OJP TRAINING AND TECHNICAL ASSISTANCE GMS USER GUIDE



GMS FINANCIAL STATUS REPORTS MODULE (SF-425) FOR RECIPIENTS

Training Sponsored By The Office of Audit, Assessment, and Management Grants Management Division



U.S. Department of Justice Office of Justice Programs

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INTRODUCTION

THE USER GUIDE

The Grants Management System (GMS) Financial Status Reports Module for Recipients Guide is designed as a training and reference tool for users of GMS. This guide provides DOJ recipients with step-by-step, illustrated instructions to assist with completing the required quarterly financial reports within GMS and staying in compliance with the requirements and guidelines of the Office of Justice Programs (OJP) and the Office on Violence Against Women (OVW).

Annotated figures such as screenshots and diagrams will be displayed with text that provides information and instructions related to each topic. References in red [e.g., (fig. 1, A)] correspond with annotations on the figures. The **appendix** provides a list of frequently asked questions (FAQs).

WHAT IS GMS?

GMS is a web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP and OVW. It consists of several modules that correspond with different stages of the grant process. GMS interacts with other applications (e.g., the Phone Activated Paperless Request System, or PAPRS), that also facilitate the grant process.

HELP AND ADDITIONAL RESOURCES

GMS Helpdesk: 888-549-9901 (option 3) or <u>gms.helpdesk@usdoj.gov</u>. The hours of operation are Monday through Friday, 6:00 a.m. to Midnight, (ET).

GMS Online Training Tool: <u>http://www.ojp.gov/gmscbt/</u>

GMS Training and Technical Assistance: <u>http://www.ojp.gov/training/training.htm</u>

OJP Financial Guide: http://www.ojp.usdoj.gov/financialguide/

OCFO Customer Service: 800-458-0786 (option 2), or <u>ask.ocfo@usdoj.gov</u>. The hours of operation are Monday through Friday, 8:30 a.m. to 6:00 p.m., (ET).

Post-Award Instructions: http://www.ojp.usdoj.gov/funding/pdfs/post_award_instructions.pdf

INTRODUCTION

KEY TERMS

Accrual Basis: The method of recording revenues in the period in which they are earned (regardless of when cash is received) and reporting expenses in the period when the charges are incurred (regardless of when payment is made). Each recipient chooses their type of accounting basis (Accrual or Cash). Once the choice is made on the first SF-425, the type selected is locked for subsequent reports.

Cash Basis: The method of reporting revenues and expenses when cash is actually received or paid out. Each recipient chooses their type of accounting basis (Cash or Accrual). Once the choice is made on the first SF-425, the type selected is locked for subsequent reports.

Certification: Online signature by the recipient's Financial Point of Contact (FPOC) when submitting an SF-425.

Expenditure: For financial reports prepared on a cash basis, expenditures are the sum of cash disbursements for direct charges for property and services, the amount of indirect expense charged, the value of third-party in-kind contributions applied, and the amount of cash advance payments and payments made to subrecipients.

For financial reports prepared on an accrual basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense incurred; the value of in-kind contributions applied; and the net increase or decrease in the amounts owed by the recipient for (1) goods and other property received, (2) services performed by employees, contractors, subrecipients, and other payees, and (3) programs for which no current services or performance are required.

Federal Financial Report (FFR): The new standard financial reporting form, also known as the SF-425. Financial reports are submitted quarterly to provide OJP with up-to-date information on how grant funds are being utilized. The first reporting period for which recipients are required to submit the SF-425 is October 2009 - December 2009, due January 30, 2010.

Financial Point of Contact (FPOC): The individual within the recipient's organization authorized to submit financial reports for assigned awards.

Financial Status Reports (FSR): The GMS module used to submit and review federal financial reports (FFRs).

Indirect Cost Rate: Costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project.

Match: The total amount of the recipient's share of the project costs. The match may be either in-kind or cash. An in-kind match includes the value of donated services. A cash match includes actual cash spent by the recipient and must have a cost relationship to the Federal award that is being matched.

Obligation: A legal liability to pay under a grant, subgrant, and/or contract when determinable sums for services or goods are incurred during the grant period.

KEY TERMS (CONT.)

Program Income: Gross income earned by the recipient during the funding period as a direct result of the award. Direct result is defined as a specific act or set of activities that are directly attributable to grant funds and which are directly related to the goals and objectives of the project. Determinations of direct results will be made by the awarding agency for discretionary grants and by the State for block/formula subawards. Fines/penalties are not considered program income. Program income may be used only for allowable program expenses.

Programmatic Point of Contact (PPOC): Primary person responsible for pre- and post-award grant activities.

Project Period: The period for which implementation of a project is authorized. The project period may be equal to or longer than the budget period for an award, but can not be shorter than the budget period.

Recipient Share: The total amount of the recipient's share of the project costs. Also referred to as a Match.

SF-269a: OMB Standard Form 269A; The form previously used to submit quarterly financial reports. The SF-269a is only available for reporting periods ending before October 1, 2009.

SF-425: OMB Standard Form 425; The new form used to submit quarterly financial reports. The SF-425 is only available for reporting periods ending after October 1, 2009. The term SF-425 is used interchangeably with FFR.

Unliquidated Obligation: Debt that has been incurred for the grant, but not yet paid out. On a cash basis, obligations are incurred but not yet paid. On an accrual basis, obligations are incurred, but the expenditures have not been recorded. The final financial report should reflect a balance of zero for either accounting basis.

How To...

ACCESS GMS

- 1. Go to <u>https://grants.ojp.usdoj.gov</u>, the **GMS Main Page** (fig. 1, A).
- 2. Click the **GMS Sign-In** button (**B**) at the bottom left of the screen. The **Applicant Sign In** screen (**C**) will open.
- 3. Enter your GMS user ID and password. Click the **Sign In** button (**D**).

TIP: For login assistance or a password reset, call the GMS helpdesk at (888) 549-9901 (option 3).

	Office of Justice Programs	
1		
S.	Grants Management System	
The Co	Click here for Training Material	
	GMS Sign-In New User? Register Here Home	

Fig. 1: GMS Main Page and Login Screen

^c Applic	antSign In
User ID:	
Password:	Sign In D

PURPOSE AND POLICY

FINANCIAL REPORTING

In order to monitor the status of funds awarded to a recipient, OJP and OVW require the submission of quarterly financial reports. Recipients are required to submit a Standard Form 425 (SF-425) in the Financial Status Reports (FSR) module in GMS for each grant or cooperative agreement received. The recipient must report summary information on expenditures, unliquidated obligations, recipient share (match), program income, and indirect expenses for each quarter of the project period.

WHAT IS THE FEDERAL FINANCIAL REPORT?

The SF-425 was approved by OMB on October 9, 2008. It consolidated the following OMB standard forms: SF-269, SF-269a, SF-272, and SF-272A. *Note: OJP and OVW previously used the SF-269a form.*

KEY CHANGE FROM THE SF-269A

The SF 425 is very similar to the SF-269a. The key changes to the form are listed below:

- The SF-425 quarterly report is now due **30 days** after the end of the reporting quarter; and
- The reporting period end date for a final SF-425 is the end date of the project period.

REPORTING TIMEFRAMES

Recipients are required to submit an SF-425 for each calendar quarter using the FSR module in GMS. Quarterly reports are required to be submitted no later than **30 days** after the end of each reporting period (**see the chart below**). Final reports are submitted no later than 90 days after the project period end date.

Reporting Period	Delinquent After
January 1 - March 31	April 30
April 1 - June 30	July 30
July 1 - September 30	October 30
October 1 - December 31	January 30

ADDRESSING LATE REPORTS

Failure by a recipient to submit the SF-425 on time will result in an automatic freeze on funds, may affect future awards, will cause Grant Adjustment Notices (GANs) to be withheld, and may lead to the suspension and/or termination of the award.

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If delinquent, GMS will automatically generate and send an email notifying the recipient that their funds have been frozen. Once the recipient submits the overdue financial report, GMS will immediately generate a GAN to release funds and permit drawdown through PAPRS. PAPRS is the system used by recipients to request payment of grant funds.

