Seminar on Financial Management

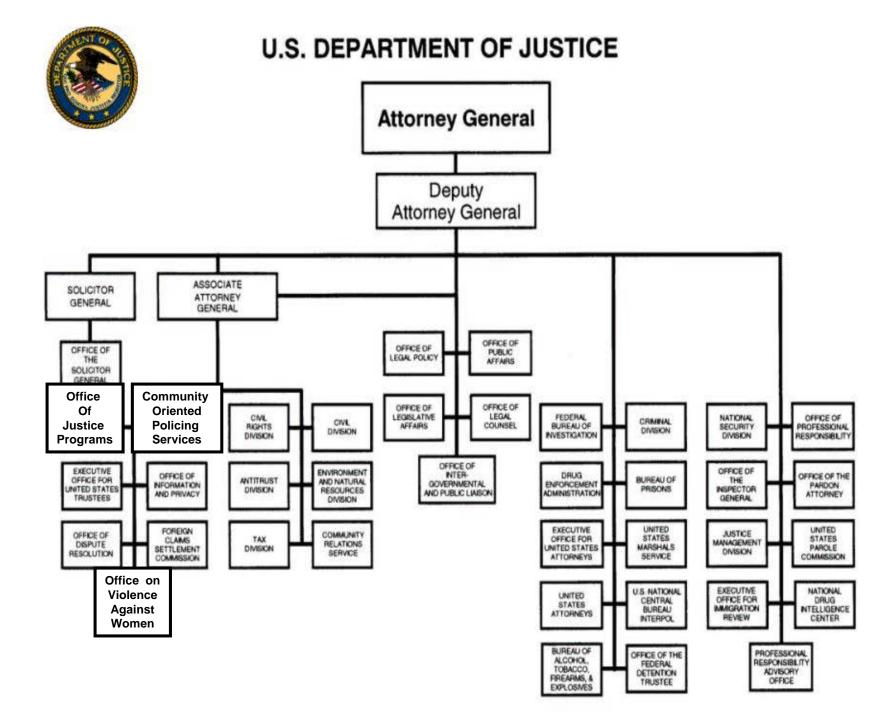


Office of Justice Programs
Office of the Chief Financial Officer

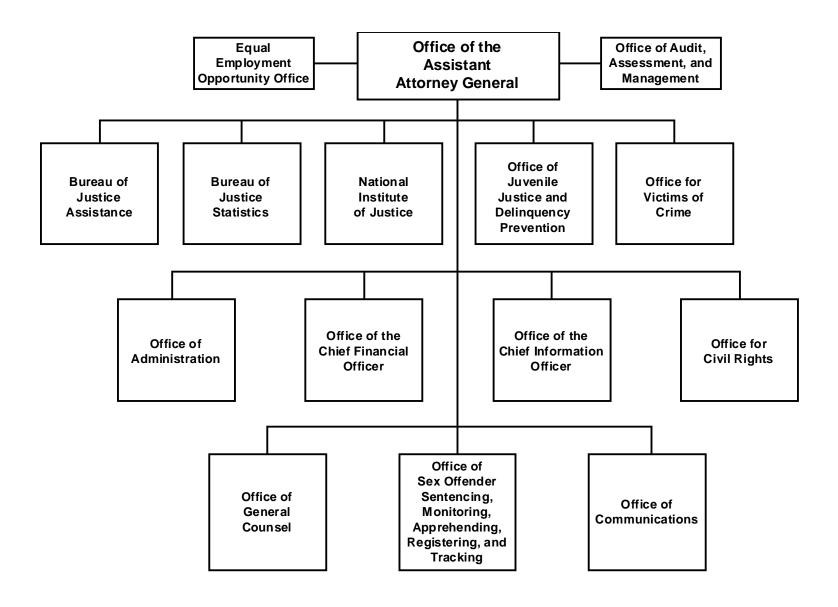
Welcome & and a second with the second with th

Introduction

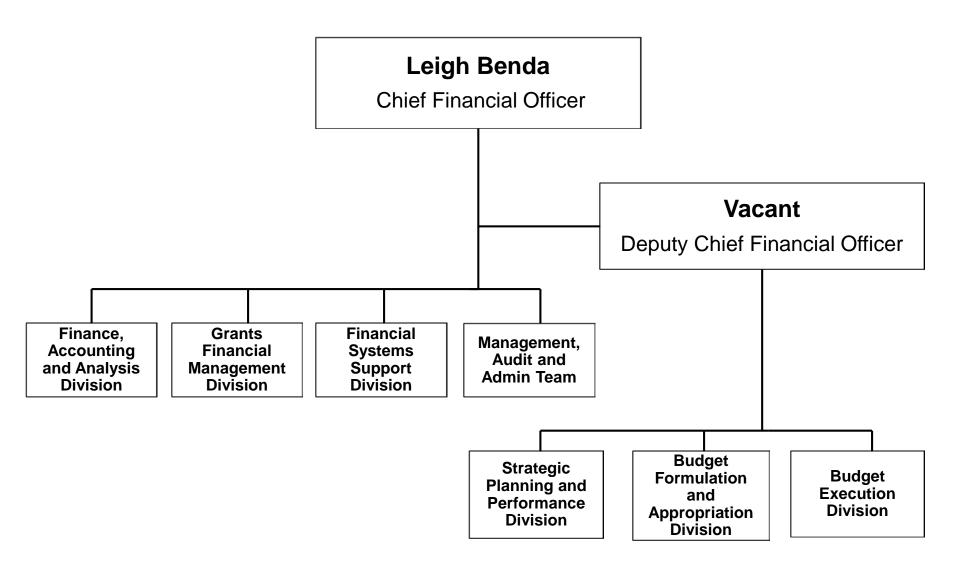
- 1. Name
- 2. Jurisdiction/Organization represented
- 3. Years in grants
- 4. Types of grants



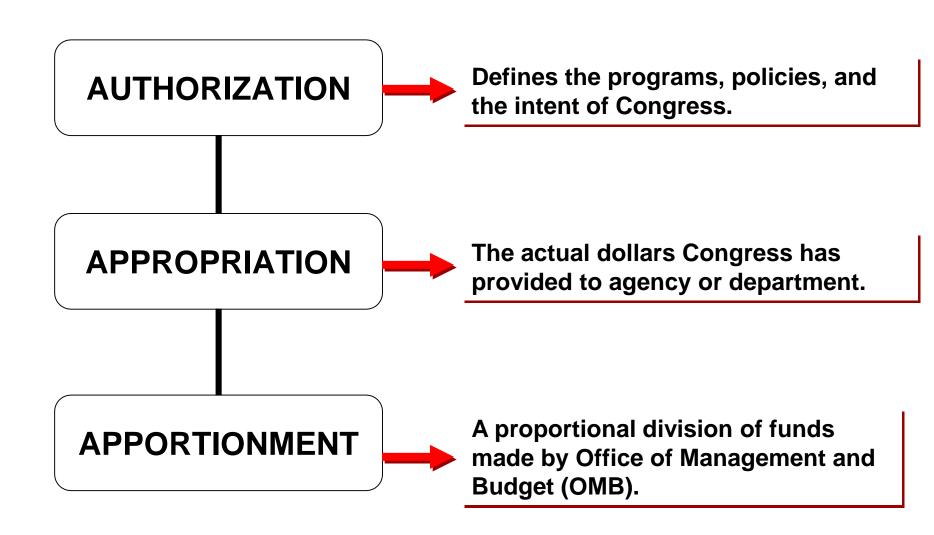
Office of Justice Programs



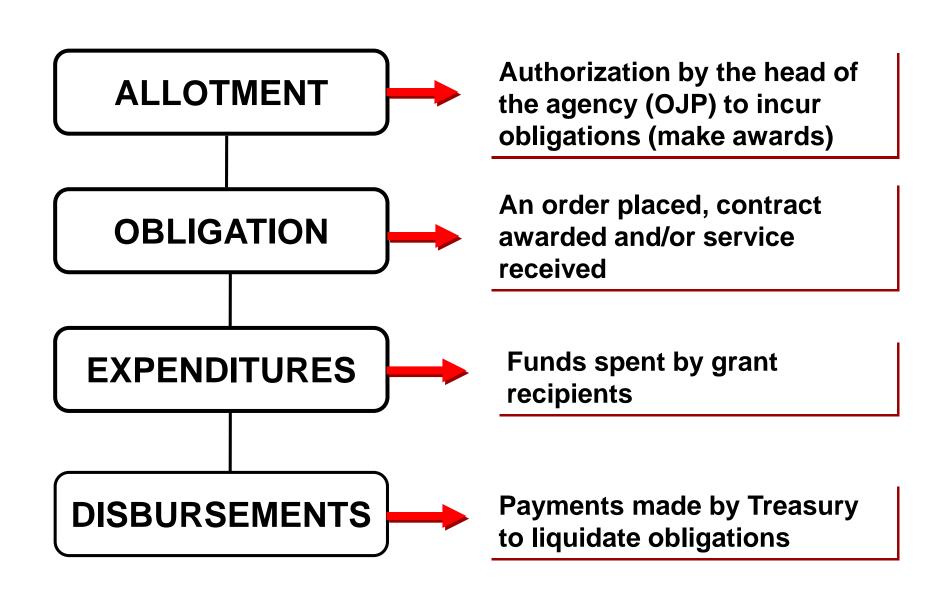
Office of the Chief Financial Officer



Federal Budget Process



Federal Budget Process (cont)



- > All recipients are required to:
 - ✓ Establish/maintain auditable accounting records;
 - ✓ Accurately account for funds awarded; and
 - ✓ Funds for each award must be accounted for separately from other grants and other funding sources.
- Records shall include Federal, matching, and program income.

Segregation of Awards and Activities Separately Funded - Federal Awards

	Federal Grant	Award #1 A #101 - Cost L	CHARGE CODES	Federal Award #2	CHARGE CODES		
-	Federal	Match 10%		DNA Indexing - #201	r		
	Subledger	Subledger	Total Ledger		Non-Federal Activity		
Grant Revenue	470,624.00	•	470,624.00			Unallowable	
Program Income	0.00		0.00				Administrative
In-Kind		47,062.00	47,062.00				
Total Revenue	470,624.00	47,062.00	517,686.00				
Direct Labor Fringe @ 33% Actual Subtotal Travel Equipment Supplies Contractual Other Indirect @ 17% Actual Total Expense	240,000.00 79,200.00 319,200.00 4,660.00 7,000.00 3,000.00 26,000.00 56,500.00 54,264.00 470,624.00	45,000.00 0.00 45,000.00 2,062.00 47,062.00	285,000.00 79,200.00 364,200.00 4,660.00 7,000.00 5,062.00 26,000.00 56,500.00 54,264.00				

States and other non-Federal entities must expend/account for grant funds per their own policies and procedures, applicable Federal statues, regulations, and terms and conditions of the award.

(whichever are more restrictive)

Accounting and Internal Controls:

- Proper stewardship of Federal resources is an essential responsibility of the grantee organization.
- -Grantees must ensure that Federal programs and resources are used efficiently and effectively to achieve desired objectives.

Internal Controls and Segregation of Duties:

- Strong internal controls allow for effective and efficient operations, reliable financial reporting, and compliance with applicable laws and regulations.
- ➤ Proper segregation of duties should ensure that no individual has the ability to either conceal or misdirect funds within the agency.

Adequate Accounting System:

-Grantee must maintain an adequate system of accounting and internal controls and ensure that an adequate system exists for each of its subrecipients.

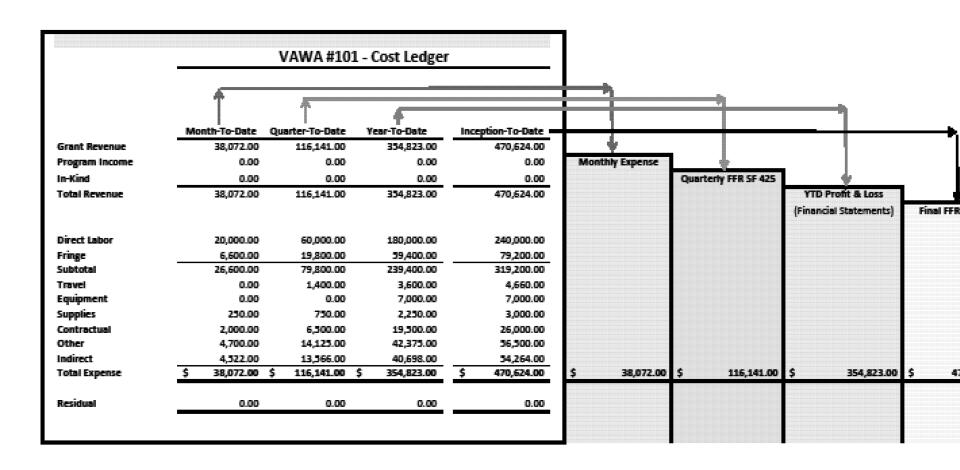
Adequate Accounting System (cont):

- Presents and classifies costs, as required for budgetary and evaluation purposes.
- Provides cost and property control to ensure optimal use of funds.
- -Controls funds/resources to ensure conformance with general or special conditions.

Adequate Accounting System (cont):

- Meets requirements for periodic reporting.
- Provides financial data for planning, control, measurement, and evaluation of direct and indirect costs.

Requirements of Periodic Reporting



In summary, a Financial Management System must be able to record and report on the:

- ✓ Receipt;
- ✓ Obligation; and
- ✓ Expenditures of grant funds

ORDER OF PRECEDENCE

- 1) Authorizing Legislation
 - Congress
- 2) Federal Agency Regulation
 - Code of Federal Regulation (CFR)
- 3) Terms and Conditions of the Award
 - Grant Award Document
- 4) Federal Agency Policies
 - DOJ Grants Financial Guide

Code of Federal Regulations

The Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government.

Grants awarded prior to December 26, 2014

AP	PLIES TO	ОМВ	DOJ	
Administrative Requirements:	Non-Profit 2 CFR, Part 215 Organizations OMB A-110		28 CFR 70	
	State & Local Units of Government OMB A-102		28 CFR 66	
Cost <u>Principles:</u>	Educational Institutions	2 CFR, Part 220 (OMB A-21)	Included as	
	State & Local Units of Government	2 CFR, Part 225 (OMB A-87)	reference in CFR	
	Non-Profit Organizations	2 CFR, Part 230 (OMB A-122)		
Audit Requirements:	Educational Institutions Non-Profit Organizations	OMB A-133	Included as reference in	
	State & Local Units of Government		CFR	

Grants awarded on or after December 26, 2014

	ОМВ		
Administrative Requirements:	State & Local Units of Government	OMB 2 CFR Part 200 Uniform Administrative	
Cost Principles:	Non/For-Profit Organizations	Requirements, Cost Principles and Audit Requirements for	
Audit Requirements:	Educational Institutions	Federal Awards	

>COMMON RULES

- ✓ Committee of Federal agency representatives
- ✓"Uniform" requirements
- √ Signed by Federal agencies
- ✓ Limited exceptions granted by OMB

1. 2 CFR Part 200:

"Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"

Applicable to:

States & Non-Federal Entities

2. Suspension & Debarment (S & D)

- ➤ Who is covered? Direct recipients and subrecipients.
- Exemption from certification: Direct recipients of a statutory entitlement. (BJA, OVC, OJJDP formula awards)
 Subcontractors receiving \$100k or less
- ➤ Excluded Parties List System:

http://www.sam.gov/

3. Drug-Free Workplace (DFW):

➤ Who is covered? Direct recipients and subrecipients

4. LOBBYING

➤ Who is covered?
Direct and sub recipients.

Note: Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence.

LOBBYING RESTRICTIONS

Applicable to:

- State & Local Units of Government
- Non-Profit Organizations
- Indian Tribes and Tribal Organizations
- Commercial Entities
- Individuals (direct or indirect)

CODE of FEDERAL REGULATIONS (2 CFR/Part – 200)

Uniform Administrative
Requirements, Cost Principles and
Audit Requirements for Federal
Awards

Code of Federal Regulations Standards for Costs

REQUIRE THAT A COST BE:

- -Allowable
- Necessary to the performance of a project
- -Reasonable
- Allocable to the project and consistently treated

Code of Federal Regulations

Standards for Costs

REQUIRE THAT A COST BE: (cont)

- Non-profitable
- -Claimed against only one award, and
- Permissible under State & Federal laws and regulations

CLASSIFICATION OF COSTS

DIRECT COSTS:

- Costs identified specifically with an activity
- ➤ Salaries and Wages (including holidays, sick leave, etc.) for direct labor employees
- Other employee fringe benefits allocable to direct labor employees

CLASSIFICATION OF COSTS

DIRECT COSTS: (cont)

- Consultant services contracted to accomplish specific project objectives
- > Travel of direct labor employees
- Material/supplies purchased directly for use on a specific project

Classification of Costs For Budgetary and Evaluation Purposes

			VAWA #101	COST LE	DGER REPORT	
	Budget SF-424a	Budget Detail		General Ledger#	G/L Amount	Variance
Labor	244,420.00		Direct Labor	5000	240,000.00	4,420.0
Fringe @ 30.65%	74,915.00		Applied Fringe @ Actual 33 %	6998	79,200.00	(4,285.0
Subtotal	319,335.00		-		•	
Travel:	4,559.00		Direct Travel:			
Airfare		1,500.00	Airfare	5210	1,500.00	0.1
Lodging		1,863.00	Lodging	5220	1,900.00	(37.
Meals		746.00	Meals	5230	810.00	(64.
Incidentals		450.00	Incidentals	5240	450.00	0.
Equipment	7,000.00		Direct Equipment	5325	7,000.00	0.
Supplies	3,485.00		Direct Supplies	5335	3,000.00	485.
Contractual:	26,000.00		Direct Consultants:			
Counselor		20,800.00	John Stewart, Counselor	5420	20,000.00	800
Drug Screen Tech		5,200.00	Sara Johnson, Drug Screening Tech	5420	6,000.00	(800.
Other:	54,240.00					
Rent		52,800.00	Rent	7260	55,000.00	(2,200
Cell phones		1,440.00	Cell phones	7890	1,500.00	(60.
Indirect @ 18%	57,480.00	.	Applied G&A (Indirect) @ 17%	8998	54,264.00	3,216
Total Expense	472,099.00		Total Cost Ledger		470,624.00	1,475

CLASSIFICATION OF COSTS

Indirect cost generally are cost not readily identifiable with a particular grant or contract such as:

- Maintenance of buildings
- > Telephone expense
- > Supplies
- Depreciation
- Rental expense

CLASSIFICATION OF COSTS

INDIRECT COSTS RATES:

- Provisional indirect costs rates adjusted to actual (retroactive adjustment)
- Predetermined rates (not normally subject to adjustment)
- Fixed rates (with roll or carry forward adjusted in future period)

Implements cognizant Federal agency concept

Direct and Indirect Cost Planning, Control, Evaluation & Measurement

Federal Grant Award	l#1	000000000000000000000000000000000000000			
VAWA #101	- Cost Ledger	Federal Award #2			
		DNA Indexing - #20:			
	General Ledger		Non-Federal Activity		
Direct Costs:				Unallowable	_
Labor	5000				Administrative
Travel	5200				
Equipment	5325				
Supplies	5335				
Contractual Indirect Expense:	5400				
Fringe Benefits	6000				
Other - Occupancy	7000				
Indirect: G&A	8000				
Unallowable	9000				

CLASSIFICATION OF COSTS

De Minimis Rate:

- ➤ Any non-Federal entity that has never received a negotiated indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC).
- > Rate may be used indefinitely or until entity elect to negotiate for a rate.
- Costs must be consistently charged as either indirect or direct – (not both).
- Subrecipients use the same guidelines as recipients.

