

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

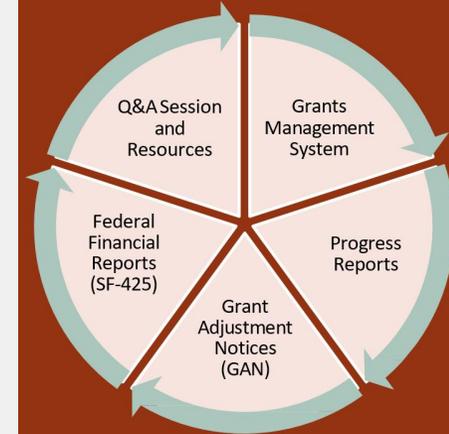
What would
you like to
gain from
this session?



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Solicitation (CTAS)
New Grantee Orientation Conference



Resources



USDOJ/BSA List of Acronyms and Abbreviations

The CTAS Post Award Learning Center and OIGMIO (Budget) system require certain acronyms and abbreviations to provide system information in a standardized format. Acronyms and abbreviations should be displayed in full when first introduced in the material. A complete list of acronyms and abbreviations referenced in these two learning centers is included below.

Acronym/Abbreviation	Definition
GMS	Grants Management System
CTAS	Coordinated Tribal Assistance Solicitation
OSP	Office of Solicitation Programs
BSA	Bureau of Justice Assistance
OSAM	Office of Audit, Assessment, and Management
EMD	Grants Management Division
GAN	Grant Adjustment Notice
POC	Point of Contact
PPIC	Principal Point of Contact
PMI	Performance Measurement Tool
DSCT	Data Collection and Technical Assistance Tool
OUTP	Office of Innovative Justice and Outgoing Prevention
BSA	Bureau of Justice Assistance
OVC	Office for Victims of Crime

PDF
List of Acronyms/Abbreviations

Progress Reports

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

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.

It is necessary to provide information on current awards in order to consider providing additional funds when requested.

Steps for Progress Report Submission

Infographic
Progress Report Basics

Submit a Progress Report

Job Aid

GMS Training Documentation

Job Aid
Submit a Progress Report

Resubmit a Change Requested Report

Job Aid

GMS Training Documentation

Job Aid
Resubmit a Change Requested Report

Submit a Special Report

Job Aid

GMS Training Documentation

Job Aid
Submit a Special Report

Change in Project Period GAN

Job Aid

GMS Training Documentation

Job Aid
Change in Project Period GAN

Budget Modification GAN

Job Aid

GMS Training Documentation

Job Aid
Budget Modification GAN

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www.ncjtc.org/CTASresources





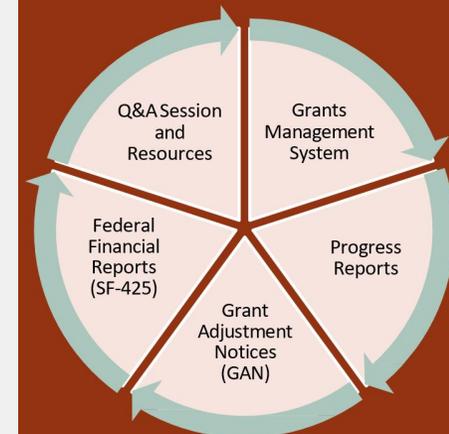
Computer-Based Training

www.ojp.usdoj.gov/gmscbt



GMS User Guide

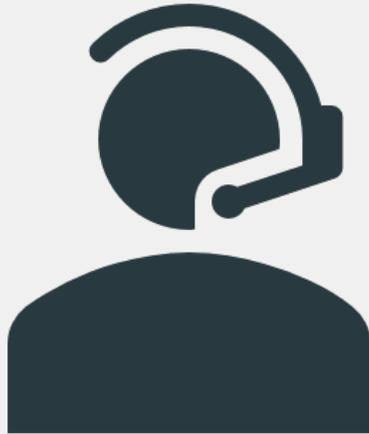
www.ojp.gov/training/gmstraining.htm#GMSUserguide



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Resources



888-549-9901 (Option 3)



GMS.Helpdesk@ojp.usdoj.gov



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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



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Course Topics

1

GMS Recap

2

Progress Reports

3

Grant Adjustment Notices (GAN)

4

Federal Financial Reports (SF-425)

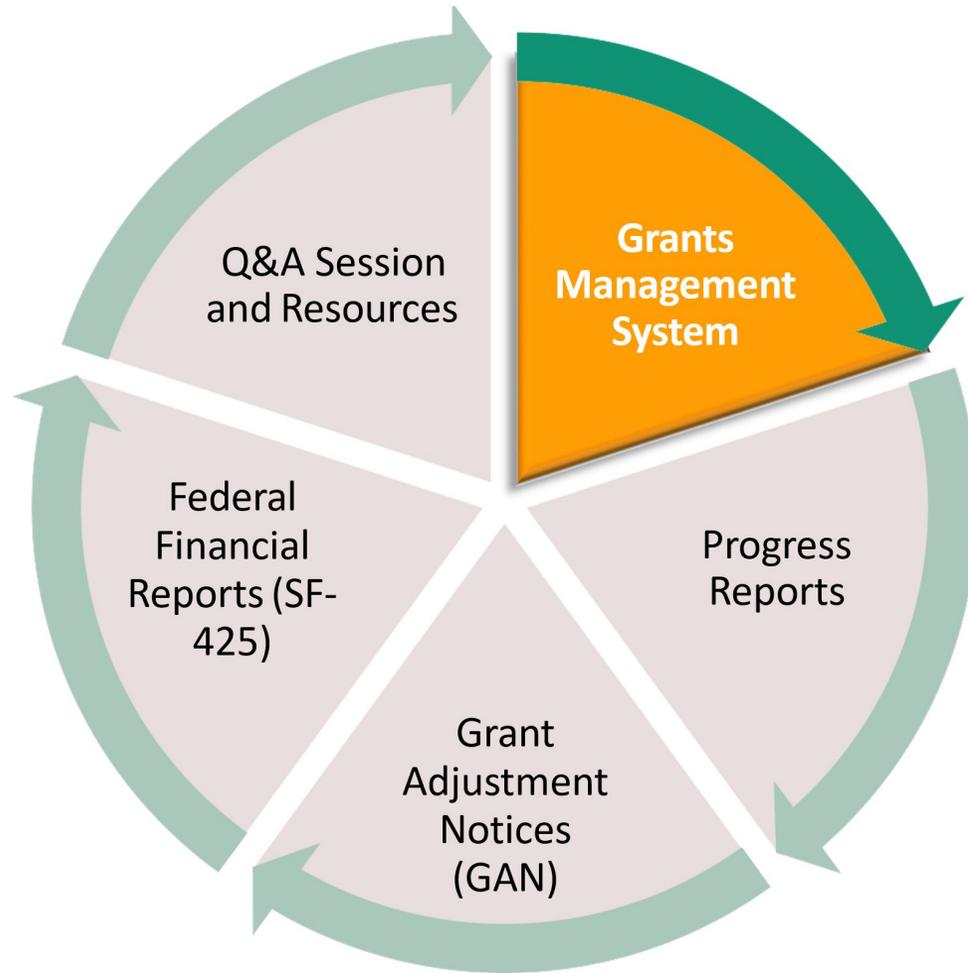
5

Q&A Session and Resources



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GRANTS MANAGEMENT SYSTEM

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GMS System: Website

- grants.ojp.usdoj.gov

GMS System: Login

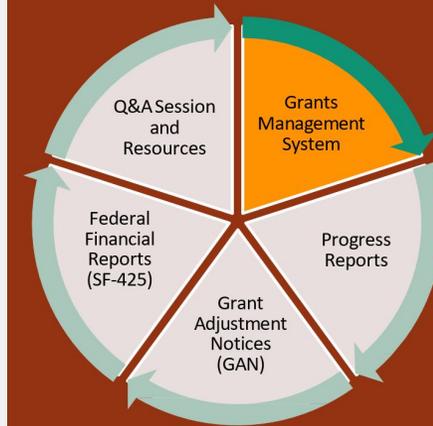
- Username and Password are required for access.
- Users must sign into GMS to perform post-award activities.
- System login is required for all grant applications submitted.

