Other):	<input type="text"/>
*FPOC First Name:	<input type="text"/>
FPOC Middle Initial:	<input type="text"/>
*FPOC Last Name:	<input type="text"/>
Suffix:	-- Not Selected -- ▾
Suffix (Other):	<input type="text"/>
Title:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
County:	<input type="text"/>
State:	-- Not Selected -- ▾
Zip Code:	<input type="text"/> - <input type="text"/> Zip+4 Lookup
Phone Number:	<input type="text"/> <input type="text"/> <input type="text"/> Ext: <input type="text"/>
Fax Number:	<input type="text"/> <input type="text"/> <input type="text"/>
*FPOC E-mail Address:	<input type="text"/> Email Help
*Confirm FPOC E-mail Address:	<input type="text"/>



Create FPOC Role

The recipient must choose all grant awards to assign to the new FPOC. When all desired grant awards are selected, click the **Submit** button.

Available Awards					
	Award Number	Project Title	Project Begin Date	Project End Date	Financial Point of Contact
<input type="checkbox"/>	1996-CV-VX-	NEW HAMPSHIRE FY 199 VOI-TIS TIER I SUPPLEMENT	09/30/1996	09/29/2006	
<input type="checkbox"/>	2011-KF-AX-	2011 Sexual Assault Services grant program for enhanced services to SA victims in NH	08/01/2011	07/31/2013	
<input type="checkbox"/>	2002-RT-BX-	Residential Substance Abuse Treatment Program for State Prisoners	10/01/2001	09/30/2004	

Submit

Cancel



Create FPOC Role

The confirmation screen will appear. Confirm correct award(s) have been chosen and click the **Yes** button to assign the awards. A confirmation screen will complete the process.

This action will assign the selected award(s) to the Financial Point of Contact. Would you like to continue?

	Award Number	Project Title	Programmatic Point of Contact	Financial Point of Contact
<input checked="" type="checkbox"/>	2002-WF-BX-0003	S*T*O*P Violence Against Women Formula Grant Program		<hr/> <hr/>
<input checked="" type="checkbox"/>	2003-GP-CX-0161	Project Safe Neighborhoods		<hr/> <hr/>
<input checked="" type="checkbox"/>	2004-WR-AX-0067	Rural Domestic Violence and Child Victimization Enforcement Discretionary Grant Program		<hr/> <hr/>

[Check All](#) [Uncheck All](#)



Create FPOC Role

Email notification will be sent to the new FPOC with instructions on how to complete the registration process.



Date: Wed, 17 Oct 2007 14:17:45 -0400 (EDT)
From: gmssupport@usdoj.gov
To: jdoe@email.org
Subject: Action Required - Complete Registration

You have been designated as the Financial Point of Contact (FPOC) for the following award(s): 2000-WF-VX-XXXX, 2001-WF-BX-XXXX, 2002-WF-BX-XXXX, 2002-CW-BX-XXXX, 2003-WF-BX-XXXX, 2004-WF-AX-XXXX, 2004-WE-AX-0051,. The FPOC will be responsible for the financial administration of the award, such as submission of quarterly Financial Reports (the SF-425) 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/fpocAccountValidation.st> to complete your registration as contact for SF-425. Information concerning access to the payment system will be sent to you separately at a later date.



Create FPOC Role

Once logged into the GMS site, the new FPOC must enter their registered email address along with the validation code given in the email. Click the **Submit** button.

Enter Account Validation Code	
Enter the Account Validation Code from the email that you received in the space below along with your E-mail Address to complete the registration process.	
*E-Mail Address	<input type="text" value="samuelr@mercurydev.ojp.usdoj.gov"/>
*Account Validation Code	<input type="text" value="●●●●●●●●"/>
<input type="button" value="Submit"/>	



Create FPOC Role

The new FPOC must complete the registration information form. All fields with a red asterisk (*) are required. When finished, click the **Submit** button to complete the registration process.

NOTE: On first login to GMS, the FPOC will only have access to the awards assigned by the POC. No additional award information is available (award document, GAN's, progress reports, etc.).