Code of Federal Regulations Standards for Costs

The regulation DOES NOT:

- ➤ Supersede limitation imposed by law
- Dictate extent of Federal funds
- Provide additional Federal funds for indirect costs

Code of Federal Regulations Standards for Costs

The regulation DOES NOT: (cont)

- Dictate how a government should use funds
- Relieve States & non-Federal entities of stewardship responsibilities for Federal funds

Code of Federal Regulations Selected Items of Cost

- Accounting
- Advertising
- Alcoholic Beverage
- Audit Services
- Bad debts
- Contingencies

Code of Federal Regulations Selected Items of Cost

- Contributions & Donations
- > Entertainment
- Fines/Penalties
- Fund Raising
- Rental Costs
- Under Recovery of Cost under Federal Grants

SUPPLANTING

➤ DOJ funds must be used to supplement existing funds for program activities and may not replace (supplant) non-federal funds that have been appropriated for the same purpose.

SUPPLANTING

EXAMPLE:

Funds are appropriate for a stated purpose and Federal funds are awarded for that same purpose. The agency then replaces its funds with Federal funds, thereby reducing the total amount available for the stated purpose. The result is supplanting.

MATCH REQUIREMENTS

CASH

versus

IN-KIND

MATCH REQUIREMENTS To calculate match:

<u>Award Amount</u> = Adjusted % of Federal share Project Cost

Adjusted x Recipient's = Required
Project Cost Share Match

Example: Federal Amount = \$80,000 80/20 Match

\$80,000 = \$100,000 Adjusted Project Cost **80%**

\$100,000 X 20% = \$20,000 Required match

Procurement Procedures General Guidance

- State and non-Federal entities should follow their own policies and procedures.
- ➤ If State or non-Federal entities procedures offer more efficient protection for the Federal Dollar use them -- IF NOT USE THE FEDERAL.
- ➤ Documentation. Very important! Contract files must establish an audit trail. Documentation should be sufficient enough to stand on its own.

Procurement Procedures

General Guidance / Competition

- ➤ 2 CFR Part 200.319 requires all procurement transactions be conducted in a manner that provides full and open competition.
- ➤ Bidders' lists should be continually updated.
- ➤ Newspaper/other advertising of contract requirement -- very important.

Procurement Procedures

General Guidance / Competition (cont)

- Procurement transaction must be conducted in a manner that prohibits local preference laws.
- ➤ Local preference should only be used when authorized by Federal statue.

Procurement Procedures

Sole Source Contract

- ➤ Federal awarding agency's approval of sole source is required for procurements over \$250k.
- > Use when:
 - ✓ The item or service is available only from a single source.
 - ✓ A true public exigency or emergency exists.
 - ✓ After competitive solicitation, competition is considered inadequate.
- ➤ A for-profit entity not eligible to be a direct recipient may not be awarded a sole source contract.

SOLE SOURCE JUSTIFICATION Sample Outline

Paragraph	Content					
1	Brief description of program and the product or service is being procured, to include the expected amount.					
2	Explanation of why it is necessary to contract non-competitively, to include:					
	 Organizational expertise Management Knowledge of the program Responsiveness Expertise of personnel 					

SOLE SOURCE JUSTIFICATION Sample Outline

Paragraph	Content
3	Description of and the results of any market survey or research conducted. If no survey or research conducted, explain why not.
4	Statement of when contractual coverage is required and if dates are not met, what impact on the program. <i>Example</i> : how long it would take another contractor to reach the same level of competence (equate in \$\$).

SOLE SOURCE JUSTIFICATION Sample Outline

Sam	ple	Out	line

Paragraph	Content
5	Other points to "sell the case."
6	A declaration that this action is in the "best interest" of the grantor agency and/or the Federal government.
7	Conflict of Interest review.
Note:	Time constraints will not be considered a factor if the grantee has not sought competitive bids in a timely manner thereby creating a time constraint situation.

Contracting Do's

- 1) Compete
- 2) Prepare IFB/RFP
- 3) Maintain bidders list
- 4) Conduct interviews
- 5) Obtain prior approval
- 6) Make documentation available

Contracting Don'ts



- 1) Place unreasonable requirements
- 2) Require unnecessary experience
- 3) Engage in noncompetitive pricing
- Engage in organizational conflicts of interest
- 5) Require unreasonable timeframes

Lists of Parties Excluded from Federal Procurement or Non-procurement Programs

Frequently Asked Questions: Electronic List of Parties

http://www.sam.gov/

Federal Service Desk: 1-866-606-8220

PRE-AWARD EXERNISE

Application Review

- ➤ Data Universal Numbering System (DUNS)
 - Toll-free DUNS number request line: 1-888-814-1435
 - https://eupdate.dnb.com/requestoptions.asp
- >System for Award Management (SAM)
 - Federal Service Desk (8am 8 pm Eastern Time)
 1-866-606-8220
 - http://www.sam.gov

Application Review Financial Integrity

- > Type of applicant
- Financial Management and Internal Controls Questionnaire (All OJP Applicants)
- Grantee Audits
- Applicant Federal Debt
- Accuracy of Taxpayer ID

Application Review

High Risk Grantees

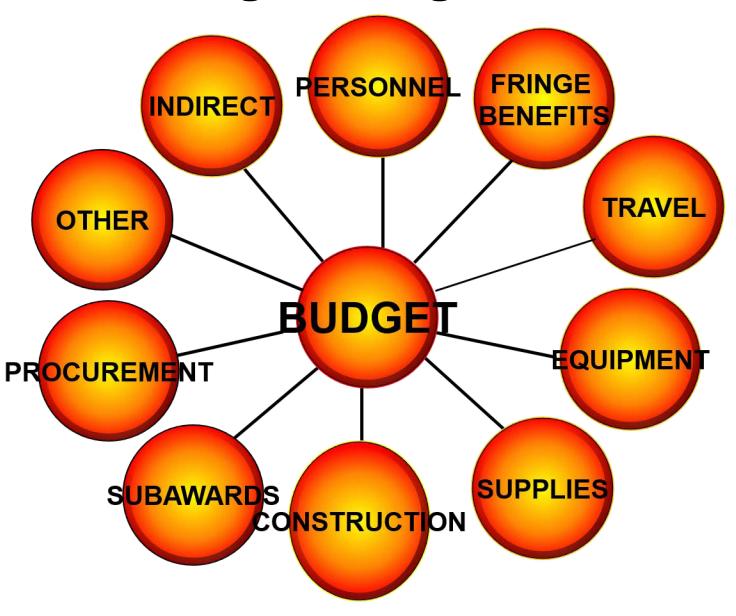
- Have a history of unsatisfactory performance
- > Are not financially stable
- ➤ Have a management system which does not meet the management standards set forth in 2 CFR Part 200.302 (Financial Management)

Application Review

High Risk Grantees (cont)

- Have not conformed to the terms and conditions of previous awards
- Have open Single Audit or Office of Inspector General (OIG) audit report recommendations
- > Have significant non-compliance issues
- Are otherwise not responsible (e.g., open site visit, requests for information from DOJ program manager, etc.)

Budget Categories



A. PERSONNEL CATEGORY

- ➤ Position (i.e., grant coordinator)
- > Title (i.e., director, sheriff, secretary)
- Percentage of time (i.e., 50%, 100%)
- ➤ Compensation (i.e., show annual) \$60,000
- ➤ Increases (i.e., raise, cost of living allowance/COLA)

A. PERSONNEL CATEGORY (cont)

John Smith, Project Director	(\$60,000 x 100% x 2 yrs)	\$120,000
Peter Mayes, Program Manager	(\$45,000 x 100% x 2 yrs)	90,000
Mary Jones, Assistant Solicitor	(\$32,000 x 50% x 2 yrs)	32,000
-		\$242,000
		Ψ= :=,σσ

Cost of living increase on second year

John Smith, Project Director	(\$60,000 x 2%)	\$1,200
Peter Mayes, Program Manager	(\$45,000 x 2%)	900
Mary Jones, Assistant Solicitor	(\$32,000 x 2%)	<u>320</u>
		\$2 420

Total Personnel \$244,420

A. Personnel									
Name	Position		Computation						
List each name, if known.	List each position, if known.	Show annual so	Show annual salary rate & amount of time devoted to the project for each name/position.						
Add Personnel	Delete Selected	Salary	Salary Rate Time Worked (# of hours, days, months, years) Percentage of Total Cost Contribution Requ						
John Smith	Project Director	\$60,000	yearly	2	100%	\$120,000	\$0	\$120,000	
Peter Meyers	Program Manager	\$45,000	yearly	2	100%	\$90,000	\$0	\$90,000	
Mary Jones	Assistant Solicitor	\$32,000	yearly	2	50%	\$32,000	\$0	\$32,000	
	Total(s) \$242,000 \$0 \$242,000								
Narrative Add Additional Narrative Text Area									

The project director will oversee and manage the daily operations of the County drug court program. He will provide clinical assessments, clinical staff hiring and training, clinical treatment curriculum and maintenance of required licensing of the treatment facility. The program manager will serve as coordinator and provide legal assessments. He will coordinate the legal and treatment aspect of the program, monitor the participants' progress and provide case management for each participant. The assistant solicitor will provide screening for eligible participants within the first week of arrest including regular visits to the County detention, attend team meetings and prosecute those participants who are to be unsuccessfully terminated from the program. The assistant solicitor's salary will be funded 50% by the grant, and 50% by the solicitor's office. The annual salaries of the project director, program manager and assistant solicitor are consistent with clinical directors, managers and solicitors in the area.

B. FRINGE BENEFITS CATEGORY

- What's included (i.e., FICA, health, retirement, workman's comp)
- Unallowable (i.e., excessive fringe for executives)

B. FRINGE BENEFITS CATEGORY (cont)

Total Fringe	30.65%
Health Insurance	<u>11.00%</u>
Workman's comp	3.70%
Retirement	9.20%
FICA	6.75%

The fringe benefit for each staff member is estimated at 30.65% of the salaries which is the current cost of fringe benefits for current full time employees at the Third Judicial Circuit.

Project Director	(30.65% x 2yrs)	\$37,148
Program Manager	(30.65% x 2yrs)	27,861
Assistant Solicitor	(30.65%x 2yrs)	9,906
	Total Fringe Benefits Costs	\$74,915

Costs must be necessary, reasonable, allowable, and allocable

B. Fringe Benefits								
Na	ame	Computation						
List each grant-supported position receiving fringe benefits.		Show the basis for computation.						
Add Benefit	Delete Selected	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request		
John Smith		\$60,000	30.65%	\$18,390	\$0	\$18,390		
Peter Meyers		\$45,000	30.65%	\$13,793	\$0	\$13,793		
Mary Jones		\$16,000	30.65%	\$4,904	\$0	\$4,904		
			Total(s)	\$37,087	\$0	\$37,087		
Narrative Add Additional Narrative Text					ve Text			

The fringe benefit rate for full time employees at the Third Judicial Circuit.

C. TRAVEL CATEGORY

- Travel Policy
- Computation number of travelers x cost
- Purpose grant/program requirement
- Per Diem use agency policy and, if no policy, must follow Federal Travel Regulations
- Transportation air, taxi (show each separately)
- Other parking, tolls
- ➤ Local Travel mileage; use agency policy and, if no policy, must follow Federal policy

C. Travel										
Purpose of Travel	Location	Type of Expense	Basis	Computation						
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination	Lodging, Meals, Etc.	Per day, mile, trip, Etc	Compute the cost of each type of expense X the number of people traveling.					raveling.	
Add Travel Expense	Delete Selected			Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
Mandatory Training	Washington, DC	Transportation	Round-trip	\$500.00	1	3	1	\$1,500	\$0	\$1,500
Mandatory Training	Washington, DC	Lodging	Night	\$207.00	3	3	1	\$1,863	\$0	\$1,863
Mandatory Training	Washington, DC	Meals	Day	\$71.00	3.5	3	1	\$746	\$0	\$746
Mandatory Training	Washington, DC	Other	Trip	\$150.00	1	3	1	\$450	\$0	\$450
					Total(s)	\$4,559	\$0	\$4,559		
Narrative	Add Additional Narrative Text									

Travel to Washington, DC for the Project Director, Program Manager, and Assistant Solicitor to attend the mandatory OJP sponsored National Drug Court Conference in December 2016.

LODGING RATES AT PER DIEM

- For all **OJP** funded contracts for events that include 30 or more participants (both Federal and non-Federal) lodging costs for any number of attendees requiring lodging must not exceed Federal per diem rate for lodging.
- Conferences that include less than 30 people are exempt from this requirement.

LODGING RATES AT PER DIEM

- ➤ The web-site address for obtaining the current rates is: www.gsa.gov
- ➤OJP Financial Guide provides further clarification of this requirement at www.ojp.usdoj.gov/financialguide

D. EQUIPMENT CATEGORY

- Policy Recipients should follow their own capitalization policy for equipment. If no policy exists, must follow Federal policy
- Unit & cost (i.e., 1 computer @ \$2,000)
- Purpose (i.e., grant/program requirement)

D. EQUIPMENT CATEGORY (cont)

- Federal Definition useful life of more than one year with a fair market value (FMV) of \$5,000 or more.
- Disposition when equipment is no longer needed for criminal justice purposes, and its FMV is less than \$5,000, the equipment can be retained with no further obligation to the awarding agency.
- ➤ If the FMV is \$5,000 or more, the equipment can be retained or sold, however, the proceeds (Federal participation) must be returned to the awarding agency.

D. Equipment								
Iter	n	Computation						
List and describe each item purcho		Compute the cost (e.g., the number of each item to be purchased X the cost per item)						
Add Equipment	Delete Selected	# of Items Cost Total Cost				Federal Request		
Laptop Computers		2	\$2,500.00	\$5,000	\$0	\$5,000		
Copier Machine		1	\$2,000.00	\$2,000	\$0	\$2,000		
Total(s)					\$0	\$7,000		

Narrative Add Additional Narrative Text

A laptop computer will be needed by the Program Manager and Assistant Solicitor for the flexibility of using the computer at the office, at the courthouse, or the detention center. These laptops will be capable of supporting information shared by the team members and will be compliant with appropriate standards of confidentiality. The laptop computers and the copier machine are essential to the daily operations and effective job performance. The capitalization threshold per our agency's fixed asset policy is \$2,000.

E. SUPPLIES CATEGORY

- Major types (i.e., office, training, postage)
- ➤ Project benefits (i.e., how supplies will support efforts)

E. Supplies								
Supp	oly Items	Computation						
	Provide a list of the types of items to be purchased with grant funds.		ith Describe the item and the compute the costs. Computation: The numbe purchased X the cost per item.			m to be		
Add Supply Item	Delete Selected	# of Items Cost Total Cost Non-Federal F						
Cell Phones		3	\$35.00	\$105	\$0	\$105		
Portable Printers		2	\$200.00	\$400	\$0	\$400		
Microsoft Software		2	\$400.00	\$800	\$0	\$800		
General Office Supplies		2	\$1,090.00	\$2,180	\$0	\$2,180		
			Total(s,	\$3,485	\$0	\$3,485		
Narrative				Add Additi	onal Narrati	ve Text		

A portable printer and Microsoft Office software for each laptop is essential to the daily operations and effective job performance. Cell phones for each staff is necessary for flexibility of using the phone at the office, at the courthouse or the detention center, and for confidential calls. Office supplies will be needed for the job and program implementation and operations and are estimated to include 6 boxes of envelopes, 25 cases of paper, 20 cartridges for the printers, pens, clips, staples totaling \$1,090 annually.

F. CONSTRUCTION CATEGORY

- As a rule, construction costs are generally not allowable.
- Consult with the program office before budgeting funds in this category.

F. Construction	As a rule, construct	ion costs are not allowable. Con	sult with the program office before b	oudgeting funds	in this category.		
Purpose	Description of Work	Computation					
Provide the purpose of the construction	Describe the construction project(s)	Compute the costs (e.g., the number of each item to be purchased X the cost per item)					
Add Construction Item	Delete Selected	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request	
				\$0		\$0	
			Total(s)	\$0	\$0	\$0	
Narrative				Add Ad	ditional Narra	tive Text	

G. SUBAWARDS (SUBGRANTS) CATEGORY

- A description of the activities to be carried out by subrecipients.
- Describe the purpose of the subaward (subgrant)

G. Subawards (Subgran	rts)				
Descri	ption	Purpose			
Provide a description carried out by	-	Describe the purpose of the subaward (subgrant)			
Add Item	Delete Selected		Total Cost	Non-Federal Contribution	Federal Request
			\$0	\$0	\$0
		Total(s)	\$0	\$0	\$0
Narrative			Add Additi	onal Narrati	ve Text

H. PROCUREMENT/CONTRACTS CATEGORY

- Type of Service (i.e., professional, financial)
- Sole source over \$250K

H. Procurement Contracts										
Description			Purpose							
Provide a description of the products or services to	be		·							
procured by contract and an estimate of the costs	.									
Applicants are encouraged to promote free and ope	en									
competition in awarding contracts. A separate		Des	scribe the purpos	se of the	contract					
justification must be provided for sole source										
procurements in excess of the Simplified Acquisitio	n									
Threshold (currently \$150,000).								Total Cost	Non-Federal Contribution	Federal Request
Counselor	Provide	e direct couns	eling services t	to partio	cipants			\$20,800	\$0	\$20,800
Drug Screening Technician	Survey	rvey creation and data entry services from submitted surveys.			\$5,200	\$0	\$5,200			
			•				Total(4	\$0	\$26,000
Narrative										
ABC Company will put together online an o	nline sur	vey at the dire	ction of the proje	ect mana	ager to rea	ach out	to the v	arious sites	to determine	the
needs. In addition a hard copy survey will a	also be av	vailable for tho	se unable to use	the onli	ne survey	. ABC C	Company	will key in	the hard copy	surveys.
Once the surveys are completed, ABC Com	pany will	compile the da	ata for the projec	ct manag	ger.					
Consultants Travel (if necessary)		•	' '	·						
Purpose of Travel Location		Type of	Basis				Comp	utation		
		Expense								
Indicate the purpose of		Expense								
			D	C	.4. 41		-l- 4	. £ v	41	-£ l -
each trip or type of trip Indicate the t		Lodging,						ој реоріе		
(training, advisory group destination	n.	Meals, Etc. trip, Etc. traveling.								
meeting)										
Add Item Delete Selected				Cost	Duration or Distance	# of	# of Trips	Total Cost	Non-Federal	Federal
Add Item Delete Selected					or Distance	reopie			Contribution	Request
Add Item Delete selected					or Distance		Total(s)	\$0	Contribution \$0	

I. OTHER CATEGORY

- Major types (i.e., rent, utilities)
- Basis (i.e., 1200 sq ft @ \$22 per sq ft)

I. Other Costs								
Description Computation					ntion			
List and describe items grants funds (e.g. ro telephone, janitorial, or investigative or co	ent, reproduction, r security services, and	Show the basis for computation						
Add Item	Delete Selected	Quantity	Quantity Basis Cost Length of Time Total Cost Non-Federal Federal Contribution Reques					
Rent		2500	sq feet	1.76	12	\$52,800	\$0	\$52,800
Telephone		3 monthly rate 40 12				\$1,440	\$0	\$1,440
	Total(s) \$54,240 \$0 \$54,					\$54,240		

Monthly rental payment for rental office space estimated at the cost of \$1.76 per square foot with 2500 square feet of space needed for the Drug Court office and group rooms. This would incur a cost of 4,400 per month rent totaling \$52,800 per year. Cell phones are needed at a cost of \$40 per month for service for three people x 12 months = 1,440.

