



# Submit a Special Report

**Job Aid**

**GMS Training Documentation**





## Submit a Special Report

| Step | Screen  | Description and Action  |
|------|---|---|
| 1    | <div><h3>GMS Home Screen</h3><div><p>The screenshot shows the 'Grant Management System Home' interface. On the left is a sidebar with links: Manage Users, Applications, Victim Compensation Certification, Awards (highlighted), Funding Opportunities, Grant Adjustments, Grant Monitoring, Conference Reporting, Financial Status Reports, Closeouts, Reports, Profile, SAM Claim, Change Password, and Log Off. The main content area has a header with the DOJ seal and 'Grant Management System Home'. Below this is a message about program listings and a 'Refresh' button. There are two dropdown menus for 'Year' and 'Solicitation', both set to 'All'. The main content displays three tables of funding opportunities: BJA 10-11-2018, BJA SCAAP 2019, and BJA SCAAP 2019. Each table has columns for Year, Application No., Status, Correspondence, and Action. The first table shows one application (2019-H0159-VA-BZ) with status 'Application submitted on 06/21/2019'. The second and third tables show applications (2019-H0161-VA-CI and 2019-H0162-VA-CI) with status 'Application not yet submitted, last saved on 08/08/2019' and 'Application Deadline expires on 02/27/2020'.</p></div></div> | <p><b>Description</b></p> <p>When you open GMS, you are on the <i>Home</i> screen, where you can access awards that are associated with your user account.</p> <p><b>Action</b></p> <ol style="list-style-type: none"><li>1. Select the <b>Awards</b> link to view a list of active awards.</li></ol> <div><a href="#">Awards</a></div> |



## Submit a Special Report

### 2 Grants Awards Screen

**Grant Management System Awards Home**

[Manage Users](#)  
[Applications](#)  
[Victim Compensation Certification](#)  
[Awards](#)  
[Funding Opportunities](#)  
[Grant Adjustments](#)  
[Grant Monitoring](#)  
[Conference Reporting](#)  
[Financial Status Reports](#)  
[Closeouts](#)  
[Reports](#)  
[Profile](#)  
[SAM Claim](#)  
[Change Password](#)  
[Log Off](#)  
[Help/Frequently Asked Questions](#)

**FY 18 Category 1: Improving the Efficacy of State, Local, and Tribal Justice Systems**

| Year | Award Number    | Status  | Grant Manager   | Correspondence  | Action  |
|------|-----------------|---|---|---|---|
| 2018 | 2020-VT-K8-0002 | <ul style="list-style-type: none"><li>Grantee Notified On 10/18/19</li><li>Active</li></ul> | Name: Smith, Sean<br>Phone:(202) 514-5759<br>Fax:<br>Other: | <a href="#">1 New Message(s)</a><br><a href="#">Compose message</a> | <a href="#">View Award Instructions</a><br><a href="#">Semi-Annual Progress Reporting</a><br><a href="#">Financial Status Reports</a><br><a href="#">Grant Monitoring</a><br><a href="#">Closeout</a> |

**NIJ FY 19 Special Condition Test**

| Year | Award Number    | Status   | Grant Manager   | Correspondence   | Action  |
|------|-----------------|--|---|--|---|
| 2019 | 2020-BZ-KA-K001 | <ul style="list-style-type: none"><li>Grantee Notified On 10/18/19</li><li>End Date Passed</li></ul> | Name: Smith, Sean<br>Phone:(202) 514-5759<br>Fax:<br>Other: | <a href="#">10 New Message(s)</a><br><a href="#">Compose message</a> | <a href="#">View Award Instructions</a><br><a href="#">Semi-Annual Progress Reporting</a><br><a href="#">Financial Status Reports</a><br><a href="#">Grant Monitoring</a><br><a href="#">Closeout</a> |