SUBMITTING AN SF-269A VERSUS AN SF-425

Beginning with the reporting period October 1 - December 31, 2009, financial reports for all OJP and OVW grant and cooperative agreement recipients **must** be submitted on the new SF-425 using the FSR module in GMS. The first report using the SF-425 is due January 30, 2010.

Financial Points of Contact (FPOCs) will only submit an SF-269a for

- The July 1 September 30, 2009 reporting period due November 15, 2009;
- All reporting periods ending prior to October 1, 2009; and
- Any reporting period prior to October 1, 2009 that is overdue or needs modification.

ACCESSING THE SF-425

To create and submit an SF-425, or to view previously submitted SF-425 reports, users must access the FSR module of GMS.

How To...

ACCESS THE SF-425

- 1. Log in to GMS. The **GMS Home** page (fig. 2) will open.
- 2. Click on the **Financial Status Reports** link (**A**) on the sidebar.
- 3. The Financial Status Reports Home page (fig. 3) will open with a summary list of awards. A link to the SF-425s for each award can be found in the Action column (B).
- Click on the Financial Status Report link (C).

		Grant	Management System Home	<u>(</u>	9
age Users	All program the follow	ns you are currently p ing criteria and press t	articipating in are isted below. To reduce the siz the Refresh button.	e of pro <mark>Officia Seal ol The Olfice</mark>	of ustice Pr
plications	Year	Solicitation	n		
Victim	All	Al		Ref	resh
funding ies	Year	Application No.	Status	Correspondence	Action
Awards Funding	OVC FY 0	VOCA Victim Assistance	application click on Funding Opportubries.		
		Application n.2.		concopondence	
			 Application submitted and last updated on 	No Messages	
Anents	2008	2008-12345-AB-CD	 Application submitted and last updated on 08/16/2008 	No Messages	View
A nents	2008	2008-12345-AB-CD	 Application submitted and last updated on 08/16/2008 	No Messages Compose message	View
ring	2008 OVC EY 08	2008-12345-AB-CD	Application submitted and last updated on 08/16/2008 sation Formula	No Messages Compose message	View
cial Status leports	2008 OVC FY 08 Year	2008-12345-AB-CD 8 VOCA Victim Compension Application No.	Application submittee and last upsetsd on 0//16/2006 sation Formula Status	No Hessages Compose message Correspondence	View
cial Status leports	2008 OVC FY 08 Year	2008-12345-AB-CD VOCA Victim Compension Application No.	Application submitted and last updated on 08/16/2008 Status Application submitted and last updated on	No Messages Compose message Correspondence 2 New Message(s)	View Action
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A nerts iring cial Status teports osecuts eports Profie e Password	2008 OVC FY 08 Year 2008 OVC FY 01 Year	208-12345-AB-CD 8 VOCA Victim Component Application No. 2008-23456-CD-EF VOCA Victim Assistance Application No.	Application submittee and last updated on Os/12/2008 sation Formula Application submitted and last updated on Os/22/2008 se Formula Status	No Hessages Compose message Correspondence 2 New Message(s) Compose message Correspondence	Actio
A nents ring icial Status teoorts oseouts Profie P 255word	2008 OVC FY 08 2008 OVC FY 07 Year	208-12345-AB-CD 3 VOCA Victim Component Application No. 2008-23456-CC-EF VOCA Victim Assistance Application No.	Application submitted and last updated on Device of the submitted of the submitted on Status Application submitted and last updated on	No Hessages Compose message Correspondence 2 New Message(s) Compose message Correspondence No Hessages	Actio

Fig. 3: Financial Status Reports Home Page

		Grant Management S	System Financial Status R	eports Home		
Manage Users	To request ass	ignment and unassignment of	awards, please select <u>Manag</u>	e Assigned Awards.		- Council
Applications	Award Status:	Active V Submit				В
Victim	BJA FY 09 Drug	Court Training Initiative				
Certification	Year	Award Number	Status	Grant Manager	Correspondence	Action
Awards Eunding Opportunities	2009	2009-TL-C2-0039	 Grantee Notified On 09/02/09 Active 	Name: Manager, Grant Phone:(202) 555-1234 Fax: (202) 555-1000 Other:	<u>3 New Mess</u>	<u>Financial Status</u> <u>Reports</u>
Grant Adjustments	BJA FY 09 Reco	overy Act Edward Byrne Memori	al Justice Assistance Grant Pro	gram State Solicitation		
Grant Monitoring	Year	Award Number	Status	Grant Manager	Correspondence	Action
Event Planning and Reporting	2009	2009-SU-B9-0019	 Grantee Notified On 04/29/09 Active 	Name: Manager, Grant Phone:(202) 555-1234 Fax: (202) 555-1000 Other:	<u>6 New Message(s)</u>	<u>Financial Status</u> <u>Reports</u>
Financial Status						
<u>Reports</u>	FY 09 Recovery	Act - Victims of Crime Act (VOC	A) Victim Assistance Formula	Grant Program		
Closeouts	Year	Award Number	Status	Grant Manager	Correspondence	Action
Reports Profile	2009	2009-SG-B9-0113	 Grantee Notified On 04/24/09 Active 	Name: Manager, Grant Phone:(202) 555-1234 Fax: (202) 555-1000 Other:	<u>3 New Message(s)</u>	<u>Financial Status</u> <u>Reports</u>
CCR Claim						
Change Password	FY 09 Recovery	Act - Victims of Crime Act (VOC	A) Victim Assistance Formula (Grant Program	1	
<u>Change rabbinora</u>	Year	Award Number	Status	Grant Manager	Correspondence	Action
Log Off Help/Frequently Asked Questions	2009	2009-SG-B9-0113	 Grantee Notified On 04/24/09 Active 	Name: Manager, Grant Phone:(202) 555-1234 Fax: (202) 555-1000 Other:	<u>3 New Message(s)</u>	<u>Financial Status</u> <u>Reports</u>

GMS - Federal Financial Report (SF-425)

Fig. 2: GMS System Home Page

5. The **Financial Status Reports Handbook** (**fig. 4**) will open and display a list of financial reports for the award (**D**).

Note: Different buttons will appear in the Action column of a given report number. A **Create** button will appear for a report that has not been created, or has been created, but not yet submitted. An **Update** button will appear for the last financial report submitted. The **Update** button will be active until the due date of the next financial report, or until the next financial report is submitted, whichever comes first. Recipients may edit the SF-425 by clicking the **Update** button. A **View** button will appear for reports submitted in prior reporting periods.

5. Click the **Create** button (**E**) for the appropriate reporting period. The SF-425 form will open.

_ D		a and a survey of		_		and the second se	
	Financial Stat	tus Reports			ES	R Correspond	ence
inancial Status ep <mark>ort</mark> s Handbook				Financial Status	s Reports		
	This han	dbook allows you to comp	lete Finan	cial Status Report	s for FY 09	Recovery Act	- Victims of Crime Act
	(VUCA)	VICUIII ASSISTANCE FORMUIA	Grant Pro	gram.			
p/Frequently Asked							
lestions	For infor	mation on previous FSR su	ubmissions	for this grant, cor	ntact the O	ffice of the Ch	hief Financial Officer,
uestions	For infor Custome	mation on previous FSR su r Service Branch at 1-800	ubmissions)-458- <mark>078</mark> 6	for this grant, cor 6 (press 2)	ntact the O	ffice of the Cł	hief Financial Officer,
nancial Status	For inform Custome	mation on previous FSR su r Service Branch at 1-800	ubmissions)-458-0786	for this grant, cor 6 (press 2)	ntact the O	ffice of the Cł	hief Financial Officer,
uestions nancial Status eports Home	For inform Custome Report Number	mation on previous FSR su r Service Branch at 1-800 Reporting Period	ubmissions)-458-0786 Type	for this grant, cor 6 (press 2) Report Due Date	Status	ffice of the Ch Last Edited	hief Financial Officer,
<u>aestions</u> nancial Status iports Home 15 Home	For infor Custome Report Number	mation on previous FSR su r Service Branch at 1-800 Reporting Period Mar 1, 2009-Mar 31, 2009	ubmissions)-458-0786 Type Regular	for this grant, cor 6 (press 2) Report Due Date May 15, 2009	Status	ffice of the Ch Last Edited Jul 24, 2009	hief Financial Officer, Action View
<u>iancial Status</u> ports Home <u>15 Home</u> a Off	For infor Custome Report Number 1 2	mation on previous FSR st r Service Branch at 1-800 Reporting Period Mar 1, 2009-Mar 31, 2009 Apr 1, 2009-Jun 30, 2009	Demissions D-458-0786 Type Regular Regular	for this grant, cor 6 (press 2) Report Due Date May 15, 2009 Aug 14, 2009	Status Submitted	ffice of the Ch Last Edited Jul 24, 2009 Sep 24, 2009	hief Financial Officer, Action View View
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Fig. 4: Financial Status Reports Handbook Page

COMPLETING THE SF-425

COMPLETING THE SF-425

Below are some tips for completing and successfully submitting the SF-425.