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 <u>any</u> 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)	<input type="text"/>
* OJP Vendor Number:	<input type="text"/>
Organization Information	
* Your Organization Name:	<input type="text"/>
* Address Line 1:	301 Church Street
Address Line 2:	<input type="text"/>
* City:	Mewridian
County:	<input type="text"/>
* State:	Mississippi
* Zip Code:	22222 <input type="text"/> 2222 Need help for ZIP+4?
User Information	
* Prefix:	The Honorable
Prefix (Other):	<input type="text"/>
* FPOC First Name:	Jimmy
FPOC Middle Initial:	<input type="text"/>
* FPOC Last Name:	Rogers
Suffix:	- Not Selected -
Suffix (Other):	<input type="text"/>
* Title:	Blue Yodler
* Phone Number:	404 - 867 - 5309 Ext: <input type="text"/>
Fax Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>
* User Email Address:	samuelr@mercurydev.ojp.usdoj.g
* User ID (6 Character Minimum):	<input type="text"/>
* Password (8 Character Minimum):	<input type="password"/>
* Password (Confirmation):	<input type="password"/>
If you forget your password, answer the secret question and you will be sent a temporary password.	
* Secret Question:	- Not Selected -
* Secret Answer:	<input type="text"/>
Please make sure that all of the above information is correct before proceeding.	

Submit

Cancel



Create FPOC Role

An undesignated FPOC can submit the request from the same link used to create a new user account in GMS.

Applicant Sign In

User ID:

Password:

[First Time User?](#) [Forgotten your password?](#)



Create FPOC Role

Select the second radio button to register as an FPOC and click **Submit**.

☐ I am registering as an applicant for a grant.

☐ I am registering as a Financial Point of Contact to submit Financial Status Reports for existing grants.

Submit

Cancel



Create FPOC Role

The form is the same one used by the POC, but without any pre-populated data. When the form is complete, click the **Submit** button to send the request.

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 <u>any</u> 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)	<input type="text"/>
* OJP Vendor Number:	<input type="text"/>
Organization Information	
*Your Organization Name:	<input type="text"/>
* Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
* City:	<input type="text"/>
County:	<input type="text"/>
* State:	<input type="text" value="- Not Selected -"/>
* Zip Code:	<input type="text"/> <input type="text"/> Need help for ZIP+4?
User Information	
* Prefix:	<input type="text" value="- Not Selected -"/>
Prefix (Other):	<input type="text"/>
* FPOC First Name:	<input type="text"/>
FPOC Middle Initial:	<input type="text"/>
* FPOC Last Name:	<input type="text"/>
Suffix:	<input type="text" value="- Not Selected -"/>
Suffix (Other):	<input type="text"/>
* Title:	<input type="text"/>
* Phone Number:	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext: <input type="text"/>
Fax Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>
* User Email Address:	<input type="text"/>
* User ID (6 Character Minimum):	<input type="text"/>
* Password (8 Character Minimum):	<input type="password"/>
* Password (Confirmation):	<input type="password"/>
If you forget your password, answer the secret question and you will be sent a temporary password.	
* Secret Question:	<input type="text" value="- Not Selected -"/>
* Secret Answer:	<input type="text"/>
Please make sure that all of the above information is correct before proceeding.	

Submit

Cancel



Create FPOC Role

Available awards will display based on the vendor information provided on the registration form. The new user can choose the awards they would like to have assigned to them as FPOC and click the **Request Awards** button. If there are awards that do not appear in the list or that are associated with a different vendor, enter the necessary information and click the **Request Access** button.

You have been successfully registered.

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
<input type="checkbox"/>	2005-DJ-BX-	966004793	Interview Room Equipment/Spike strips		
<input type="checkbox"/>	2006-DD-BX-	966004793	Firearms simulator		
<input type="checkbox"/>	2006-DJ-BX-	966004793	Motor Officer Wireless Headsets Proxy device		

[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:	<input type="text"/>	
Award Number:	<input type="text"/>	(9999-XX-XX-9999)

Request Access

Cancel



Create FPOC Role

The confirmation screen will appear. The FPOC should confirm the correct award(s) are chosen and click the **Yes** button to send the request to the POC. To cancel the request, click the **No** button.

