POST-AWARD GMS TRAINING FOR GRANT RECIPIENTS

Coordinated Tribal Assistance Solicitation (CTAS)

New Grantee Orientation Conference

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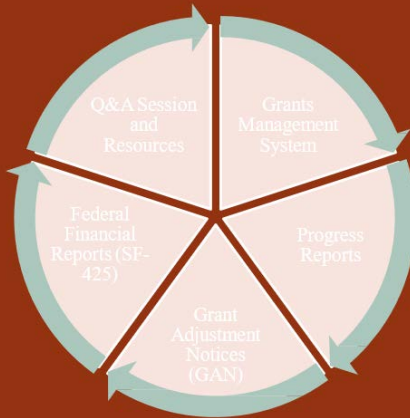Grants Management Division

What would you like to gain from this session?

Resources

PDF
List of Acronyms/Abbreviations

Infographic
Progress Report Basics

Job Aid
Submit a Progress Report

Job Aid
Resubmit a Change Requested Report

Job Aid
Submit a Special Report

Job Aid
Change in Project Period GAN

Job Aid
Budget Modification GAN

www.ncjtc.org/CTASresources

Coordinated Tribal Assistance
Solicitation (CTAS)
New Grantee Orientation Conference

3

Resources

OJP GRANTS MANAGEMENT SYSTEM (GMS)
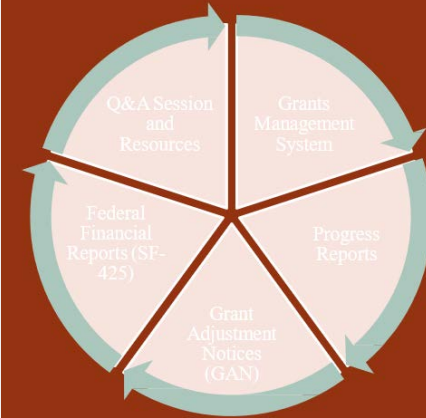COMPUTER BASED TRAINING · JUNE 2007

Computer-Based Training
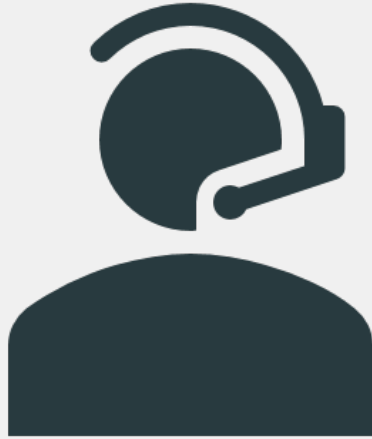
www.ojp.usdoj.gov/gmscbt

GMS User Guide

www.ojp.gov/training/gmstraining.htm#
GMSUserguide

Coordinated Tribal Assistance
Solicitation (CTAS)
New Grantee Orientation Conference

Resources

888-549-9901 (Option 3)

GMS.Helpdesk@ojp.usdoj.gov

Coordinated Tribal Assistance
Solicitation (CTAS)
New Grantee Orientation Conference

Acronym/Abbreviation List

Acronym/Abbreviation	Definition
GMS	Grants Management System
CTAS	Coordinated Tribal Assistance Solicitation
OJP	Office of Justice Programs
BJA	Bureau of Justice Assistance
OAAM	Office of Audit, Assessment, and Management
GMD	Grants Management Division
GAN	Grant Adjustment Notice
POC	Point of Contact
FPOC	Financial Point of Contact
PMT	Performance Measurement Tool
DCTAT	Data Collection and Technical Assistance Tool
OJJDP	Office of Juvenile Justice and Delinquency Prevention
OVC	Office for Victims of Crime
NIJ	National Institute of Justice
SF-425	Financial Status Report
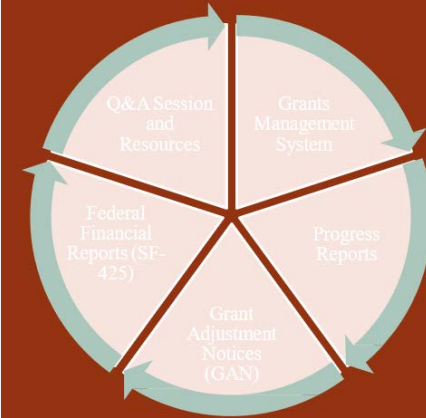
Coordinated Tribal Assistance Solicitation (CTAS) New Grantee Orientation Conference

Course Topics

1 GMS Recap

2 Progress Reports

3 Grant Adjustment Notices (GAN)

4 Federal Financial Reports (SF-425)

5 Q&A Session and Resources
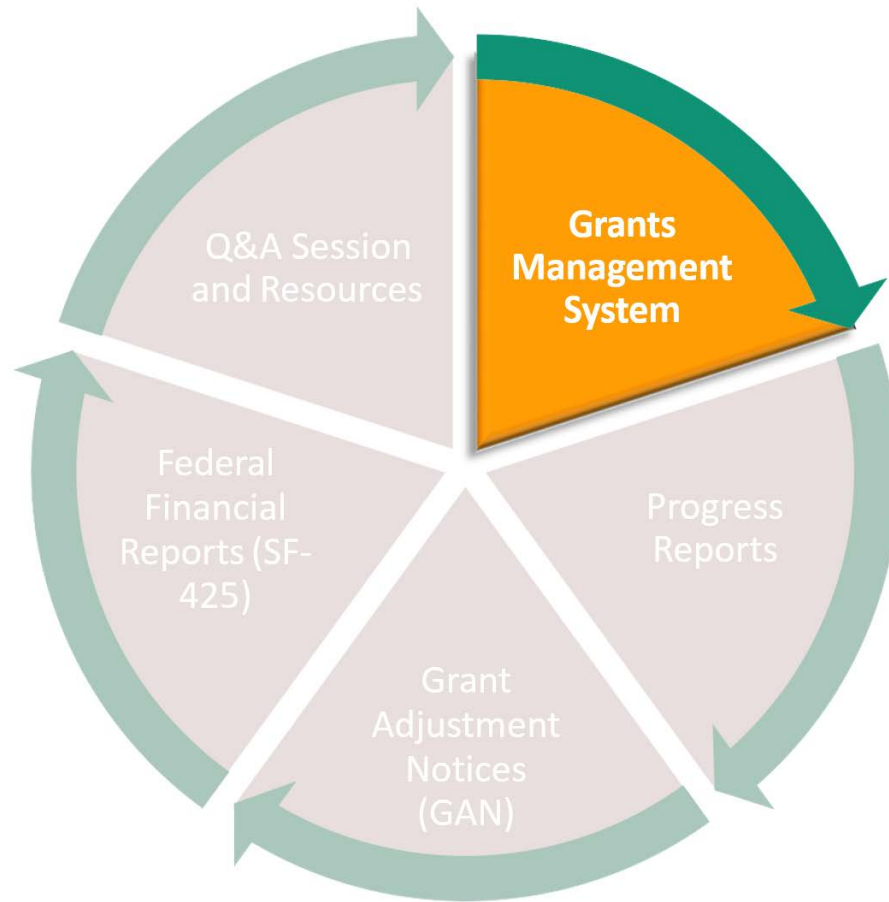
Coordinated Tribal Assistance Solicitation (CTAS) New Grantee Orientation Conference

GRANTS MANAGEMENT SYSTEM

GMS Recap

GMS System: **Website**

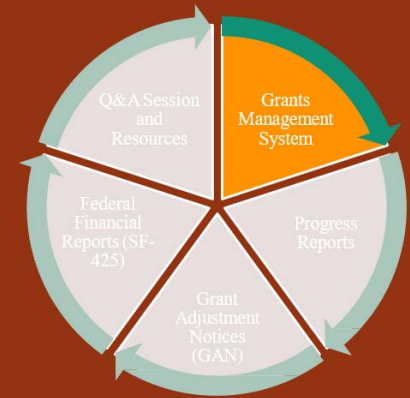- grants.ojp.usdoj.gov

GMS System: **Login**

- Username and Password are required for access.
- Users must sign into GMS to perform post-award activities.
- System login is required for all grant applications submitted.