- Plan appropriately to meet any match or cost sharing by the end of the award period, if required by the terms of the grant.
- Report all program income in the final report.
- Review the SF-425 to be certain it reflects current and complete information.
- Submit the SF-425 on time to avoid the freezing of award funds.
- Keep all supporting documentation.

TIP: A question mark icon that links to contextual help appears in several sections of the SF-425. Clicking the icon opens a pop-up window with instructions relevant to the associated section.

TIP: A red asterisk indicates a required field. The SF-425 cannot be submitted if these fields are left blank. A zero may be entered in a required field.

THE SF-425: LINES 1 THROUGH 9

The top portion of the SF-425 (p. 10, fig. 5) consists of general award information.

- Line 1 : GMS displays the awarding agency to which the recipient submits financial reports.[†]
- Line 2: GMS displays the award number, or grant ID, assigned by the awarding office.†
- Line 3: GMS displays the name and address of the recipient organization.⁺
- Lines 4-a and 4-b: GMS displays the recipient's DUNS and EIN numbers.*
- Line 5: Enter an internal account or identifying number, if applicable.
- Line 6: Click the radio button to answer either yes or no. If the answer is yes, additional fields will be required for final reports.
- Line 7: If the financial report is being completed for the first time, click the radio button to indicate either **cash** or **accrual** (**see Key Terms, p. 2**). If the financial report is a subsequent report, the radio buttons will not be active. In order to change the basis of accounting after the first report, contact OCFO Customer Service for assistance by phone at 1-800-458-0786 (option 2), or by email at <u>ask.ocfo@usdoj.gov</u>.
- Line 8: GMS displays the project period start and end dates.⁺
- Line 9: GMS displays the reporting period end date.

⁺ Review the information displayed on lines 1 through 4 and on line 8 to ensure accuracy. If any discrepancies are noted, recipients must complete the appropriate GAN within the GMS GAN module in order to change the data displayed.

Fig. 5: SF-425 Lines 1 through 9

вја г	Y 09 Recovery Act Edward Byrne Memorial Justice Assistance Gra	ant Program State Solicitation 2009-xx-xx-0000			
	Financial Status Reports	ESR Correspondence			
Financial Status Report Handbook	"Required Report Number: 3				
<u>FSR Details</u>	FEDERAL FINANCIAL REPORT (Fellow form instructions)				
Previously Submitted Reports	1, Federal Agency and Organizational Element to Which Report is Submitted	U.S. Dept. of Justice Office of Justice Programs (OJP)			
ha <u>n derekter o</u> der A	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR attachment)	012345678			
	3. Recipient Organization (Name and complete address including Zip code)	OJP Recipient 123 Main Street Grantee, DC 20036-1234			
Help/Frequently Asked Questions	4a. DJNS Number	00000000			
	4b. EIN 00-0000000				
<u>-inancial Status</u> <u>Reports Home</u>	5. Recipient Account Number or Identify ng Number (To report multiple grants, use FFR attachment)				
GMS Home	* 5. Final Report	Oyes In			
Log Off	* 7. Basis of Accounting	Cash Accrual			
	8. Project/Grant Pariod From: (Month, Day, Year)	03/01/2009			
	To (Nomh, Day, Year)	02/28/2013			
	0. Reparting Poriod End Date (Month, Day, Year)	09/30/2009			

THE SF-425: LINES 10-A THROUGH 10-O

The center portion of the SF-425 (**p. 11, fig. 6**) is used to report financial information.

Federal Cash

OJP and OVW do not require the recipient to complete 10-a through 10-c. These fields are not active.

Federal Expenditures and Unobligated Balance

- Line 10-d: GMS displays the award amount.
- Line 10-e: Enter the amount of the federal fund expenditures for the reporting period. GMS will calculate the previously reported and cumulative amounts.

For reports prepared on a cash basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expenses charged; the value of third-party in-kind contributions applied; and the amount of cash advance payments and payments made to subrecipients.

For reports prepared on an accrual basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expenses incurred; the value of inkind contributions applied; and the net increase or decrease in the amounts owed by the recipient for (1) goods and other property received; (2) services performed by employees, contractors, subrecipients, and other payees; and (3) programs for which no current services or performance are required. • Line 10-f: Enter the cumulative amount of the federal share of unliquidated obligations.

On a cash basis, unliquidated obligations are incurred, but not yet paid. On an accrual basis, the obligations are incurred, but the expenditures have not yet been recorded. Those obligations include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to subrecipients and contractors. On the final report, this line should be zero.

Do not include any amount in line 10-f that has been reported in line 10-e. Include the unliquidated obligations that will be expensed by the end of the next quarter. Do not include any amount on line 10-f for a future commitment of funds (such as a long-term contract) for which an obligation or expense will not be incurred by the end of the next quarter.

- Line 10-g: GMS calculates this field by adding lines 10-e and 10-f.
- Line 10-h: GMS calculates this field by subtracting line 10-g from line 10-d.

Recipient Share

• Line 10-i: For a formula award where no match is required, enter zero. If the formula award requires a match, enter the total required recipient share for the grant period specified on line 10-i. Formula award match requirements are outlined in the solicitation and the approved budget. The required recipient share should include all matching and cost sharing provided by recipients and third-party providers to meet the level required by the program. This amount should not include cost sharing and match amounts in excess of the amount required by the program (for example, cost overruns for which the recipient incurs additional expenses and, therefore, contributes a greater level of cost sharing or match than the level required by the program).

10. Transactions	4		
	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	chment):		
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			\$6253755.00
* e. Federal share of expenditures	\$1000.00	\$	\$1000.00
* f. Federal share of unliquidated obligations			\$
g. Total Federal share (sum of lines e and f)			\$1000.00
h. Unobligated balance of Federal funds (line d minus g)			\$6252755.00
Recipient Share:			
* i. Total recipient share required			\$
j. Recipient share of expenditures	\$1000.00	\$	\$1000.00
k. Remaining recipient share to be provided (line i minus j)			\$-1000.00
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)			\$0.00

Fig. 6: SF-425 Lines 10-a through 10-o

For a discretionary award requiring a match, GMS displays the match amount on the recipient's most recent Financial Clearance Memorandum (FCM) or the most recent budget modification GAN.

If this is a final report for a formula or discretionary award, depending on the program requirements, the final match amount may be a percentage of the total project costs (10-g plus 10-j) or the federal award amount, or as approved per the FCM issued by OFCO.

Line 10-j: Enter the recipient share of expenditures for this period in the **This Period** column. Enter the recipient share of actual cash disbursements or outlays, (less any rebates, refunds, or other credits), including payments to subrecipients and contractors. This amount may include the value of allowable, third party, in-kind contributions and recipient share of program income used to finance the non-Federal share of the project or program. GMS will calculate the previously reported amount from the prior reports submitted. GMS will calculate the **Cumulative** column by adding the **Previous Reported** amount to the **This Period** amount.

Note: Line 10-j should match 10-i. In certain circumstances, 10-j can be greater than 10-i.

• Line 10-k: GMS calculates this field by subtracting line 10-j from line 10-i.