**OVW Special Condition Test 11/20**

| Year | Award Number    | Status   | Grant Manager                                     | Correspondence  | Action  |
|------|-----------------|--|---|---|---|
| 2019 | 2019-BJ-R9-K005 | <ul style="list-style-type: none"><li>Grantee Notified On 07/10/19</li><li>End Date Passed</li></ul> | Name: Glover, Michael<br>Phone:<br>Fax:<br>Other: | <a href="#">7 New Message(s)</a><br><a href="#">Compose message</a> | <a href="#">View Award Instructions</a><br><a href="#">Semi-Annual Progress Reporting</a><br><a href="#">Financial Status Reports</a> |

#### Description

While the vast majority of reports are semi-annual, occasionally, some reports may be annual. In that instance, this link will read "Annual Progress Reporting".

#### Action

1. Click the **Semi-Annual Progress Reporting** link on the award to access the progress reports for that award.

[Semi-Annual Progress Reporting](#)



## Submit a Special Report

### 3 Semi-Annual Progress Reports Screen

**FY 18 Category 1: Improving the Efficacy of State, Local, and Tribal Justice Systems 2020-VT-K8-0002**

[Award](#) [Financial Status Reports](#) [Semi-Annual Progress Reports](#) [Correspondence](#)

**Semi-Annual Progress Reports**

This handbook allows you to complete Semi-Annual Progress Reporting for FY 18 Category 1: Improving the Efficacy of State, Local, and Tribal Justice Systems.

For questions about what to submit click [here](#).

| Report Number | Reporting Period          | Type         | Status | Last Edited | Action                                      |
|---------------|---------------------------|--------------|--------|-------------|---|
| 1             | 18-Oct-2019 - 31-Dec-2019 | Regular      | Draft  | 24-Oct-2019 | <a href="#">View</a> <a href="#">Update</a> |
| 2             | 01-Jan-2020 - 30-Jun-2020 | Regular      |        | 18-Oct-2019 | <a href="#">View</a> <a href="#">Create</a> |
| 3             | 01-Jul-2020 - 30-Sep-2020 | Final Report |        | 18-Oct-2019 | <a href="#">View</a> <a href="#">Create</a> |

[Progress Reports](#)  
[Special Reports](#)

[Help/Frequently Asked Questions](#)  
[Semi-Annual Progress Reports Home](#)  
[GMS Home](#)  
[Log Off](#)

#### Description

Special reports are another category of reports available in GMS. These reports can be submitted any time and can be used to submit additional attachments and information that are helpful for tracking project progress.

The use of special reports is usually directed by the program office.

#### Action

1. Select the **Special Reports** link.

[Special Reports](#)

### 4 Special Reports Screen

**FY 18 Category 1: Improving the Efficacy of State, Local, and Tribal Justice Systems 2020-VT-K8-0002**

[Award](#) [Financial Status Reports](#) [Semi-Annual Progress Reports](#) [Correspondence](#)

**Special Reports**

[Progress Reports](#)  
[Special Reports](#)

[Help/Frequently Asked Questions](#)  
[Semi-Annual Progress Reports Home](#)  
[GMS Home](#)  
[Log Off](#)

| Report Number | Type               | Status | Last Edited | Action |
|---------------|--------------------|--------|-------------|--------|
|               | New Special Report |        |             |        |

#### Description

The *Special Reports Screen* allows you to create a new special report or review a previously created special report.

#### Action

1. Select the **New Special Report** button.

[New Special Report](#)



## Submit a Special Report

### 5 Report Overview Screen

FY 18 Category 1: Improving the Efficacy of State, Local, and Tribal Justice Systems 2020-VT-KB-0002

[Award](#) [Financial Status Reports](#) [Semi-Annual Progress Reports](#) [Correspondence](#)

Semi-Annual Progress Report Handbook

[Report Overview](#) [Point of Contact](#) [Performance Metrics](#) [Narratives](#) [Attachments](#) [Certification](#) [Submit Report](#)

[Help/Frequently Asked Questions](#) [Semi-Annual Progress Reports Home](#) [GMS Home](#) [Log Off](#)

| Report Overview           |                 |
|---------------------------|-----------------|
| Federal Award Number      | 2019-BZ-K1-K039 |
| Award Amount              | \$364,565.00    |
| Grantee                   | Michael Glover  |
| Project Title             | text            |
| Report Number             | 1               |
| Reporting Period From     |                 |
| Reporting Period To       |                 |
| Implementing Sub Grantee: |                 |
| *Report Type:             | Special Request |

[Save and Continue](#) [Save](#)

#### Description

Submitting a special report is similar to submitting a normal report. The sections are the same and the process follows the same logic.