GMS System: **Account Structure**

- The GMS menu structure depends on the role of the user who is signed in.
- When questions arise regarding account functions, role access and preference can be adjusted through the "Profile" link in the left menu for each role.

GMS System Roles: **POC vs. FPOC**

- A POC will see many modules down the left-hand side of the screen.
- A FPOC will see far fewer options on the screen.

Q&A Session and Resources
Grants Management System
Progress Reports
Grant Adjustment Notices (GAN)
Federal Financial Reports (SF-425)

Coordinated Tribal Assistance Solicitation (CTAS)
New Grantee Orientation Conference

What is GMS?

- The Grants Management System (GMS) is a web-based Office of Justice Programs application used throughout the grants lifecycle to support the full administration of grants.

External User

- Grant applicants and recipients access an external user interface.

Internal User

- OJP grant managers, program managers, and other staff access an interface for internal users.

Coordinated Tribal Assistance Solicitation (CTAS) New Grantee Orientation Conference
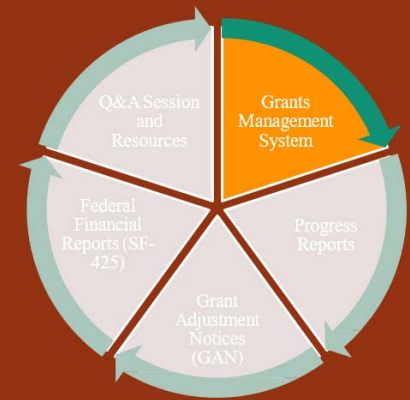
## Point of Contact (POC) vs. Financial Point of Contact (FPOC)

- A POC and FPOC must be designated for every grant award.
- The GMS menu structure depends on the role of the user who is signed in

Point of Contact (POC)

- Applicant account holder who completes grant activities in GMS
- Account created at time of application
- Submits GANs, Progress Reports, Closeout package, etc.
- Should communicate regularly with the Grant Manager, both within GMS and outside GMS

Financial Point of Contact (FPOC)

- Responsible for financial administration of the grant funds
- Must be designated for recipient to qualify for grant award
- Submits Financial Status Reports
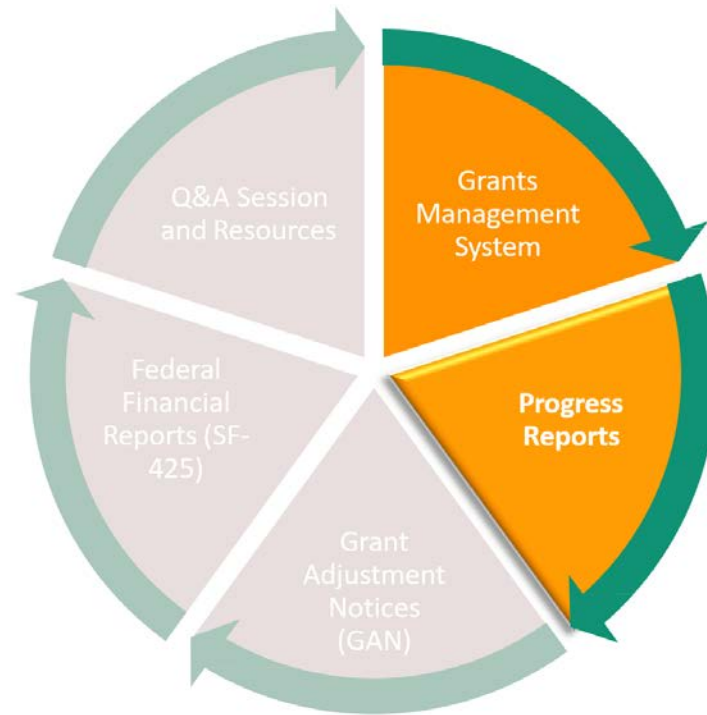- Should communicate regularly with POC to receive any relevant updates from Grant Manager
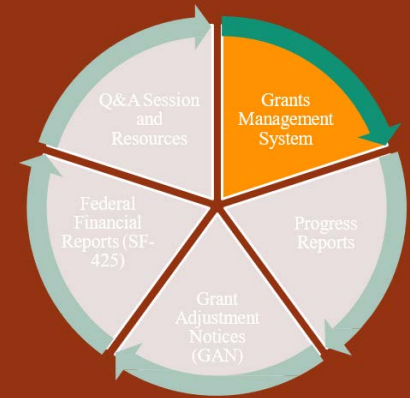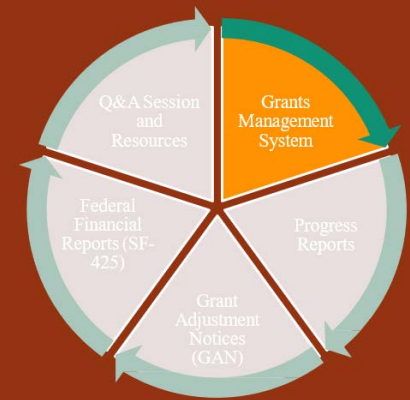
Coordinated Tribal Assistance Solicitation (CTAS) New Grantee Orientation Conference

Questions
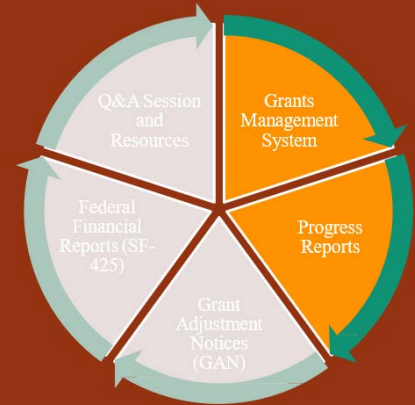
Coordinated Tribal Assistance
Solicitation (CTAS)
New Grantee Orientation Conference

PROGRESS REPORTS

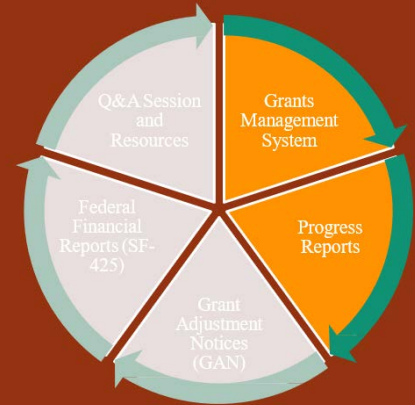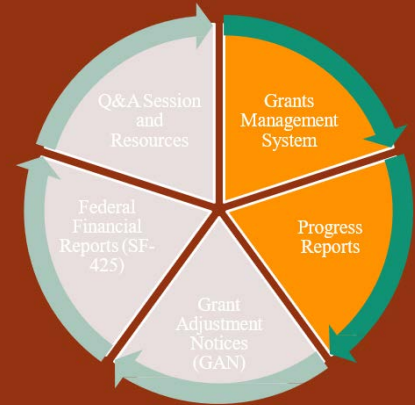# How comfortable are you with Progress Reports?

A Progress Report

- Describes the **status** of a project and **accomplishments** for the reporting period.