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
<input checked="" type="checkbox"/>	2005-DJ- [redacted]	966004793	Interview Room Equipment/Spike strips	10/01/2004	09/30/2008	[redacted]	
<input checked="" type="checkbox"/>	2006-DD- [redacted]	966004793	Firearms simulator	06/01/2006	05/31/2007	[redacted]	
<input checked="" type="checkbox"/>	2006-DJ- [redacted]	966004793	Motor Officer Wireless Headsets Proxy device	10/01/2005	09/30/2009	[redacted]	

[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



Manage FPOC Users

From the Manage Users screen, select the "Pending Registration" link. Click a user name link to view that request.

Manage Users

[Pending Registration](#)

[Manage FPOC](#)

[Create FPOC](#)

<u>Name</u>	<u>Organization Name</u>	<u>Phone Number</u>	<u>Registered Date</u> ▼
testfpocuser_1102712	SRA Testers	111-111-1111	11/02/2017
Johanna S.	NH Department of	603-_____	02/17/2015



Manage FPOC Users

The FPOC request form will display the user information for the requesting FPOC at the top.

FPOC Profile	
Date Registered:	02/17/2015
Your Organization Name:	NH Department of
Name:	Ms. Johanna S
Title:	Grant Manager
Address:	Concord, NH 03301 6397
Phone Number:	
Fax Number:	
E-Mail Address:	
User ID:	



Manage FPOC Users

Beneath the user profile information is a list of the awards the registering FPOC would like assigned to them. The default status is listed as "Pending". The POC can either Assign, Deny, or take no action on each award in the request. The different options allow a POC to approve an FPOC for certain requested awards while denying permission for others.

Requested Awards (Pending and Denied)				
Award Number	Project Title	Programmatic Point of Contact	Current Financial Point of Contact	Status
2007-DJ-BX-	FY 2007 NH Byrne JAG Program	(603) , Thomas	603- , Thomas D _____ 603- , Thomas D	Pending Assigned Denied



Manage FPOC Users

Directly below are all the active awards assigned to the POC that require a Financial Status Report to be submitted. All currently assigned FPOCs are also listed for each award. The POC can select "Assigned" from the drop down list to assign awards.

Available Awards						
Award Number	Project Title	Project Period From	Project Period To	Programmatic Point of Contact	Current Financial Point of Contact	Status
2016-WF-AX	OVW FY 2016 STOP Formula Grant Program Solicitation	07/01/2016	06/30/2018	(603) , Thomas	603- , Thomas D 603- , Thomas D 1101741, testovwfpocuser 111-111-1111 saravir2@mercurydev.ojp.usdoj.gov	Assigned



Manage FPOC Users

The list shows all the active awards assigned to the current Financial Point of Contact. The POC can select "Unassign" from the drop down list to remove the current FPOCs access to these awards. Click the **Submit** button at the bottom of the screen to complete the process.

Submit

Cancel



Manage FPOC Users

A confirmation will appear. Confirm the awards to which this FPOC will or will not be given access and click the **Yes** button.

The Financial Point of Contact will be assigned the following awards to administer for your organization:

Awards Added:				
	Award Number	Project Title	Programmatic Point of Contact	Current Financial Point of Contact
<input checked="" type="checkbox"/>	2016-VC-GX-0062	OVC FY 16 VOCA Victim Compensation Formula	10111038, testgmsuser 111-111-1111 roddya@mercurydev.ojp.usdoj.gov	10111038, testgmsuser 111-111-1111 roddya@mercurydev.ojp.usdoj.gov 10111038, testgmsuser 111-111-1111 roddya@mercurydev.ojp.usdoj.gov
Check All Uncheck All				

The Financial Point of Contact will not have access to the following award(s) for your organization:

