

# MS Frequently Asked Questions

Guide for OCFO Financial Management Training Seminar Participants



## 1. What is GMS?

GMS is the Office of Justice Programs (OJP)'s Grants Management System; it is the web-based application that OJP uses to support the administration of grants through the entire grants lifecycle. There is an external user interface for applicants and grantees and an internal user interface that OJP staff uses to manage awards. Via the external user interface, applicants and grantees can search for opportunities, apply, accept awards, manage grants, complete required reporting, and close out the grant at the end of the grant period.

## 2. What is the difference between the Point of Contact (POC) and the Financial Point of Contact (FPOC)?

There are some key differences between the Point of Contact for an award and the Financial Point of Contact for an award. The Point of Contact is the individual the grant manager works most closely with throughout the life of the grant. This person is responsible for the administration of the grant at his or her organization.

Point of Contact (POC)	Financial Point of Contact (FPOC)
The Applicant; the GMS account holder that completes grant activities in the system	Person in the grantee organization responsible for financial administration of the grant funds
Account created at the time of application	FPOC must be designated by the POC at award acceptance
Submits GANs, Progress Reports, Closeout package	Submits Financial Status Reports (SF425s)
Should communicate regularly with Grant Manager, both within GMS and outside GMS	Should communicate regularly with POC to receive any relevant updates from Grant Manager

Due to the limited views and actions of the FPOC in GMS, and the amount of responsibility on the POC, all listed above, it is important to communicate and work together to ensure both parties are aware of important due dates and all reporting requirements are being submitted on time.

## 3. How do I request to be an FPOC for an existing award?

You must submit a request to your POC to be the designated FPOC for certain awards.

- From the GMS Welcome screen, select *New User? Register here*.
- On the next screen, select *I am registering as a Financial Point of Contact to submit Financial Status Reports for existing grants*. Click Submit.
- Complete the required fields (denoted by red asterisks) on the Registration screen. Click Submit.



- d. Next you will see a list of the active awards at your organization for which you may request the role of FPOC. Check the box to the left of the awards you want to be designated FPOC for, then select *Request Awards*.
- e. Select *Yes* on the Confirmation screen.
- f. The request is sent to your organization's POC for those awards. The POC will log in to GMS, and approve or deny the request, so the requesting FPOC must wait to receive an email from GMS confirming or denying access.

#### 4. How can a POC set up an FPOC account for awards?

- a. The POC would log in to his account and select *Manage Users* on the top left.
- b. From the Manage Users module, the POC selects *Create FPOC*.
- c. On the Registration screen, make sure *Create New* is selected at the top. Next complete the required fields for the FPOC.
- d. Select Awards to associate to that FPOC.
- e. On the Confirmation screen, select *Yes*.
- f. The FPOC receives an email from GMS letting him know he has been designated the FPOC for certain awards, then giving instruction to navigate to the GMS site and enter a validation code to finish the registration process.
- g. The FPOC clicks on the link in the email, then enters his email address and validation code.
- h. On the next screen, the FPOC fills in the remaining information in the registration fields, then selects *Submit*.
- i. This logs the FPOC into his account and finishes the registration process.

#### 5. Who submits Financial Status Reports and when?

The FPOC for the award is responsible for submitting timely Financial Status Reports, also called FSRs or Federal Financial Reports (FFRs). The FPOC can view the due dates and reporting periods for all FFRs related to an award by selecting *Financial Status Reports* in the table for a specific award on the home screen. Regular reports are due within 30 days after the reporting period end date, and the Final Financial Status Report is due 90 days after the period end date. It is a good practice to submit early to avoid technical complications that may delay submission.

#### 6. Who is responsible for grant closeout?

The POC for the award is primarily responsible for grant closeout; this individual submits the closeout package. The FPOC, however, is responsible for submitting the Final Financial Status Report, an important part of the closeout package. The POC will not be able to submit the closeout package without the FPOC first submitting the final FFR.

#### 7. What is included in the closeout package?

The main components of the closeout package include:



- ✓ Final Progress Report
- ✓ Final Financial Status Report
- ✓ Special Condition Compliance
- ✓ Financial Reconciliation
- ✓ Programmatic Requirements Certification

## **8. What is the difference between Standard and Administrative Closeout?**

A Standard closeout is the preferred method of closing out an award; in this type of closeout process, the grant recipient has completed all closeout requirements and submits the closeout package in GMS within 90 days after the grant period ends. An administrative closeout has to occur when the grantee is unable or unwilling to complete all closeout requirements within 90 days after the grant period ends.

## **9. What is the FPOC responsible for in closeout?**

The FPOC is responsible for submitting the Final Financial Status Report in GMS, and may need to work with the OJP Office of the Chief Financial Officer (OCFO) on completing the financial reconciliation requirement of the closeout package.

## **10. What is the POC responsible for in closeout?**

The POC is responsible for submitting the closeout package in GMS, and is responsible for all parts of the closeout package except for the Financial Status Report and financial reconciliation. The POC will need to communicate with the FPOC to make sure the FPOC has submitted the required documentation on time, so the closeout package can also be submitted on time.

## **11. Can my organization change the basis of accounting for my grant after submitting the first financial report?**

No, once the basis of accounting is set for the life of the grant.

## **12. Can the POC and FPOC submit the Financial Status Report (SF-425) in GMS?**

Yes, both the Primary Point of Contact (main account holder) and the Financial Point of Contact can submit the SF-425. OJP's OCFO Customer Service Role also can submit a report on behalf of the grantee in certain circumstances.

## **13. If I submit a progress report and need to make a correction to the report, will GMS allow me?**

GMS will allow you to correct a report, you just need to ask your assigned Grant Manager/Program Office contact to Change Request the report back to you so you can make the needed updates.



## 14. Who assigned a grant recipient as the POC?

The Point of Contact is assigned when the account is created and the application is submitted.

## 15. How can I change a POC for an existing award?

The POC must submit a Grant Adjustment Notice (GAN) and it has to be approved by OJP.

## 16. Where can I go for additional help or training?

- Our GMS Help Desk is available to help you troubleshoot any system issues you have. Call 1-888-549-9901 or email [gms.helpdesk@usdoj.gov](mailto:gms.helpdesk@usdoj.gov).
- Additionally, there is an external GMS Training video available at [www.ojp.usdoj.gov/gmscbt](http://www.ojp.usdoj.gov/gmscbt).
- For OCFO-specific questions, contact the Customer Service Center at 1-800-458-0786 or by email at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