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?

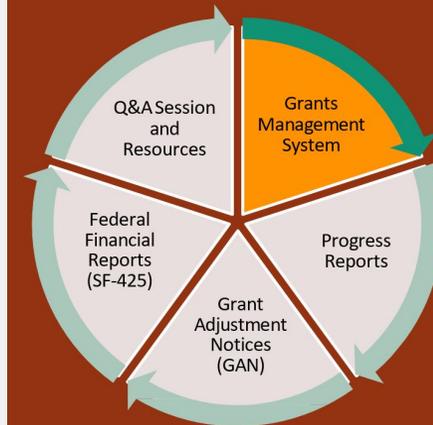
- The Grants Management System (GMS) is a web-based Office of Justice Programs application used throughout the grants lifecycle to support the full administration of grants.

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)

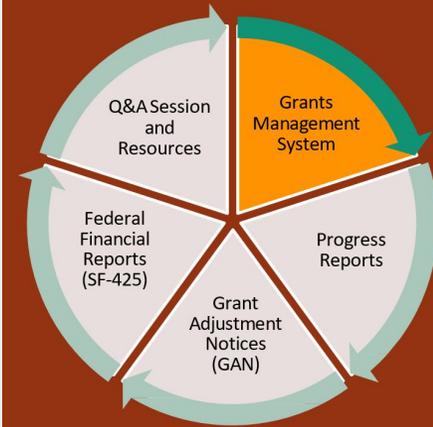
- A POC and FPOC must be designated for every grant award.
- The GMS menu structure depends on the role of the user who is signed in

Point of Contact (POC)

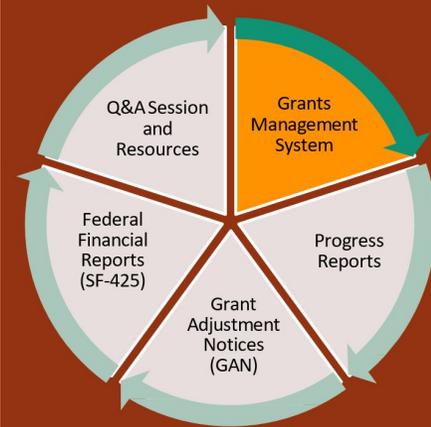
- Applicant account holder who completes grant activities in GMS
- Account created at time of application
- Submits GANs, Progress Reports, Closeout package, etc.
- Should communicate regularly with the Grant Manager, both within GMS and outside GMS

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

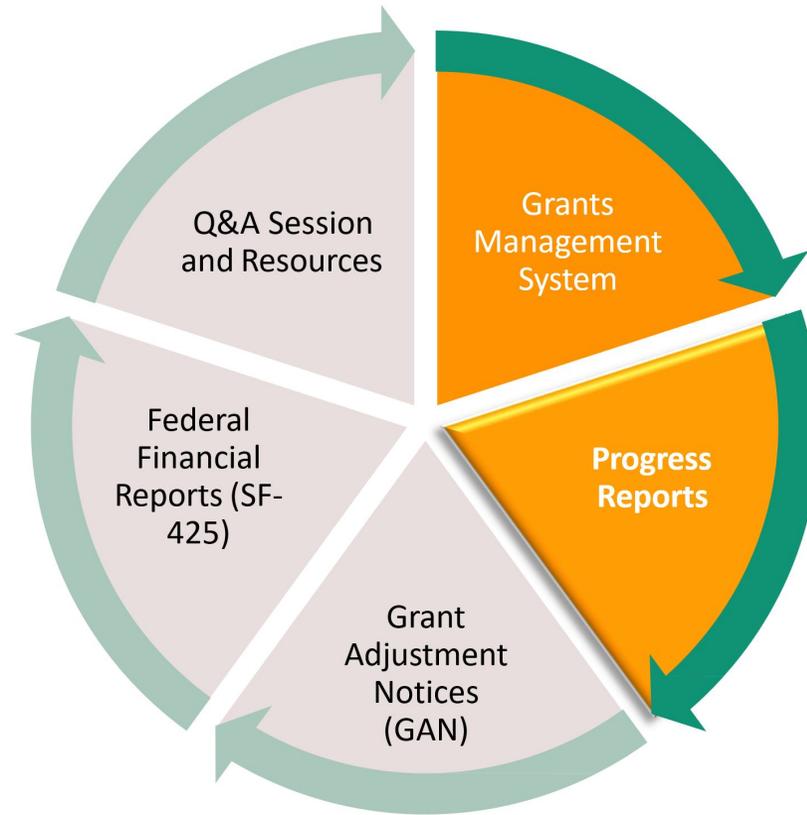


Questions



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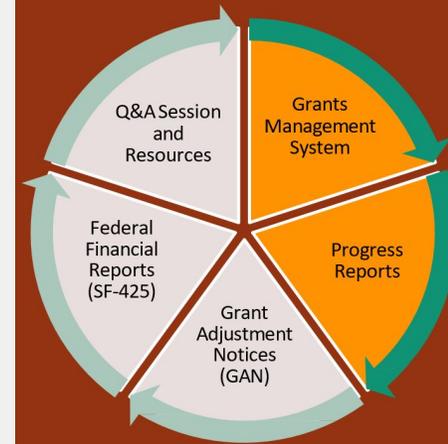
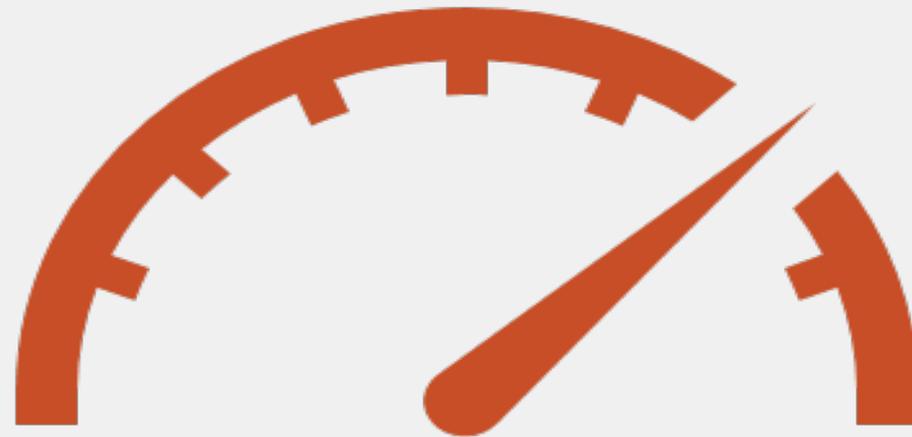


PROGRESS REPORTS

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How comfortable are you with Progress Reports?

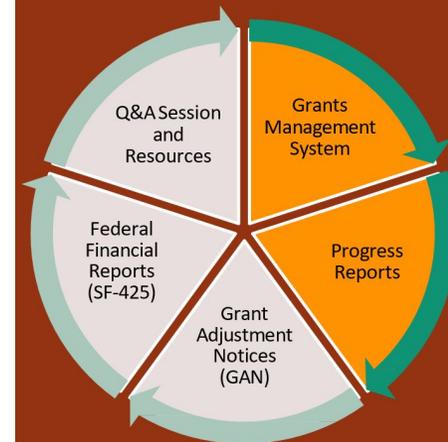


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A Progress Report

- 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.

