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



www.ncjtc.org/CTASresources











Computer-Based Training

www.ojp.usdoj.gov/gmscbt



GMS User Guide

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



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GMS Overview for Financial Points of Contact







888-549-9901 (Option 3)

<u>GMS.Helpdesk@ojp.usdoj.gov</u>





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





Course Topics

2

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5

GMS Recap

Progress Reports

Grant Adjustment Notices (GAN)

Federal Financial Reports (SF-425)

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.





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





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.

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*Per ojp.gov/performance/



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.



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Grants

Management

System

Progress Reports

Q&A Session

and

Resources

Grant Adjustment Notices (GAN)

Federal Financial

Reports (SF-425)



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

Authorized Representative

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 Grante	e:
Reporting Period From:	01-JAN-14
Reporting Period To:	30-JUN-14
Report Type:	Regular
Date Signed:	28-JUL-14

Point of Contact

Chairman	Dr.	
Title: Address:	Title: Address:	
Phone: Fax:	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



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:
 OVC:
 NIJ:

 bjapmt@usdoj.gov
 ovcpmt@usdoj.gov
 nijpmt@usdoj.gov

 1-888-252-6867
 1-844-884-2503
 1-844-884-2504

Data Collection and Technical Assistance Tool (DCTAT) OJJDP ojpsso.ojp.gov



DCTAT can be accessed as part of the performance measurement platform, which includes the other OJP reporting tools.

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

The Performance Management Tool login page:



		Performance I	Measuren	nent Platfor	m	
				112		
2)	User Name Email Address		Passw	ord m of 3 attempts		Login
					Fo	raot Dassword
	Please note					
	I. The P and I. 2. JavaS work how.	MT system works best nternet Explorer (IE) 1 Script must be enabled properly. If you need t	and supports 1 and above. to use this sit to enable Java	te. If not, site nat Script, click <u>here</u>	4.1.0 and abo rigation will n to find out	ot
	You are acce computer, (2 (4) all device network. Thi Unauthorized and criminal	ssing a U.S. Government) this computer network, is and storage media atta i information system is p d or improper use of this s penalties.	information sy (3) all comput iched to this ne rovided for U.S system may re	stem, which includ ers connected to th twork or to a comp Government-auth sult in disciplinary a	es: (1) this nis network, an outer on this norized use only action, and civil	d r.
	By using this	information system, you	understand an	d consent to the fo	llowing:	
	 You have transmission on this Any consistent 	ave no reasonable expect nitted through or data sto iment may monitor, inter s information system. ommunications transmitte n may be disclosed or use	ation of privacy ored on this info rcept, search ar ad through or d ad for any U.S.	y regarding any cor prmation system. A nd/or seize data tra ata stored on this i Government-autho	nmunications t any time, the insiting or store nformation prized purpose.	d
	For further in Computers a	formation, see the Depar nd Computer Systems (N	rtment order or IIST 800-53).	n Use and Monitorir	ng of Departme	nt
		01/0				
к		OVC		UIU		NII





Progress Reports

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

Report Basics: Tools, GMS

Submit a Progress Report

Resubmit a Change Requested Report

Submit a Special Report



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*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)?









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

Create a GAN

Demo: Budget Modification GAN







Questions





FEDERAL FINANCIAL REPORTS (SF-425)



How comfortable are you with Federal Financial Reports?