Add Additional Narrative

Narrative

J. INDIRECT COSTS CATEGORY

- Approved rate (i.e., by cognizant Federal agency)
- Current negotiated agreement (i.e., provisional, fixed, final)
- De minimis rate must specify in application the amount to be claimed

J. Indirect Costs							
Description Computation Describe what the approved rate is and how it is applied. Compute the indirect costs for those portions of the program which allow such costs.							
MUU III UII CUL CUDI. UCICIC DEICUEU Kase Indirect (OST KATE I OTAL (OST				Non-Federal Contribution	Federal Request		
Indirect Costs		\$279,087	18.00%	\$50,236	\$0	50,236	
			Total(s)	50,236	\$0	50,236	
Narrative			А	dd Additio	nal Narrativ	e Text	

A fixed rate of 18% of direct salaries and fringe benefits had been approved by the U.S. Department of Health and Human Services. This rate is effective through December 31, 2018.

BUDGET SUMMARY

Budget Categories		Amount
A. Personnel		\$242,000
B. Fringe Benefits		\$37,087
C. Travel		\$4,559
D. Equipment		\$7,000
E. Supplies		\$3,485
F. Construction		\$0
G. Subawards (Subgrants)		\$0
H. Procurement Contracts		\$26,000
I. Other Costs		\$54,240
Total Direct Costs		\$374,371
Indirect Costs		\$50,236
	Total Project Costs	\$414,000

BUDGET EXERCISE

Ten Top Reasons Budgets Don't Clear

- 1. The budget detail worksheet is missing
- 2. The budget detail worksheet computations are incorrect
- 3. The required match percentage has not been met nor source identified, if applicable
- 4. Unallowable costs are included in the detail budget worksheet
- 5. Required cost breakdown by categories has not been included

Ten Top Reasons Budgets Don't Clear

- 6. Incomplete budget narrative
- 7. Financial Management and Internal Control Questionnaire form (FMICQ) has not been submitted (all OJP applicants)
- 8. Prior budget did not clear (applies to supplemental awards)
- 9. A current Federally approved indirect cost rate negotiated agreement has not been submitted
- 10. Responses to the initial budget financial review memo were insufficient

Award Notification and Acceptance (ANA)

- The ANA module deployed through the Grants Management System (GMS) will electronically issue an award instead of mailing it.
- The grant recipient will receive an email on the award date instructing them to utilize GMS to accept their award.

Award Notification and Acceptance (ANA)

- Grantee has 45 days from the date of the award to accept the award.
- If not accepted within 45 days, the obligation may be terminated without further cause.

Award Notification and Acceptance (ANA)

To accept the award the recipient should:

- ✓ Go into GMS and designate a Financial Point of Contact (FPOC) in order to print the award documents.
- ✓ Review and print their award in GMS.
- ✓ Have authorizing official accept and sign the award and initial each page of special conditions.
- ✓ Fax the complete award package to OCFO at (toll free) 1-866- 388-3055 or (local) 202-354-4081, or email the pdf file to acceptance@usdoj.gov.
- Electronic notification will allow grantees to receive the award and implement their programs sooner.

1. The recipient agrees to comply with the requirements set forth in 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

2. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the "DOJ Grants Financial Guide."

http://www.ojp.usdoj.gov/financialguide

3. Comply with the training requirement for the Point of Contact (POC) and all Financial Points of Contact (FPOCs) to successfully complete an OJP financial management and grant administration training by 120 days after the date the recipient accepts the award.

4. A recipient that is eligible to use the "de minimis" indirect cost rate and elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election.

5. All subawards ("subgrants") at any tier, must have specific federal authorization.

6. Recipients and any subrecipients at any tier, must obtain specific post-award approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently \$250,000).

7. The recipient agrees that DOJ may withhold award funds or impose other requirements if the recipient does not promptly address outstanding issues related to an audit.

Language to the Standard Assurances

The Standard Assurances form includes compliance requirements codified under 28 CFR Part 38 regarding the eligibility for religious organizations to receive grant funds and the prohibition from discrimination, among other provisions.

AVAILABILITY OF FUNDS

Obligation Period (Grantee's books)
 EX: Award period = 10/1/18 - 9/30/20
 Award date = 12/1/18 (Federal books)

Expenditure PeriodEX: 10/1/18 - 12/29/20

Liquidation Period (90 days after end of award)
Ex: 10/01/20 - 12/29/20

AVAILABILITY OF FUNDS

Pre-agreement Costs

- Costs incurred prior to the project start date
- Written prior approval

PROGRAM INCOME

Gross income earned by the recipient during the funding period as a direct result of a supported activity or earned as a result of the Federal award

PROGRAM INCOME

- Spend prior to requesting additional grant funds
- Supplement Project with \$\$
- Reduce Project with \$\$
- Send Back \$\$

Payment of Grant Funds

GPRS

Need Help?

OJP - OCFO Customer Service Center 1-800-458-0786

Payment of Grant Funds



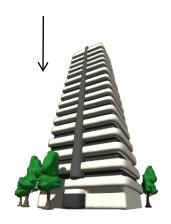
GPRS checks against certain parameters and either approves or denies request



Grantee accesses GPRS via the web to request funds



Approved requests are forwarded to the U.S. Department of Treasury for payment processing



Funds are deposited into the Grantee's bank account, usually within 72 hours

GPRS PROCESS

Have signed & returned award document

2. Have current SF-425 on file

GPRS PROCESS

3. Have met all special conditions

4. Have submitted an ACH Enrollment Form

GPRS PROCESS

- 5. Register for GPRS:
 - a. OJP/OVW GMS id & password (must be an FPOC in GMS)
 - b. COPS separate id & password

If registering with COPS, have OJP vendor number

GPRS PROCESS

7. Know if you are requesting an advance or reimbursement

8. Double check dates for duplicate request

GPRS PROCESS

9. Know the amount you are requesting

Pay attention to any error messages

At the end of the award period, drawdown all allowable expenses within 90 days

Payment of Grant Funds

A Few Benefits of GPRS

- Ability to view and print a transaction history for an award
- Summary of award information:
 - Award amount
 - Hold amounts
 - Last SF-425 submission
- Ability to cancel pending payment request
- Secure individual log in

Payment of Grant Funds

GPRS – Link to Register / Access

https://grants.ojp.usdoj.gov/gprs/login



U.S Department of Justice *Office of Justice Programs*

REGISTRATION

Username:		
Password:		
		Submit
> <u>Ne</u>	w User Registration Forgotten 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.

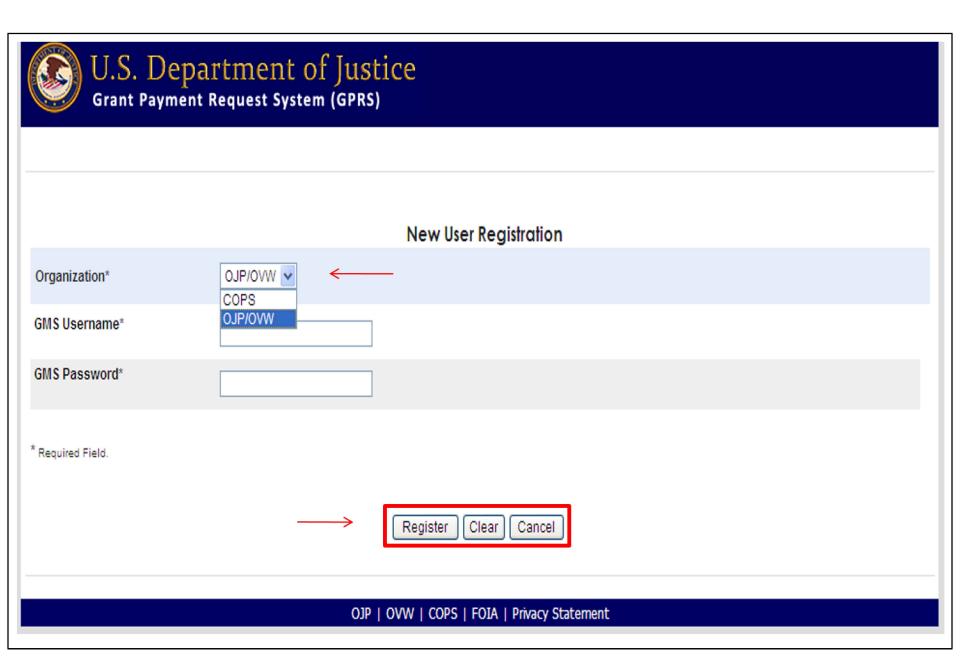
Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties.

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 date stored on this information system. At
 any time, the government may monitor, intercept, search and/or seize data transmitted 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. Governmentauthorized purpose.

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

OJP | OVW | COPS | FOIA | Privacy Statement





Your registration has been submitted.

You will receive an email shortly confirming your registration and the awards assigned to you. Please contact customer service by phone at 1-800-458-0786 (press 2) or by email at Ask.Ocfo@usdoj.gov if you have any questions or concerns or you wish to modify your assignments in the future.



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New User Registration COPS Organization* Username* Secret Question* Choose One ~ Answer to Secret Question* Prefix Choose One If other, please specify: First Name* Middle Initial Last Name* Suffix Choose One 🕶 If other, please specify: Title Phone Number* e.g. 123-456-7890 Phone Extension Number. Fax Number e.g. 123-456-7890 Email* Address Line 1* Address Line 2 City* County State* Choose One 💌 Zip Code* *Required Field Award Selection Clear Cancel



	•	
Vendor Number**:	Add Vendor	
Awards Requested:		
☐ Vendor Number	Award Number 🔻	Award Begin Date
No Records Found		
Back to User Information **Comma separated values supported.	Submit Registration	Cancel

OJP | OVW | COPS | FOIA | Privacy Statement

A Francisco of the con-	A Revenue Server and Chillian	
Vancor	MILIPADOF	
V CIPLUI	Number**	

000000000

Add Vendor

Awards Requested:

Vendor Number	Award Number	Award Begin Date
000000000	2010-CD-EF-3456	03/11/2009
000000000	2010-AB-CD-1234	03/11/2009
000000000	2009-EF-GH-3567	03/11/2009
000000000	2009-AB-CD-7890	03/11/2009
000000000	2008-GH-IJ-7654	03/11/2009
000000000	2008-CD-EF-2345	12/26/2007

Back to User Information

Submit Registration

Cancel

***Comma separated values supported.



Your registration has been submitted.

You will receive an email shortly confirming your registration and the awards assigned to you. Please contact customer service by phone at 1-800-458-0786 (press 2) or by email at Ask.Ocfo@usdoj.gov if you have any questions or concerns or you wish to modify your assignments in the future.



OJP | OVW | COPS | FOIA | Privacy Statement

requests for payment of funds (i.e., drawdown) from the award.

If you have not already done so, please complete and submit an Automated Clearinghouse (ACH)

Enrollment Form. This form will designate the banking information necessary for us to deposit funds
directly to the account for your organization. The ACH form and instructions can be accessed online at
http://www.ojp.usdoj.gov/funding/forms/ach_vendor.pdf.

Information concerning financial administration of grant funds is available in the OJP Financial Guide,
which can be accessed online at http://www.ojp.usdoj.gov/financialguide/index.htm.

Information concerning Post Award Instructions is available in the OJP Funding Website, which can be
accessed online at http://www.ojp.usdoj.gov/funding/pdfs/post_award_instructions.pdf.

Information concerning the online filing of the Federal Financial Report is available in the OJP Funding
Website, which can be accessed online at http://www.ojp.usdoj.gov/training/pdfs/gms_userguide.pdf.

Information concerning the administrative and financial maintenance of COPS grant funds is available

You have registered as a Drawdown Specialist in the Grant Payment Request System (GPRS) for the

The Drawdown Specialist will be responsible for the financial administration of the award such as the

following award(s): 2000-WF-VX-0010 2001-WF-BX-0031 2002-WF-BX-0050

on the COPS website, which can be accessed online at

http://www.cops.usdoj.gov/Default.asp?ltem=100.

or by email at ask.ocfo@usdoj.gov.

<u>askCopsRC@usdoj.gov</u>. (Please note that the message concerning on whom to contact for help (COP or OVW/OJP) will depend on the association of the user. This means that COPS Grantees will only see COPS information and OJP/OVW Grantees will only see OCFO Information.)

*(OJP/OVW) For questions concerning access to funds or any financial aspect of your award, please contact the Office of the Chief Financial Officer, Customer Service Branch by phone at 1-800-458-0786

*(COPS) For questions concerning access to funds or any financial aspect of your award, please

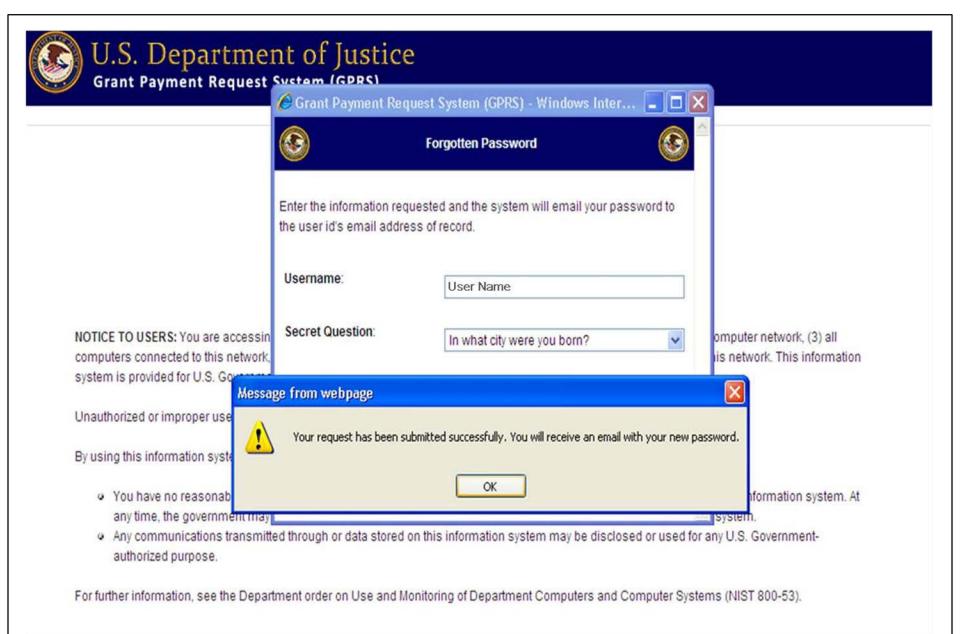
contact the COPS Office Response Center by phone at 1-800-421-6770 or by email

and OJP/OVW Grantees will only see OCFO Information.)

Your temporary password is BRWyp6SL3H. (For COPS) Please go to

https://grants.ojp.usdoj.gov/gprs/login to complete your registration.

	Username: Password:		Submit	
	New	User Registration Forgotten Password		
NOTICE TO USERS: You are accessin computers connected to this network, system is provided for U.S. Governme	Grant Payment	Request System (GPR) - Windows Forgotten Pass word	Inter pmputer network, (3) all is network. This information	
Unauthorized or improper use of this		V		
By using this information system, you	Enter the information the user id's email a	n requested and the system will email you address of record.	our password to	
 You have no reasonable expediany time, the government may Any communications transmitted 	Username:		n this information system. At system. ny U.S. Government-	
authorized purpose. For further information, see the Depar	Secret Question:	Choose One	s (NIST 800-53).	
	Answer to Secret Question:			
		Su	ubmit Cancel	



You have been assigned a temporary password in the Grant Payment Request System (GPRS). To access GPRS, go to _____(GPRS URL). Upon login, you will be prompted to change your password.

- *(OJP/OVW) For questions regarding this, please contact the Office of the Chief Financial Officer, Customer Service Branch by phone at 1-800-458-0786 or by email at ask.ocfo@usdoj.gov.
- *(COPS) For questions regarding this, please contact the COPS Office Response Center by phone at 1-800-421-6770 or by email askCopsRC@usdoj.gov.

(Please note that the message concerning on whom to contact for help (COP or OVW/OJP) will depend on the association of the user. This means that COPS Grantees will only see COPS information and OJP/OVW Grantees will only see OCFO Information.)