The *Report Overview* screen displays the grant award number (**Federal Award Number**), the **Award Amount**, the recipient name (**Grantee**), the **Report Number** and the **Reporting Period**.

#### Action

1. Click the **Save and Continue** button to go to the next step.

[Save and Continue](#)

or

2. Click the **Save** button if you would like to save your work to complete at another time.

[Save](#)



## Submit a Special Report

### 6 Point of Contact (POC) Form Screen

FY 18 Category 1: Improving the Efficacy of State, Local, and Tribal Justice Systems 2020-VT-K8-0002

Award

Financial Status Reports

Semi-Annual Progress Reports

Correspondence

Semi-Annual Progress Report Handbook

Report Overview

Point of Contact

Performance Metrics

Narratives

Attachments

Certification

Submit Report

[Help/Frequently Asked Questions](#)

[Semi-Annual Progress Reports Home](#)

[GMS Home](#)

[Log Off](#)

Semi-Annual Progress Report's Point of Contact

|                  |                               |
|------------------|-------------------------------|
| *Prefix:         | Governor                      |
| Prefix (Other):  |                               |
| *First Name:     | Thomas                        |
| Middle Initial:  |                               |
| *Last Name:      | Merkels                       |
| Suffix:          | III                           |
| Suffix (Other):  |                               |
| *Title:          | Judge                         |
| *Address Line 1: | 3434 Washington Blvd          |
| Address Line 2:  |                               |
| *City:           | Arlington                     |
| County:          |                               |
| *State:          | Virginia                      |
| *Zip Code:       | 22020 -2340 Zip+4 Lookup      |
| *Phone:          | 123 -456 -7898 Ext :          |
| Fax:             | - -                           |
| *E-mail:         | HEYHEY@ojpdevnet.g Email Help |

Save and Continue

Save

#### Description

The *Point of Contact (POC)* screen displays contact information for the POC for the grant recipient organization. It is good practice to review and verify the information in this screen for accuracy.

The information in this screen is prepopulated from the POC user profile. If information is not accurate in this screen, updates will also need to be made in the profile to ensure accuracy throughout GMS.

All fields marked with a red asterisk (\*) are required fields.

#### Action

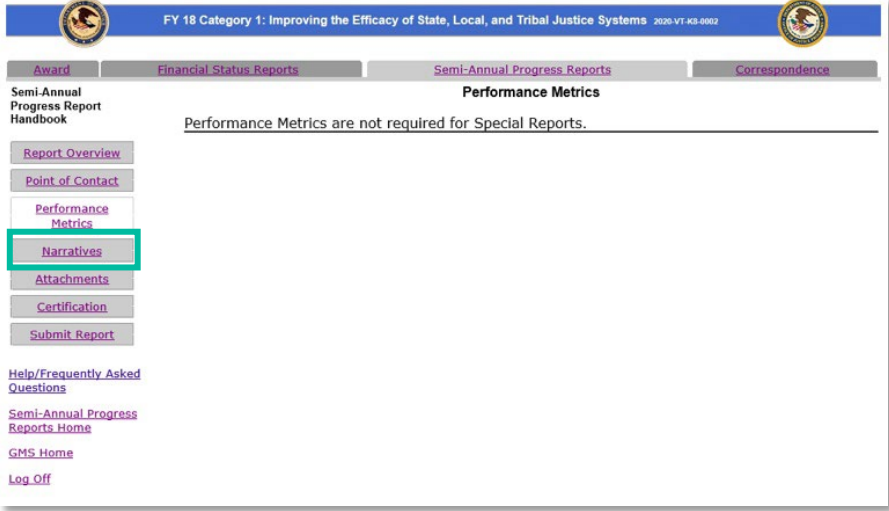
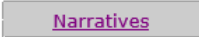
1. Click the **Save and Continue** button.

