POST-AWARD GM STRAINING FOR GRANTRECIPIENTS

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
Resources

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

GMS User Guide
www.ojp.gov/training/gmstraining.htm#
GMSUserguide
Resources

888-549-9901 (Option 3)  
GMS.Helpdesk@ojp.usdoj.gov
### Acronym/Abbreviation List

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Course Topics

1. GMS Recap
2. Progress Reports
3. Grant Adjustment Notices (GAN)
5. Q&A Session and Resources
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.
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.
GMS Overview for Financial Points of Contact

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
Questions
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/performances/](http://ojp.gov/performances/)*
Steps for Progress Report Submission

1. Progress Reports List
2. Report Overview
3. Point of Contact (POC)
4. Performance Metrics
5. Report Narrative
6. Report Attachments
7. Certification
8. Submit Report

Q&A Session and Resources
Federal Financial Reports (FFR)
Grant Administration Notice (GAIN)
Grants Management System
Program Reports
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
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.

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?
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
GRANT ADJUSTMENT NOTICE (GAN)
How comfortable are you with Grant Adjustment Notices (GANs)?
Create a GAN

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

Changes include:
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
Questions
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.
Federal Financial Reports

Submit a Financial Status Report

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

- **View** button allows read-only access to these reports.
- **Create** button will allow you to begin a new report.
- **Update** button allows you to edit a report that has already been created or submitted.

GMS Overview for Financial Points of Contact
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.
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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.

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.
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.
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.
Submit a Financial Status Report

A confirmation screen appears once the report is submitted.

To return to the Financial Status Reports home screen, click the “Financial Status Reports Home” link on the left side of the screen.
Questions
RESOURCES AND Q&A SESSION

- Q&A Session and Resources
- Grants Management System
- Federal Financial Reports (SF-425)
- Progress Reports
- Grant Adjustment Notices (GAN)
www.ncjtc.org/CTASresources
Security Reminders

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

**Computer-Based Training**

www.ojp.usdoj.gov/gmscbt

**GMS User Guide**

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GMS Overview for Financial Points of Contact
Questions
COMING SOON…
Justice grants IT Solution