Program Income

- Line 10-1: Enter the amount of federal program income earned this period. Do not report any program income that is being allocated as part of the recipient's cost sharing amount included in line 10-j.
- Line 10-m: OJP and OVW do not require the recipient to complete this field. This is not an active field.
- Line 10-n: Enter the amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities for this period.

If this is a final report, this field is required. A zero may be entered.

• Line 10-0: GMS calculates this field by subtracting line 10-n from line 10-l.

Note: If the report to be submitted is the final SF-425, the Program Income section must be completed.

THE SF-425: LINES 11-A THROUGH 11-G

Lines 11-a through 11-g (fig. 7) are used to report **Indirect Expenses**. Recipients should refer to the approved budget in the application, and the approved indirect cost rate from the federal cognizant agency for the information to be entered on lines 11-a and 11-b. If no indirect cost rate is being charged to the grant, select **Not Applicable** from the dropdown menu for column 11-a.

Indirect Expenses

- Line 11-a: Select the applicable indirect expense rate from the dropdown menu. *Note: If Not Applicable is selected, proceed to line 12.*
- Line 11-b: Enter the indirect cost rate in effect during the reporting period.
- Line 11-c: Enter the beginning and ending effective dates for the rate.
- Line 11-d: Enter the amount of the base against which the rate was applied during the reporting period.
- Line 11-e: GMS calculates this field by multiplying lines 11-b and 11-d. The total is the amount of indirect costs charged during the time period specified.
- Line 11-f: Enter the dollar amount of the federal share. For each indirect expense rate, the federal share cannot exceed the amount charged.
- Line 11-g: GMS calculates the total of the **Amount Charged** column and the **Federal Share** column.

🕜 * 11. Indirect Expens	e					
a. Type of Rate b. Rat	h Rate		c. Period	d Base	e. Amount Charged	f. Federal Share
	o, ruce	From	То	un base		
Not Applicable 💌	%			\$	\$0.00	\$
Not Applicable 💌	%			\$	\$0.00	\$
				g, Totals	\$0.00	\$0.00

Fig. 7: SF-425 Lines 11-a through 11-g

THE SF-425: LINE 12 THROUGH THE AUDIT TRAIL

The bottom portion of the SF-425 (**p.15, fig. 8**) provides an area for recipient remarks, displays the FPOC's information, and the certification to which they attest when submitting the SF-425. Additional features include attachments, action buttons, and the audit trail associated with the current SF-425.

- Line 12: Enter remarks deemed necessary to further explain the financial information provided in the report. Recipients may also attach supporting documentation in the Attachments section. This field is generally optional, but may be required by the awarding agency.
- Line 13: GMS displays the certification made by the FPOC at the time the SF-425 is submitted. By clicking the submit button, the FPOC certifies that the report submitted to OJP is true, complete, and accurate, and that the FPOC understands that any false, fictitious, or fraudulent information may subject the FPOC to criminal, civil, or administrative penalties.

The FPOC's name and contact information is listed in this section. The information should be reviewed for accuracy. If corrections are necessary, the FPOC should make the changes on their profile.

- GMS will populate the Date Report Last Submitted once the FPOC submits the SF-425.
- Line 14: GMS displays the OJP vendor number.
- Attachments: Upload any documentation that supplements the information provided on the SF-425. This is an optional field.
- Audit Trail: Lists all actions taken by any user that logs in to GMS and accesses the SF-425.
- Actions: Click on an action button described below.
 - Save: Click to save the information entered on the SF-425 as a draft without submitting the report.
 - Submit: Click to submit the completed SF-425 to OJP or OVW.
 - Cancel: Click to cancel. No information will be saved if this button is clicked.

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Fig. 8: SF-425 Lines 12 through the Audit Trail

12. Remarks: Attach any explanations deemed	necessary or information required by Federal sponsoring agency in compliance with governing legislation.
	8
13. Certification: By signing this report, I certify fraudulent information may subject me to criminal,	that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)
* Prefix	
Prefix (Other)	
* First Name	
Middle Initial	
* Last Name	
Suffix	Select Suffix 😪
Suffix (Other)	
* Title	
* Telephone (Area code, number and extension)	() Ext.
* E-mail Address	
Date Report Last Submitted	
14. Agency use only	
OJP Vendor Number	
Attachments:	
None	Add Attachment
Actions:	
	Save Submit Cancel
Audit Trail:	
Description:	Role: User: Timestamp: Note: Note:

16

SUBMITTING AN SF-425

How To...

SUBMIT AN SF-425

- 1. When all information has been entered on the SF-425, click the **Submit** button (fig. 9, A).
- 2. A **system message** (**fig. 10, B**) will confirm that the report was successfully submitted.
- 3. The report's status will now be displayed as **Submitted** (fig. 11, C) in the summary list.

Fig. 9: Attachment Section of the SF-425

Attachments:				
Vone		Add Attachment		
Actions:				
		Submit Cancel		
Audit Trail:				
Description:	Role:	User:	Timestamp:	Note:
			6	

Fig. 10: System Message Confirming SF-425 Submitted

Financial Status Reports	ESR Correspondence
Your Financial Status Report has been successfully submitted. You will b Date has passed. However, you can log in any time to view the informa	be able to modify and re-submit this FSR until the next Reporting Period End tion.
You will be contacted by OC Customer Service if any other action is req	uired by you.

Fig. 11: Financial Report Summary List

1 Mar 1, 2009-Mar 31, 2009	Regular	May 15, 2009	С	Submitted
----------------------------	---------	--------------	---	-----------

OJP REVIEW OF FINANCIAL REPORTS

The assigned federal grant manager and the Office of the Chief Financial Officer (OCFO) will review financial reports when submitted, or as part of regular monitoring activities. If issues or errors are identified during the review process, either the grant manager or OCFO representative may contact the recipient directly and request that changes be made to the submitted SF-425. In some cases, OCFO may edit the report themselves. If OCFO completes edits to report, GMS will send an email to the FPOC notifying them that the submitted SF-425 has been modified. The change will appear in the audit trail of the report.

Because the information submitted in the final SF-425 directly impacts the final financial reconciliation and closeout process, OCFO can return the final SF-425 to the recipient through GMS (referred to as a change request) and request modifications, clarification, and/or additional documentation.

When the final SF-425 is change requested, the FPOC will receive a notification from GMS. The report's status will be displayed as **Change Requested** (fig. 12, A) on the **Financial Status Reports** list.

How To. . .

RESUBMIT A CHANGE REQUESTED SF-425

- From the Financial Status Reports Handbook page (fig. 12), click the Update button (B) to access the change requested SF-425. Edit the report as requested.
- 2. When all edits are complete, click the **Submit** button (**p. 16, fig. 9, A**).
- 3. A **system message** (**p. 16, fig. 11, B**) will confirm that the report was successfully submitted. The report's status will now be displayed as **Submitted** in the summary list (**p. 16, fig. 11, C**).

		BJA FY 09 Drug Co	ourt Trai	ning Initiative 2	:009-XX-XX-00	100	
	Financial Ctat	us Deports				D. Corresponde	
Financial Status Reports Handbook	<u>Finandal Stat</u>	<u>us Reports</u>	F	inancial Status	Reports	<u>K Corresponde</u>	<u>nce</u>
	This han Initiative	dbook allows you to cor 	mplete Fi	nancial Status Re	ports for E	3JA FY 09 Dru	ug Court Training
<u>Help/Frequently Asked</u> <u>Questions</u>	For infor Custome	mation on previous FSR r Service Branch at 1-8	usubmiss 100-458-0	ions for this gran)786 (press 2)	ıt, contact	the Office of	the Chief Financial Officer,
<u>Financial Status</u> <u>Reports Home</u>	Report Number	Reporting Period	Туре	Report Due Date	Statue	Last Edited	Action
<u>GMS Home</u>	1	Jul 1, 2009-Sep 30, 2009	Regular	Oct 30, 2009	S A ted	Sep 29, 2009	View
Log Off	2	Oct 1, 2009-Dec 31, 2009	Final	Jan 30, 2010 <mark>*</mark>	Change Requested	Nov 10, 2009	Update B
	*The Fin	al Report Due Date is b	ased on t	the Grant Period I	End Date -	+ 90 days.	