Save and Continue



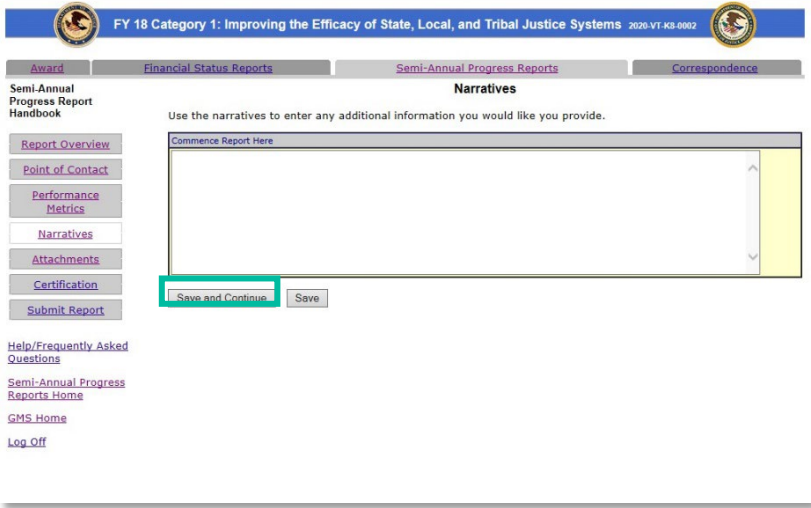

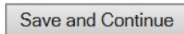


## Submit a Special Report

|   |  |   |
|---|--|---|
| 7 | <h3>Performance Metrics Screen</h3>  | <h3>Description</h3> <p>Performance metrics are not required for submitting special reports.</p> <h3>Action</h3> <ol style="list-style-type: none"><li>1. Click the <b>Narratives</b> link.</li></ol>  |
|---|--|---|