Awards Removed:				
	Award Number	Project Title	Programmatic Point of Contact	Current Financial Point of Contact
<input checked="" type="checkbox"/>	2015-VA-GX-0007	OVC FY 15 VOCA Victim Assistance Formula	10111038, testgmsuser 111-111-1111 roddya@mercurydev.ojp.usdoj.gov	10111038, testgmsuser 111-111-1111 roddya@mercurydev.ojp.usdoj.gov 10111038, testgmsuser 111-111-1111 roddya@mercurydev.ojp.usdoj.gov 10111038, testgmsuser 111-111-1111 roddya@mercurydev.ojp.usdoj.gov 10111038, testgmsuser 111-111-1111 roddya@mercurydev.ojp.usdoj.gov 10311249, testfpocuser 111-111-1111 saravir2@mercurydev.ojp.usdoj.gov 1102700, testfpocuser 111-111-1111 saravir2@mercurydev.ojp.usdoj.gov
Check All Uncheck All				

Yes

No



Manage FPOC Users

Confirmation of the request displays on the screen.

Your request has been processed.

<u>Name</u>	<u>Organization Name</u>	<u>Phone Number</u>	<u>Registered Date</u> ▼
<u>Johanna S</u>	NH Department	603-	02/17/2015



Manage FPOC Users

An email is sent to the FPOC summarizing the results of the user request. The letter informs the FPOC of any awards they were or were not granted access to.



Date: Thu, 18 Oct 2007 11:17:37 -0400 (EDT)
From: gmssupport@usdoj.gov
To: jsmith@email.org
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-XXXX, 2006-DD-BX-XXXX.

Date: Thu, 18 Oct 2007 10:12:00 -0400 (EDT)
From: gmssupport@ojp.doj.test
To: samuelr@mercurydev.ojp.usdoj.gov
Subject: Registration has been denied on 10/18/2007

Your FPOC Registration Request has been **denied** by the grantee organization for the following award(s): 2006-DJ-BX-XXXX.



Submit a Financial Status Report

Click the “Financial Status Reports” link or enter through the awards home page.

[Manage Users](#)[Applications](#)[Victim
Compensation
Certification](#)[Awards](#)[Funding
Opportunities](#)[Grant Adjustments](#)[Grant Monitoring](#)[Conference
Reporting](#)[Financial Status
Reports](#)[Closeouts](#)[Reports](#)

BJA FY 17 John R. Justice Program Category 1

Year	Application No.	Status	Correspondence	Action
2017	2017-H1635-NH	<ul style="list-style-type: none">Application not yet submitted, last saved on 08/31/2017Application Deadline expired on 09/05/2017	No Messages Compose message	View

BJA FY 17 Regional Information Sharing Systems (RISS)

Year	Application No.	Status	Correspondence	Action
2017	2018-H0001-NH	<ul style="list-style-type: none">Application not yet submitted, last saved on 11/07/2017Application Deadline expires on 05/16/2018	No Messages Compose message	Update Withdraw

FY 2017 Sexual Assault Services Formula Program Solicitation

Year	Application No.	Status	Correspondence	Action
2017	2017-X1499-NH	<ul style="list-style-type: none">Application submitted on 06/06/2017Application is currently in progress	No Messages Compose message	View

NIJ FY17 Paul Coverdell Forensic Science Improvement Grants Program (Formula)

Year	Application No.	Status	Correspondence	Action
2017	2017-90836-NH	<ul style="list-style-type: none">Application submitted on 03/10/2017Application is currently in progress	No Messages Compose message	View



Submit a Financial Status Report

To access the Financial Status Reports for a particular award click the link under the Action column on the desired award.

BJA FY 09 Recovery Act Edward Byrne Memorial Justice Assistance Grant Program State Solicitation

Year	Award Number	Status	Grant Manager	Correspondence	Action
2009	2009-SU-B9	<ul style="list-style-type: none">Grantee Notified On 04/29/09Active	Name: Lawson, Flora Phone:(202) 305-9216 Fax: Other:	2 New Message(s)	Financial Status Reports

FY 09 Recovery Act - Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program

Year	Award Number	Status	Grant Manager	Correspondence	Action
2009	2009-SG-B9	<ul style="list-style-type: none">Grantee Notified On 04/24/09Active	Name: Green, Kisha W Phone:202-616-3573 Fax: 202-514-6383 Other:	3 New Message(s)	Financial Status Reports