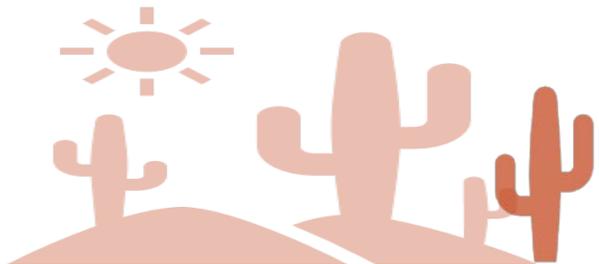
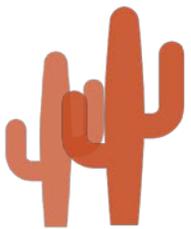
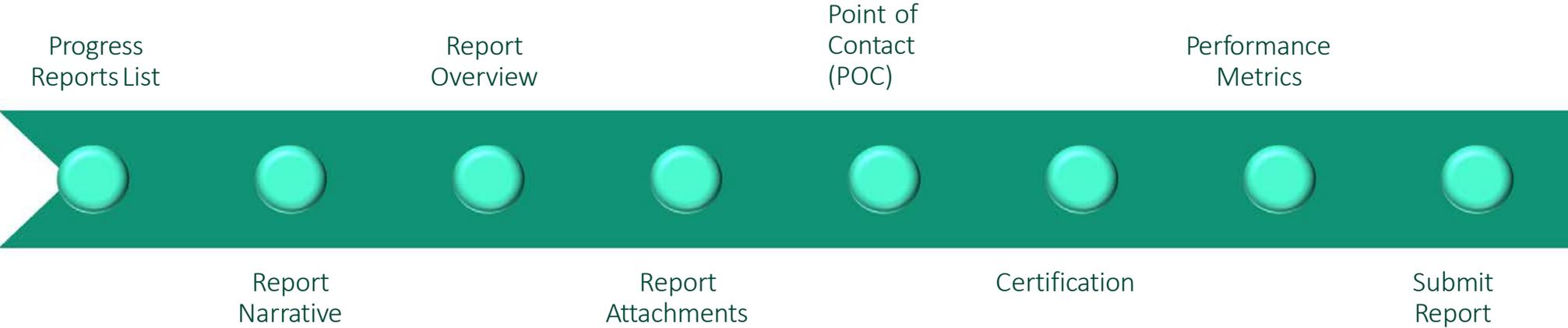
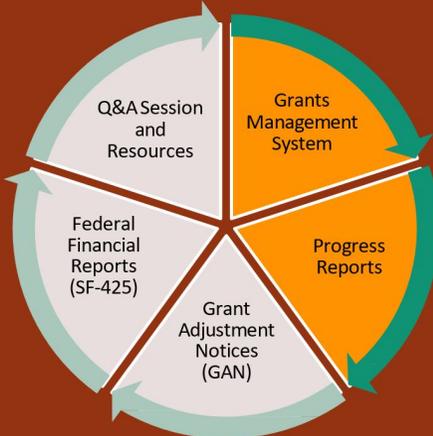


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*Per [ojp.gov/performance/](https://www.ojp.gov/performance/)

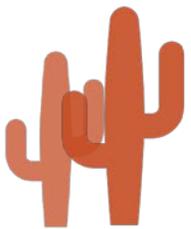
Steps for Progress Report Submission



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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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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

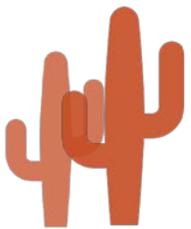
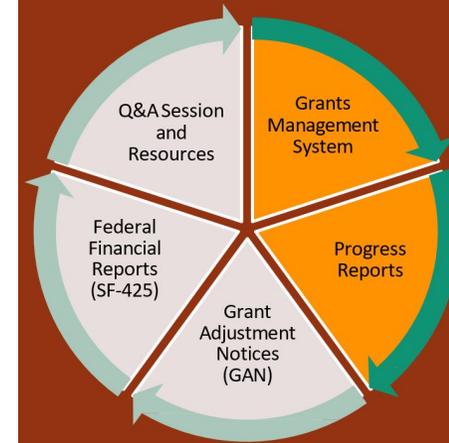
<i>Chairman</i>
Title:
Address:
Phone:
Fax:

Authorized Representative

<i>Dr.</i>
Title:
Address:
Phone:

Narratives

<p>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.</p>



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Performance Measurement Tool (PMT)

BJA | OVC | NIJ

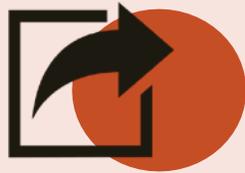
ojpsso.ojp.gov



Data Collection and Technical Assistance Tool (DCTAT)

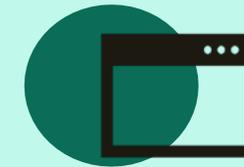
OJJDP

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.

BJA:	OVC:	NIJ:
bjapmt@usdoj.gov	ovcpmt@usdoj.gov	nijpmt@usdoj.gov
1-888-252-6867	1-844-884-2503	1-844-884-2504



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

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

The Performance Management Tool login page:

U.S. DEPARTMENT OF JUSTICE
Office of Justice Programs
Building Solutions • Supporting Communities • Advancing Justice

Performance Measurement Platform

User Name Password

[Forgot Password](#)

Please note:

1. The PMT system works best and supports Google Chrome 4.1.0 and above and Internet Explorer (IE) 11 and above.
2. JavaScript must be enabled to use this site. If not, site navigation will not work properly. If you need to enable JavaScript, click [here](#) to find out how.

NOTICE TO USERS

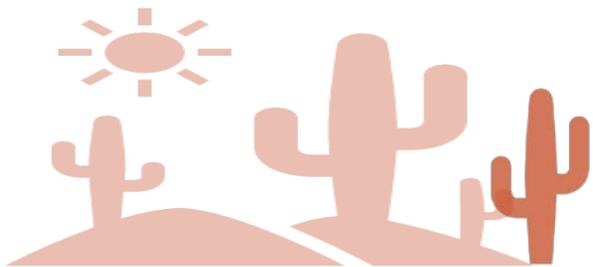
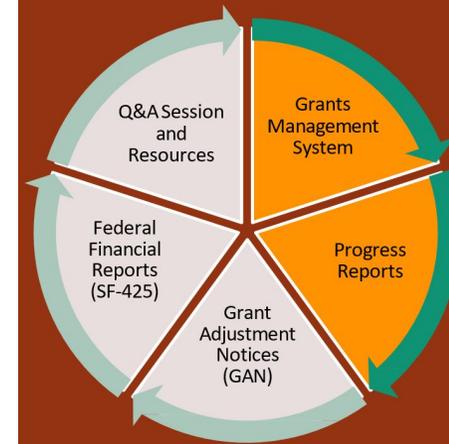
You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties.