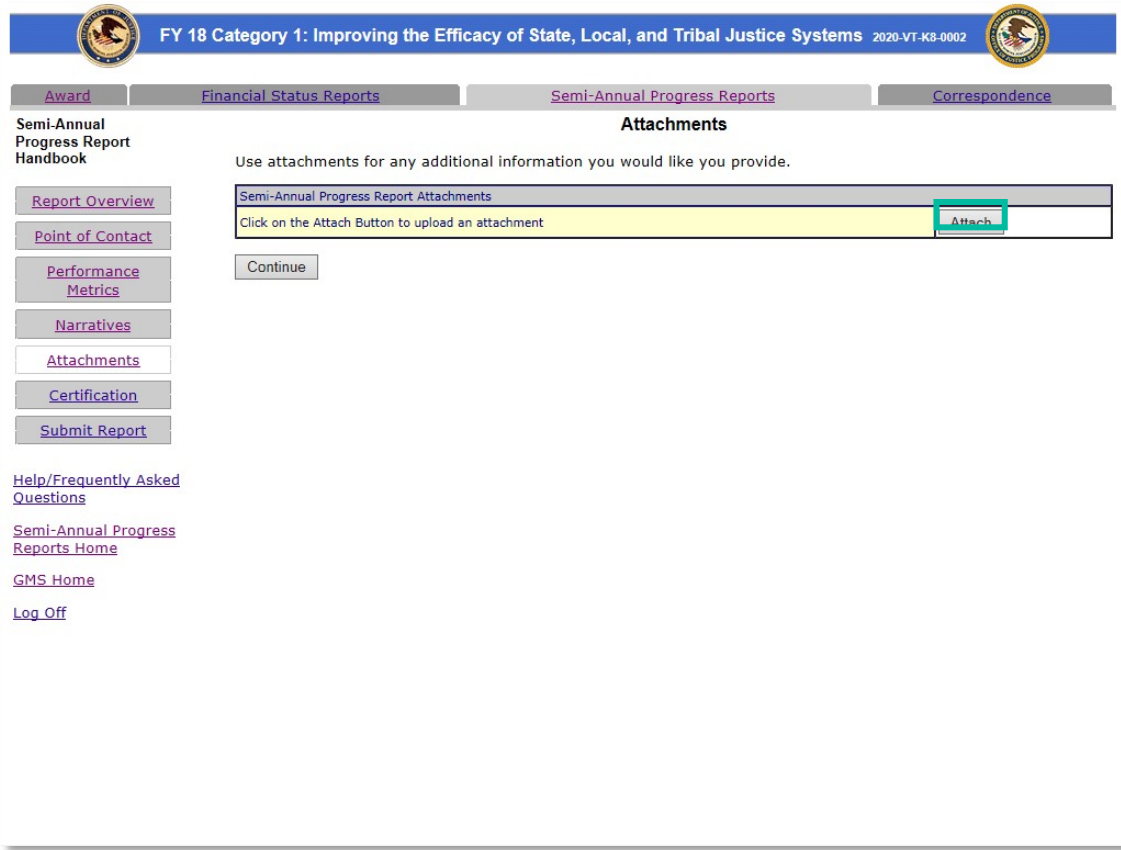

## Submit a Special Report

| 8 Report Narratives Screen  | Description  |
|---|--|
|  | <p>The <i>Report Narratives</i> screen displays a summary of all project activities based on the grant performance objectives.</p>   |
|   | <p>GMS requires information to be entered in this screen even if the report will be attached as a file.</p>  |
|   | <p> <b>Helpful Tip:</b> When entering a significant amount of information, copy and paste from a Word document.</p> |
|   | <b>Action</b>  |
|   | <p>1. Click the <b>Save and Continue</b> button.</p>   |
|   |   |



## Submit a Special Report



| 9 Attachments Screen  | Description  |
|---|--|
|  | <p>The <i>Report Attachments</i> screen allows you to attach additional documentation needed to support the reporting activities of the grant project.</p> |
|   | <p><b>Action</b></p>   |
|   | <p>1. Click the <b>Attach</b> button to begin uploading a file.</p>  |
|   | <p></p>   |
|   |  |



## Submit a Special Report

### 9 Attachments Description Pop-Up Display

**FY 18 Category 1: Improving the Efficacy of State, Local, and Tribal Justice Systems** 2020-VT-K8-0002

**Attachments**

Use attachments for any additional information you would like you provide.

Semi-Annual Progress Report Attachments

Click on the Attach Button to upload an attachment

Attach

Continue

**Attachment Description**

Click on the Browse button to find your file. When your file is found, click on the Open button and then on the Upload Document button.  
[Tips for successful upload](#)

Attach here:  **Browse...** **1**

**2** **Upload Your Document** Cancel

#### Description

Most grants require additional files to be attached to a progress report. These files can be stored on the organization's network.

#### Action

1. Browse your computer or shared drive for the file you would like to attach.
2. Click the **Upload Your Document** button.

**Upload Your Document**



## 10 Report Attachments Upload

**FY 18 Category 1: Improving the Efficacy of State, Local, and Tribal Justice Systems** 2020-VT-KB-0002

[Award](#)
[Financial Status Reports](#)
[Semi-Annual Progress Reports](#)
[Correspondence](#)

**Attachments**

Semi-Annual Progress Report Handbook

Use attachments for any additional information you would like you provide.

| Semi-Annual Progress Report Attachments            |        |
|--|--------|
| Progress Report_2019.pdf                           | Delete |
| Click on the Attach Button to upload an attachment |        |
| <input type="button" value="Attach"/>              |        |

[Report Overview](#)  
[Point of Contact](#)  
[Performance Metrics](#)  
[Narratives](#)  
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### Description

Once a file is attached, it appears in the *Attachments* screen. There is no limit to the number of documents that can be uploaded; however, files must not exceed 250 MB in size.