Fig. 12: Financial Status Reports Handbook

PRINTING AN SF-425

There are two methods for printing a copy of the SF-425:

- Using a web browser's print function, or
- Using Adobe Acrobat's print function.

Prior to submitting the SF-425, use the print feature within the web browser to print a draft of the report. Once the SF-425 has been submitted, use the **Previously Submitted Reports** link on the **FSR Details** page to access and print a PDF version of the report.

Fig. 13: The Financial Status Reports Handbook

BJA FY (9 Reco	very Act Edward Byrne Me	morial Justice	Assistance Grant P	Program State	Solicitation 2	009-XX-XX-0000	
Fir	nancial Sta	itus Reports				FSR Correspond	dence	
ancial Status ports Handbook				Financial Statu	s Reports			
1	This hand Program 9	book allows you to complete f State Solicitation.	Financial Status	Reports for BJA FY 09	Recovery Act	Edward Byrne M	1emorial Justice Assistance (Gran
p/Frequently Asked Questions	For inform 458-0786	ation on previous FSR submiss (press 2)	sions for this gra	ant, contact the Office	e of the Chief F	Financial Officer,	Customer Service Branch a	at 1-
S Home	Report Number	Reporting Period	Туре	Report Due Date	Status	Last Edited	Action	
Off	1	Mar 1, 2009-Mar 31, 2009	Regular	May 15, 2009	Submitted	Jul 24, 2009	View	
~	2	Apr 1, 2009-Jun 30, 2009	Regular	Aug 14, 2009	Submitted	Sep 23, 2009	View A	
	3	Jul 1, 2009-Sep 30, 2009	Regular	Oct 30, 2009	Submitted	Sep 28, 2009	Update	
	4	Oct 1, 2009-Dec 31, 2009	Regular	Jan 30, 2010		Sep 14, 2009	Create	
	5	Jan 1, 2010-Mar 31, 2010	Regular	Apr 30, 2010		Sep 14, 2009		
	6	Apr 1, 2010-Jun 30, 2010	Regular	Jul 30, 2010		Sep 14, 2009		

How To...

PRINT A DRAFT SF-425 USING THE WEB BROWSER'S PRINT FUNCTION

- 1. Navigate to the **Financial Status Reports Handbook** (fig. 13). *Note: Review* pages 6 7 for instructions on how to access a financial report.
- 2. Click the **Action** button (**A**) associated with the financial report to be printed. The draft report will be displayed on the **FSR Details** page (page 19 fig. 14, B).
- 3. From the dropdown menu of commands at the top of the browser, select **File > Print** (**p. 19, fig. 15, D**).
- 4. The printed report will look like the online SF-425 form as it appears on pages 9 15 of this guide.

Fig. 14: The FSR Details Page

🥟 Financial Status Reports - Windows Inte	rnet Explorer	
G S GMS URL		Google P
File Edit View Favorites Tools Help		
BJA F	Y 09 Recovery Act Edward Byrne Memorial Justice Assistance Gr	ant Program State Solicitation 2009-50-89-0019
	Financial Status Reports	ESR Correspondence
Financia B is Report F B ok	*Required Report Number: 3	
FSR Details	FEDERAL FIN (Follow for	NANCIAL REPORT m instructions)
Previously Submitted Reports	1. Federal Agency and Organizational Element to Which Report is Submitted	U.S. Dept. of Justice Office of Justice Programs (OJP)
	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR attachment)	2009-AB-CD-0416
	3. Recipient Organization (Name and complete address including Zip code)	0JP Recipient 123 Main Street, NW Washington, DC 20036
Help/Frequently Asked Questions	4a. DUNS Number	012345678
	4b. EIN	01-456789
Reports Home	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR attachment)	
GMS Home	* 6. Final Report	OYes ⊙No
Log Off	* 7. Basis of Accounting	Cash Accrual
	8. Project/Grant Period From: (Month, Day, Year)	03/01/2009
	To: (Month, Day, Year)	02/28/2013
	9. Reporting Period End Date (Month, Day, Year)	09/30/2009

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Fig. 15: Web Browser Print Function



How To...

PRINT A SUBMITTED SF-425 USING ADOBE ACROBAT

- 1. Navigate to the **Financial Status Reports Handbook** (fig. 16). *Note: Review* pages 6 7 for instructions on how to access a financial report.
- 2. Click the **View** or **Update** button in the **Action** column (**fig. 16, A**). *Note: Submitted reports will have an* **Update** or **View** button in the **Action** column.

Fig. 16: The Financial Status Reports Handbook

BJA F	Y 09 Recov	very Act Edward Byrne Men	norial Justice	Assistance Grant F	Program State	e Solicitation 20	09-SU-B9-0019
	Financial Sta	itus Reports				FSR Correspond	ence
al Status Handbook				Financial Statu	s Reports		
	This hand Program S	book allows you to complete Fi State Solicitation.	inancial Status	Reports for BJA FY 09	Recovery Act	Edward Byrne Me	emorial Justice Assistance Grar
equently Asked Questions	For inform 458-0786	nation on previous FSR submissi (press 2)	ions for this gra	ant, contact the Office	e of the Chief I	Financial Officer,	Customer Service Branch at 1-
<u>s Home</u> ome	Report Number	Reporting Period	Туре	Report Due Date	Status	Last Edited	Action
	1	Mar 1, 2009-Mar 31, 2009	Regular	May 15, 2009	Submitted	Jul 24, 2009	View
	2	Apr 1, 2009-Jun 30, 2009	Regular	Aug 14, 2009	Submitted	Sep 23, 2009	View A
	3	Jul 1, 2009-Sep 30, 2009	Regular	Oct 30, 2009	Submitted	Sep 28, 2009	Update
	4	Oct 1, 2009-Dec 31, 2009	Regular	Jan 30, 2010		Sep 14, 2009	Create
	5	Jan 1, 2010-Mar 31, 2010	Regular	Apr 30, 2010		Sep 14, 2009	

- 3. The report will open in a browser window (**p. 19, fig. 14**). Click on the **Previously Submitted Reports** link (**fig. 14, C**) from the sidebar.
- 4. The **Previously Submitted Reports** detail page (**fig. 17**) will open. Click on the appropriate number link in the **Previous Versions** column (**C**).

Fig. 17: Previously Submitted Reports Detail Page

BJA	FY 09 Recovery Act Edward By	rne Memorial J	ustice Assistance Grar	nt Program State Solicitation 2009-50-89-0019	
	Financial Status Reports			FSR Correspondence	
Financial Status Report Handbook FSR Details	Click on the link to get more de	F tails about this su	Previously Submitted F	inancial Status Reports	
Previously Submitted	Report Number: 3	evious Versions		Date	
Reports		3		09/28/2009	
		2	C	09/28/2009	
		1		09/24/2009	
Help/Frequently Asked Questions Financial Status Reports Home GMS Home Log Off					

- 5. An Adobe File Download dialog box (fig. 18) will appear with options to either Open or Save the report.
- 6. Click the **Open** button (**D**).
- 7. The report will open in an Adobe Acrobat window (fig. 19).
- From the dropdown menu of commands at the top of the application window, select File > Print (fig. 19, E).
- 9. The resulting report contains the identical information that the online SF-425 does, but is displayed in a printable, black and white format (p. 22, fig. 20).