2016 2016-D)-BX-0150 2016-D)	Year	Award Number	Status	Grant Manager	Correspondence	Action	
Image: Status Grant Manager Grant Manager Grant Manager Applications Year Award Number Status Grant Manager Correspondence Active 2016 2016-RJ-BX-0035 - Grantes Notified 0n 09/14/16 Name: Tour, Antonio PRone: 2020 561-1710 - Mext. Message(2) 2016 Seet 1000 Seet 1000 2016 2016-RJ-BX-0035 - Grantes Notified 0n 09/14/16 Name: Tour, Antonio PRone: 2020 561-1710 - Mext. Message(2) 2000 Seet 1000 Seet 1000 Seet 1000 Seet 1000 - Grant Monitoring 2016 2016-RJ-BX-0035 - Mext. Message(2) - Active - Mext. Message(2) - Mext. Message(2) - Compose messager Seet 1000 Seet 1000 - Grant Adjustment 2016 - Mext. Message(2) - Mext.	2016	2016-DJ-BX-0150	Grantee Notified On 09/14/16 Active	Name: Stork, Zafra Phone:(202) 307-0613 Fax: Other:	17. New Message(s) Compose message	View Award Instructions Semi-Annual Progress Reports Reports	
NR. Justice Program Applications Year Award Number Status Grant Manager Correspondence Act 2016 2016-RJ-BX-0035 - Grantee Notified On 09/14/16 Name: Tovar, Antonio Phone(202) 616-1710 Other: 9. New Message(2) Semi Compose message Vict Instru- Semi Enance Semi Compose message Victim Compensation Certification 2016 2016-RJ-BX-0035 - Grantee Notified On 09/14/16 Name: Tovar, Antonio Phone(202) 616-1710 Other: 9. New Message(2) Semi Compose message Victim Semi Enance Semi Compose message Awards 2016 2016-RJ-BX-0035 - Grant Monitoring Grant Adjustment Grant Monitoring 2016 - Grant Adjustment - Grant Monitoring Grant Monitoring Conference Reporting						Grant Manage	Users
Year Award Number Status Grant Manager Correspondence Active 2016 2016-RJ-BX-0035 Grant estimation Active Mame: Tower, Antonio Phone:(202) 616-1710 Fax: Other: Active Active Active Active Active Active Active Active Active Active Active <l< th=""><th>n R. Justice</th><th>Program</th><th></th><th></th><th></th><th>Applica</th><th>ations</th></l<>	n R. Justice	Program				Applica	ations
Grant Adjustment Grant Adjustment Grant Monitoring Conference Reporting Financial Status Reports	2016	2016-RJ-BX-0035	Grantee Notified On 09/14/16 Active	Name: Tovar, Antonio Phone:(202) 616-1710 Fax: Other:	9. <u>New Message(s)</u> Compose message	Yien Vict Instring Comper Semi- Pros Certifice Rese Awa	<u>im</u> <u>isation</u> cation rds
Grant Adjustment Grant Monitoring Conference Reporting Financial Status Reports						Grant P Close Opportu	<u>ling</u> unities
Grant Monitoring Conference Reporting Financial Status Reports						Grant Adju	ustments
Conference Reporting Financial Status Reports						Grant Mo	nitoring
Financial Status Reports						Confer Repor	<u>ence</u> ting
						<u>Financial</u> <u>Repo</u>	<u>Status</u> orts
			- Million				

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.





0	
Financial Status Reports	
This handbook allows you to complete Financial Status Reports for BJA FY 17 Solicited - SORNA.	
Ear information on providus ESP submissions for this grant, contact the Office of the Chief Einappiel Officer, Custome	or.

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

Submit a **Financial Status** Report

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

The **Create**

button will

allow you

to begin a





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

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





Report Number: 2		
FEDERAL FINANCI (Follow form ins	IAL REPORT tructions)	
1. Federal Agency and Organizational Element to Which Report is Submitted	U.S. Department of Justice	
2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR attachment)	2017-DS-BX-	
3. Recipient Organization (Name and complete address including Zip code)		
4a. DUNS Number		
4b. EIN		
5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR attachment)		
* 6. Final Report	Ves 🖲 No	
* 7. Basis of Accounting	Cash Accrual	
8. Project/Grant Period From: (Month, Day, Year)	08/01/2017	
To: (Month, Day, Year)	07/31/2019	
9. Reporting Period End Date (Month, Day, Year)	12/31/2017	

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.