Once uploaded, the documents are attached to the report.



**Helpful Tip:** If a document has been attached in error, click the **Delete** button to remove it from the report.

Delete

### Action

1. Click the **Continue** button to move to the next section.

Continue



## 11 Report Certification Screen

**FY 18 Category 1: Improving the Efficacy of State, Local, and Tribal Justice Systems** 2020-VT-K9-0002

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[Financial Status Reports](#)  
[Semi-Annual Progress Reports](#)  
[Correspondence](#)

**Certification**

**Semi-Annual Progress Report Handbook**

[Report Overview](#)

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[Log Off](#)

To the best of my knowledge and belief, all data in this progress report that I have provided is true and correct, the document has been duly authorized by the governing body of the grantee and the applicant will comply with the attached certifications.

Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of your grant and your statement of the veracity of the representations made in this progress report. The document has been duly authorized by the governing body of the grantee and the grantee will comply with the following:

|                  |   |
|------------------|---|
| *Prefix:         | Chief   |
| Prefix (Other):  |   |
| *First Name:     | Michael   |
| Middle Initial:  |   |
| *Last Name:      | Glover  |
| Suffix:          | Suffix  |
| Suffix (Other):  |   |
| *Title:          | Tester  |
| *Address Line 1: | 3434 Washington Blvd                            |
| Address Line 2:  |   |
| *City:           | Arlington                                       |
| County:          |   |
| *State:          | Virginia  |
| *Zip Code:       | 22020 -2340 <a href="#">Zip+4 Lookup</a>        |
| *Phone:          | 703 -350 -5065 Ext :                            |
| Fax:             | - -   |
| *E-mail:         | Gloverm2@ojpdevnet.g <a href="#">Email Help</a> |

**U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE CHIEF FINANCIAL OFFICER**

A. The grantee certifies that the appropriated funds were spent for the purpose or purposes of the grant, and only such purpose or purposes;

B. the terms of the grant, cooperative agreement, or contract were complied with; and,

C. all documentation necessary for conducting a full and proper audit under generally accepted accounting principles, and any (additional) documentation that may have been required under the grant, cooperative agreement, or contract, have been kept in orderly fashion and will be preserved for not less than 3 years from the date of such close out, termination, or end.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority of official, to provide the information requested for this progress report on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.

Accept and Continue
Accept

### Description

The purpose of the *Report Certification* screen is to indicate agreement that all data in the progress report is true, correct, and authorized by the grant recipient's governing body.

In the *Report Certification* screen, confirm the information about the Authorized Representative is accurate. This information is pre-populated from the user profile, so if there are any inaccurate entries, the user profile should also be updated.

### Action

1. Review all information for accuracy.
2. Click the **Accept and Continue** button.

Accept and Continue



## Submit a Special Report

12

Submit a Progress Report Screen

Description

Once the special report is submitted, a confirmation message appears on the screen.

Action

1. Click the **Incomplete** link and resolve all incomplete items (if necessary).
2. Click the **Semi-Annual Progress Reports Home** link.

[Semi-Annual Progress Reports Home](#)

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Submit a Progress Report Screen

| Report Number | Reporting Period          | Type         | Status    | Last Edited | Action               |                        |
|---------------|---------------------------|--------------|-----------|-------------|----------------------|------------------------|
| 1             | 18-Oct-2019 - 31-Dec-2019 | Regular      | Submitted | 24-Oct-2019 | <a href="#">View</a> | <a href="#">Update</a> |
| 2             | 01-Jan-2020 - 30-Jun-2020 | Regular      |           | 18-Oct-2019 | <a href="#">View</a> | <a href="#">Create</a> |
| 3             | 01-Jul-2020 - 30-Sep-2020 | Final Report |           | 18-Oct-2019 | <a href="#">View</a> | <a href="#">Create</a> |

Description

The special report displays in **Submitted** status.

Action

1. Return to the GMS *Home* screen.