Fig. 18: Adobe File Download Dialog Box



Fig. 19: The SF-425 in Adobe Acrobat and Adobe Print Function

5 SF425_[1].pdf - Adobe Acrobat Professional				
Eile Edit ⊻iew Document Comments Forms Tools Advanced Window	Help			
🛛 🜓 Create PDF 👻 🚑 Combine Files 👻 🌄 Export 👻 🚑 Start Meeting	ig 🔹 💼 Secure	🔹 🥒 Sign 👻 📑 Forms 🔹 🍚 Review & Comm	ent •	
🚺 🖶 🛅 🖬 4 🔶 🖬 🕫 🧠 🧠	🖲 🖲 🛛 1309	% 🕶 📑 🤮 🕅 Find 🕶		
(
	FEI	(Follow form instruction)		
1. Federal Agency and Organizational Element to Which Report is Submitted U.S. Dept of Justice Office of Justice F	^o rogram	2. Federal Grant or Other Identifying Number Assi (To report multiple grants, use FFR Attachment) XX-XX-0000	gned by Federal Agancy	Page of
SP422 Bocision Oranoization (Japan and complete address SP422 13)pdf - Adobe Acrobat (Professional File Edit View Document Comments Forms Tools Onen Cftl-0	ess Including Zip c	ode)		
Organizer	 Recipient (To report r 	Account Number or Identifying Number multiple grants, use FFR Attachment)	6. Report Type Image: Clarately Image: Semi-Annual Image: Annual Image: Final	7. Basis of Accounting
 Girls Start Meeting Bare Ctrl+S Save≜s Shift+Ctrl+S 	To: (Month, 02/28	Day, Year) /2013	9. Reporting Period End Date 09/30/2009	
Rejet				
Ciose Cint W				
Properties Ctrl+D				
Print Setup Shift+ Ctrl+ P				
Ctri+P				

Fig. 20: SF-425 in PDF Format

1. Federal Agency	and Organizational Eleme	nt	2. Federal (To report	Grant or Other Identifyir	ng Number Assigned '	by Fede	eral Agancy	Pag	e of
U.S. Departr	nent of Justice		2009-X	X-XX-0000					1
3. Recipient Organ	ization (Name and comple'	te address Inclu	iding Zip code)						
Recipient Org 123 Justice A	anization Name ve. Ste 00, Washingtor	n, DC 00000				_			
a. DUNS Number	4b. EIN	5. (Recipient Account Nur To report multiple gran	mber or Identifying Numt its, use FFR Attachment)er	6	3. Report Type Quartely	7. Basis of Accourt	nting
9999999999	99-9999999		1	23		ſ	Semi-Annual Annual Final	🗶 Cash 🗆] Accrual
From: (Month, Da 07/01/20	ariod ay, Year) ng	Τc	: (Month, Day, Year) 06/30/2012			9	 Reporting Period End Date 09/30/2009 		
IO. Transactions		. <u></u>					Cumi	ulative	
(Use lines a-c for :	single or multiple grant rep	orting)				I			
Federal Cash (T	o report multiple grants /	also use FFR A	ttachment):						
a. Cash Rece	eipts								
b. Cash Disb	ursements								
c. Cash on H	and (line a minus b)								
(Use lines d-o for s	single grant reporting)								
Federal Expendi	itures and Unobligated B	alance:							
d. Total Fede	ral funds authorized							\$	100,000.0
e. Federal sh	are of expenditures							\$	10,000.0
f. Federal sha	are of unliquidated obligatio	ons				\Box			\$0.0
g. Total Fede	ral share (sum of lines e ar	nd f)						\$	10,000.0
h. Unobligate	d balance of Federal funds	s (line d minus g	ı)					\$	90,000.0
Recipient Share									
i. Total recipie	ent share required								\$ 01
j. Recipient st	hare of expenditures							\$	15,000.
k. Remaining	recipient share to be provi	ded (line i minu	sj)					-\$	15,000.0
Program Income	<i>a</i> :								
I. Total Feder	al program income earned	I						\$	15,000.
m. Program i	ncome expended in accorr	dance with the d	eduction alternative						
n. Program ir	ncome expended in accord	ance with the ar	dition alternative						\$ 0.
o. Unexpend	ed program income (line I r	minus line m or l	ine n)			\neg		\$	15,000.
1. Indirect	a. Type	b. Rate	c. Period From	Period To	d. Base	-+	e. Amount Charged	f. Federal S ^r	hare
Expense	Predetermined	5.0%	07/01/2009	01/01/2010	\$ 100,00	00.00	\$ 5,000.	.00 \$	\$ 1,000.0
`				g. Totals:	\$ 100,0	00.00	\$ 5,000	J.00 /	\$ 1,000.0
2. Remarks: Attac est 3. Certification: any false, ficti- a. Typed or Printer	h any explanations deeme By signing this report, i / tious, or fraudulent infon d Name and Title of Author	d necessary or i	nformation required by true, complete, and i bject me to criminal, Official	y Federal sponsoring ag accurate to the best of civil, or administrative	mcy in compliance wi my knowledge. I an penalities. (U.S. Cor	nith gove m aware de Title	rming legislation: • that 18, Section 1001) one (Area code, number and r	extension)	
Recipient Con	itact Name, Title				d. 1	(000) 0 Email a name(100-0000 Iddress @email.com		
b. Signature of Aut	horized Certifying Offiicial				e.1	Date Re 09/29/	sport Submitted (Month, Day, 2009	Year)	
					ç	4. Agen DJP Ven	Idor Number: 99999999999 Standard Form 425 OM Approval Number: 0348 Evaluation Date: 10(31/2)	(B 0061	
Paperwork Burd	en Statement Paperwork Reduction Act,	as amended, no	persons are required	to respond to a collectio	n of information unles	ss if dis;	plays a valid OMB Control Nur	mber. The valid OMB	control

Printed by GMS on 11/10/2009 06:27 PM

ASSIGNING THE FPOC ROLE

Before an award can be accepted, the **Programmatic Point of Contact** (PPOC) must assign a **Financial Point of Contact** (FPOC) for the award in GMS. This step should be completed during the acceptance process, before the award documents are downloaded.

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How To. . .

Assign an FPOC

- 1. From GMS Home, click on the **Awards** link (**A**) on the sidebar.
- The GMS Awards Home page (fig. 21) will open. A list of awards associated with the user currently logged in will be displayed. Click on the View Award Instructions link (fig. 21, B) in the Action column for the appropriate award.
- 3. The **Award Instructions** page (**fig. 22**) will open, and a **system message** (**fig. 22, C**) will advise that an FPOC designation must be submitted before the award package can be accessed.

Grant Management System Awards Home BJA FY 07 Project Safe Neighborhoods Anti-Gang Training Program Manage Users Action Year Award Number Status Grant Manager Applications View Award Instructions Victim Compensation Certification B Grantee Notified
 On 07/27/09 Progress Name: Grant Manager 19 New Message(s) Phone: Fax: Other: Awards Α 2009 2009-AB-CD-0416 Active Financial Status Reports (SF-269a) Compose message Funding Opportunities Grant Monitoring Grant Adjustments Closeout Grant Monitoring BJA FY 09 Tribal Courts Assistance Program Grant Manager Event Planning and Reporting Year Award Number Status Correspondence Action View Award Financial Status Grantee Notified
 On 07/20/09 Reports Financial Status Reports (SF-269a) Name: Grant Manager 3 New Message(s) 2009-CD-EF-1011 R Active 2009 Closeouts Fax: Other: Compose message Grant Monitoring Reports

Fig. 21: GMS Awards Home

Fig. 22: Award Instructions Page

💽 вј	A FY 09 Recovery Act Edward Byrne Me	emorial Justice Assistan	ce Grant Program State Solicitation 200	09-SU-89-0019 2009-XX-XX-0000
Award Award Handbook	Einancial Status Reports	Ann	ual Progress Reports	Correspondence
Financial Point of Contact Designation Award Instructions	The FPOC designation must be submit Financial Point of Contact Designation Please follow these links to access imp	ted before the Award Packa link. portant OJP instructions	ige can be accessed. To submit the FPOC [Designation, please select the C
Acceptance Instructions ACH Information	 <u>OJP Financial Guide</u> <u>OJP Post Award Instructions</u> 			
Help/Frequently Asked Question	ns	Supplement Number	Award Package	
GMS Award Home	<u>[</u>	00	Award Document	
Log Off				

- 4. Select the **Financial Point of Contact Designation** link (**fig. 23, D**) from the sidebar.
- 5. If an FPOC has been registered for previous awards, the PPOC will be able to select that FPOC's name from the Financial Point of Contact dropdown and click the Load POC button (fig. 23, E). The required fields on the page will be populated using contact information on file for the selected FPOC.
- 6. If the user is a first-time recipient, the required FPOC fields must be completed before clicking the **Submit** button.
- 7. After completing the FPOC designation, click on the **Award Instructions** link (**fig. 23, F**) to download the award documents.