- Is necessary to provide **information on current awards** in order for **consideration for additional funds** when requested.

*Per **ojp.gov/performance/**

Steps for Progress Report Submission

Progress Reports List → Report Narrative → Report Overview → Report Attachments → Point of Contact (POC) → Certification → Performance Metrics → Submit Report

A grant recipient's plan for collecting and reporting performance data **starts with a detailed knowledge of the questions** OJP will be asking grant recipients to report on.
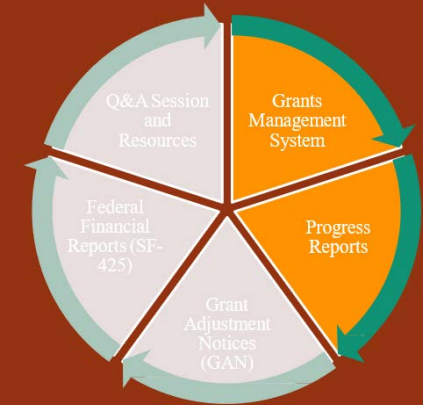
PDF version of a grant award progress report

Department of Justice
Office of Justice Programs

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

Report Overview

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

Point of Contact

Chairman
Title:
Address:

Phone:
Fax:

Authorized Representative

Dr.
Title:
Address:

Phone:

Narratives

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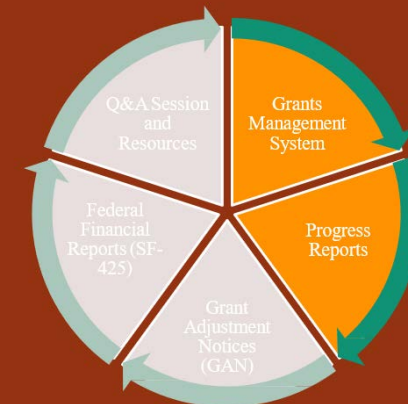
Performance Measurement Tool (PMT)

BJA | OVC | NIJ

ojpsso.ojp.gov

Data Collection and Technical Assistance Tool (DCTAT)

OJJDP

ojpsso.ojp.gov
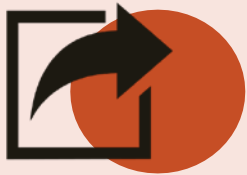
Recipients report data in the PMT then upload their reports into GMS either semi-annually or annually, depending on the program. The PMT can be accessed via the performance measurement platform.
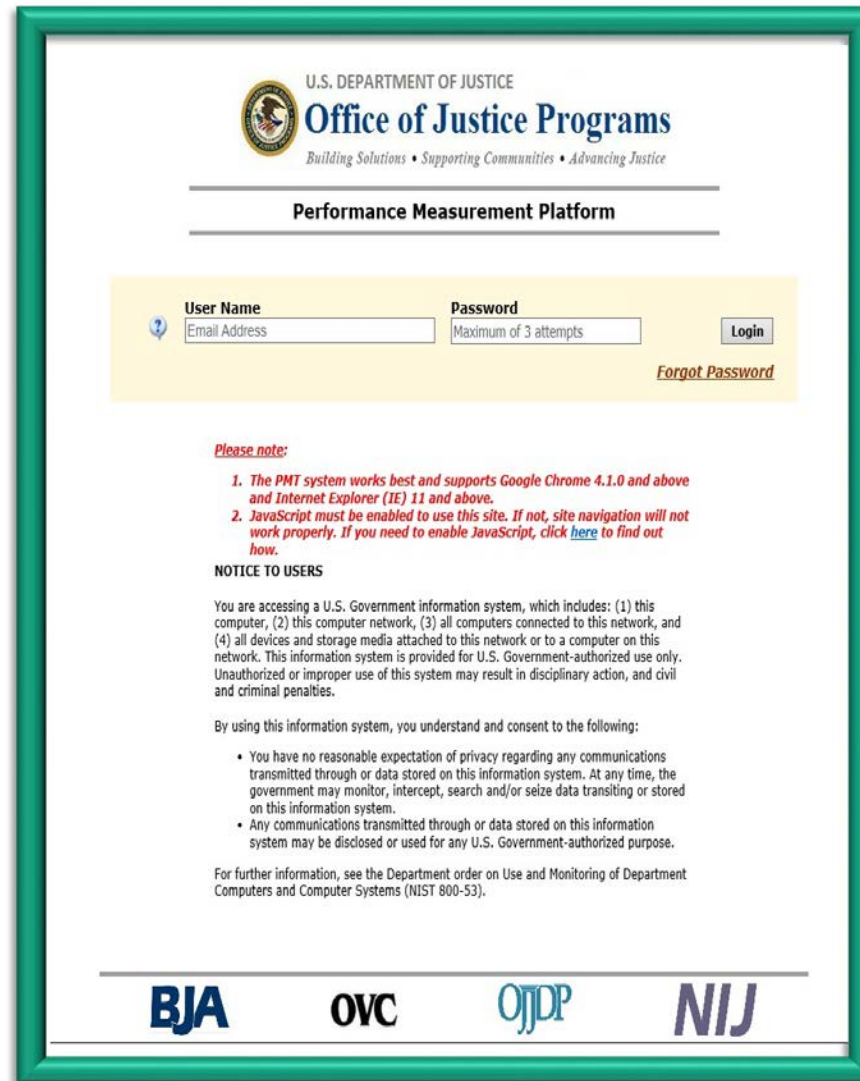
DCTAT can be accessed as part of the performance measurement platform, which includes the other OJP reporting tools.

BJA:
bjapmt@usdoj.gov
1-888-252-6867

OVC:
ovcpmt@usdoj.gov
1-844-884-2503

NIJ:
nijpmt@usdoj.gov
1-844-884-2504

OJJDP:
ojjdppmt@usdoj.gov
1-866-487-0512

The **Performance Management Tool** login page:

Resources, including step-by-step guidance for submitting reports, can be found at:
http://www.ncjtc.org/CTASresources

Report Basics: Tools, GMS

Submit a Progress Report

Resubmit a Change Requested Report

Submit a Special Report

*Per **ojp.gov/performance/**

Why is it important to submit a progress report on time and accurately?

Coordinated Tribal Assistance Solicitation (CTAS) New Grantee Orientation Conference
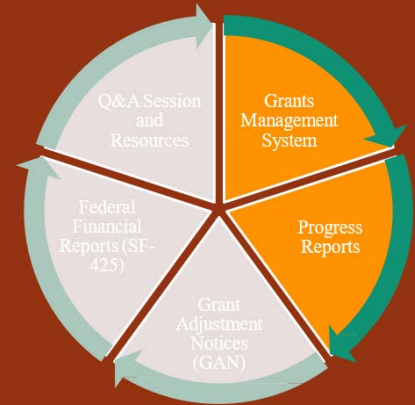
Progress reports are used primarily to aid grant managers in monitoring grant-supported activities, and they can be used to help make future funding decisions.
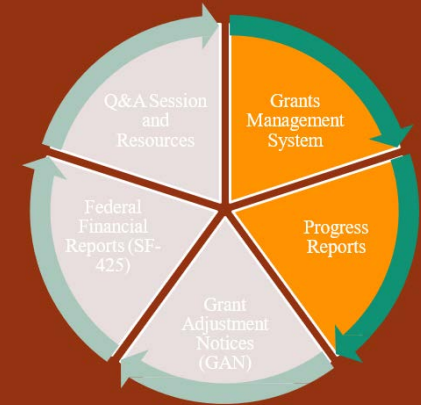
Questions

Q&A Session and Resources
Grants Management System
Progress Reports
Grant Adjustment Notices (GAN)
Federal Financial Reports (SF-425)