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Q&A Session

and Resources

Federal

Financial Reports (SF-425) Grants Management

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GMS Overview for Financial Points of Contact

10 Transactions			
U. 10. Transactions	Previously Reported	This Period	Cumulative
(Use lines a-c for single or multiple grant reporting)			
Federal Cash (To report multiple grants, also use FFR Attac	hment):		
a. Cash Receipts			
b. Cash Disbursements			
c. Cash on Hand (line a minus b)			
(Use lines d-o for single grant reporting)			
Federal Expenditures and Unobligated Balance:			
d. Total Federal funds authorized			\$6253755.
* e. Federal share of expenditures	\$1000.00	s 1000.00	\$2000.
* f. Federal share of unliquidated obligations			\$ 1000.0
g. Total Federal share (sum of lines e and f)			\$3000.
h. Unobligated balance of Federal funds (line d minus g)			\$6250755.
Recipient Share:			
* i. Total recipient share required			\$ 1000.0
j. Recipient share of expenditures	\$1000.00	s 1000.00	\$2000.
k. Remaining recipient share to be provided (line i minus j)			\$-1000.
Program Income:			
I. Total Federal program income earned			\$
m. Program income expended in accordance with the deduction alternative			
n. Program income expended in accordance with the addition alternative			\$
o. Unexpended program income (line I minus line m or line n)			\$0

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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GMS Overview for Financial Points of Contact

2 11 Indicart Evnence									
a. Type of Rate	b. Rate	5		c. F	Period	d. Base	e. Amount Charged	f. Federal Share	
Not Applicable 🗸			%		10	s	\$0.	.00 s	
Not Applicable 🖌			/6			\$	\$0.	.00 \$	=
			1			g. Totals	\$0.	0.00 \$	\$0.00
							_		

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.





	Line Item Instruc	tions for the Federal Finanical Report
Line Number	Reporting Item	Instructions
		Cover Information
1	Federal Agency and Organizational Element to Which Report is Submitted	GMS populated this field with data from the award information.
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. Eater the account number or any other identifying numbe assigned by the recipient to the avvard. This field is not required by O/P or O/W. Recipients may choose to leave the field blank.
6	* Final Report	This is a nequired field Select Yes or No. O/P and O/W nequire 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 OMS.
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 perparing the FFR. GMS will populate this fine 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 it blainty
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	ds. User Line 12, "Remarks," to provide any information deemed necessary to support or explain FFR data
		Federal Cosh
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 Expe	nditures and Unobligated Balance
104	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	Entre the amount of Federal finds expenditures for this reporting proteind GMS will calculate the previously reported and canuality amounts. For reports prepared and an cach basis, reportediares are the sound Gath disfoursements for direct charges for property and services, the amount of indirect expresses charged, the value of indicparty inskind contributions applied, and the amount of cash abrance parametits and payments made to indirect prime terroperty prepared on an accoral basis, reponditors in the forse sound cash abrance indirect prime terroperty prepared on an accoral basis, reponditors in the test and cash abrance indirect primes from the sources of the source of the source of the other sources of the 'the source' of the 'the amount of indirect expresses instruct, the value of in-kind combinations anciend, and the entit sources or other and the amount or other by the receibent the 'the source' of the 'the source' of the 'the source' of the source' of the source' of the test of the 'the other of the source' of the source' of the source' of the source' of the integration of the receibent test of the source' of the source



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. Q&A Session and Resources Federal Financial Reports (SF-425) Grant Adjustment Notices (GAN)

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GMS Overview for Financial Points of Contact

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



GMS Overview for Financial Points of Contact

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. Q&A Session and Resources Federal Financial Reports (SF-425) Grant Adjustment Notices (GAN)



tions:				
Actions:				
	Sub	Cancel		
udit Trail:				
Description:	Role:	User:	Timestamp:	Note:
ubmitted	Financial Point of Contact External Role	Martin, John	09/24/ 10:05 AM	View Note

Submit a **Financial Status** Report

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



for approval, click the



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GMS Overview for Financial Points of Contact

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

<u>Financial Status</u> <u>Reports Home</u>

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.

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Q&A Session

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Questions







RESOURCES AND Q&A SESSION



Resources



www.ncjtc.org/CTASresources





Security Reminders

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

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GMS Overview for Financial Points of Contact







888-549-9901 (Option 3)

<u>GMS.Helpdesk@ojp.usdoj.gov</u>

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Questions





Justice grants IT Solution