FY 09 Recovery Act - Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program

Year	Award Number	Status	Grant Manager	Correspondence	Action
2009	2009-SG-B9	<ul style="list-style-type: none">Grantee Notified On 04/24/09Active	Name: Green, Kisha W Phone:202-616-3573 Fax: 202-514-6383 Other:	3 New Message(s)	Financial Status Reports

FY 09 Recovery Act - Victims of Crime Act (VOCA) Victim Compensation Formula Grant Program

Year	Award Number	Status	Grant Manager	Correspondence	Action
2009	2009-SF-B9	<ul style="list-style-type: none">Grantee Notified On 04/24/09Active	Name: Green, Kisha W Phone:202-616-3573 Fax: 202-514-6383 Other:	3 New Message(s)	Financial Status Reports



Submit a Financial Status Report

GMS displays previously submitted financial status reports. GMS also shows future reporting periods for the indicated award based on the grant project period.

Click the **Create** button to create a new report for the award.

NOTE: All financial status reports (SF-425) must be submitted quarterly, no later than 30 days after the end of the reporting period. On the 31st day a withholding of funds GAN will be created automatically by the system.

Report Number	Reporting Period	Type	Report Due Date	Status	Last Edited	Action
1	Oct 1, 2007-Dec 31, 2007	Regular	Feb 14, 2008	Submitted	Nov 6, 2009	View
2	Jan 1, 2008-Mar 31, 2008	Regular	May 15, 2008	Submitted	Nov 6, 2009	View
3	Apr 1, 2008-Jun 30, 2008	Regular	Aug 14, 2008	Submitted	Nov 6, 2009	View
4	Jul 1, 2008-Sep 30, 2008	Regular	Nov 14, 2008	Submitted	Nov 6, 2009	View
5	Oct 1, 2008-Dec 31, 2008	Regular	Feb 14, 2009	Submitted	Nov 6, 2009	View
6	Jan 1, 2009-Mar 31, 2009	Regular	May 15, 2009	Submitted	Nov 6, 2009	View
7	Apr 1, 2009-Jun 30, 2009	Regular	Aug 14, 2009	Submitted	Nov 6, 2009	View
8	Jul 1, 2009-Sep 30, 2009	Regular	Nov 14, 2009	Submitted	Nov 6, 2009	View
9	Oct 1, 2009-Dec 31, 2009	Regular	Jan 30, 2010		Nov 6, 2009	Create
10	Jan 1, 2010-Mar 31, 2010	Regular	Apr 30, 2010		Nov 6, 2009	
11	Apr 1, 2010-Jun 30, 2010	Regular	Jul 30, 2010		Nov 6, 2009	
12	Jul 1, 2010-Sep 30, 2010	Regular	Oct 30, 2010		Nov 6, 2009	
13	Oct 1, 2010-Dec 31, 2010	Regular	Jan 30, 2011		Nov 6, 2009	
14	Jan 1, 2011-Mar 31, 2011	Regular	Apr 30, 2011		Nov 6, 2009	
15	Apr 1, 2011-Jun 30, 2011	Regular	Jul 30, 2011		Nov 6, 2009	
16	Jul 1, 2011-Sep 30, 2011	Final	Dec 29, 2011**		Nov 6, 2009	



Submit a Financial Status Report

The top portion of the SF-425 form is prepopulated and can only be changed with a GAN.

FEDERAL FINANCIAL REPORT (Follow form instructions)	
1. Federal Agency and Organizational Element to Which Report is Submitted	U.S. Dept. of Justice Office of Justice Programs (OJP)
2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR attachment)	2009-SU-B9-
3. Recipient Organization (Name and complete address including Zip code)	State of
4a. DUNS Number	80859
4b. EIN	02-600
5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR attachment)	<input type="text"/>
* 6. Final Report	<input type="radio"/> Yes <input checked="" type="radio"/> No
* 7. Basis of Accounting	<input checked="" type="radio"/> Cash <input type="radio"/> Accrual
8. Project/Grant Period From: (Month, Day, Year)	03/01/2009
To: (Month, Day, Year)	02/28/2013
9. Reporting Period End Date (Month, Day, Year)	09/30/2009



Federal Financial Reports (FFR)

Submit a Financial Status Report

The middle section of the SF-425 (#10) contains a record of all transactions that occurred during the reporting period. The system will pre-populate any previously reported transactions.