Coordinated Tribal Assistance Solicitation (CTAS)
New Grantee Orientation Conference

24
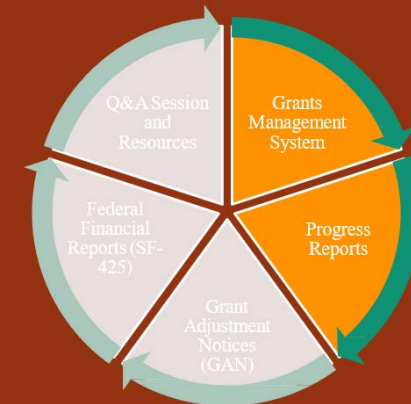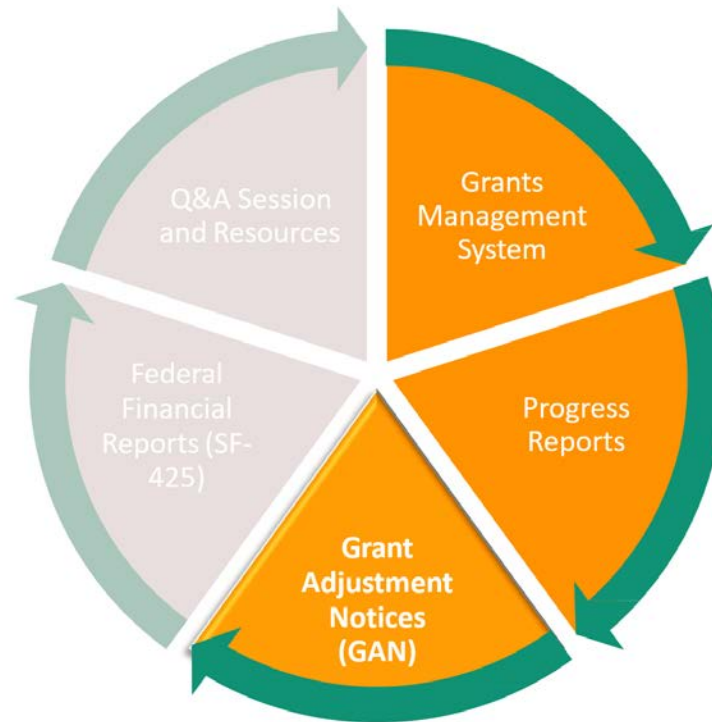
GRANT ADJUSTMENT NOTICE (GAN)

How comfortable are you with Grant Adjustment Notices (GANs)?
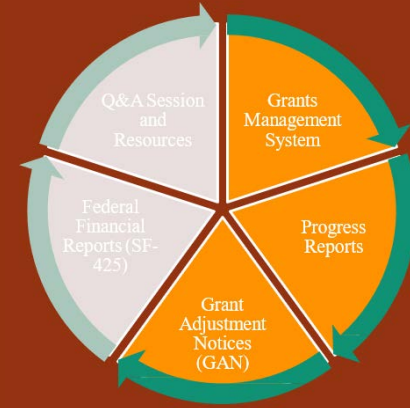
Coordinated Tribal Assistance Solicitation (CTAS) New Grantee Orientation Conference

Create a GAN

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

Changes include:
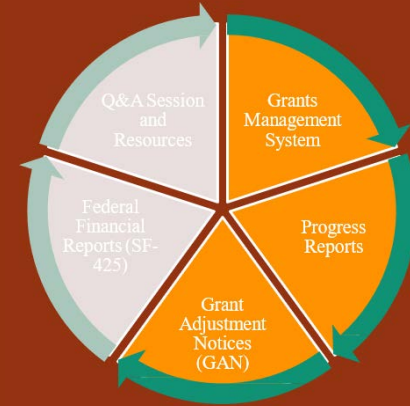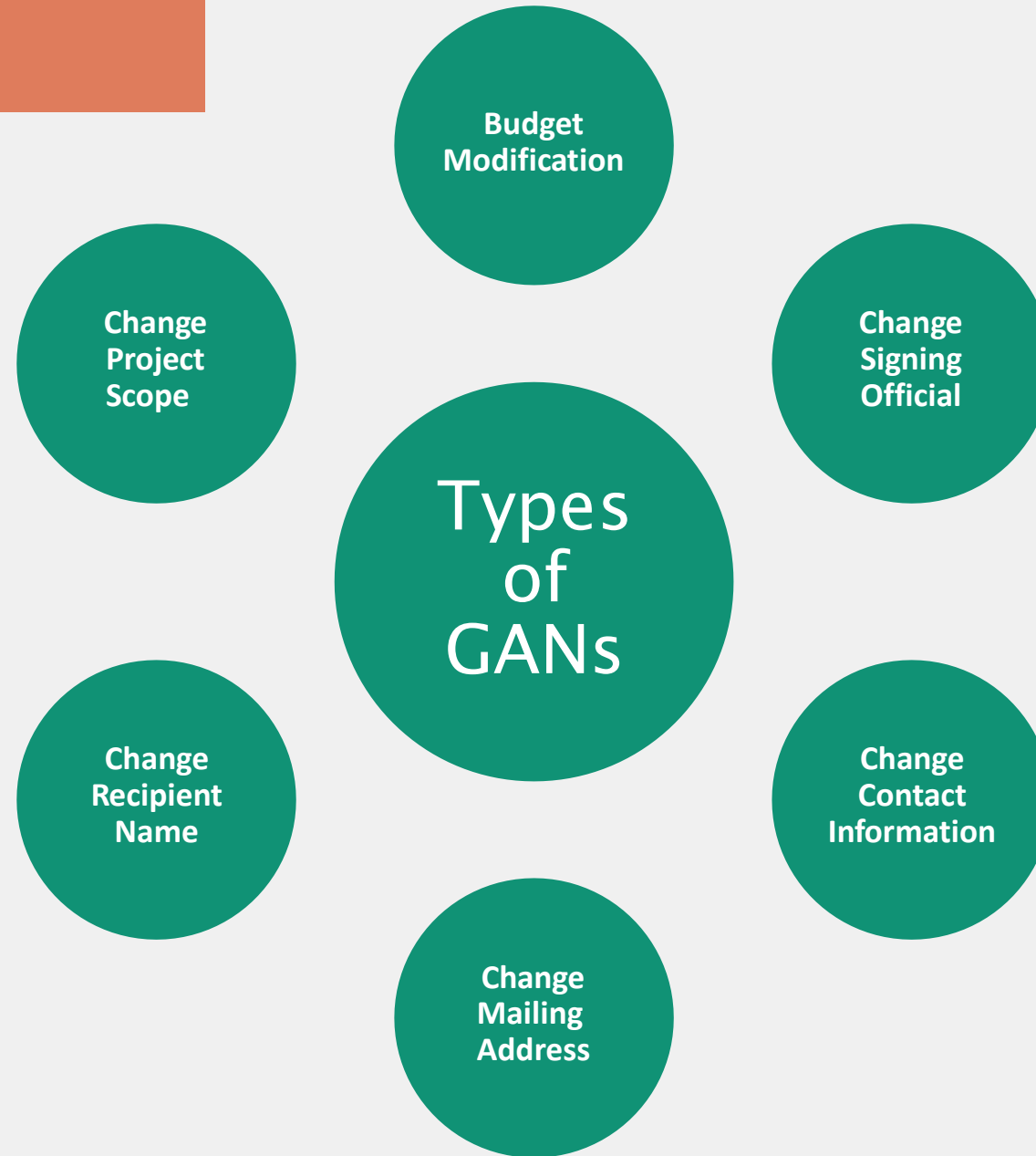
Budget Modification