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

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

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

BJA **OVC** **OJJDP** **NIJ**



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Progress Reports

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

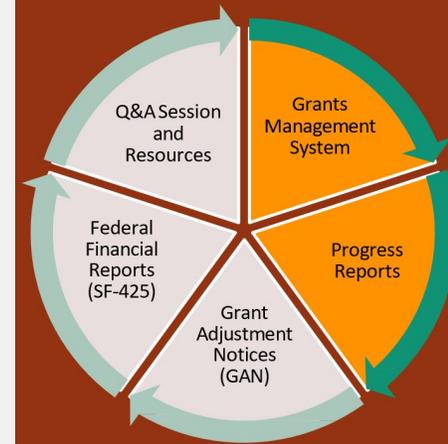


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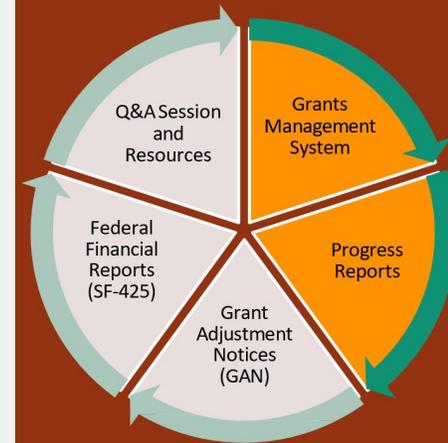


*Per ojp.gov/performance/

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



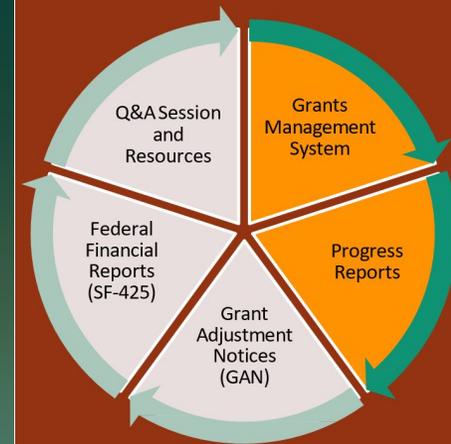
Progress reports are used primarily to aid grant managers in monitoring grant-supported activities, and they can be used to help make future funding decisions.



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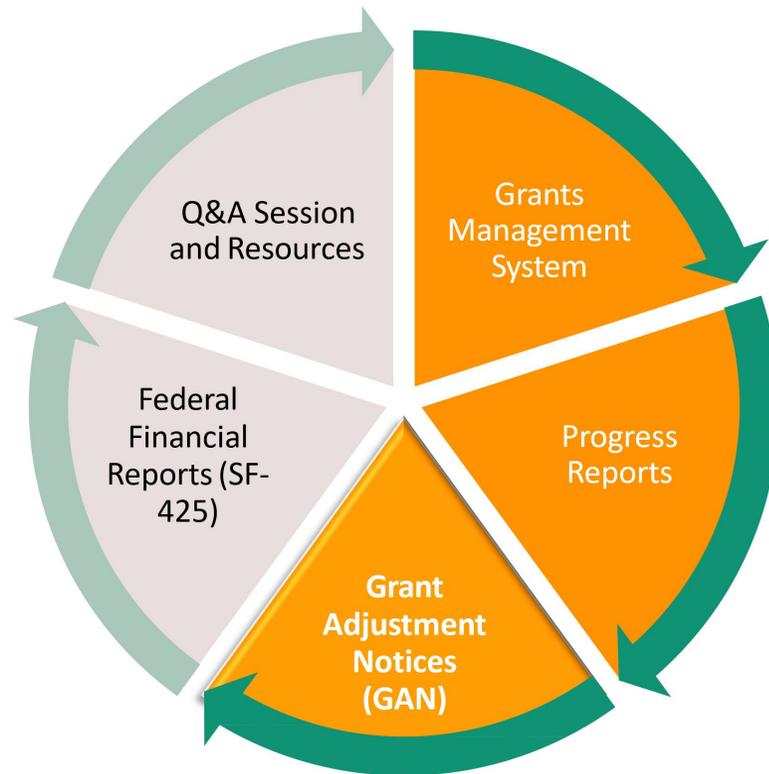


Questions



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GRANT ADJUSTMENT NOTICE (GAN)

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How comfortable are you with Grant Adjustment Notices (GANs)?



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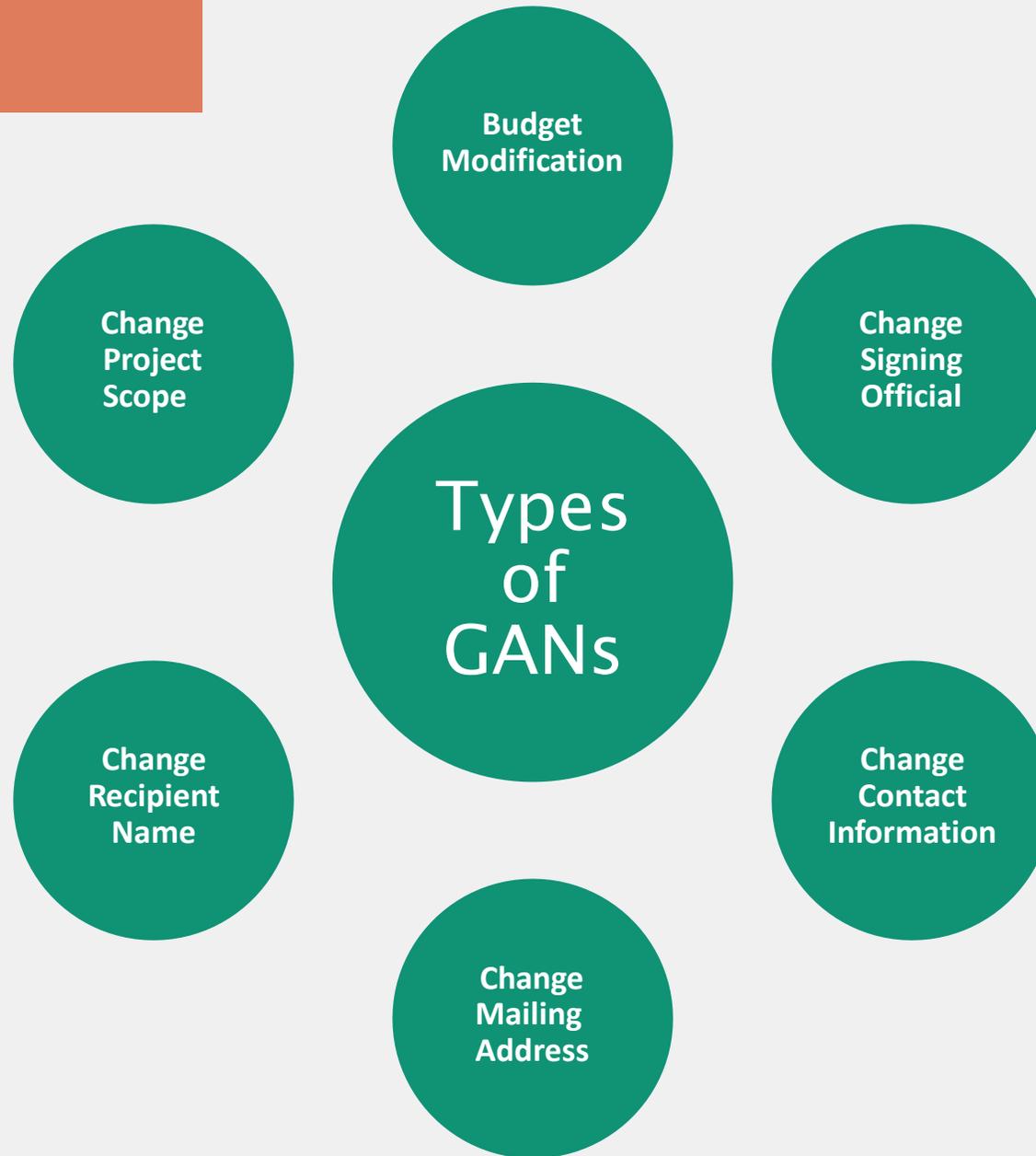


Create a GAN

Create a GAN

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

Changes include:



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Grant Adjustment Notice (GAN)