U.S Department of Justice *Office of Justice Programs*

Drawdown Process

Help Contact Us | Logout

Award Number:

Go

Active Award List

User Profile

Transaction History

Create Payment Request

Welcome User (UserName)

Text Size:

Medium V

Print/Export

Active Award List

	Award Number	Award Amount	Total Funds Requested	Pending Payment Requests	Hold Amount	Funds Available	Award Begin Date	Award End Date	FFR (SF 425)
0	2010-AB-CD- 1234	\$65,453.00	\$0.00	\$0.00	\$0.00	\$65,453.00	05/01/2010	05/01/2020	03/31/2010
0	2010-CD-EF- 2345	\$562,049.00	\$210,000.00	\$0.00	\$0.00	\$352,049.00	06/01/2009	05/31/2011	03/31/2010
0	2010-EF-GH- 3456	\$477,426.00	\$0.00	\$0.00	\$0.00	\$477,426.00	09/01/2009	08/31/2011	03/31/2010
0	2009-AB-CD- 9876	\$55,356.00	\$0.00	\$0.00	\$0.00	\$55,356.00	09/01/2009	08/31/2011	03/31/2010
0	2009-EF-CD- 5678	\$250,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00	03/11/2009	03/10/2012	03/31/2010
0	2009-AB-CD- 1234	\$500,000.00	\$0.00	\$0.00	\$0.00	\$500,000.00	03/11/2009	03/10/2012	03/31/2010
0	2008-CD-EF- 6789	\$350,738.00	\$0.00	\$0.00	\$0.00	\$350,738.00	12/26/2007	12/25/2010	03/31/2010
0	2007-AB-CD- 0000	\$888,535.00	\$888,535.00	\$0.00	\$0.00	\$0.00	12/26/2007	12/25/2010	03/31/2010
0	2006-CD-EF- 3456	\$789,782.00	\$789,782.00	\$0.00	\$0.00	\$0.00	11/22/2005	11/21/2009	12/31/2009

Create Payment Request

Transaction History

View Results:









Q: What is the Grant Payment Request System (GPRS)?

A: OJP's legacy payment request system, or PAPRS, is being upgraded so grantees will be able to perform draw down requests using the Internet. The new name for the upgraded system is Grant Payment Request System (CPRS)

Q: Will GPRS have the same functionality as PAPRS?

A: Yes, GPRS will retain the same functionality PAPRS has, with added functions. For example, grantees will now be able to cancel Pending payment requests within 24 hours of their request (or within the next payment processing cycle).

Q: Will grantees still receive PAPRS Packages?

A: Grantees will no longer receive their PAPRS Packages via postal mail. Grantees will receive emails with their award, user name, and password information to access GPRS and perform draw down requests.

Q: Will PAPRS Phone be available for use after I use GPRS?

A: The PAPRS phone system will no longer be available to grantees after they log into GPRS for the first time

Q: Can I perform a draw down request in excess of 99.9M?

A: The maximum draw down request in GPRS is \$99.9M. If you require access to available funds greater than \$99.9M, you may perform two separate draw down requests up to \$99.9M, within the same day if so desired.

Q: Who can I contact if I have questions about my award amount, hold, or special condition?

A: For questions concerning access to funds or any financial aspect of your award, please contact the Office of the Chief Financial Officer, Customer Service Branch by phone at 1-800-458-0786 or by email at Ask.ocfo@usdoj.gov.

Q: How is my available balance calculated in GPRS?

A: Available Balance = (Award Amount) - (Holds) - (Pending payment requests) - (Successfully paid payment requests). Please note that adding up all transferred payment requests from the transaction history may not reflect the total amount successfully paid. See payment rejections, manual payments, and PAPRS payment requests FAQ's below.

Q: Will I see all payment requests made through PAPRS in the GPRS transaction history?

A: The GPRS transaction history will include PAPRS payment requests from May 16, 2009 until the current. These transactions will be listed as a phone user

Q: Will payment rejections be displayed in GPRS?

A: Payment rejections occur outside of GPRS. Payment rejections are reflected in the award's available balance; however, the rejection will not be displayed in the award transaction history. The transaction request will look as though it was transferred (paid).

Q: Will manual payments be displayed in GPRS?

A: Manual payments are performed outside of GPRS and therefore are not reflected in GPRS. For information regarding manual payments, please contact the Office of the Chief Financial Officer, Customer Service Branch by phone at 1-800-458-0786 or by email at Ask.ocfo@usdoi.gov.

Q: Who can I contact if I have questions about my award?

A: For questions concerning access to funds or any financial aspect of your award, please contact the Office of the Chief Financial Officer, Customer Service Branch by phone at 1-800-458-0786 or by email at Ask.ocfo@usdoj.gov.

Go

Active Award List User Profile Transaction History Create Payment Request

Welcome User (UserName)

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Print/Export

Active Award List

	Court Citation and										
	Award Number	Award Amount	Total Funds Requested	Pending Payment Requests	Hold Amount	Funds Available	Award Begin Date	Award End Date	FFR (SF 425)		
0	2010-AB-CD- 1234	\$65,453.00	\$0.00	\$0.00	\$0.00	\$65,453.00	05/01/2010	05/01/2020	03/31/2010		
0	2010-CD-EF- 2345	\$562,049.00	\$210,000.00	\$0.00	\$0.00	\$352,049.00	06/01/2009	05/31/2011	03/31/2010		
0	2010-EF-GH- 3456	\$477,426.00	\$0.00	\$0.00	\$0.00	\$477,426.00	09/01/2009	08/31/2011	03/31/2010		
0	2009-AB-CD- 9876	\$55,356.00	\$0.00	\$0.00	\$0.00	\$55,356.00	09/01/2009	08/31/2011	03/31/2010		
0	2009-EF-CD- 5678	\$250,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00	03/11/2009	03/10/2012	03/31/2010		
0	2009-AB-CD- 1234	\$500,000.00	\$0.00	\$0.00	\$0.00	\$500,000.00	03/11/2009	03/10/2012	03/31/2010		
0	2008-CD-EF- 6789	\$350,738.00	\$0.00	\$0.00	\$0.00	\$350,738.00	12/26/2007	12/25/2010	03/31/2010		
0	2007-AB-CD- 0000	\$888,535.00	\$888,535.00	\$0.00	\$0.00	\$0.00	12/26/2007	12/25/2010	03/31/2010		
0	2006-CD-EF- 3456	\$789,782.00	\$789,782.00	\$0.00	\$0.00	\$0.00	11/22/2005	11/21/2009	12/31/2009		

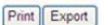
Create Payment Request

Transaction History

View Results:

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U.S. Department of Justice

Grant Payment Request System (GPRS)

Active Award List

Showing 1 to 4 of 4

Award Number	Award Amount	Total Funds Requested	Pending Payment Requests	Hold Amount	Funds Available	Award Begin Date	Award End Date	FFR (SF 425)
2010-AB-CD- 1234	\$364,037.00	\$0.00	\$0.00	\$100.00	\$363,937.00	10/01/2008	09/30/2012	03/31/2010
2009-AB-CD- 4567	\$96,489.00	\$0.00	\$0.00	\$96,489.00	\$0.00	10/01/2007	09/30/2011	03/31/2010
2008-CD-EF- 2345	\$309,762.00	\$0.00	\$0.00	\$0.00	\$309,762.00	10/01/2006	09/30/2010	03/31/2010
2007-EF-GH- 6789	\$142,348.00	\$142,348.00	\$0.00	\$0.00	\$0.00	10/01/2005	09/30/2009	09/30/2009

	Help	Contact Us	Logout
ward Number		1	Go

Go

Active Award List

User Profile

Create Paymer t Request

Welcome User (UserName)

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Print/Export

Active Award List

	Award Number	Award Amount	Total Funds Requested	Pending Payment Requests	Hold Amount	Funds Available	Award Begin Date	Award End Date	FFR (SF 425)
0	2010-AB-CD- 1234	\$65,453.00	\$0.00	\$0.00	\$0.00	\$65,453.00	05/01/2010	05/01/2020	03/31/2010
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0	2009-EF-CD- 5678	\$250,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00	03/11/2009	03/10/2012	03/31/2010
0	2009-AB-CD- 1234	\$500,000.00	\$0.00	\$0.00	\$0.00	\$500,000.00	03/11/2009	03/10/2012	03/31/2010
0	2008-CD-EF- 6789	\$350,738.00	\$0.00	\$0.00	\$0.00	\$350,738.00	12/26/2007	12/25/2010	03/31/2010
0	2007-AB-CD- 0000	\$888,535.00	\$888,535.00	\$0.00	\$0.00	\$0.00	12/26/2007	12/25/2010	03/31/2010
0	2006-CD-EF- 3456	\$789,782.00	\$789,782.00	\$0.00	\$0.00	\$0.00	11/22/2005	11/21/2009	12/31/2009

Create Payment Request

Transaction History

View Results:



Contact Us



Contact the Department of Justice, Office of Justice Programs, OCFO Customer Service Branch for questions regarding any financial aspect of your award. The OCFO Customer Service Branch can be reached by phone at 1-800-458-0786 (press 2) or by email at Ask.ocfo@usdoj.qov.



Contact Us



Contact the COPS Office Response Center by phone at 1-800-421-6770 or by email askCopsRC@usdoj.gov for questions concerning access to funds or any financial aspect of your award.

Go

Welcome User (UserName)

Active Award List

User Profile **Transaction History** Create Payment Request

Text Size:

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Print/Export

Active Award List

	Award Number	Award Amount	Total Funds Requested	Pending Payment Requests	Hold Amount	Funds Available	Award Begin Date	Award End Date	FFR (SF 425)		
0	2010-AB-CD- 1234	\$65,453.00	\$0.00	\$0.00	\$0.00	\$65,453.00	05/01/2010	05/01/2020	03/31/2010		
0	2010-CD-EF- 2345	\$562,049.00	\$210,000.00	\$0.00	\$0.00	\$352,049.00	06/01/2009	05/31/2011	03/31/2010		
0	2010-EF-GH- 3456	\$477,426.00	\$0.00	\$0.00	\$0.00	\$477,426.00	09/01/2009	08/31/2011	03/31/2010		
0	2009-AB-CD- 9876	\$55,356.00	\$0.00	\$0.00	\$0.00	\$55,356.00	09/01/2009	08/31/2011	03/31/2010		
0	2009-EF-CD- 5678	\$250,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00	03/11/2009	03/10/2012	03/31/2010		
0	2009-AB-CD- 1234	\$500,000.00	\$0.00	\$0.00	\$0.00	\$500,000.00	03/11/2009	03/10/2012	03/31/2010		
0	2008-CD-EF- 6789	\$350,738.00	\$0.00	\$0.00	\$0.00	\$350,738.00	12/26/2007	12/25/2010	03/31/2010		
0	2007-AB-CD- 0000	\$888,535.00	\$888,535.00	\$0.00	\$0.00	\$0.00	12/26/2007	12/25/2010	03/31/2010		
0	2006-CD-EF- 3456	\$789,782.00	\$789,782.00	\$0.00	\$0.00	\$0.00	11/22/2005	11/21/2009	12/31/2009		

Create Payment Request

Transaction History

View Results:

All



Active Award List

User Profile

Transaction History

Create Payment Request

Welcome User (UserName)

Text Size:

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Print/Export

Active Award List

	Award Number	Award Amount	Total Funds Requested	Pending Payment Requests	Hold Amount	Funds Available	Award Begin Date	Award End Date	FFR (SF 425)
0	2010-AB-CD- 1234	\$65,453.00	\$0.00	\$0.00	\$0.00	\$65,453.00	05/01/2010	05/01/2020	03/31/2010
0	2010-CD-EF- 2345	\$562,049.00	\$210,000.00	\$0.00	\$0.00	\$352,049.00	06/01/2009	05/31/2011	03/31/2010
0	2010-EF-GH- 3456	\$477,426.00	\$0.00	\$0.00	\$0.00	\$477,426.00	09/01/2009	08/31/2011	03/31/2010
0	2009-AB-CD- 9876	\$55,356.00	\$0.00	\$0.00	\$0.00	\$55,356.00	09/01/2009	08/31/2011	03/31/2010
0	2009-EF-CD- 5678	\$250,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00	03/11/2009	03/10/2012	03/31/2010
0	2009-AB-CD- 1234	\$500,000.00	\$0.00	\$0.00	\$0.00	\$500,000.00	03/11/2009	03/10/2012	03/31/2010
0	2008-CD-EF- 6789	\$350,738.00	\$0.00	\$0.00	\$0.00	\$350,738.00	12/26/2007	12/25/2010	03/31/2010
0	2007-AB-CD- 0000	\$888,535.00	\$888,535.00	\$0.00	\$0.00	\$0.00	12/26/2007	12/25/2010	03/31/2010
0	2006-CD-EF- 3456	\$789,782.00	\$789,782.00	\$0.00	\$0.00	\$0.00	11/22/2005	11/21/2009	12/31/2009

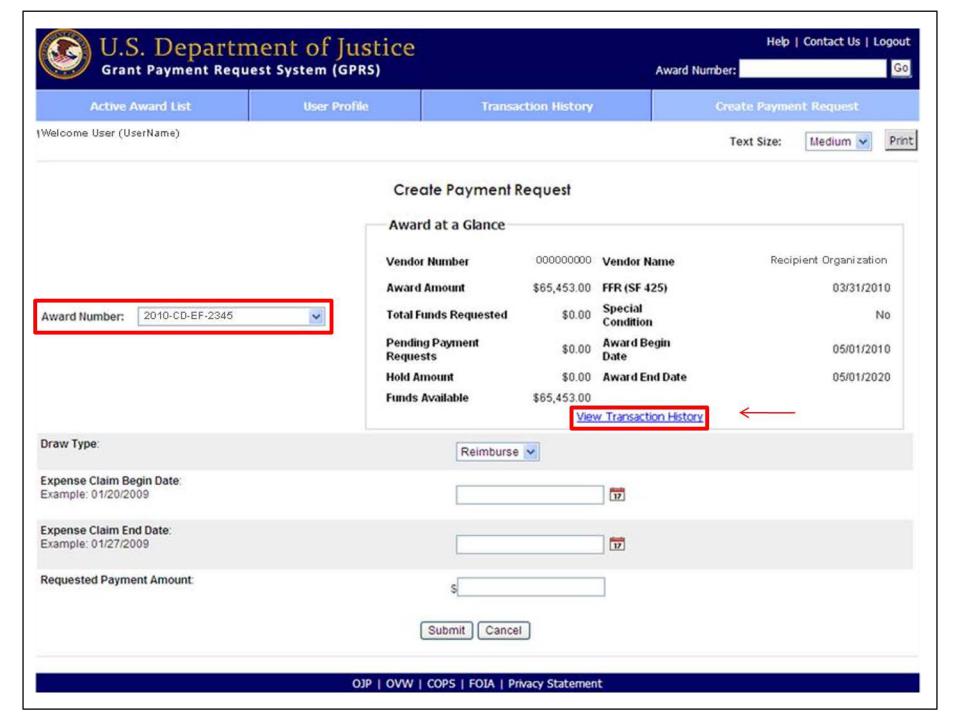
Create Payment Request

Transaction History

View Results:

All

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Go

Active Award List

User Profile

Transaction History

Create Payment Request

Welcome User (UserName)

Text Size:

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Print/Export

Transaction History

Award Number:

2010-CD-EF-2345



Award at a Glance

 Vendor Number
 000000000
 Vendor Name
 Recipient Organization

 Award Amount
 \$65,453.00
 FFR (SF 425)
 03/31/2010

Total Funds Requested \$0.00 Special Condition No

Pending Payment \$0.00 Award Begin 05/01/2010
Requests

Hold Amount \$0.00 Award End Date 05/01/2020

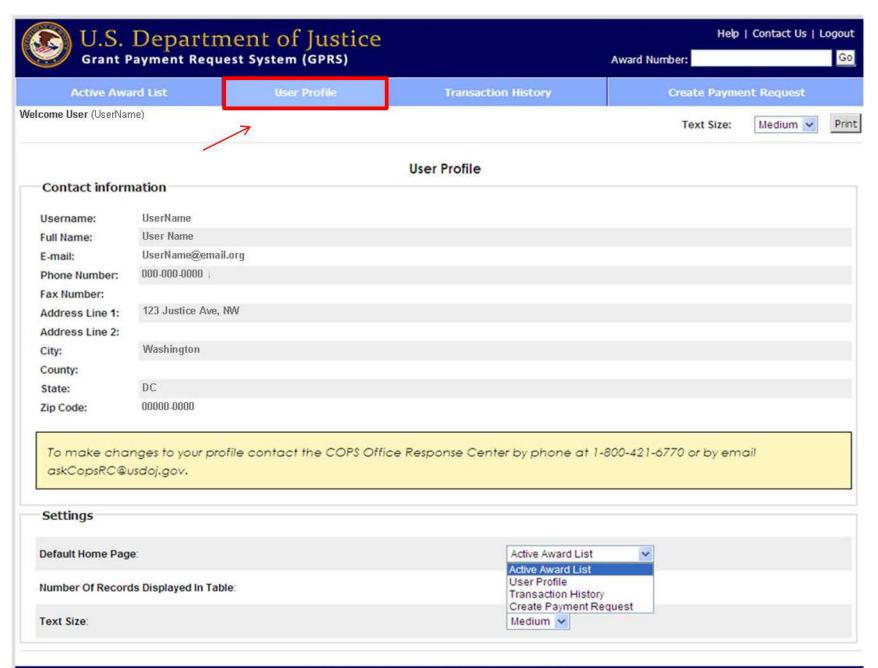
Funds Available \$65,453.00

Create Payment Request

Requested Payment Date	Amount Requested	Transaction Type	Begin Date	End Date	Payment Processing Date	User	Payment Request Status	Award Number	Cancel Pending Payment Request
05/18/2010 9:24:12 AM	\$100.00	Reimburse	05/01/2010	05/10/2010	05/18/2010	User Name	Transferred	2010-CD- EF-2345	Cancel
05/18/2010 9:22:06 AM	\$100.00	Reimburse	05/01/2010	05/10/2010		User Name	Cancelled	2010-CD- EF-2345	Cancel

View Results:

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UI.		V



Transaction History

Award Number: All

Requested Payment Date	Amount Requested	Transaction Type	Begin Date	End Date	Payment Processing Date	User	Payment Request Status	Award Number	Cancel Pending Payment Request
05/24/2010 2:02:06 PM	\$1,111.00	Reimburse	05/12/2010	05/12/2010		User Name 1	Pending	2008-CD- EF-4567	Cancel
05/20/2010 3:15:47 PM	\$1,212.23	Advance	05/21/2010	05/22/2010	05/20/2010	User Name 2	Transferred	2010-AB- CD-1234	Cancel
05/20/2010 3:15:30 PM	\$321.98	Reimburse	05/12/2010	05/13/2010	05/20/2010	User Name	Transferred	2010-AB- CD-1234	Cancel
05/20/2010 3:15:16 PM	\$12,345.67	Reimburse	05/02/2010	05/04/2010	05/20/2010	User Name 2	Transferred	2010-AB- CD-1234	Cancel
05/18/2010 9:24:12 AM	\$100.00	Reimburse	05/01/2010	05/10/2010	05/18/2010	User Name 1	Transferred	2008-CD- EF-4567	Caricel
05/18/2010 9:22:06 AM	\$100.00	Reimburse	05/01/2010	05/10/2010		User Name 1	Cancelled	2008-CD- EF-4567	Cancel
05/15/2010 8:37:52 AM	\$123.45	Reimburse	05/01/2010	05/01/2010	05/15/2010	User Name 2	Transferred	2010-AB-	Cancel
05/14/2010 4:25:02 PM	\$101.99	Reimburse	05/07/2010	05/07/2010	05/15/2010	User Name 2	Transferred	2010-AB- CD-1234	Cancel
04/22/2010 3:45:28 PM	\$88,853.50	Reimburse	01/01/2010	03/31/2010	04/23/2010	Phone System User	Transferred	2008-CD- EF-4567	Cancel
04/09/2010 12:45:11 PM	\$10,000.00	Advance	04/09/2010	04/19/2010	04/12/2010	Phone System User	Transferred	2010-AB- CD-1234	Cancel
03/04/2010 3:32:43 PM	\$5,000.00	Advance	03/04/2010	03/14/2010	03/05/2010	Phone System User	Transferred	2010-AB- CD-1234	Cancel
01/20/2010 3:40:04 PM	\$10,000.00	Advance	01/20/2010	01/30/2010	01/21/2010	Phone System User	Transferred	2010-AB- CD-1234	Cancel
01/12/2010 10:05:17 AM	\$175,201.91	Reimburse	10/01/2009	12/31/2009	01/13/2010	Phone System User	Transferred	2007- AB- CD-5678	Cancel