Change Project Scope

Change Signing Official

Types of GANs

Change Recipient Name

Change Contact Information

Change Mailing Address

Q&A Session and Resources

Grants Management System

Progress Reports

Grant Adjustment Notices (GAN)

Federal Financial Reports (SF-425)

Resources, including step-by-step guidance for creating and modifying GANs, can be found at: http://www.ncjtc.org/CTASresources

Create a GAN

Demo: Budget Modification GAN
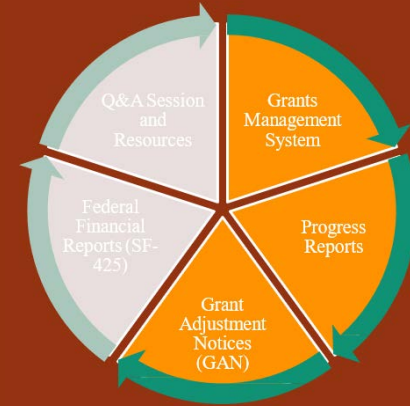
Coordinated Tribal Assistance
Solicitation (CTAS)
New Grantee Orientation Conference

Questions
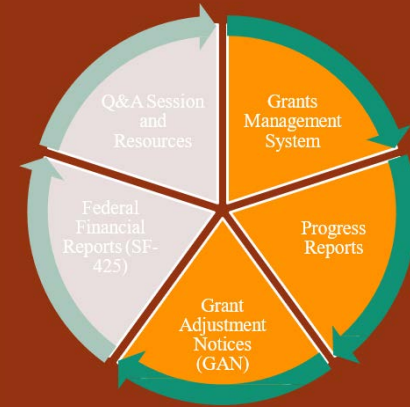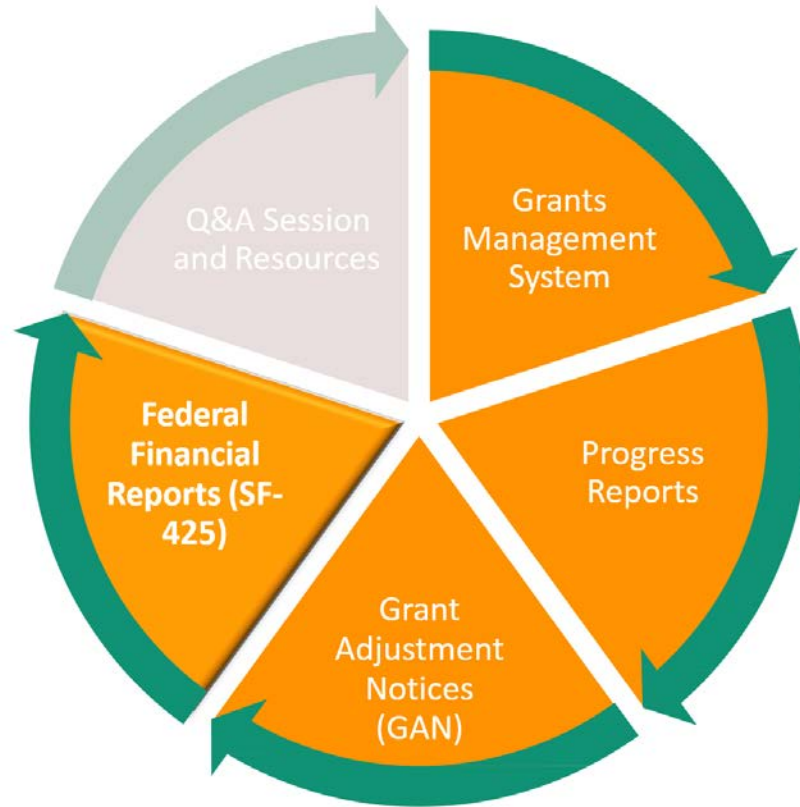
Coordinated Tribal Assistance Solicitation (CTAS) New Grantee Orientation Conference

FEDERAL FINANCIAL REPORTS (SF-425)

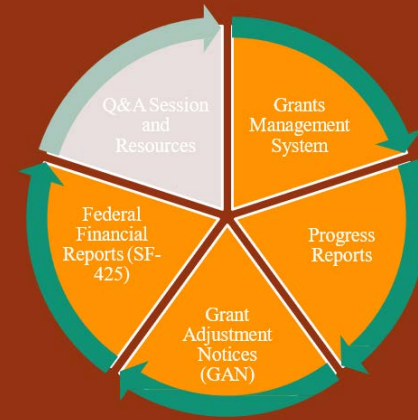# How comfortable are you with Federal Financial Reports?

Submit a Financial Status Report

- This report is used to submit financial information about individual grant awards.

- Click the Financial Status Reports link under the Action column on the right of the screen to see the reports for that individual award.

Coordinated Tribal Assistance Solicitation (CTAS) New Grantee Orientation Conference

Submit a Financial Status Report

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	Type	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 Financial Status Reports page shows all reports and reporting periods.

The **View** button allows read-only access to these reports.

The **Create** button will allow you to begin a new report.

The **Update** button allows you to edit a report that has already been created or submitted.

Coordinated Tribal Assistance Solicitation (CTAS)
New Grantee Orientation Conference

Submit a Financial Status Report

The top portion of the SF-425 is pre-populated information that can only be changed with a GAN.

This is the first of three views of the financial status report.

Submit a Financial Status Report

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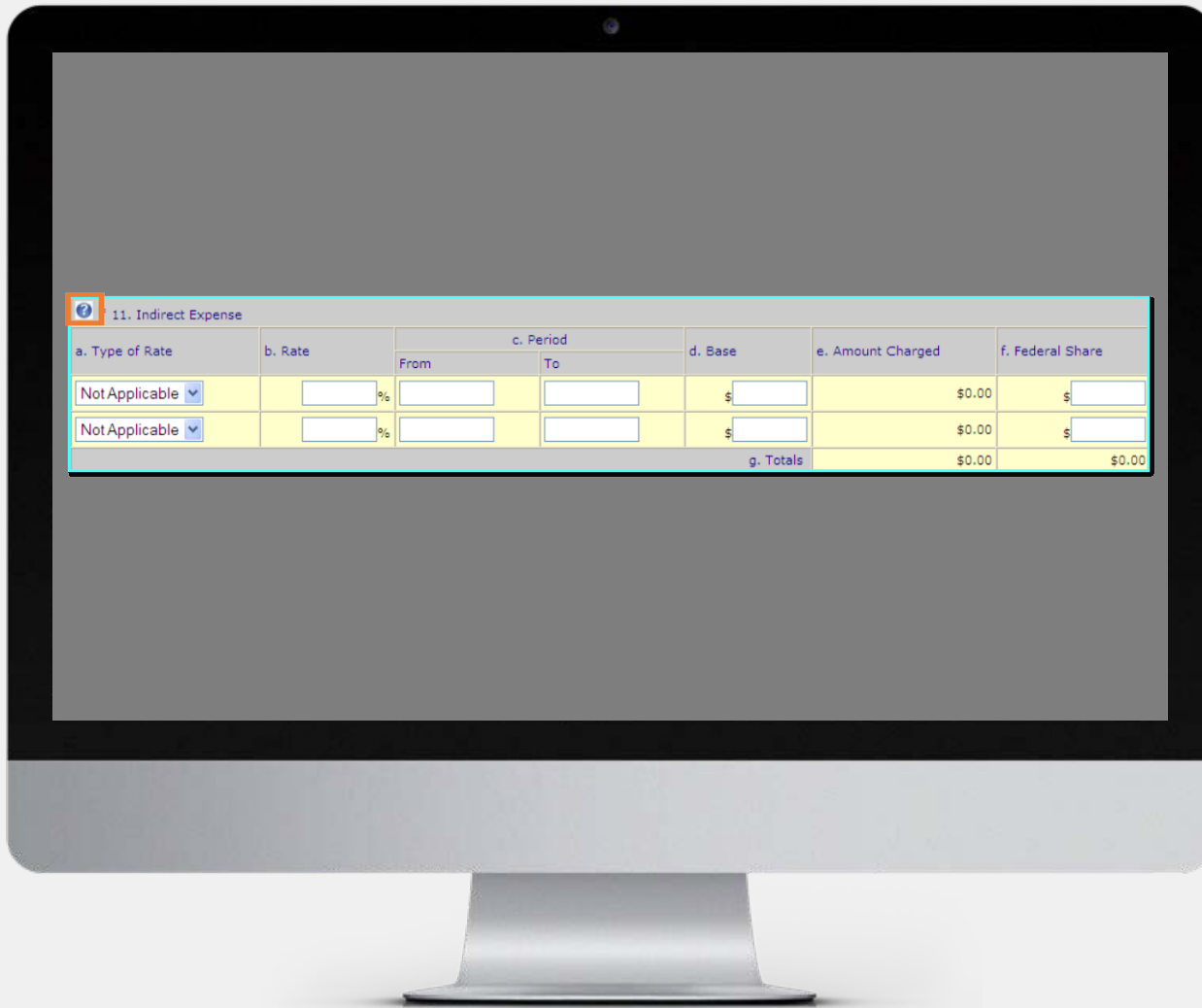
The system will pre-populate any previously reported transactions.