Fig. 23: Financial Point of Contact Designation

	BJA FY 10 Sol	icited 2009-xx-xx-0000	
CODO -			None of the second
Award	Einancial Status Reports	Annual Progress Reports Correspon	dence
Award Handbook	The FPOC designation must be submitted before the Award P	ackage can be accessed.	
Financial Point of Contact Designation	Please select an existing Point of Contact (POC) to serve as t their information in the form before. Once you submit the FPC Available Financial Point of Contacts	he Financial Point of Contact (FPOC) for this award. Alternately, you may designate a r Cinformation as amail polification will be can to the designation FPOC load POC	new FPOC by entering e registration process.
Award Instructions	Prefix:	Not Selected 💌	
It ions	Prefix (Other):		
ACH Information	*FPOC First Name:		
Help/Frequently Asked Questions	FPOC Middle Initial:		
GMS Award Home	*FPOC Last Name:		
Les Off	Suffix:	Not Selected 💌	
Log On	Suffix (Other):		
	Title:		
	Address Line 1:		
	Address Line 2:		
	City		
	County:		
	State:	Not Selected	
	Zip Code:	Need help for ZIP+42	
	Phone Number:	Ext:	
	Fax Number:		
	*FPOC E-mail Address:		
	*Confirm FPOC E-mail Address:		
	Submit Cancel		

CHANGING THE FPOC

After an award has been accepted, the PPOC may wish to change the FPOC. There are various options for changing the FPOC assigned to an award:

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- 1. The PPOC can assign the FPOC role to an existing GMS user with an FPOC profile;
- 2. The PPOC can assign themselves the role of FPOC;
- 3. An individual can request the FPOC role for an award after registering as a new GMS user; or
- 4. The PPOC can assign the role of FPOC to an individual who has not yet registered in GMS.

How To...

CHANGE THE ASSIGNED FPOC

- 1. Log in to GMS as the **Programmatic Point of Contact (PPOC)**.
- 2. Click on the Manage Users link (fig. 24, A) on the sidebar.
- 3. Select the **Manage FPOC** link (fig. 25, B) to display a list of existing Financial Points of Contact.
- 4. Click on the **Name** link (**fig. 25, C**) for the selected FPOC.

Fig. 24: GMS Home

		Grant	Management System Home		9
Manage Users	All program the followin	ns you are currently p ng criteria and press t	articipating in are listed below. To reduce the siz the Refresh button.	e of pro <u>Officia Seal of The Office</u> :	of Justice F
Applications	Year	Solicitation	1)		
Victim	All			Refi	resh
Certification	Office of 1	uctica Programs has n	appy other funding enpertunities that you may be	a alighla far. To roviow the	c.o.
Quenda	opportuniti	ies or to start a new a	application click on Funding Opportunities.	a eligible for, no review the	se
Awards	0110 511 00		195 S.M. 2000. Control and the Control Distance in president and a state of a state o		
Funding	OVC FY 08	VOCA Victim Assistance	e Formula		
Opportunities	Year	Application No.	Status	Correspondence	Actic
Frant Adjustments	2008	2008-12345-AB-CD	 Application submitted and last updated on 08/16/2008 	No Messages	View
Grant Monitering				Comport	
Enancial Status	OVC FY 08	VOCA Victim Compens	sation Formula		
Reports	Year	Application No.	Status	Correspondence	Actio
			Application submitted and last updated on	2 New Message(s)	
Closeouts	0000	2002 22456 CE EE			
Closeouts Reports	2008	2008-23456-CD-EF	06/21/2308	Compose message	Viev
Closeouts Reports Profile	2008 OVC FY 07	2008-23456-CD-EF	06/2:/2008	Compose message	Viev
Closeouts Reports Profile Lhange Password	2008 CVC FY 07 Year	2008-23456-CE-EF VOCA Victim Assistanc Application No.	06/21/2008 re Formula Status	Compose message	Actic

Fig. 25: Manage Users Screen

			Grants Management			
Manage Users		Name	Organization Name	Phone Number	Status	Updated Date
Pending Registration		FPOC Name 1	Department of Justice	000-000-0000	Inactive	
Manage FPOC	D	FPOC NAME 2	Department of Justice	000-000-0000	Active	10/30/2009
Hanage IT OC	D	FPOC Name 3	rtment of Justice	000-000-0000	Inactive	10/30/2009
Create FPOC						
MS Home						

The profile information for the selected FPOC and a list of all awards associated with the recipient (fig. 26) will be displayed.

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- 6. To assign an award to the selected FPOC, choose **Assigned** in the Status dropdown menu (**fig. 26, D**) for each of the desired award(s).
- 7. Click the **Submit** button (**fig. 26, E**) at the bottom of the screen. When prompted, click the **Yes** button to confirm the action.
- 8. A **system message** will indicate that the action is complete.

ge Users Please v	iew the us	er profile info	rmation for	the registr	ation EPOC to ensure it is	accurate	ALL STATE	
- FROC R	rofile	er prome me	initiation for	che registi		becarate.		
ling Registration Date Re	nistored.				11/30/2007			
Vour On	anization	Name:			Department of Justice			
Name:	Janizacion	Nume.			Mr. EBOC Name			
POC Titles					Grante Manager			
Address	:				123 Justice Street Washington, DC 00000			
Phone N	umber:				000-000-0000			
Fax Nur	hber:				000-000-0000			
E-Mail A	ddress:				email address@address.c	com		
User ID					UserID123			
registeri request request	ng FPOC a for access d permiss sted Av	ccess to one to an award ion to admini wards (Pe	or more of t select Assigr ster while de nding an	he request ned. This v enying the d Denie	ted awards you may select vill allow you the ability to m permission for others. ed)	t Denied from the drop down list. To ap approve a FPOC for a portion of the av	prove a FPC vards they h	
Award	Project 7	Title		Programm	atic Point of Contact	Current Financial Point of Contact	Status	
2003-XX -XX- 0000	State Di	stance Learni	ing Project	Manager, (555) 000 name@en	Grant -0000 nail.com	Manager, Grant (555) 000-0000 name@email.com	Assigne	
2004-X) -XX- 0000	FY 2004 Drinking	FY 2004 Enforcing Underage Drinking Laws Grant Program			Grant -0000 nail.com	Manager, Grant (555) 000-0000 name@email.com	Denied	
2005-XX -XX- 0000	5-XX Byrne Justice Assistance Grant Program		SManager, Grant (555) 000-0000 name@email		Manager, Grant (555) 000-0000 name@email.com	Denied		
2005-XX -XX- 0000	Resident Treatme	tial Substance nt	e Abuse	Manager, (555) 000 name@en	Grant -0000 nail.com	Manager, Grant (555) 000-0000 name@email.com	Denied	
Listed be require F these aw	low are all inancial St ards to th	l awards for v atus Reports e registrant t	vhich you ar to be submi o administer	e the prog itted. All c by selecti	rammatic point of contact urrently assigned FPOCs a ing Assigned from the drop	;, within your organization, that are cun ire also listed for each award. You may p down list.	rently active assign any o	
Availa	ble Awa	ards						
Award Number	Project Title	Project Period From	Project Period To	Program	matic Point of Contact	Current Financial Point of Contact	Status	
2009-	Recovery Act - STOP Violence Against Women Grant	05/01/2009	04/30/2011	Manager (555) 00 name@e	, Grant 0-0000 mail.com	Manager, Grant (555) 000-0000 name@email.com		
xx-xx- 0000	Program					Manager, Grant		
2009- xx-xx-	Program	07/01/2009	06/30/2012	Manager (555) 00	, Grant 0-0000	(555) 000-0000 name@email.com		

Fig. 26: FPOC Profile Page

How To. . .

ASSIGN THE PPOC AS THE FPOC

- 1. Log in to GMS as the **Programmatic Point of Contact (PPOC)**.
- 2. Click on the **Manage Users** link (fig. 27, A) from the sidebar.