Help | Contact Us | Logout

Award Number:

Go

Welcome User (UserName)

Active Award List

Text Size: Medium V

Print/Export

Transaction History

Award Number: All

Requested Payment Date	Amount Requested	Transaction Type	Begin Date	End Date	Payment Processing Date	User	Payment Request Status	Award Number	Cancel Pending Payment Request
05/24/2010 2:02:06 PM	\$1,111.00	Reimburse	05/12/2010	05/12/2010		User Name 1	Pending	2008-CD- EF-4567	Cancel
05/20/2010 3:15:47 PM	\$1,212.23	Advance	05/21/2010	05/22/2010	05/20/2010	User Name 2	Transferred	2010-AB- CD-1234	Cancel
05/20/2010 3:15:30 PM	\$321.98	Reimburse	05/12/2010	05/13/2010	05/20/2010	User Name 2	Transferred	2010-AB- CD-1234	Cancel
05/20/2010 0:15:16 PM	\$12,345.67	Reimburse	05/02/2010	0 Message f	rom webpage	× 2	Transferred	2010-AB- CD-1234	Cancel
05/18/2010 0:24:12 AM	\$100.00	Reimburse	05/01/2010	0 (2)	Are you sure you want	to cancel?	Transferred	2008-CD- EF-4567	Cancel
05/18/2010 0:22:06 AM	\$100.00	Reimburse	05/01/2010	0	OK Cancel	1	Cancelled	2008-CD- EF-4567	Cancel
05/15/2010 05/15/2040	\$123.45	Reimburse	05/01/2010	05/01/2010	03/13/2010	Name 2	Transferred	2010-AB-	Cancel
05/14/2010 4:25:02 PM	\$101.99	Reimburse	05/07/2010	05/07/2010	05/15/2010	User Name 2	Transferred	2010-AB- CD-1234	Cancel
04/22/2010 3:45:28 PM	\$88,853.50	Reimburse	01/01/2010	03/31/2010	04/23/2010	Phone System User	Transferred	2008-CD- EF-4567	Cancel
04/09/2010 12:45:11 PM	\$10,000.00	Advance	04/09/2010	04/19/2010	04/12/2010	Phone System User	Transferred	2010-AB- CD-1234	Cancel
03/04/2010 3:32:43 PM	\$5,000.00	Advance	03/04/2010	03/14/2010	03/05/2010	Phone System User	Transferred	2010-AB- CD-1234	Cancel
01/20/2010 3:40:04 PM	\$10,000.00	Advance	01/20/2010	01/30/2010	01/21/2010	Phone System User	Transferred	2010-AB- CD-1234	Cancel
01/12/2010 0:05:17 AM	\$175,201.91	Reimburse	10/01/2009	12/31/2009	01/13/2010	Phone System User	Transferred	2007-AB- CD-5678	Cancel

User Profile **Active Award List** Create Payment Request

Welcome User (UserName)

Text Size:

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Transaction History

Award Number: All



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Requested Payment Date	Amount Requested	Transaction Type	Begin Date	End Date	Payment Processing Date	User	Request Status	Award Number	Payment Request
05/24/2010 2:02:06 PM	\$1,111.00	Reimburse	05/12/2010	05/12/2010		User Name 1	Pending	2008-CD- EF-4567	Cancel
05/20/2010 3:15:47 PM	\$1,212.23	Advance	05/21/2010	05/22/2010	05/20/2010	User Name 2	Transferred	2010-AB- CD-1234	Cancel
05/20/2010 3:15:30 PM	\$321.98	Reimburse	05/12/2010	05/13/2010	05/20/2010	User Name 2	Transferred	2010- AB- CD-1234	Cancel
05/20/2010 3:15:16 PM	\$12,345.67	Reimburse	05/02/2010	05/04/2010	05/20/2010	User Name 2	Transferred	2010-AB- CD-1234	Cancel
05/18/2010 9:24:12 AM	\$100.00	Reimburse	05/01/2010	05/10/2010	05/18/2010	User Name 1	Transferred	2008-CD- EF-4567	Cancel
05/18/2010 9:22:06 AM	\$100.00	Reimburse	05/01/2010	05/10/2010		User Name 1	Cancelled	2008-CD- EF-4567	Cancel
05/15/2010 8:37:52 AM	\$123.45	Reimburse	05/01/2010	05/01/2010	05/15/2010	User Name 2	Transferred	2010-AB-	Cancel
05/14/2010 4:25:02 PM	\$101.99	Reimburse	05/07/2010	05/07/2010	05/15/2010	User Name 2	Transferred	2010-AB- CD-1234	Cancel
04/22/2010 3:45:28 PM	\$88,853.50	Reimburse	01/01/2010	03/31/2010	04/23/2010	Phone System User	Transferred	2008-CD- EF-4567	Cancel
04/09/2010 12:45:11 PM	\$10,000.00	Advance	04/09/2010	04/19/2010	04/12/2010	Phone System User	Transferred	2010-AB- CD-1234	Cancel
03/04/2010 3:32:43 PM	\$5,000.00	Advance	03/04/2010	03/14/2010	03/05/2010	Phone System User	Transferred	2010-AB- CD-1234	Cancel
01/20/2010 3:40:04 PM	\$10,000.00	Advance	01/20/2010	01/30/2010	01/21/2010	Phone System User	Transferred	2010-AB- CD-1234	Cancel
01/12/2010 10:05:17 AM	\$175,201.91	Reimburse	10/01/2009	12/31/2009	01/13/2010	Phone System User	Transferred	2007-AB- CD-5678	Cancel

Go

Active Award List

2010-CD-EF-2345

User Profile

Create Payment Request

Welcome User (UserName)

Award Number:

Text Size:

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Print/Export

Transaction History

Award at a Glance

Vendor Number

000000000 Vendor Name

Recipient Organization

Award Amount

\$65,453.00

FFR (SF 425)

03/31/2010

Total Funds Requested

\$0.00

Special Condition

No

Pending Payment

Award Begin

Requests

\$0.00 Date 05/01/2010

Hold Amount

Award End Date \$0.00

05/01/2020

Funds Available

\$65,453.00

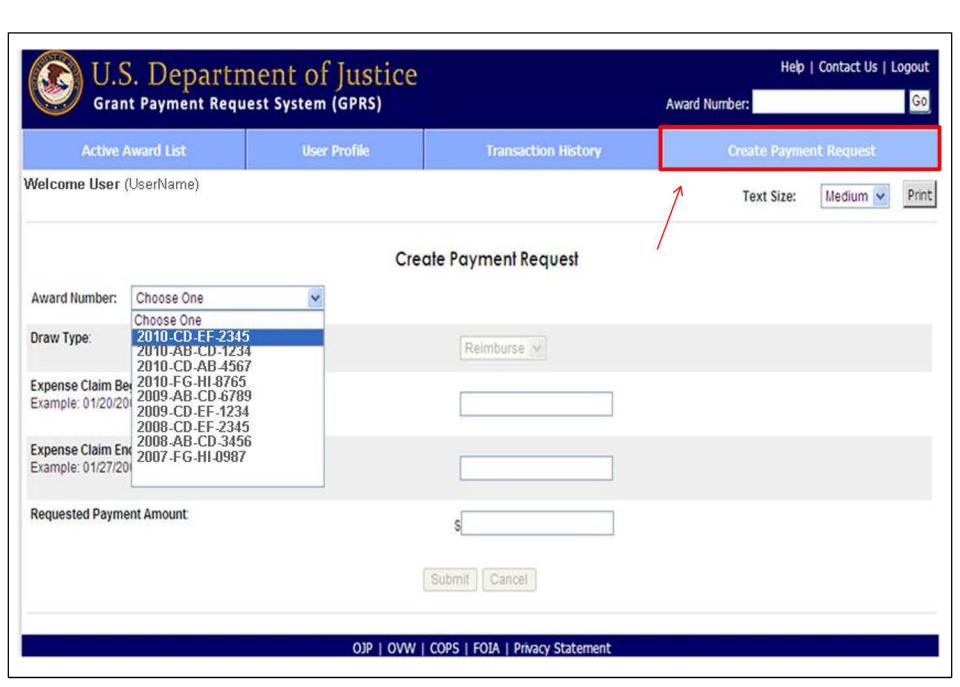
Create Payment Request

Requested Payment Date	Amount Requested	Transaction Type	Begin Date	End Date	Payment Processing Date	User	Payment Request Status	Award Number	Cancel Pending Payment Request
05/18/2010 9:24:12 AM	\$100.00	Reimburse	05/01/2010	05/10/2010	05/18/2010	User Name	Transferred	2010-CD- EF-2345	Cancel
05/18/2010 9:22:06 AM	\$100.00	Reimburse	05/01/2010	05/10/2010		User Name	Cancelled	2010-CD- EF-2345	Cancel

View Results:







U.S. Departm Grant Payment Reques		ice		He Award Number:	lp Contact Us Log
Active Award List	User Profile	Trans	action History	Create Payr	ment Request
Welcome DOJ Award R	ecipient (TestAccount)	· ·		It.	
				Text Size:	Medium V Print
		Create Payment F	Request		
		Award at a Glance	200 00 W € 0 CC 200 V V		
		Vendor Number	00000	0000 Vendor Name	DOJ Grantee
		Award Amount	\$498,98	88.00 FFR (SF 425)	06/30/2017
		Total Funds Requested	\$243,40	2.83 Special Condition	No
ward Number: 2017-AB-CD-1234	~	Pending Payment Requ	uests S	\$0.00 Award Begin Date	10/01/2014
		Hold Amount	5	80.00 Award End Date	09/30/2018
		Funds Available	\$255,58	35.17	
		View Hold	Amount Information	View Trans	action History
Draw Type:		Reimburse			
Expense Claim Begin Date: Example: 01/20/2009			17		
Expense Claim End Date: Example: 01/27/2009			17		1
Requested Payment Amount		\$			
Please read the full text by scroll	ing through to the botto	m, then certify your acce	eptance of payment terms	by clicking the "I Agree, S	ubmit" button
Declaration	and Certification to the	U.S. Department of Justi	ice as to this Payment/Drav	wdown Request	A
I declare the following to the U. recipient; (2) I have conducted (or had con- recipient's authorities and responsibilities the such financial actions that appears to such financial actions that appears to the such financial actions the s	nducted for me, including be as with respect to obligation ear in award-related certific to all other	by the recipient's legal country, expenditure, and drawd	nsel as appropriate) a diliger lown of award funds, as well ind (3) I also have conducted	nt review of all award condit as all statutory and regulate	ions that affect the ory requirements
_	B	1 Agree, Submit	Cancel		
	OJP	OVW COPS FOIA I	Privacy Statement		

U.S. Departm Grant Payment Reque	est System (GPRS)		Awa	Help rd Number:	Contact Us Logout
Active Award List	User Profile	Transaction His	tory	Create Paymen	t Request
Welcome DOJ Award R	ecipient				
• — A Pay	ment request in the amoun	t of \$1,234.56 certified a	nd submitted suc		Medium ▼ Print
	Crea	te Payment Request			
	4444444	l at a Glance		. Delouge Am Department	
		Number		Vendor Name	DOJ Grantee
	Section and the section of the secti	Amount		FFR (SF 425) Special Condition	06/30/2017 No
Award Number: 2017-AB-CD-1234	▼	unds Requested g Payment Requests		Award Begin Date	10/01/2014
	Hoki A			Award End Date	09/30/2018
		Available	\$251,881.49	Andra End Park	
		View Hold Amount Info	ormation	View Transac	tion History
Draw Type:		Reimburse ▼			
Expense Claim Begin Date: Example: 01/20/2009		į į	7		
Expense Claim End Date: Example: 01/27/2009		į.	7		
Requested Payment Amount :	\$				
Please read the full text by scrol	lling through to the bottom, then	certify your acceptance of p	ayment terms by clic	king the "I Agree, Sub	mit" button
I understand that, in making paym that a materially false, fictitious, or frauduler a material fact as to either) may be the subj me and the award recipient to civil penalties	nt statement in this declaration an ject of criminal prosecution (includ	d certification or otherwise in ling under 18 U.S.C. §§ 1001	this payment/drawdor and/or 1621, and/or 4	wn request (or concealm 42 U.S.C. § 3795a), and	ent or omission of also may subject
	I Agr	ree, Submit Cancel			
	OJP OVW	COPS FOIA Privacy State	ement		

CHANGES TO THE AWARD

GRANT ADJUSTMENTS NOTICE

- > 10% Deviation from Total Award \$\$
- Change in Scope of Project
- Change in Project Period (no cost extension)
- Retire Special Conditions

CHANGES TO THE AWARD

GRANT ADJUSTMENTS NOTICE

- Charge to indirect cost amount (up or down)
- Change of authorized signing official
- Change in mailing address
- Change in organization name
- Prior Approval of grant costs

REPORT	SYSTEM
FFR/SF-425 Federal Financial Report	Grants Management System (GMS)
Progress Reports Program/Project Activity Reports	Grants Management System (GMS)
Performance Measures	Performance Measurement Tool (PMT) Grants Management System (GMS)
Other Reports Conference Cost Reporting	OJPConferenceCostReporting@ojp.us doj.gov

Federal Financial Report (SF-425)

- Quarterly Federal Financial Reports are submitted through the Grants Management System (GMS) at https://grants.ojp.usdoj.gov.
- ➤ Grant recipients will be required to report grant expenditures utilizing the Federal Financial Report Form (SF-425).
- ➤ The SF-425 quarterly report must be submitted no later than 30 days after the end of each calendar quarter.



Office of Justice Programs



Welcome to the Grants Management System

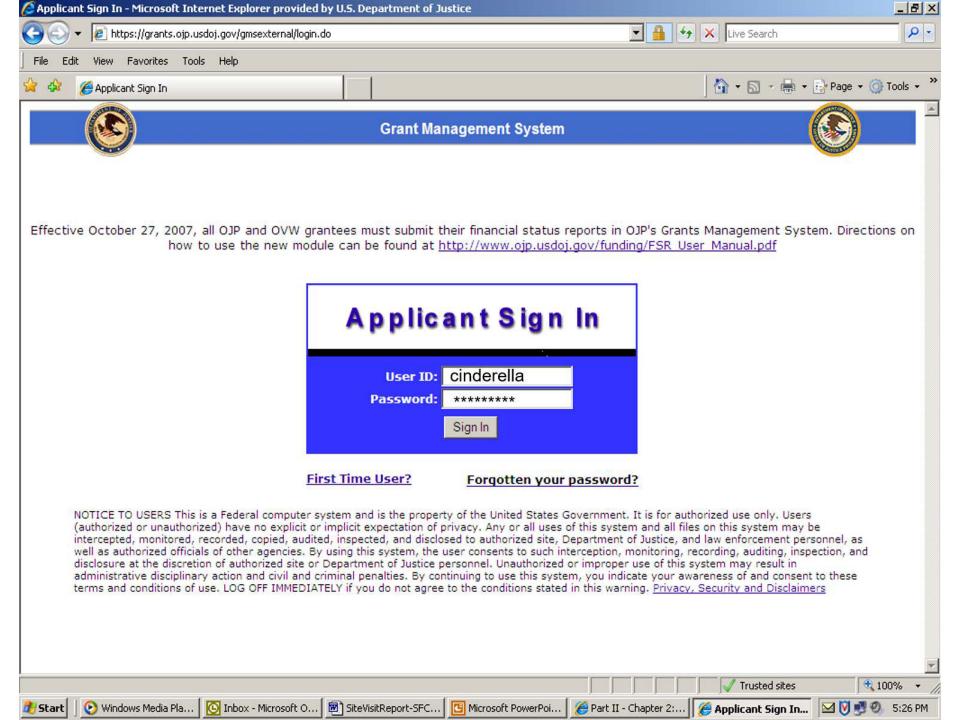
Click here for Training Material

CLICK HERE

GMS Sign-In

New User? Register Here LLEBG Sign-In

Home





Grant Management System Financial Status Reports Home



Manage Users

To request assignment and unassignment of awards, please select Manage Assigned Awards.