Coordinated Tribal Assistance Solicitation (CTAS)
New Grantee Orientation Conference

Submit a Financial Status Report

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

Click the **?** button to open instructions on how to complete this, and any, section of the Federal Financial Report.

Coordinated Tribal Assistance Solicitation (CTAS) New Grantee Orientation Conference

GMS Overview for Financial Points of Contact

Submit a Financial Status Report

This Instructions page will display when any question mark is selected.
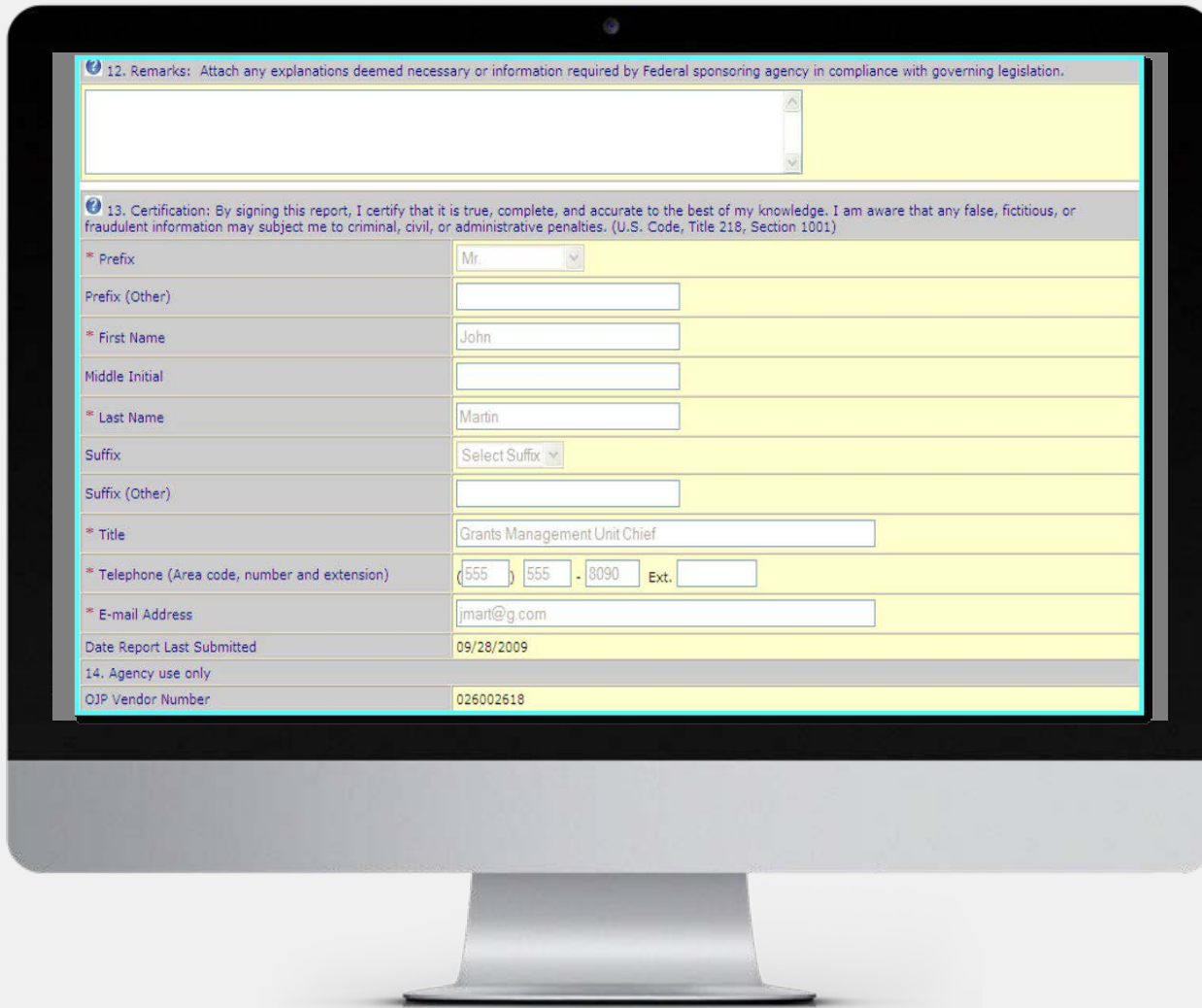
It provides the line number, the reporting item, and instructions on how to complete that section number.

Coordinated Tribal Assistance Solicitation (CTAS)
New Grantee Orientation Conference

Submit a Financial Status Report

Item #12: The FPOC enters any additional comments about the report.

Item #13: The FPOC certifies that the information shared on the SF-425 form is correct.

Coordinated Tribal Assistance Solicitation (CTAS) New Grantee Orientation Conference

Submit a Financial Status Report

Attachments can be added under item #13 on the SF-425.