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



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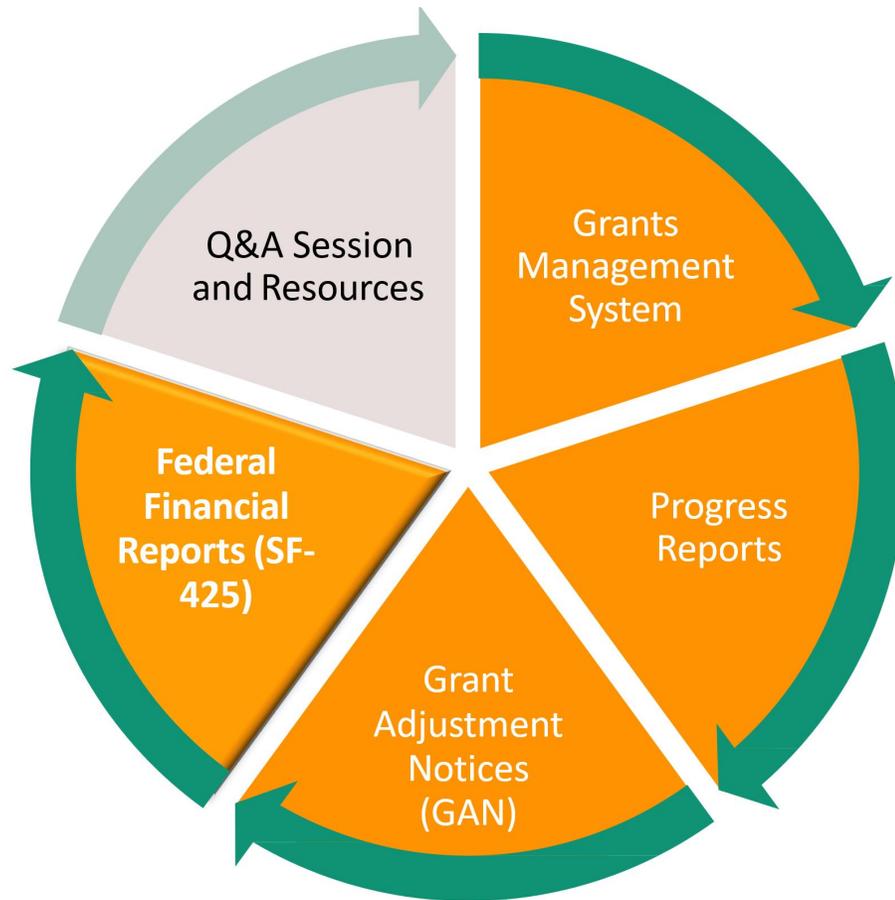


Questions



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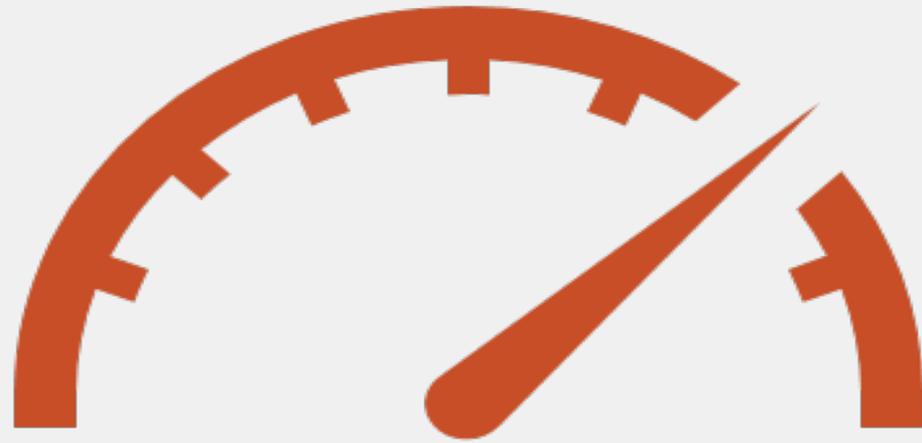


FEDERAL FINANCIAL REPORTS (SF-425)

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Solicitation (CTAS)
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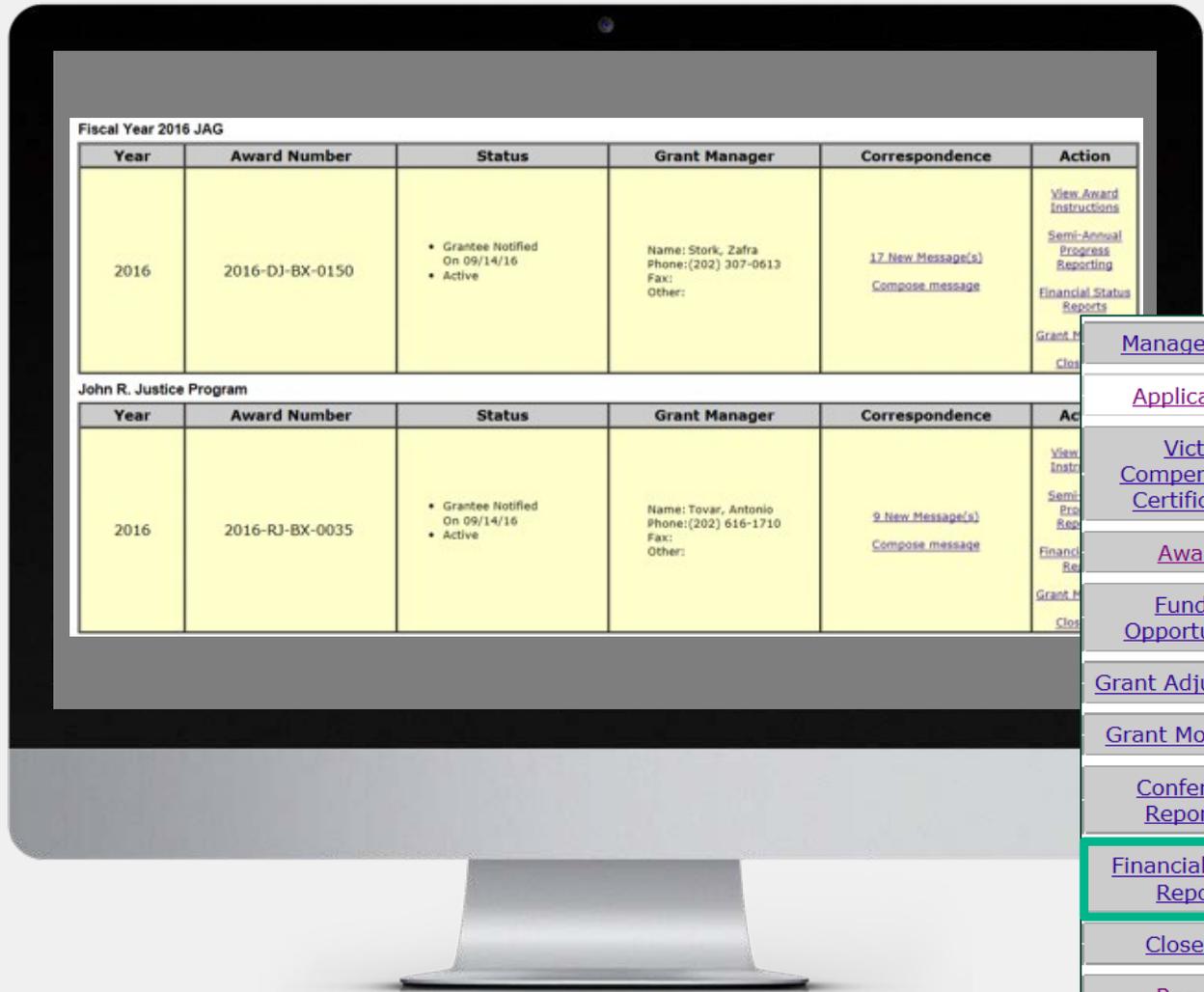
How comfortable are you with Federal Financial Reports?