Applications

Active Award Status:

Submit

Victim Compensation Certification

<u>Awards</u> **Funding**

Opportunities Grant Adjustments

Grant Monitoring

Event Planning and Reporting

Financial Status Reports

Closeouts

Reports

Profile **CCR Claim**

Change Password

Log Off

Help/Frequently Asked Questions

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-B9-0019	Grantee Notified On 04/29/09 Active	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-B9-0113	 Grantee Notified On 04/24/09 Active 	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-B9-0113	• Grantee Notified On 04/24/09 • Active	Name: Green, Kisha W Phone: 202-616-3573 Fax: 202-514-6383 Other:	3 New Message(s)	Financial Statu 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-B9-0087	Grantee Notified On 04/24/09 Active	Name: Green, Kisha W Phone: 202-616-3573 Fax: 202-514-6383 Other:	3 New Message(s)	Financial Status Reports



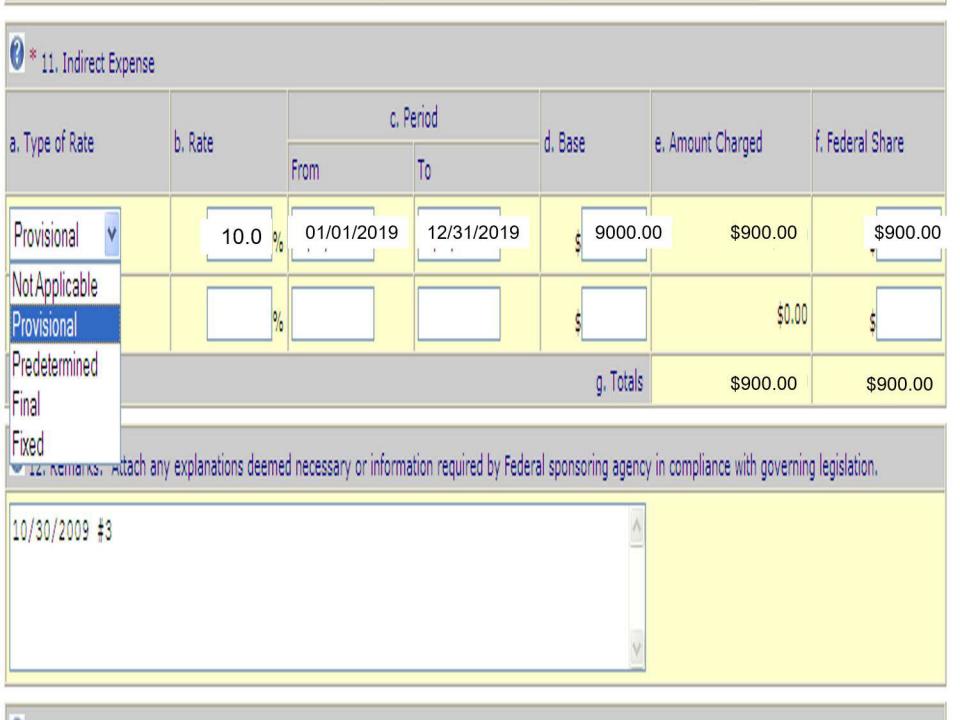
BJA FY 09 Recovery Act Edward Byrne Memorial Justice Assistance Grant Program State Solicitation 2009-XX-XX-1234

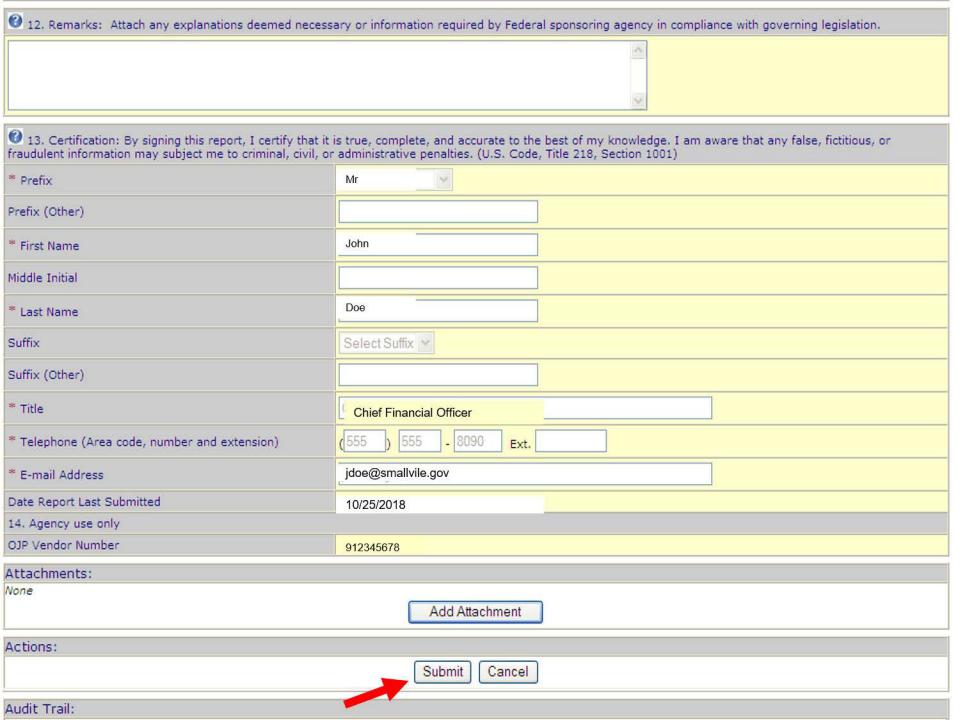


	Financial Status Reports	FSR Correspondence
Financial Status Report Handbook	*Required Report Number: 3	
FSR Details	FEDERAL FINA (Follow form	
Previously Submitted Reports	1. Federal Agency and Organizational Element to Which Report is Submitted	U.S. Dept. of Justice Office of Justice Programs (OJP)
	Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR attachment)	2017-XX-XX-1234
	3. Recipient Organization (Name and complete address including Zip code)	Smallville Police Department 123 Main Street Nicetown, USA 12356
Help/Frequently Asked Questions	4a. DUNS Number	808591127
	4b. EIN	02-6002618
<u>Financial Status</u> <u>Reports Home</u>	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR attachment)	
GMS Home	* 6. Final Report	○ Yes
Log Off	* 7. Basis of Accounting	⊙ Cash → Accrual
	8. Project/Grant Period From: (Month, Day, Year)	10/01/2016
	To: (Month, Day, Year)	09/30/2020
	9. Reporting Period End Date (Month, Day, Year)	03/31/2017

= rinanciai Status Reports Heip -	- Windows Internet Explorer		. [라] ×
2	Federal Grant or Other Identifying Number Assigned by Federal Agency	GMS populated this field with data from the award information.	_
3	Recipient Organization (Name and complete address, including zip code)	GMS populated this field with data from the award information.	
4a	DUNS Number	GMS populated this field with data from the award information.	
4b	EIN	GMS populated this field with data from the award information.	
5	Recipient Account Number or Identifying Number	Recipient can use this field for their own internal use. Enter the account number or any other identifying number assigned by the recipient to the award. This field is not required by OJP or OVW. Recipients may choose to leave the field blank.	
6	* Final Report	This is a required field. Select Yes or No. OJP and OVW require quarterly or final reports. A final report should only be submitted when the recipient has completed the grant project and has completed their financial reconciliation. If YES is selected for Final Report, the recipient should proceed to initiate the closeout of the grant in the Closeout module of GMS.	
7	* Basis of Accounting	On the first FFR for this award, select cash or accrual, based on the method used for recording transactions related to the award and for preparing the FFR. GMS will populate this line on subsequent reports. Accrual basis of accounting refers to the accounting method in which expenses are recorded when incurred. For cash basis accounting, expenses are recorded when they are paid. This is a required field and may not be left blank.	
8	Project/Grant Period, From: (Month, Day, Year)	GMS populated this field with data from the award information.	
9	Reporting Period End Date: (Month, Day, Year)	GMS populated this field with the last day of the quarter. For final reports submitted before the end date of the award, the populated date will be the last day of the quarter. For final reports submitted after the end date of the award, the populated date will match the end date of the award.	
10	Transactions Report on single grants only and complete the required field	s. User Line 12, "Remarks," to provide any information deemed necessary to support or explain FFR data	
		Federal Cash	
10a	Cash Receipts	This field is not active and not applicable to OJP and OVW grantees.	
10b	Cash Disbursements	This field is not active and not applicable to OJP and OVW grantees.	
10c	Cash on Hand (Line 10a minus Line 10b)	This field is not active and not applicable to OJP and OVW grantees.	
	Federal Expen	ditures and Unobligated Balance	
10d	Total Federal Funds Authorized	GMS populated this field with data from the award document or the most recent budget modification Grant Adjustment Notice (GAN).	
10e	* Federal Share of Expenditures	Enter the amount of Federal fund expenditures for this reporting period. GMS will calculate the previously reported and cumulative amounts. For reports prepared on a cash basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expenses charged; the value of third-party in-kind contributions applied; and the amount of cash advance payments and payments made to subrecipients. For reports prepared on an accrual basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expenses incurred; the value of in-kind contributions applied; and the net increase or decrease in the amounts owed by the recipient for (1) goods and other property received; (2) services performed by employees, contractors, subrecipients, and other payees; and (3) programs for which no current services or performance are required. This is a required field and may not be left blank, but a zero (0) may be entered.	
10 f Start	* Federal Share of Unliquidated Obligations soft O FSRExternal O RecoveryAct-2	Enter the cumulative amount for the federal share of unliquidated obligations. On a cash basis, unliquidated obligations are obligations incurred, but not yet paid. They include direct and indirect expenses incurred but no yet paid or charged to the award, including amounts due to subrecipients and contractors. On an accrual basis the obligations are incurred, but the expenditures have not yet been recorded. On the final report, for either cash or accrual basis, this line should be zero (0). Do not include any amount in Line 10f that has been reporte in Line 10e. Include the unliquidated obligations that will be expensed by the end of the next quarter. Do not	d









BJA FY 09 Recovery Act Edward Byrne Memorial Justice Assistance Grant Program State Solicitation 2009-XX-XX-1234



Financial Status Reports

FSR Correspondence

Financial Status Reports Handbook 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.

Help/Frequently Asked Questions

Financial Status Reports Home

GMS Home

Log Off

SF-425 Exercise

SF-425 HELPFUL TIPS

- ✓ Report actual expenditures not disbursements from Federal Government
- ✓ Report from the lowest level in Section 10
- ✓ Report correct indirect cost type, rate, and base

Federal Financial Report (SF-425)

SF-425 – Due Quarterly

Reporting Period	Delinquent After
Oct 1 - Dec 31	January 30
Jan 1 - Mar 31	April 30
Apr 1 - Jun 30	July 30
Jul 1 - Sept 30	October 30

Funds will be frozen if report is not submitted within 30 days

Federal Financial Report (SF-425)

Problems with SF-425?

Contact: OCFO Customer Service Center

1-(800)-458-0786 or (202) 305-9988

Email: ask.ocfo@usdoj.gov

Fax#: (202) 353-9279

➤ The Grant Management System (GMS) allows grantees to report on their grant progress through an online Categorical Assistance Progress Report or online Performance Report.

Features include:

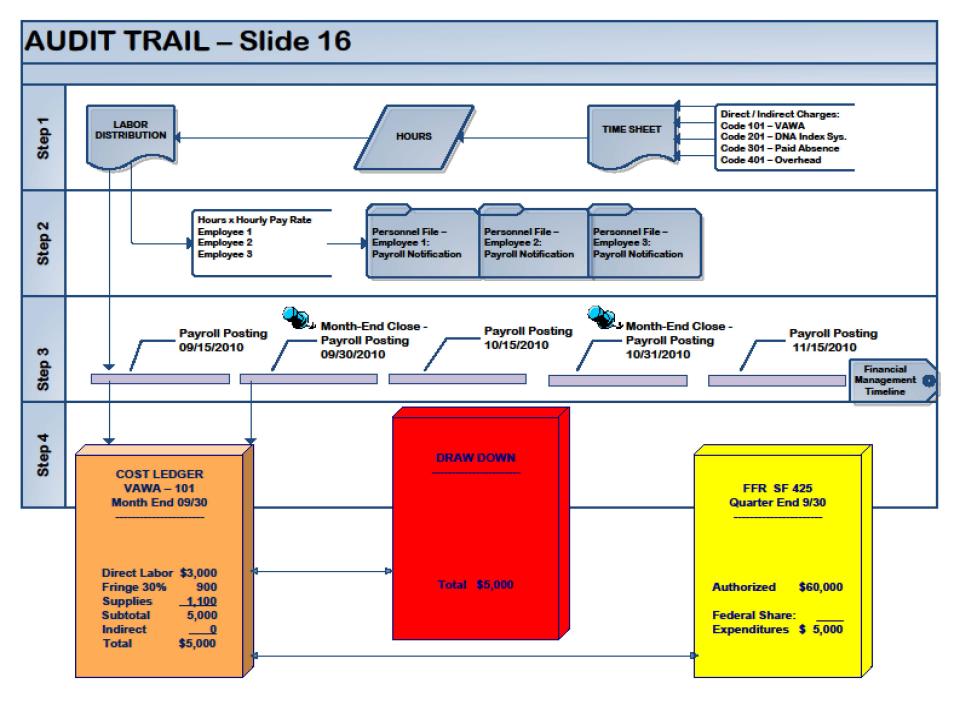
- ✓ Data for form is filled in with information already in GMS
- ✓ Grantees can attach documents as part of their report
- ✓ E-mail notifications occur to remind grantees to submit report
- ✓ OJP grant managers can review and send back incomplete reports to grantees

- Check the special conditions on your Award Document or the Solicitation, to determine due dates for Progress Reports.
- ➤ If Progress Reports are delinquent, drawdowns will not be processed.
- ➤ If Progress Reports are delinquent, future awards and grant adjustment notices may not be processed.

- ➤ Questions concerning GMS may be addressed to the GMS Help Desk at 1-(888) 549-9901
- Contact program manager for questions regarding Reporting Requirements

AUDIT REQUIREMENTS

- ≥2 CFR Subpart F applicable to all non-Federal entities
- Thresholds \$750K or more expended during the FY - Single Audit required
- Audit Report due nine (9) months after end of FY
- Submit online to Federal Audit Clearinghouse (FAC)
- ➤\$15,000 or more in questioned costs must be included in the Single Audit report



- ➤ Commercial Organizations and Individuals
 - ✓ Submit one copy to the Office of Justice Programs, Office of the Chief Financial Officer.

The Federal Audit Clearinghouse requires all grant recipients to submit form SF-SAC and the Single Audit Report package online utilizing the Internet Data Entry System (IDES).

>To use the online system:

http://harvester.census.gov/fac/collect/ddeindex.html#

Questions about submission can be addressed to:

Phone #: 800-253-0696

Email: govs.fac@census.gov

- ➤ A statement that the examination was completed in accordance with Subpart F and list the Federal programs and results of audit
- Report on the study and evaluation of internal accounting controls.

RESOLUTION OF AUDIT REPORTS

Office of Audit, Assessment, and Management

- > Establish working file for the audit report.
- > Review and analyze the audit report.
- ➤ If there are any findings, a letter must be generated to the audited recipient. This letter should include a request for a Corrective Action Plan (CAP).

RESOLUTION OF AUDIT REPORTS

The CAP should include:

- Description of each finding.
- Specific steps to be taken to implement the recommendation.
- ➤ Timetable for performance of each corrective action.
- Description of monitoring to be performed to ensure implementation of CAP.

RESOLUTION OF AUDIT REPORTS

- ➤ Recipient must generate response to the CAP letter within the specified time frame, usually within 30 calendar days from the letter.
- ➤ Analyze response and follow up on action taken.
- ➤ A special condition will be placed on new awards if report is delinquent.

TOP TEN AUDIT FINDINGS (FY2018)

- 1. Procedures not documented or need improvement.
- 2. Questioned Costs Unsupported/Unallowable.
- 3. Financial Reports not accurately prepared.
- 4. Special Conditions not met by grantee.
- 5. Excess cash-on-hand identified.

TOP TEN AUDIT FINDINGS (FY2018)

- 6. Suspension and Debarment verification not performed or properly documented.
- 7. Accounting system inadequate or not effectively utilized to account for grant funds.
- 8. Financial and Program Reports not submitted timely.
- 9. Sub-recipient monitoring not being conducted.
- 10. Matching funds not provided or insufficient to meet award requirements.

Monitoring Discussion

Grants Financial Management Division's Mission

- Ensure stewardship over Federal funds awarded by:
 - √On-Site financial reviews
 - ✓OCFO-Based financial reviews
 - √ Technical assistance to grantees

How are grants selected for on site-review?

- ➤ Risk assessment
- Dollar amount of award
- ➤ New grant or grantee
- ➤ Program Office Request
- ➤ Grantee's request for technical assistance
- Problems identified through OCFO Based review
- >Random sample

What will be reviewed during the on-site visit?

- > Internal Controls
- Accounting System
- Accounting procedures including cash management procedures
- > Federal Financial Reports (SF-425s)
- Test and Analyze expenditures
- > Provide technical assistance

Compare your actual expenditures with your grant objectives and approved budget

APPROVED BUDGET

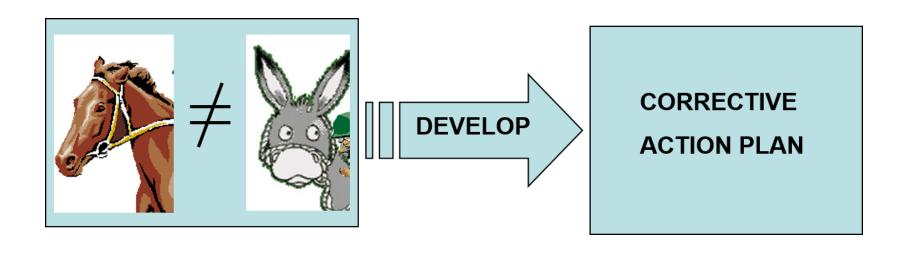


ACTUAL EXPENDITURES



Are you spending the money according to the purpose of the award?

If there are deficiencies in your objectives and/or you have deviated from the budget without prior approval from the program office



OCFO will help you get back on track

What are the objectives of the OCFO based review?

- Conduct an analysis of grant activity to date
- ➤ Analyze Federal Financial Reports (SF-425s)
- Determine compliance with audit report submission requirements
- Evaluate payments -- determine excess cash
- > Identify grantees who need on-site financial review

Primary Grantee's Responsibility

The primary grant recipient is responsible for monitoring the subrecipient and ascertaining that all fiscal and programmatic responsibilities are fulfilled, including compliance with Federal rules and regulations (e.g., 2 CFR Part 200, EEO compliance).

TEN TOP MONITORING FINDINGS (FY 2018)

- 1. Procedures not documented or need improvement.
- 2. FFR do not reconcile to grantee's accounting records.
- 3. FFATA reporting requirements not met.
- 4. Internal control weakness procedures not followed.
- 5. Unsupported costs.

TEN TOP MONITORING FINDINGS (FY 2018)

- 6. Inadequate subrecipient documentation.
- 7. Special conditions violated.
- 8. FFR not timely submitted.
- 9. Excess cash-on-hand identified.
- Matching funds not accurately reported on FFR.

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT OF 2006 (FFATA)

Subaward and Executive Compensation

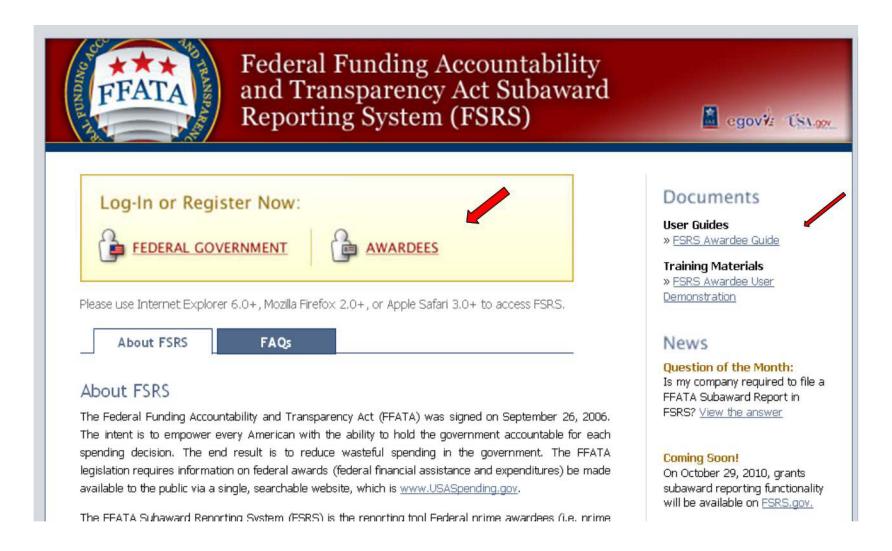
- ➤ Requires prime recipients to report on first-tier subawards of \$25K or more.
- Requires prime recipients to report executive compensation for prime or subawards if:
 - ✓ The organization received 80% or more of its annual gross revenues in Federal awards and those revenues are greater than \$25 million; and
 - ✓ The public does not have access to information about executive compensation through periodic reporting.