To submit the SF-425 for approval, click the Submit button.
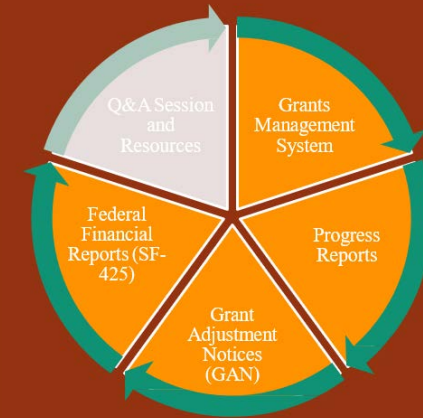
Coordinated Tribal Assistance Solicitation (CTAS)
New Grantee Orientation Conference

Submit a Financial Status Report

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.
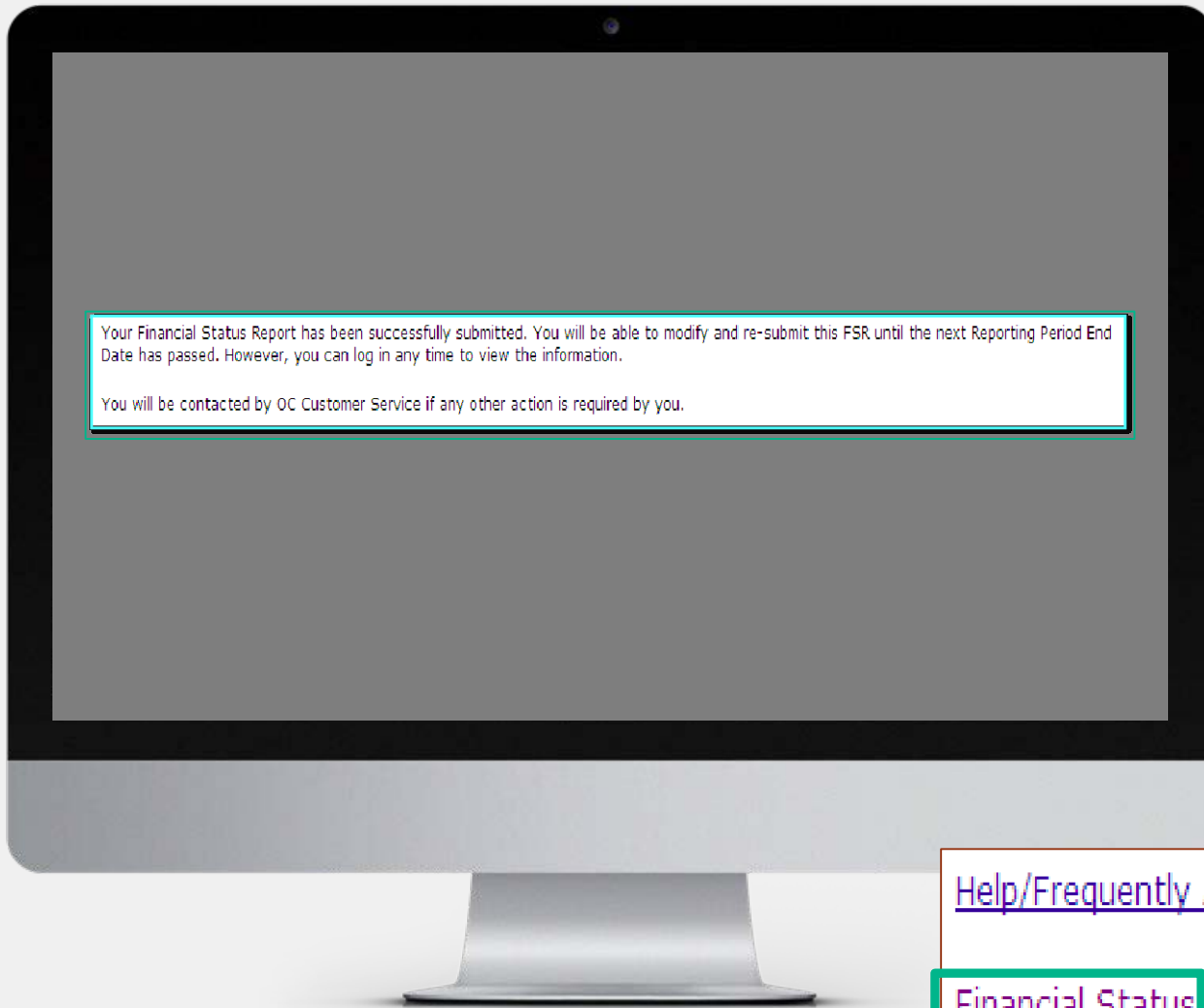
A confirmation screen appears once the report is submitted.

To return to the Financial Status Reports home screen, click the "Financial Status Reports Home" link on the left side of the screen.
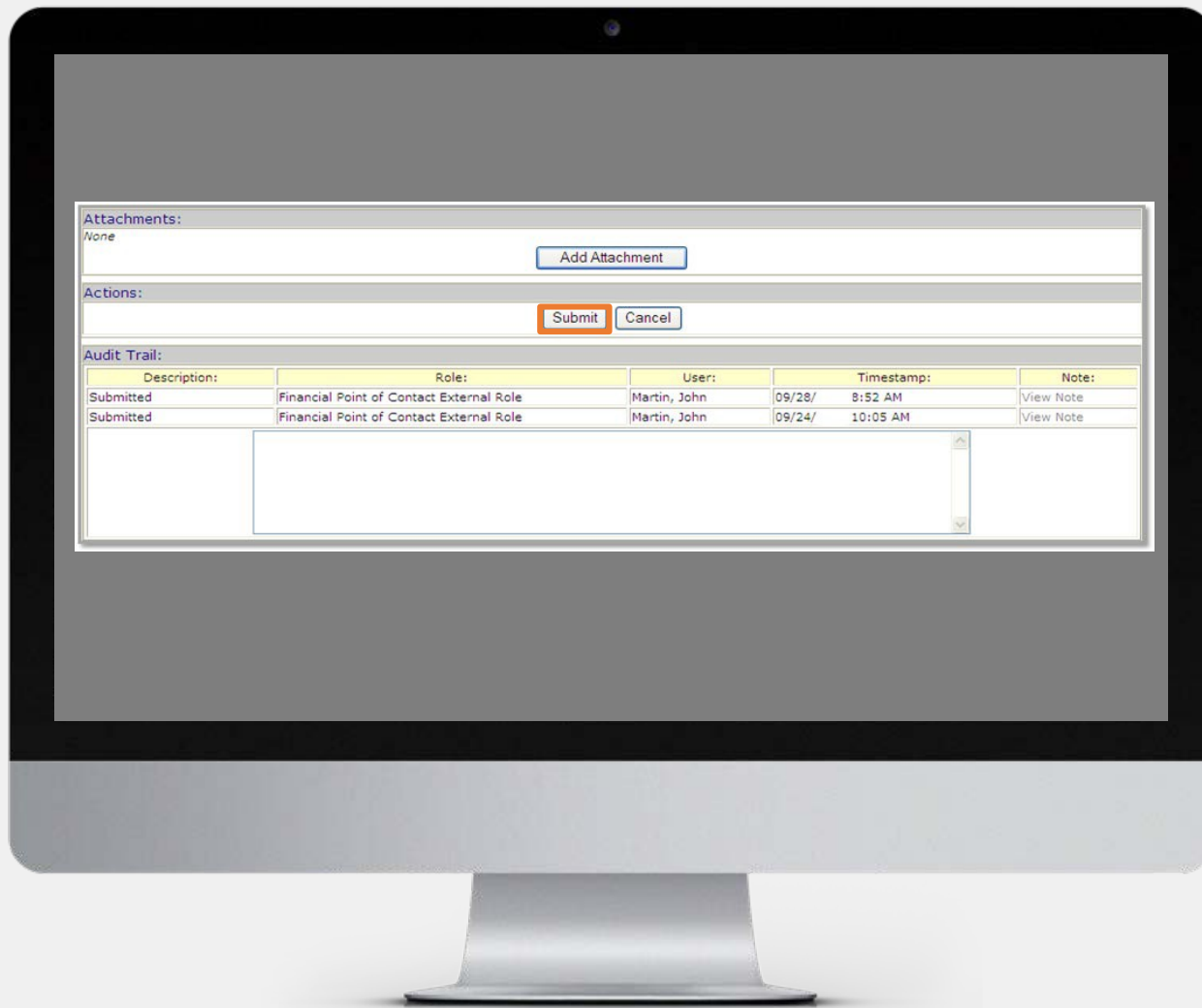
Help/Frequently Asked Questions