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Federal Financial Reports



Submit a Financial Status Report

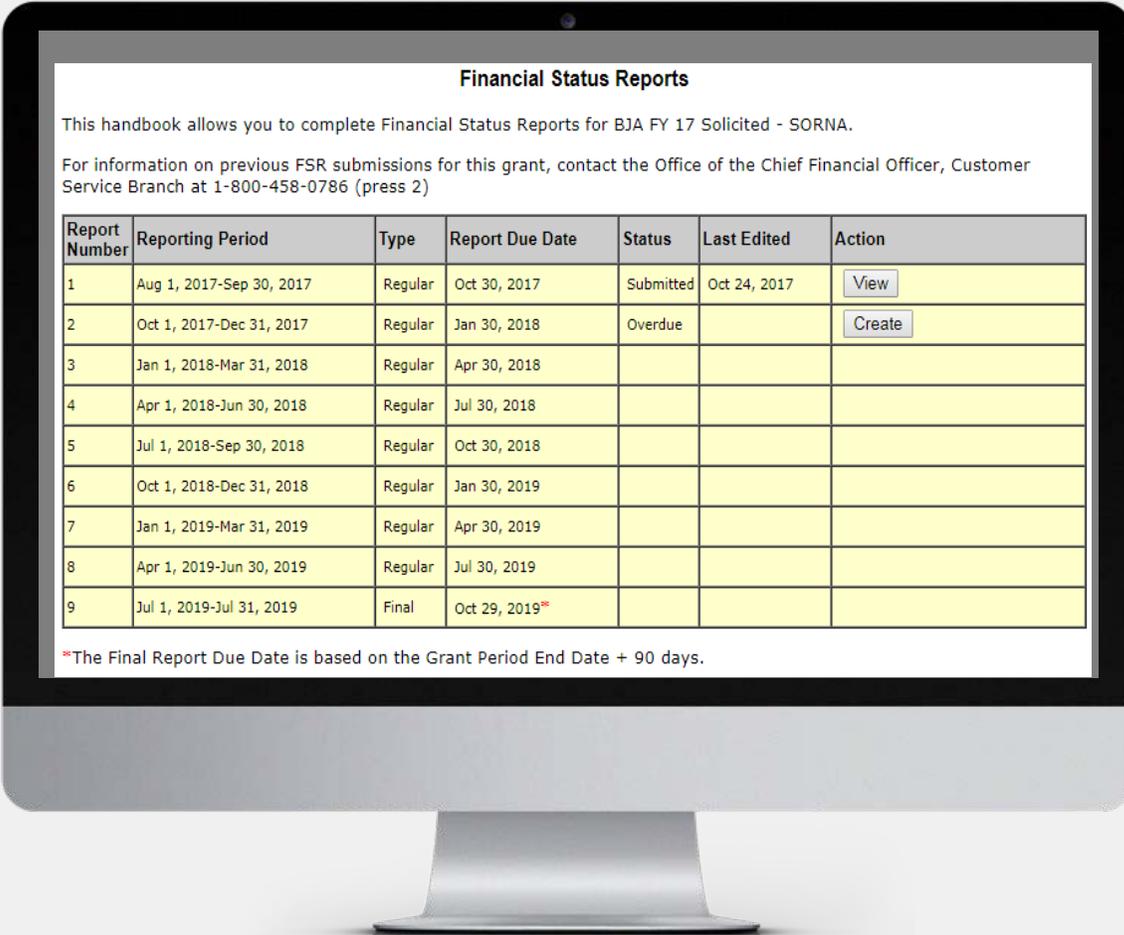
- This report is used to submit financial information about individual grant awards.
- Click the Financial Status Reports link under the Action column on the right of the screen to see the reports for that individual award.



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Federal Financial Reports



Submit a Financial Status Report

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.



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Federal Financial Reports

Report Number: 2

FEDERAL FINANCIAL REPORT
(Follow form instructions)

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	<input type="radio"/> Yes <input checked="" type="radio"/> No
** 7. Basis of Accounting	<input checked="" type="radio"/> Cash <input type="radio"/> Accrual
8. Project/Grant Period From: (Month, Day, Year)	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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Federal Financial Reports

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

Submit a Financial Status Report

The middle section of the SF-425 (#10) contains a record of all transactions that occurred during this reporting period.

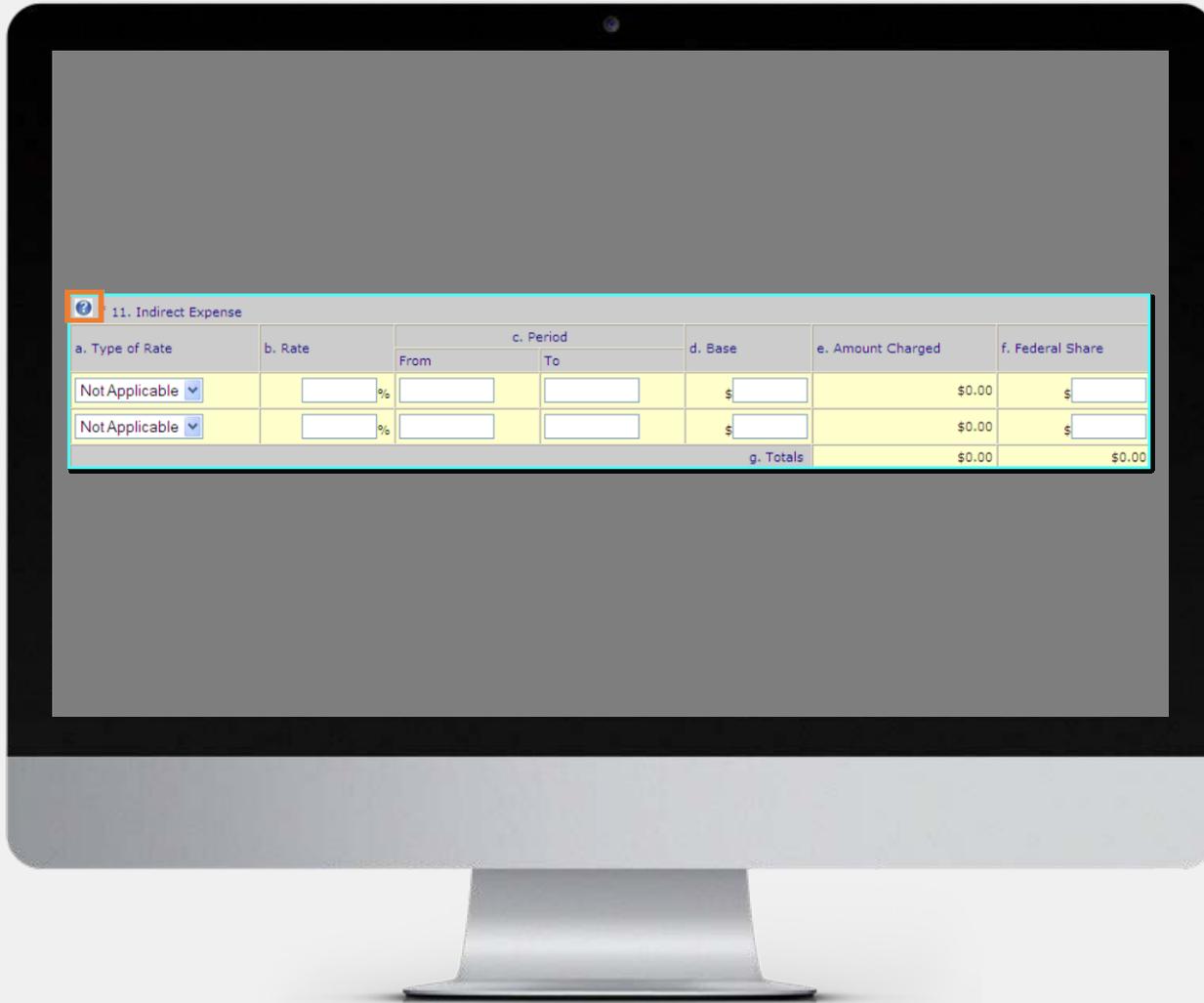
The system will pre-populate any previously reported transactions.