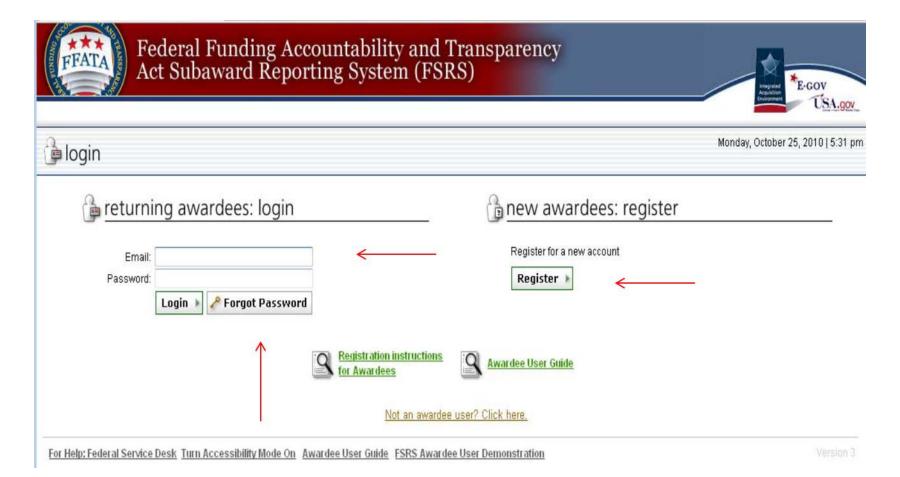
When to Report

- ➤ For Federal awards of \$25K or more the prime recipient must report first-tier and executive compensation data.
- Data must be reported in FSRS the following month after the obligation is made.
 - ✓ Example: Awards made during October will have until November 30th to report.

Subaward and Executive Compensation

Prime recipients must report FFATA requirements in the (FFATA) Subaward Reporting System (FSRS) https://www.fsrs.gov/.









Registration Step 1 of 2

Please enter your DUNS Identification Number.

(Previously, this field was called the "Contractor Identification Number.") Please do not include any dashes when entering your DUNS number. Upon entering the DUNS, FSRS will pull the appropriate company information from the Central Contractor Registration (CCR) database and auto-populate most of the fields on the next screen. You will still need to fill in the required Contact Information fields. (If the auto-populated information is incorrect, you'll need to contact CCR rather than FSRS.)

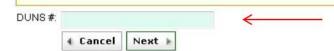
Note: If you have an account in eSRS (https://www.esrs.gov) you do not have re-register here. You may use the same username/password for both systems.

Note: Only the prime contractor's representative can register under their DUNS # to file a report. By registering under this DUNS # you certifying that you are a representative of the prime contractor's company and have the authority to file this report.



!\ Note

Please be aware that all information collected on the FFATA website (www.ffata.gov), including registration information and report data, will be visible to the public on a public website.





Contractor Information

Please provide as much information as possible. After you submit this form, a confirmation email will be sent to the email address provided with instructions on how to finalize the registration process.

*DUNS #: 123456789

*Legal Business Name: Department of Justice

*Doing Business As (DBA): Office of the Chief Financial Officer

Cage: 123A4

Division Name: Not Found in CCR **Division Number**: Not Found in CCR

Physical Address

*Street Address: 810 7th Street, N.W.

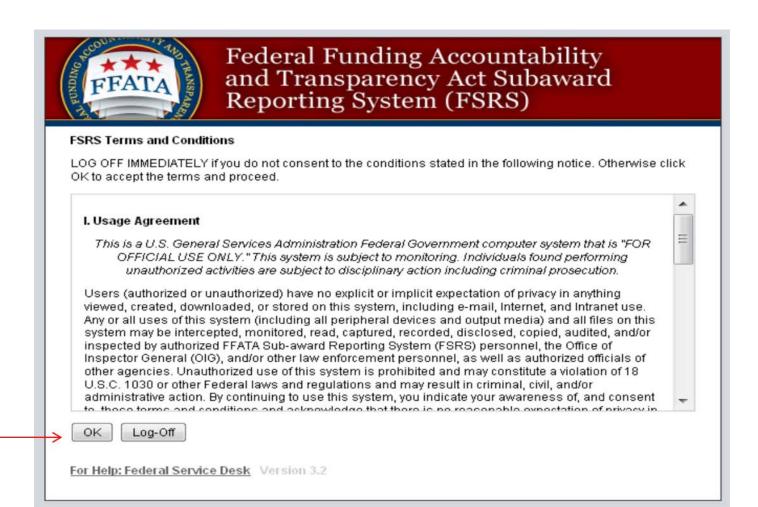
*City: Washington

*State: District of Columbia

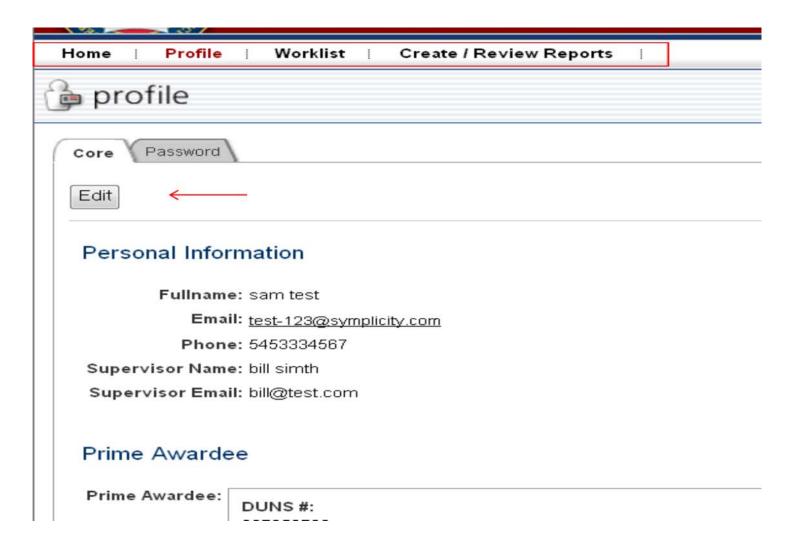
Registration Help

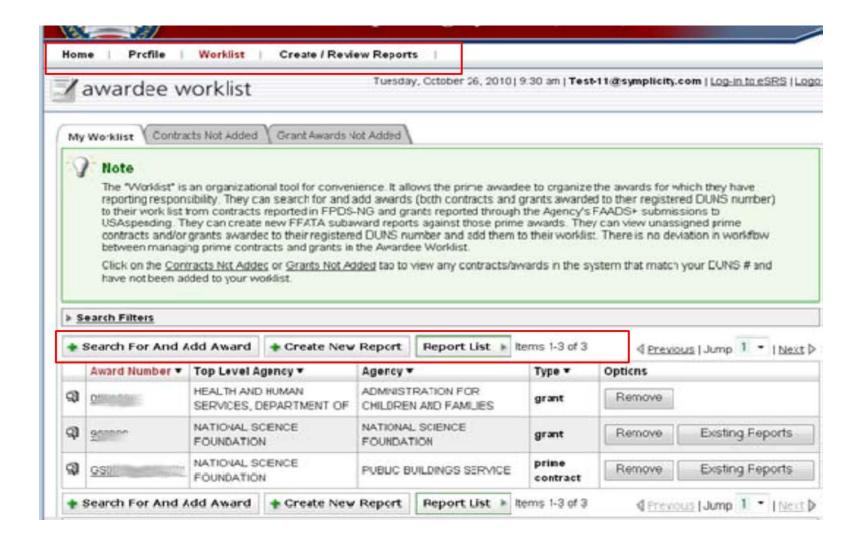
After submitting this form, you will receive an email to verify the information. Only after following the instructions in the email will your account be activated.

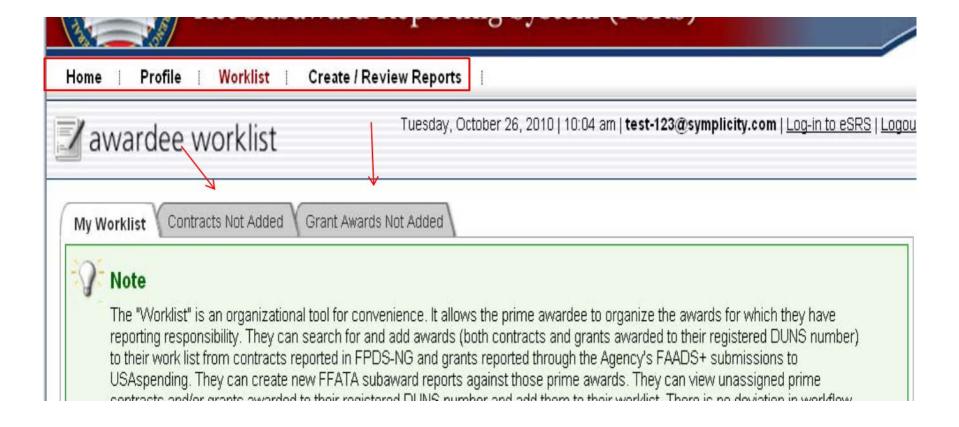


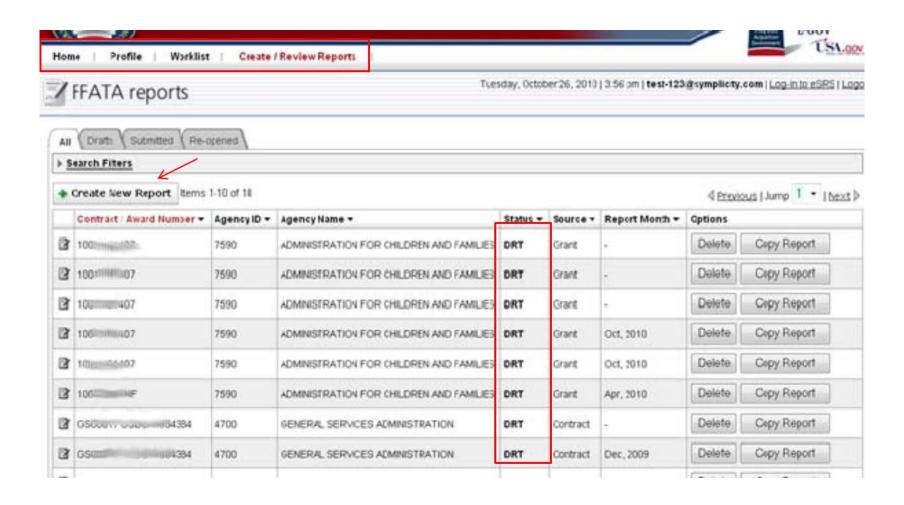


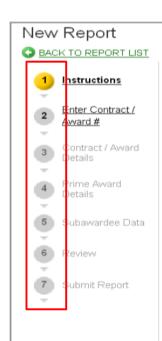












Instructions



Instructions for FFATA Subaward Reporting

PRIME CONTRACTORS awarded a Federal contract or order that is subject to Federal Acquisition Regulation clause 52.204-10 (Reporting Executive Compensation and First-Tier Subcontract Awards) are required to file a FFATA subaward report by the end of the month following the month in which the prime contractor awards any subcontract greater than \$25,000. This reporting requirement will be phased-in (see below):

- Phase 1: Reporting subcontracts under federally-awarded contracts and orders valued greater than or equal to \$20,000,000, reporting starts now.
- Phase 2: Reporting subcontracts under federally-awarded contracts and orders valued greater than or equal to \$550,000, reporting starts October 1, 2010.
- Phase 3: Reporting subcontracts under federally-awarded contracts and orders valued greater than or equal to \$25,000, reporting starts March 1, 2011.

Although the requirement to report subawards is being phased-in at certain dollar levels, if you would like to start reporting prior to the start date for your subcontracts, the system is available to you for reporting.

PRIME GRANT RECIPIENTS awarded a new Federal grant greater than or equal to \$25,000 as of October 1, 2010 are subject to FFATA subaward reporting requirements as outlined in the Office of Management and Budget's guidance issued August 27, 2010. The prime awardee is required to file a FFATA subaward report by the end of the month following the month in which the prime recipient awards any sub-grant greater than \$25,000. The grants subaward reporting functionality will be available via www.fsrs.gov on October 29, 2010.



Note

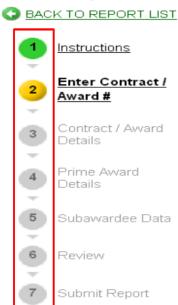
Please be aware that all information collected on the FSRS website (www.fsrs.gov), including registration information and report data, will be visible to the public on a public website (www.usaspending.gov).

Copy Existing Report

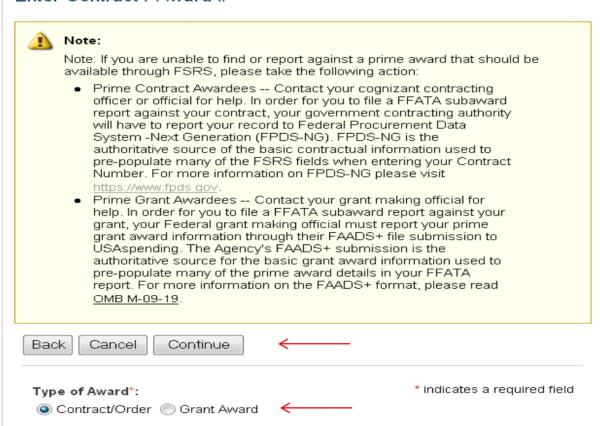
Note: You may copy data from an existing report by clicking the drop-down below and selecting a report.

select existing report

New Report



Enter Contract / Award



Type of Award*:

* indicates a required field

Contract/Order
 Grant Award

Is this a Task Order?*:

Indicate if you are submitting this report for a Task Order. After making your selection, additional information will be required.

"Select "YES" if you are reporting subawards for a specific task, delivery, or call order for supplies and/or services placed against an established federal contract or agreement. These include: indefinite delivery contracts (also known as task or delivery order contracts), multiple award schedules (MAS) (also known as federal supply schedules), government wide acquisition contracts (GWAC), blanket purchase agreements (BPA), and basic ordering agreements (BOA). Please see the Federal Acquisition Regulation (FAR) for the regulatory definition of each. These terms do not encompass federally-awarded grants, cooperative agreements, or other assistance actions.

Select "NO" if you are reporting subawards for a federally-awarded contract or agreement itself. These include: definitized or letter contracts, purchase orders, and indefinite delivery contracts or agreements if the requirement was placed on the contract or agreement itself and not on a subsequent order. Please see the Federal Acquisition Regulation (FAR) for the regulatory definition of each. These terms do not encompass federally-awarded grants, cooperative agreements, or other assistance actions.

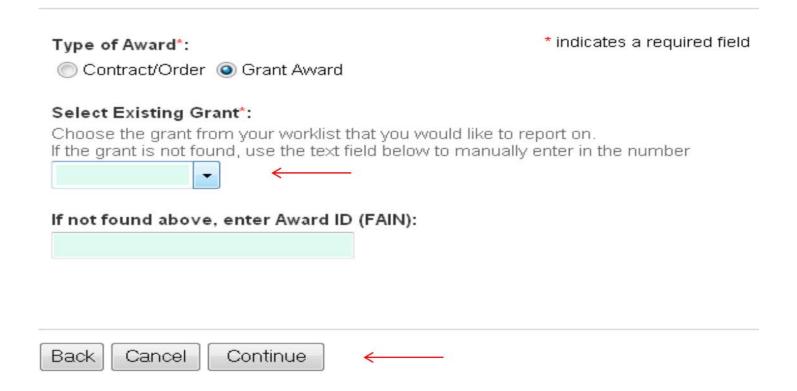
Yes No

Select Existing Contract*:

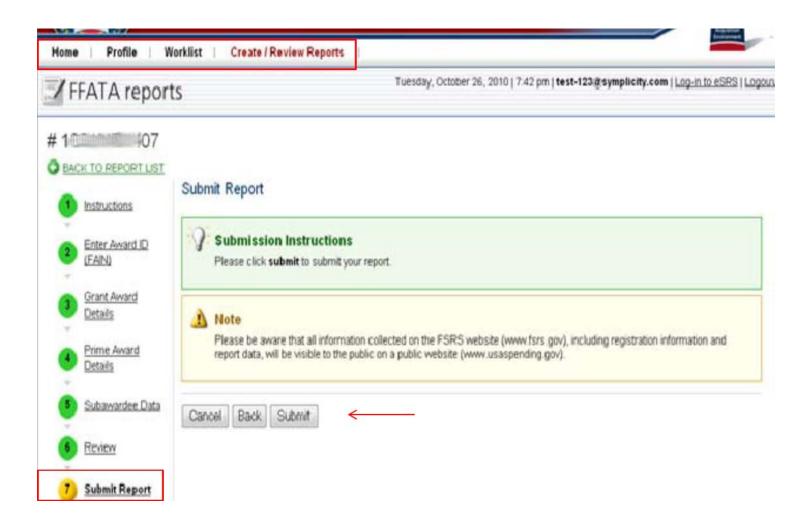
Choose the prime contract from your worklist that you would like to report on. If the contract is not found, use the text field below to manually enter in the number

If not found above, enter Prime Contract # (as it appears in FPDS-NG):

Referenced Indefinite Delivery Vehicle (IDV) #:









CLOSEOUTS

Award recipients have 90 days after the end date of the award to close out the award.

- Cash Reconciliation
 - Request reimbursement of funds to cover expenditures.
 - The Federal expenditures must be equal to or greater than the cash disbursements from the awarding agency.
- Drawdown of Funds
 - Request final payment
 - Funds will be frozen after 90 days

CLOSEOUTS

- > CLOSEOUT REQUIREMENTS:
- ✓ Final Federal Financial Report (SF-425)
- √ Final Progress Report
- ✓ Refund Excess Cash

CLOSEOUTS

- Refund excess cash
- ✓ Make check payable to DOJ/Office of Justice Programs
- ✓ Cover letter or voucher containing the grant number for the refund, itemization of funds and the unobligated balance.
- ✓ Printout of the final SF-425 report which supports the amount of the refund
- ✓ Failure to remit payment to OJP will be referred to the U.S. Department of the Treasury for collection.