Financial Status Reports Home
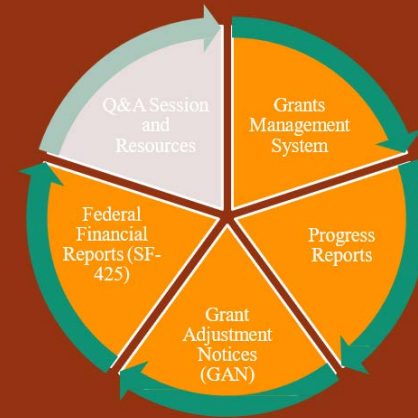
Coordinated Tribal Assistance Solicitation (CTAS)
New Grantee Orientation Conference

Questions
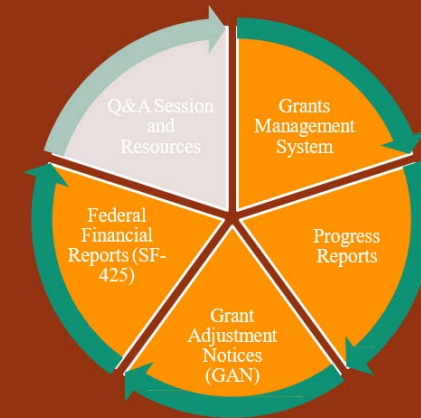
Coordinated Tribal Assistance Solicitation (CTAS)
New Grantee Orientation Conference

RESOURCES AND Q&A SESSION

Resources

PDF
List of Acronyms/Abbreviations

Infographic
Progress Report Basics

Job Aid
Submit a Progress Report

Job Aid
Resubmit a Change Requested Report

Job Aid
Submit a Special Report

Job Aid
Change in Project Period GAN

Job Aid
Budget Modification GAN

Q&A Session and Resources | Grants Management System | Progress Reports | Grant Adjustment Notices (GAN) | Federal Financial Reports (SF-425)

Coordinated Tribal Assistance Solicitation (CTAS)
New Grantee Orientation Conference

www.ncjtc.org/CTASresources

Security Reminders

Refer to Department order on Use and Monitoring of Department Computers and Computer Systems (NIST 800-53)

Q&A Session and Resources

Grants Management System

Progress Reports

Grant Adjustment Notices (GAN)

Federal Financial Reports (SF-425)

Coordinated Tribal Assistance Solicitation (CTAS) New Grantee Orientation Conference

Resources

Computer-Based Training

www.ojp.usdoj.gov/gmscbt

GMS User Guide

www.ojp.gov/training/gmstraining.htm#

GMSUserguide

Coordinated Tribal Assistance Solicitation (CTAS)
New Grantee Orientation Conference
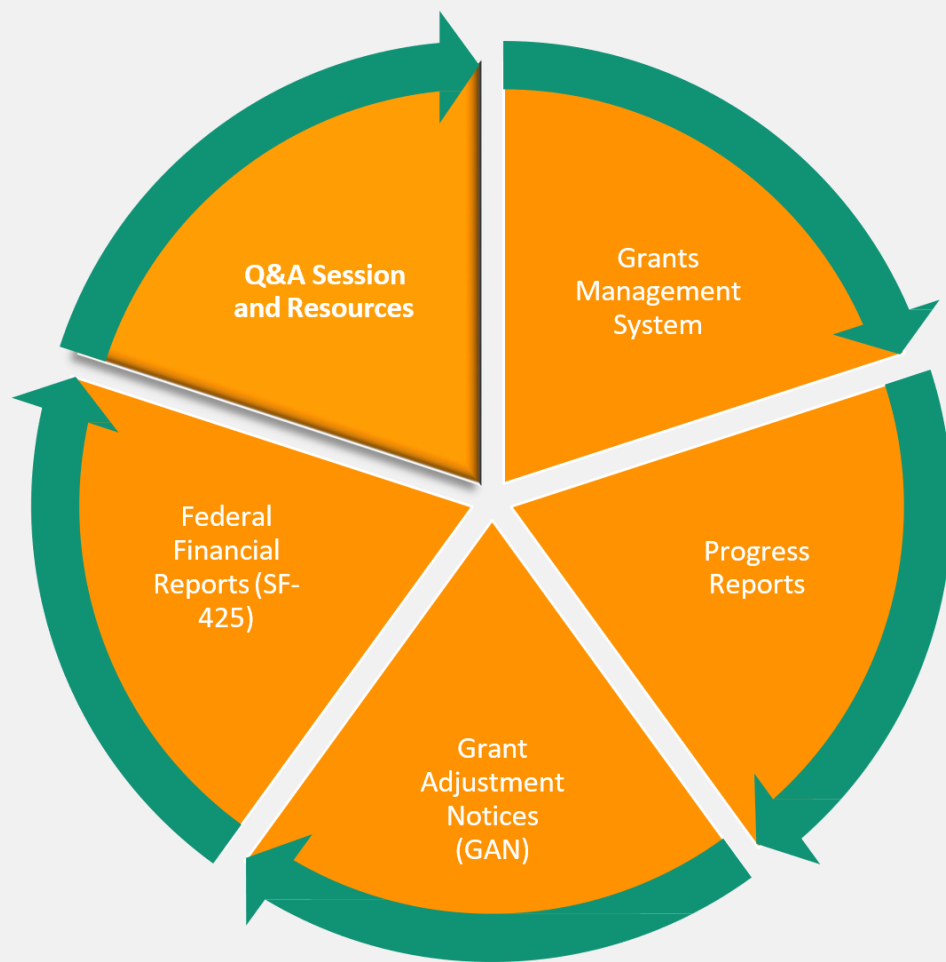
Resources

888-549-9901 (Option 3)

GMS.Helpdesk@ojp.usdoj.gov

Coordinated Tribal Assistance
Solicitation (CTAS)
New Grantee Orientation Conference

Questions

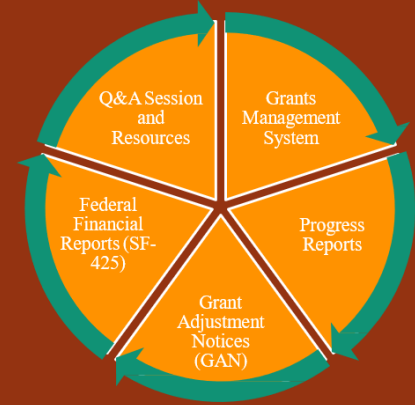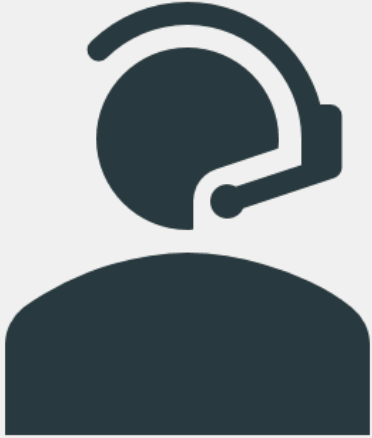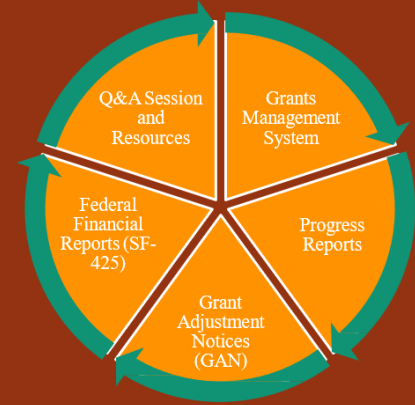Coordinated Tribal Assistance Solicitation (CTAS) New Grantee Orientation Conference

COMING SOON…

Justice grants IT Solution