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Federal Financial Reports



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.

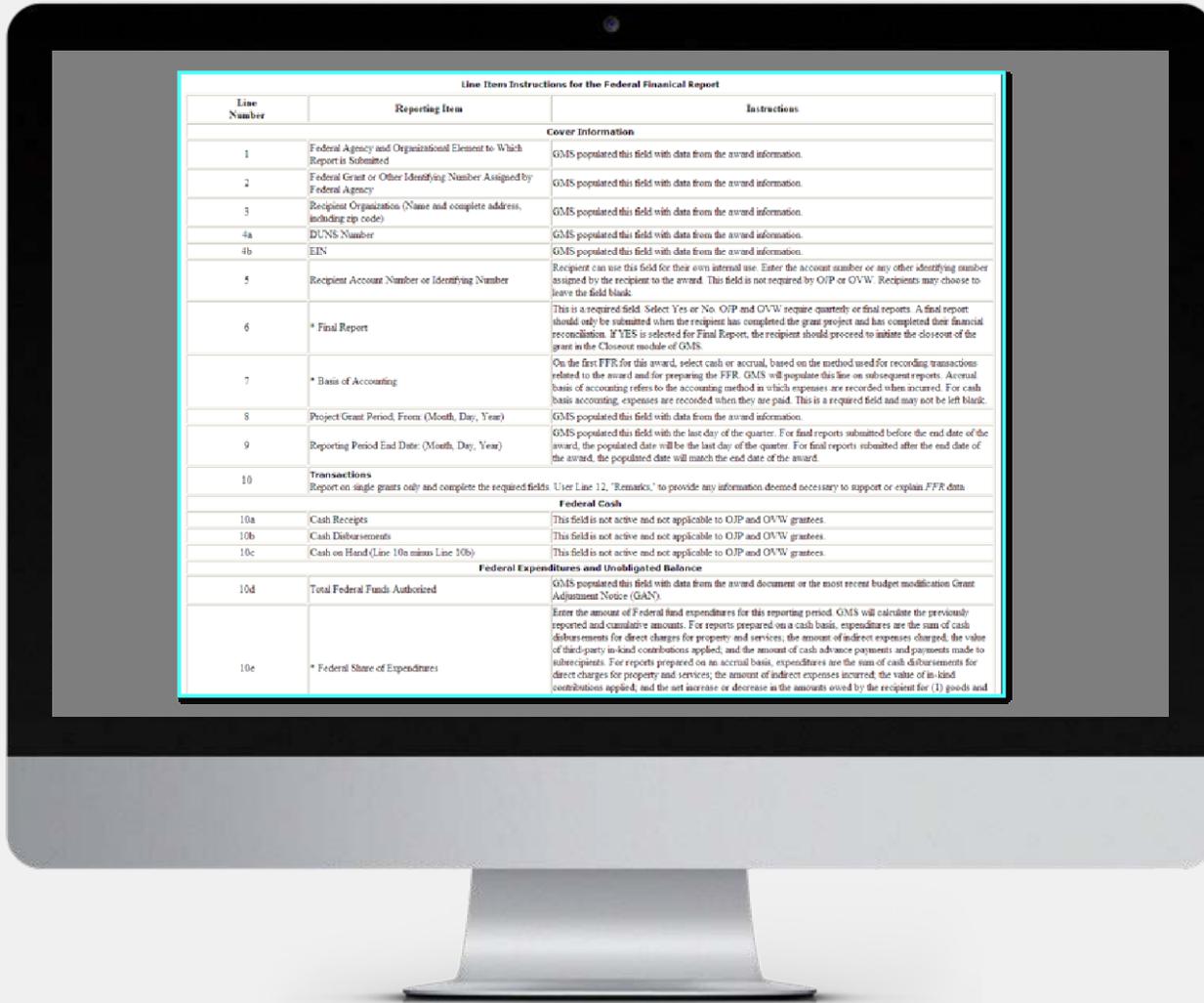
Click the ? button to open instructions on how to complete this, and any, section of the Federal Financial Report.



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Federal Financial Reports



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.



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Federal Financial Reports

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

* Prefix	Mr.
Prefix (Other)	
* First Name	John
Middle Initial	
* Last Name	Martin
Suffix	Select Suffix
Suffix (Other)	
* Title	Grants Management Unit Chief
* Telephone (Area code, number and extension)	(555) 555 - 8090 Ext.
* E-mail Address	jmart@g.com
Date Report Last Submitted	09/28/2009
14. Agency use only	
OJP Vendor Number	026002618

Submit a Financial Status Report



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



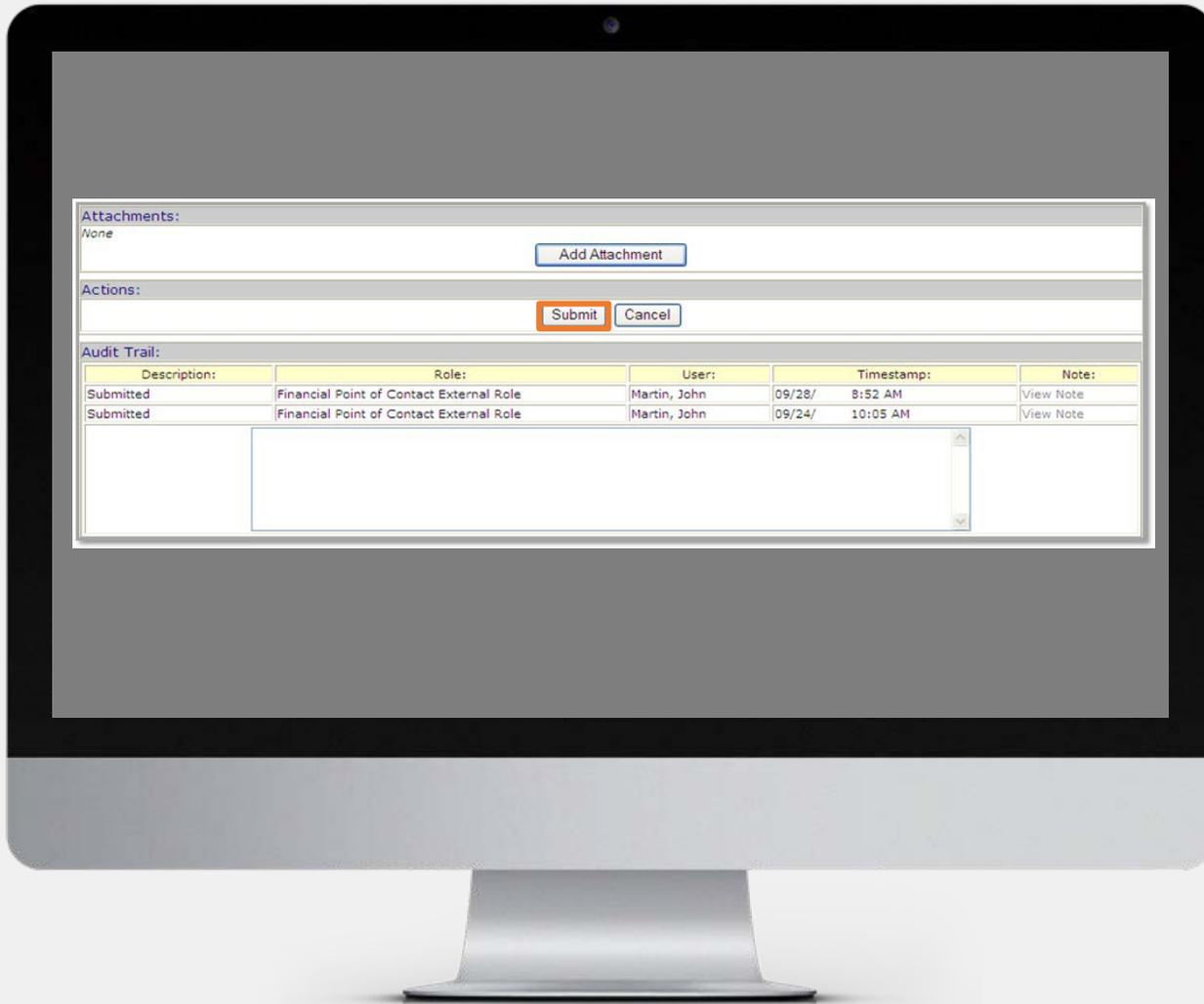
Item #13: The FPOC certifies that the information shared on the SF-425 form is correct.