What is a Closeout?

The process that determines the end of a grant project and if a recipient has completed all administrative actions required for the grant award.

Standard vs. Administrative Closeout

- **Standard** closeouts occur when the recipient submits the grant for closeout within 90 days after the grant end date.
- Administrative closeouts occur when the OJP Bureau or Program Office must close the grant because the recipient is unwilling or unable to do so, or the recipient doesn't submit their closeout package within 90 days after the grant end date.

Standard Closeout Timeline

90 days after grant end date	120 days after grant end date	180 days after grant end date
Grant Manager works with recipient to submit all closeout documents and completes all closeout requirements.	The bureau or program office submits the approved closeout package to the OCFO Control Desk.	The OCFO Control Desk completes the financial review and the award closeout processes.

See section 3.18 of the 2015 DOJ Financial Guide

FPOC Role in a Closeout

The role of an FPOC is important to ensure the Closeout is as complete and accurate. The FPOC is responsible for the Final Financial Status Report and Final Reconciliation of the Closeout package.



Click the "Closeouts" link from the GMS home page to begin the grant closeout process.

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

Reports

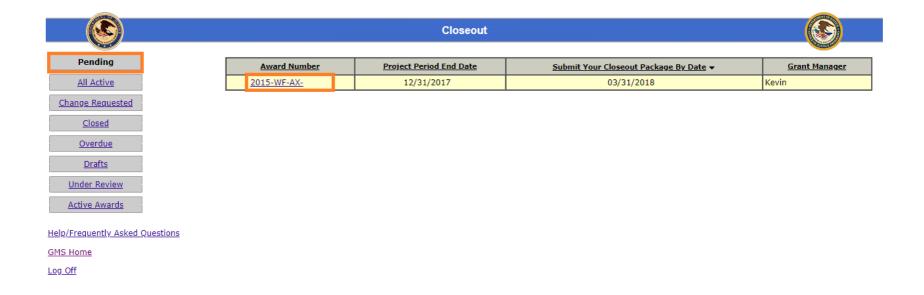
BJA FY 17 John R. Justice Program Category 1							
Year	Application No.	Status	Correspondence	Action			
2017	2017 111625	Application not yet submitted, last saved on 08/31/2017	No Messages	16			
2017	2017-H1635	Application Deadline expired on 09/05/2017	Compose message	<u>View</u>			

BJA FY 17 Regional Information Sharing Systems (RISS) Year Application No. Status Correspondence Action 2017 2018-H0001 • Application not yet submitted, last saved on 11/07/2017 • Application Deadline expires on 05/16/2018 Compose message Withdraw

FY 2017 Sexual Assault Services Formula Program Solicitation								
Year Application No. Status		Status	Correspondence	Action				
2017	2017-X1499-	Application submitted on 06/06/2017	No Messages	View				
2017	2017-71499-	Application is currently in progress	Compose message	2.211				

ND F117 Paul Coverden Forensic Science improvement Grants Program (Formula)						
Year Application No. Status		Correspondence	Action			
2017	2017-90836-	Application submitted on 03/10/2017	No Messages	View		
2017	2017-90830-	Application is currently in progress	Compose message	VICW		

The default view will display all pending closeouts. Click on the award number to open the closeout.

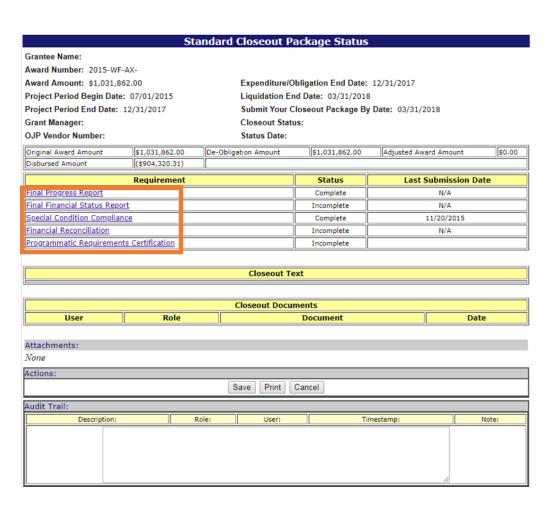


Closeout Requirements

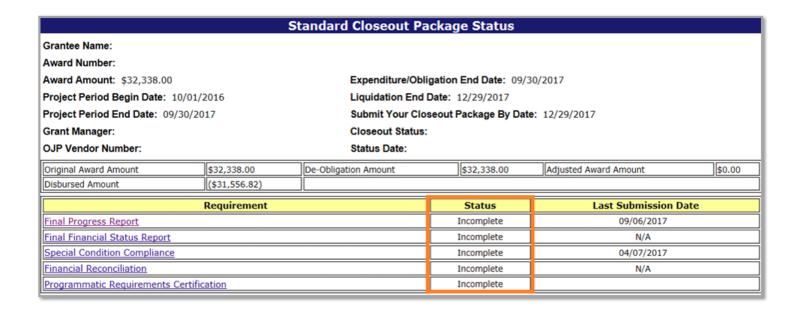
The five requirements for a closeout package are:

- 1.Final Progress Report
- 2. Final Financial Status Report
- 3. Special Condition Compliance
- 4. Financial Reconciliation
- 5.Programmatic Requirements Certification

NOTE: The Special Conditions section does not have to be complete to submit the grant closeout package.



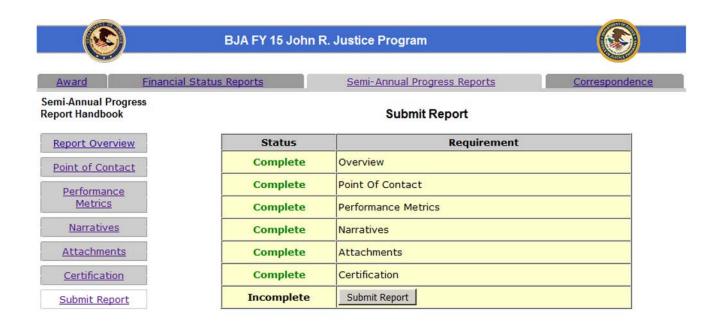
The Closeout Package Status page displays the requirements of the closeout package and their completion status.



Select the **Final Progress Report** hyperlink.

Standard Closeout Package Status						
Grantee Name:						
Award Number:						
Award Amount: \$32,338.00		Expenditure/Obl	igation End Date: 09/3	30/2017		
Project Period Begin Date: 10/01/2016 Liquidation End I			Date: 12/29/2017			
Project Period End Date: 09/30/2017 Submit Your Clo			seout Package By Dat	e: 12/29/2017		
Grant Manager: Closeout Status:			:			
OJP Vendor Number:		Status Date:				
Original Award Amount	\$32,338.00	De-Obligation Amount	\$32,338.00	Adjusted Award Amount	\$0.00	
Disbursed Amount	(\$31,556.82)					
	Requirement		Status	Last Submission I	Date	
Final Progress Report			Incomplete	09/06/2017		
Final Financial Status Report			Incomplete	N/A		
Special Condition Compliance			Incomplete	04/07/2017		
Financial Reconciliation		Incomplete	N/A			
Programmatic Requirements Ce	ertification		Incomplete			

This is the Final Progress Report Requirements page for this award. The Final Progress Report must be both submitted and approved before the Standard Closeout can be submitted.



Select the Final Financial Status Report hyperlink.

Standard Closeout Package Status						
rantee Name:						
Award Number:						
Award Amount: \$32,338.00 Expenditure/Oblig		igation End Date: 09/3	30/2017			
Project Period Begin Date: 10	0/01/2016	Liquidation End	Date: 12/29/2017			
Project Period End Date: 09/3	30/2017	Submit Your Clo	seout Package By Dat	e: 12/29/2017		
Grant Manager:		Closeout Status	:			
OJP Vendor Number: Status Date:						
Original Award Amount	\$32,338.00	De-Obligation Amount	\$32,338.00	Adjusted Award Amount	\$0.00	
Disbursed Amount	(\$31,556.82)					
	Requirement		Status	Last Submission	Date	
Final Progress Report			Incomplete	09/06/2017		
Final Financial Status Report			Incomplete	N/A		
Special Condition Compliance		Incomplete	04/07/2017			
Financial Reconciliation			Incomplete	N/A		
Programmatic Requirements C	ertification		Incomplete			

Closeout Requirements

The Financial Status Reports screen displays the reporting periods for all Financial Status Reports required for a grant. The last one is automatically designated the Final one, identified with a red asterisk (*).

Financial Status Reports

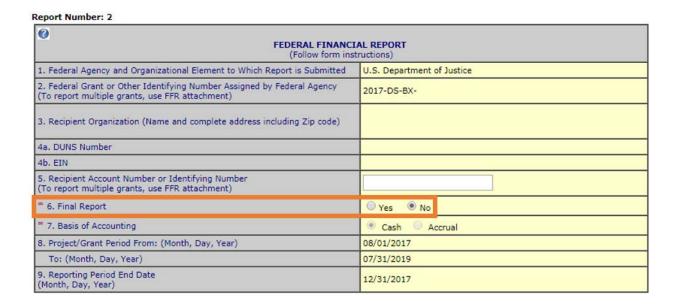
This handbook allows you to complete Financial Status Reports for BJA FY 17 Solicited - SORNA.

For information on previous FSR submissions for this grant, contact the Office of the Chief Financial Officer, Customer Service Branch at 1-800-458-0786 (press 2)

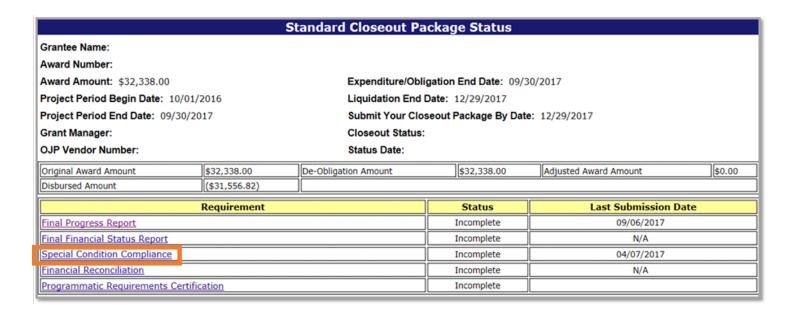
Report Number	Reporting Period	Туре	Report Due Date	Status	Last Edited	Action
1	Aug 1, 2017-Sep 30, 2017	Regular	Oct 30, 2017	Submitted	Oct 24, 2017	View
2	Oct 1, 2017-Dec 31, 2017	Regular	Jan 30, 2018	Overdue		Create
3	Jan 1, 2018-Mar 31, 2018	Regular	Apr 30, 2018			
4	Apr 1, 2018-Jun 30, 2018	Regular	Jul 30, 2018			
5	Jul 1, 2018-Sep 30, 2018	Regular	Oct 30, 2018			
6	Oct 1, 2018-Dec 31, 2018	Regular	Jan 30, 2019			
7	Jan 1, 2019-Mar 31, 2019	Regular	Apr 30, 2019			
8	Apr 1, 2019-Jun 30, 2019	Regular	Jul 30, 2019			
9	Jul 1, 2019-Jul 31, 2019	Final	Oct 29, 2019*			

^{*}The Final Report Due Date is based on the Grant Period End Date + 90 days.

The system will display the Final Financial Status Report page. This page contains all of the information that was submitted by the FPOC in the Final Report.



All special conditions attached to the award must be removed prior to closeout. If the status of the requirement reads "Incomplete", click the "Special Condition Compliance" link to get more details.



Special conditions include integrity, confidentiality, performance and reporting requirements that must be met as part of the grant awards process.

The Special Conditions Not in Compliance page lists all special conditions that have not been met for the award.

The recipient should alert the program office if these requirements have been met to remove the Special Conditions.

		,	
Special Condition #	Special Condition Text	Category	In Compliance
6	The recipient shall submit semiannual progress reports. Progress reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. These reports will be submitted online through the Office of Justice Programs Grants Management System.	Programmatic	N
8	The recipient agrees to submit to BJA for review and approval any curricula, training materials, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least thirty (30) working days prior to the targeted dissemination date.	Programmatic	N
9	The recipient agrees that any information technology system funded or supported by OJP funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per 28 C.F.R. 23.20(g). Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 42 U.S.C. 3789g(c)-(d). Recipient may not satisfy such a fine with federal funds.	Programmatic	N
13	The award recipient agrees to participate in a data collection process measuring program outputs and outcomes. The data elements for this process will be outlined by the Office of Justice Programs.	Programmatic	N
15	Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.	Programmatic	N
16	The grantee agrees to secure and maintain on file signed statements by each member of the selection committee appointed by the United States Attorney or the PSN Task Force indicating that in making recommendations or decisions regarding contracts or subgrants paid for by this grant, the member had no conflict of interest. Such statements must include all of the language included in the PSN Conflict of Interest Certification, however, the grantee may use a different format or may add other related certifications of their own.	Programmatic	N
18	The recipient shall submit to BJA one copy of all reports and proposed publications resulting from this agreement thirty (30) days prior to public release. Any written, visual, or audio publications, with the exception of press releases, whether published at the grantee's or government's expense, shall contain the following statements: "This project was supported by Grant No. <award_number> awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. Points of view or opinions in this document are those of the author and do not represent the official position or policies of the United State Department of Justice." The current edition of the OJP Financial Guide provides guidance on allowable printing activities</award_number>	Programmatic	N

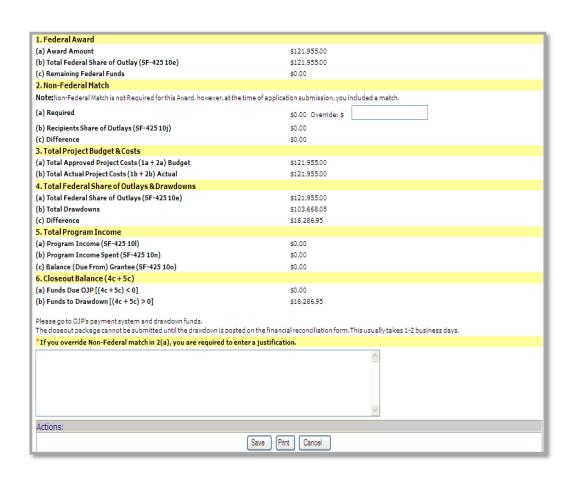
For Financial Reconciliation, the recipient must document one of two results:

- 1. The money they have left to spend and the money left to draw from the grant are the same amounts.
- 2. These two amounts equal \$0.

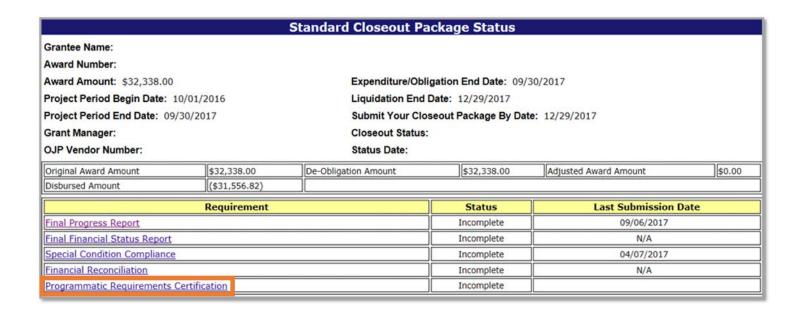
To get more details on the reconciliation, click the Financial Reconciliation link.

Standard Closeout Package Status							
Grantee Name:							
Award Number:							
Award Amount: \$32,338.00		Expenditure/Obli	gation l	End Date: 09/3	0/2017		
Project Period Begin Date: 10/01/2016 Liquidation End			Date: 1	2/29/2017			
Project Period End Date: 09/30/20	Project Period End Date: 09/30/2017 Submit Your Clo			ackage By Date	: 12/29/2017		
Grant Manager: Closeout Status:							
OJP Vendor Number:		Status Date:					
Original Award Amount	\$32,338.00	De-Obligation Amount		\$32,338.00	Adjusted Award Amount \$0.00		
Disbursed Amount	(\$31,556.82)						
	Requirement			Status	Last Submission Date		
Final Progress Report			Ir	ncomplete	09/06/2017		
Final Financial Status Report	Final Financial Status Report		I	ncomplete	N/A		
Special Condition Compliance		I	ncomplete	04/07/2017			
Financial Reconciliation			I	ncomplete	N/A		
Programmatic Requirements Certific	ation		I	ncomplete			

The Financial Reconciliation page. lays out financial information pertaining to the award being closed out.



Select the Programmatic Requirements Certification hyperlink.



This slide shows examples of programmatic requirements, or deliverables.

If an award has any other deliverables beyond standard progress reports and financial reports, it should be captured here in the "other" field.

Examples not listed could be training curricula, public service announcements, publications, etc.

US DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS

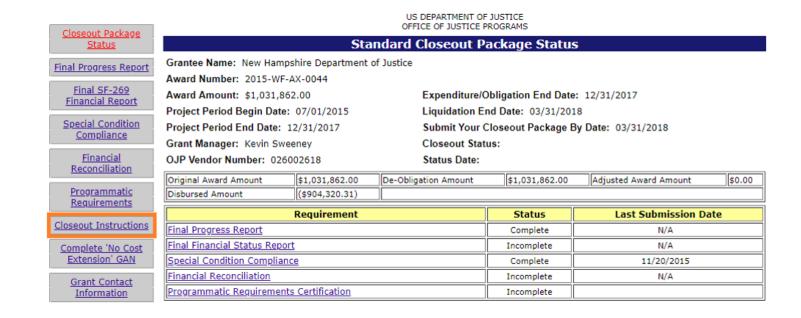
Programmatic Requirements

Grantee Name: Award Number: Award Amount: Expenditure/Obligation End Date: 09/30/2016 Project Period Begin Date: 10/01/2015 Liquidation End Date: 12/29/2016 Project Period End Date: 09/30/2016 Submit Your Closeout Package By Date: 12/29/2016 Grant Manager: Closeout Status: Draft - Grantee **OJP Vendor Number:** Status Date: 12/09/2016 Date Submitted(mm/dd/yyyy) N/A File Technical Report P V Data Sets Proto-type Software V Forensic Technique P Subgrant Reports Other Actions: Save Print Cancel

The five closeout requirements have been met and the closeout can be submitted.



If there are questions about what should be submitted during the Closeout, select the Closeout Instructions button to the left to download helpful information



DOJ Grants Financial Guide

- General Information
- Pre-award Requirements
- Post Award Requirements
- Organization Structure
- Appendices

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http://www.ojp.usdoj.gov/financialguide

OCFO Financial Questions via Telephone/Internet

OCFO Customer Service Center Monday through Friday 8:30 a.m. - 6:00 p.m. est. 1-(800) 458-0786 or (202) 305-9988 FAX (202) 353-9279

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