10. Transactions	Previously Reported	This Period	Cumulative
(Use lines a-c for single or multiple grant reporting.)			
Federal Cash (To report multiple grants, also use FFR Attachment):			
a. Cash Receipts			
b. Cash Disbursements			
c. Cash on Hand (Line a minus b)			
(Use lines d-n for single grant reporting.)			
Federal Expenditures and Unobligated Balance:			
d. Total Federal funds authorized			\$6253755.00
* e. Federal share of expenditures	\$1000.00	\$ 1000.00	\$2000.00
* f. Federal share of unliquidated obligations			\$ 1000.00
g. Total Federal share (sum of lines e and f)			\$3000.00
h. Unobligated balance of Federal funds (line d minus g)			\$6250755.00
Recipient Share:			
* i. Total recipient share required			\$ 1000.00
j. Recipient share of expenditures	\$1000.00	\$ 1000.00	\$2000.00
k. Remaining recipient share to be provided (line i minus j)			\$-1000.00
Program Income:			
l. Total Federal program income earned			\$
m. Program income expended in accordance with the deduction alternative			
n. Program income expended in accordance with the addition alternative			\$
o. Unexpended program income (line l minus line m or line n)			\$0.00



Submit a Financial Status Report

Item #11 on the SF-425 form is where the FPOC can record any indirect expenses for the reporting period. Indirect expenses must be pre-approved by the government.

11. Indirect Expense						
a. Type of Rate	b. Rate	c. Period		d. Base	e. Amount Charged	f. Federal Share
		From	To			
Not Applicable ▾	<input type="text"/> %	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$0.00	\$ <input type="text"/>
Not Applicable ▾	<input type="text"/> %	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$0.00	\$ <input type="text"/>
g. Totals					\$0.00	\$0.00



Submit a Financial Status Report

- On item #12, the FPOC enters any additional comments about the report.
- On item #13, the FPOC certifies that the information shared on the SF-425 form is correct.

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.	
<div></div>	
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)	
* Prefix	Mr.
Prefix (Other)	
* First Name	John
Middle Initial	
* Last Name	Martin
Suffix	Select Suffix
Suffix (Other)	
* Title	Grants Management Unit Chief
* Telephone (Area code, number and extension)	(555) 555 - 8090 Ext.
* E-mail Address	jmart@g.com
Date Report Last Submitted	09/28/2009
14. Agency use only	
OJP Vendor Number	026002618



Submit a Financial Status Report

- Attachments can be added under item #13 on the SF-425 form.
- To submit the SF-425 for approval, click the **Submit** button.

Attachments:
None
[Add Attachment](#)

Actions:
[Submit](#) [Cancel](#)

Audit Trail:

Description:	Role:	User:	Timestamp:	Note:
Submitted	Financial Point of Contact External Role	Martin, John	09/28/2009 8:52 AM	View Note
Submitted	Financial Point of Contact External Role	Martin, John	09/24/2009 10:05 AM	View Note



Submit a Financial Status Report

A confirmation screen appears once the report is submitted. To return to the Financial Status Reports Home screen, click the "Financial Status Reports Home" link on the left side of the screen.

[Help/Frequently Asked Questions](#)

[Financial Status
Reports Home](#)

Your Financial Status Report has been successfully submitted. You will be able to modify and re-submit this FSR until the next Reporting Period End Date has passed. However, you can log in any time to view the information.

You will be contacted by OC Customer Service if any other action is required by you.



Submit a Financial Status Report

The SF-425 report will now have a status of submitted. Click the **Update** button to make any changes to the information and submit a new version of the report for this period. Submitting a new version does not delete or overwrite the initial report, it just creates a newer version.