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Federal Financial Reports



Submit a Financial Status Report

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

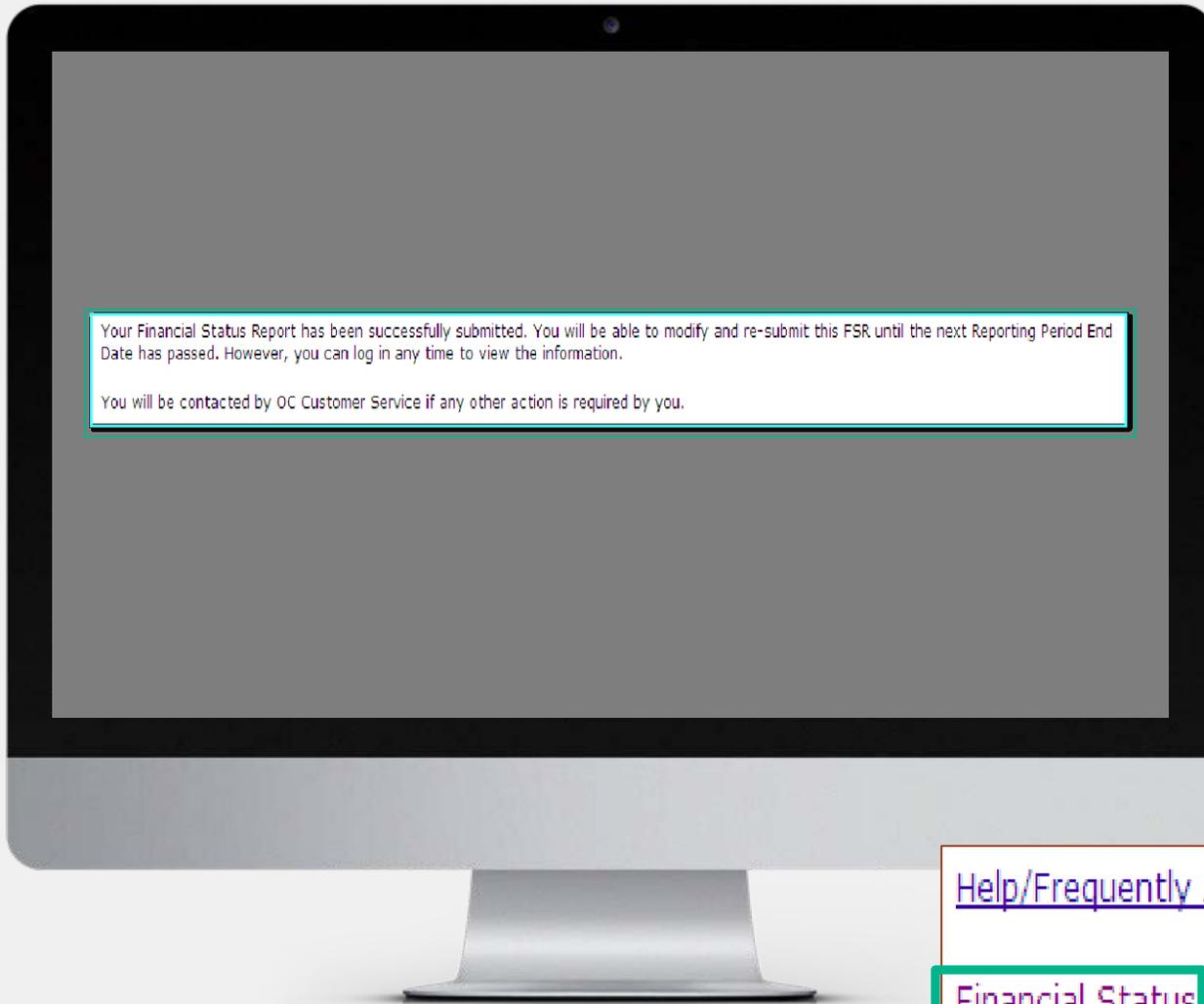
To submit the SF-425 for approval, click the Submit button.



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Federal Financial Reports



[Help/Frequently Asked Questions](#)

[Financial Status Reports Home](#)

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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Questions



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RESOURCES AND Q&A SESSION

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Resources



USDOJ/BSA List of Acronyms and Abbreviations

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BSA	Bureau of Justice Assistance
OSAM	Office of Audit, Assessment, and Management
EMD	Grants Management Division
GAN	Grant Adjustment Notice
POC	Point of Contact
PPIC	Principal Point of Contact
PMI	Performance Measurement Tool
SDCT	State Collection and Technical Assistance Tool
OSJP	Office of Juvenile Justice and Delinquency Prevention
BSA	Bureau of Justice Assistance
OVIC	Office for Victims of Crime

PDF
List of Acronyms/Abbreviations

Progress Reports

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

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.

It is necessary to provide information on current awards in order to consider providing additional funds when requested.

Steps for Progress Report Submission

Infographic
Progress Report Basics

Submit a Progress Report

Job Aid

GMS Training Documentation

Job Aid
Submit a Progress Report

Resubmit a Change Requested Report

Job Aid

GMS Training Documentation

Job Aid
Resubmit a Change Requested Report

Submit a Special Report

Job Aid

GMS Training Documentation

Job Aid
Submit a Special Report

Change in Project Period GAN

Job Aid

GMS Training Documentation

Job Aid
Change in Project Period GAN

Budget Modification GAN

Job Aid

GMS Training Documentation

Job Aid
Budget Modification GAN

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)

Coordinated Tribal Assistance Solicitation (CTAS)
New Grantee Orientation Conference





Computer-Based Training

www.ojp.usdoj.gov/gmscbt

GMS User Guide

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

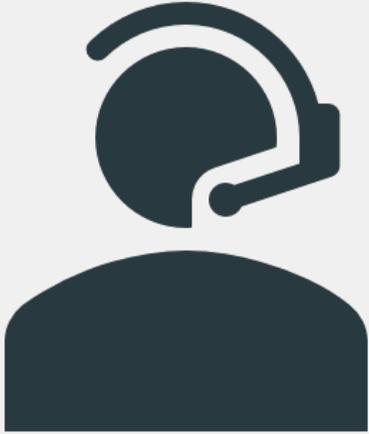
GMSUserguide



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Resources



888-549-9901 (Option 3)



GMS.Helpdesk@ojp.usdoj.gov



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Questions



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COMING SOON...



Justice grants IT Solution