Report Number	Reporting Period	Type	Report Due Date	Status	Last Edited	Action
1	Mar 1, 2009-Mar 31, 2009	Regular	May 15, 2009	Submitted	Jul 24, 2009	View
2	Apr 1, 2009-Jun 30, 2009	Regular	Aug 14, 2009	Submitted	Sep 23, 2009	View
3	Jul 1, 2009-Sep 30, 2009	Regular	Oct 30, 2009	Submitted	Sep 24, 2009	Update
4	Oct 1, 2009-Dec 31, 2009	Regular	Jan 30, 2010		Sep 14, 2009	
5	Jan 1, 2010-Mar 31, 2010	Regular	Apr 30, 2010		Sep 14, 2009	
6	Apr 1, 2010-Jun 30, 2010	Regular	Jul 30, 2010		Sep 14, 2009	
7	Jul 1, 2010-Sep 30, 2010	Regular	Oct 30, 2010		Sep 14, 2009	
8	Oct 1, 2010-Dec 31, 2010	Regular	Jan 30, 2011		Sep 14, 2009	
9	Jan 1, 2011-Mar 31, 2011	Regular	Apr 30, 2011		Sep 14, 2009	
10	Apr 1, 2011-Jun 30, 2011	Regular	Jul 30, 2011		Sep 14, 2009	
11	Jul 1, 2011-Sep 30, 2011	Regular	Oct 30, 2011		Sep 14, 2009	
12	Oct 1, 2011-Dec 31, 2011	Regular	Jan 30, 2012		Sep 14, 2009	
13	Jan 1, 2012-Mar 31, 2012	Regular	Apr 30, 2012		Sep 14, 2009	
14	Apr 1, 2012-Jun 30, 2012	Regular	Jul 30, 2012		Sep 14, 2009	
15	Jul 1, 2012-Sep 30, 2012	Regular	Oct 30, 2012		Sep 14, 2009	
16	Oct 1, 2012-Dec 31, 2012	Regular	Jan 30, 2013		Sep 14, 2009	
17	Jan 1, 2013-Feb 28, 2013	Final	May 29, 2013*		Sep 14, 2009	



View/Print a Financial Status Report

Click the "Previously Submitted Reports" link on the left side of the screen to view older versions of the reports for the current reporting period.

[FSR Details](#)
[Previously Submitted Reports](#)

[Help/Frequently Asked Questions](#)

[Financial Status Reports Home](#)

[GMS Home](#)

[Log Off](#)

FEDERAL FINANCIAL REPORT (Follow form instructions)	
1. Federal Agency and Organizational Element to Which Report is Submitted	U.S. Dept. of Justice Office of Justice Programs (OJP)
2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR attachment)	2009-SU-B9-
3. Recipient Organization (Name and complete address including Zip code)	State of ,
4a. DUNS Number	80859
4b. EIN	02-600
5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR attachment)	<input type="text"/>
* 6. Final Report	<input type="radio"/> Yes <input checked="" type="radio"/> No
* 7. Basis of Accounting	<input checked="" type="radio"/> Cash <input type="radio"/> Accrual
8. Project/Grant Period From: (Month, Day, Year)	03/01/2009
To: (Month, Day, Year)	02/28/2013
9. Reporting Period End Date (Month, Day, Year)	09/30/2009



View/Print a Financial Status Report

Click on a report version number to view the SF-425 for the current reporting period. The most recent version number will be the most recent report submitted.

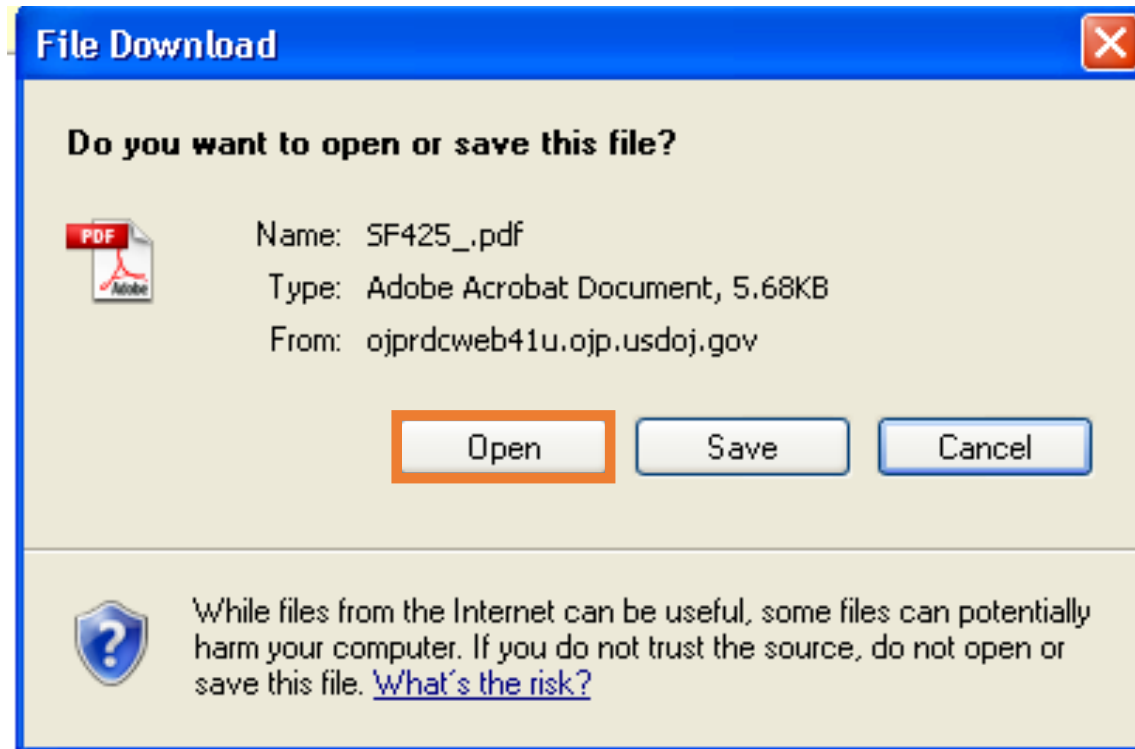
Report Number: 6

Previous Versions	Date
<u>3</u>	09/11/2009
<u>2</u>	09/11/2009
<u>1</u>	09/10/2009



View/Print a Financial Status Report

Click the **Open** button to view the current version of the SF-425 for the current reporting period.





View/Print a Financial Status Report

The SF-425 form is displayed in PDF format. The form can now be printed from the PDF file menu.

FEDERAL FINANCIAL REPORT

(Follow form instruction)

1. Federal Agency and Organizational Element to Which Report is Submitted U.S. Dept of Justice Office of Justice Program		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 2009-TL-C2-		Page 1	of 1
3. Recipient Organization (Name and complete address Including Zip code) County of 501 SE Portland, OR					
4a. DUNS Number 030784	4b. EIN 93-600	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) Test Script 12345	6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Final	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual	
8. Project/Grant Period From: (Month, Day, Year) 01/01/2008		To: (Month, Day, Year) 04/30/2009		9. Reporting Period End Date 04/30/2009	
10. Transactions			Cumulative		
(Use lines a-c for single or multiple grant reporting)					
Federal Cash (To report multiple grants also use FFR Attachment):					
a. Cash Receipts					
b. Cash Disbursements					
c. Cash on Hand (line a minus b)					
(Use lines d-o for single grant reporting)					
Federal Expenditures and Unobligated Balance:					
d. Total Federal funds authorized			\$ 1,000,000.00		
e. Federal share of expenditures			\$ 590,000.00		
f. Federal share of unliquidated obligations			\$ 0.00		
g. Total Federal share (sum of lines e and f)			\$ 590,000.00		
h. Unobligated balance of Federal funds (line d minus g)			\$ 410,000.00		
Recipient Share:					
i. Total recipient share required			\$ 0.00		
j. Recipient share of expenditures			\$ 0.00		
k. Remaining recipient share to be provided (line i minus j)			\$ 0.00		
Program Income:					



www.ojp.usdoj.gov/gmscbt



GMS Training Materials

<http://www.ojp.gov/training/gmstraining.htm#GMSUserguide>



GMS Help Desk

GMS.Helpdesk@usdoj.gov

888-549-9901 (Option 3)



Resources