Fig. 27: GMS Home Page and FPOC Registration Screens

		Grant	Management System Hor	me					
Manage Users	A program: e followin	s you are currently p Ig criteria and press	participating in are listed belo the Refresh button.	w. To reduce the size	of pro <mark>Officia Seal of The Office</mark>	of Justice Prog			
Applications	Year	Solicitatio	n		1000				
Victim Compensation	All	AI		<u> </u>	Ret	resh			
Certification	Office of Ju opportunitie	istice Programs has i as or to start a new	many other funding opportun application click on Funding	ities that you may be (Opportunities.	ligble for. To review the	se			
Awards	OVC FY 08	VOCA Victim Assistan	ce Formula						
Opportunities	Year	Application No.	Statu	5	Correspondence	Action			
Grant Adjustments	2008	2008-12345-AB-CD	 Application submitted and 08/16/2008 	last updated on	No Messages	View			
Grant Monitoring					Compose message				
Financial Status Reports	OVC FY 08	VOCA Victim Comper	sation Formula						
Closequits	Year	Application No.	Application submitted and	lact un	Correspondence	Action			-
Reports	2008	2008-23456-CD-EF	06/21/2008				Grants Management		
Profile	<u> </u>	INTERNET ALL DE MORE			·				Canad
Change Password	CVC FY 07	VOCA Victim Assistan	ce Formula Statu	Manage Users	There are no	registration	requests submitted by FPO(Cs for your approval.	
	2007	20 w 24567 CU U	Application submitted and A	last up	ation				
Log on	2007	2018-34007-011-11	07/18/2007	Manage FPC	C				
				Create FPO					
3. Click on t	he Crea	ate FPOC	link (fig. 27,	GMS Home					
B) from t	he sidel	bar. The (Create FPOC	Log Off					
Registrat	tion pag	ge will ope	en.						
	c		P. L. H			Cre	ate FPOC Registration		
4. Click the	Grante	e POC rad	lio button	Manage Users	Please select an exi	sting Point of	Cortact (POC) to serve as a	Financial Point of Contact (FPOC)	by selecting Grantee
(fig. 27, C	C) at the	e top of th	e screen.	Pending Recistrato	designate a new FPC notification will be se	DC by enterin ent to the ce	signa to complete the	n below. Once you submit the FPO e registration process.	in formation, an email
The regis	tration	informati	on will be	Manage FPOC	C Create New 📀	Grantee PO	. C		
automati	cally po	opulated.		Create FPCC	Prefix:		- Not Selected	-	
				GMS Home	* FPGC First Name:				
5. Select the	e awarc	l(s) to be r	made avail-	Log Off	FFOC Middle Initial:				
able to th	nis FPO	C (fig. 27,	D) and click		*FPGC Last Name:				
the Subn	nit butt	on			Suffix: Suffix (Other):		- Not Selected		
		011.			Tile:				
					Address Line 1:				
					Address Line 2:		r		
					County:				
					Stato:		Not Selected		
					Zip Code:			Need help for ZIP+4?	
					Phone Number:			Ext	
					* POC E-mail AdJr	ess:			
					*Confirm FPOC E-r	nail Adoress:			
					Available Awards	4			
				-	Award		manufacture and all		
					Number	Community	Project little	Project Degin Project End Date Date	Financiel Point of Contact
				1	Check All Urshood	Community and Eamilie	Project little Rosources for Adolescents s	Project Degin Project End Date Date 09/01/2004 05/31/2007	I Financiel Point of Contact
				1	D Number 2009-AB-CD-0 123 Check All Urchect Submit Cence	Community and Familie k All	Project Title Resources for Adolescents s	Project Degin Date Date 09/01/2004 05/31/2007	I Financial Point of Contact
				1	D Number 2009-AB-CD-0 123 Check All Urchect Submit Cance	Community and Familie k All	Project Lite Resources for Adolescents s	Project Degin Date Date Date 09/01/2004 05/31/2007	I Financial Point of Contact

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Fig. 28: FP()((ontirmation Screen and System Message		
rig. 20. Troc commutation Screen and System message		

			Create FPOC Registration		
Manage Users	This	attion will assi	gn the selected award(s) to the Financial	Point of Contact. Would y	ou like to cortinue?
Pending Registration		Award Number	Project Title	Programmatic Pcint of Cuntact	Financial Poirt of Contact
Manage FPOC	N	2009-EF-GH-56 78	Community Resources for Adolescents and Families	Ms.Jane Doe (202)555-0416 IDoe@recipient.com	
Create FPOC	Che	ck All Uncheck	All		
<u>15 Home</u>	Ye	IS NO			
ng Off					

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- 5. Confirm the award choices by clicking the **Yes** or **No** button (**fig. 28, E**). If the **Yes** button was clicked, a **system message** will confirm that the request was processed.
- 6. Return to the GMS Home page (fig. 29). To access SF-425s, click on the Financial Status Reports link (fig. 29, F) on the sidebar.

Fig. 29: GMS Home Page

		Grant	Management System Home)
Manage Users	All program the follow	ns you are currently p ing criteria and press	participating in are isted below. To reduce the siz the siz the Refresh button.	e of proOfficia Seal of The Office.	of Lustice Proj
Applications	Year	Solicitatio	n		
Victim Compensation Certification	All Office of :	Al Al Dustice Programs has r	many other funding opportunities that you may be	e eligble for. To review the	resh
Awards	opportunit	ies or to start a new	application click on Funding Opportunities.		
Funding Opportunities	Year	Application No.	status	Correspondence	Action
Grant merts	2008	2008-12345-AB-CD	 Application submitted and last updated on 08/16/2008 	No Messages Compose message	View
Grant oring Enancial Status	OVC FY 08	VOCA Victim Compen	sation Formula		
Reports	Year	Application No.	Status	Correspondence	Action
Closeouts	2008	2008-23456-CE-EF	 Application submitted and last updated on 06/21/2008 	2 New Message(s)	View
Reports				Compose message	
Profie	OVC FY 07	VOCA Victim Assistan	ce Formula		
Change Password	Year	Application No.	Status	Correspondence	Action
Log Off	2007	2018-34567-GH-IJ	 Application submitted and last updated on 07/18/2007 	No Messages Compose message	View

How To...

ASSIGN AN FPOC OTHER THAN THE PPOC

- Log in to GMS as the **Programmatic Point of Contact (PPOC)**. 1.
- Click on the Manage Users link (fig. 30, A) from the sidebar. 2.
- Click on the **Create FPOC** link (fig. 30, B) from the sidebar. 3.

Fig. 30: GMS Home Page and FPOC Registration Screens

Fax Number: POC E-mail Address:

Ε

*Confirm FPOC E-mail Address Available Awards Award Number

Check All Urcheck All Submit Cancel

Project Title

2009-AB-CD-0
 Community Resources for Adolescents
 and Families

		Grant M	/lanagement Syst	em Home				
Manage Users	All programs you the following cr	ou are currently pa riteria and press tl	articipating in are lis he Refresh button.	ted below. To reduce the s	ize of pro <mark>Officia</mark>	Seal of The Office	of Justice Progr	
Applications	Year	Solicitation	0					
Victim	All	Al			<u> </u>	Ref	esh	
Certification	Office of Justice opportunities or	e Programs has m r to start a new a	any other funding o polication click on F	pportunities that you may l Sunding Opportunities.	e eligble for.	To review the	se	
Eundrag	OVC FY 08 VOC	A Victim Assistanc	e Formula					
Opportunities	Year Ap	plication No.		Status	Corres	pondence	Action	
Grant Adjustments	2008 2008	8-12345-AB-CD	 Application subm 08/16/2008 	nitted and last updated on	No I Compo	lessages se message	View	
Grant Monitoring								
Enancial Status	OVC FY 08 VOC	A Victim Compens	ation Formula	TELEDA				
Reports	Year Ap	plication No.					Grant	s Management
Closeouts	2008 200	08-23456-CE-EF	 Application subm 06/21/2008 				Gran	s management
	1			Manage Users	There are	no registratio	in requests	submitted by FPOCs for your approval.
Profile	OVC FY 07 VOC	A Victim Assistanc	e Formula					
Change Password	Year Ap	plication No.		Pending Registration				
Log Off	یر <mark>2007 2007</mark>	-34567-GH-IJ	 Application subm 07/18/2007 	Manage FPOC				
				Create FPOC	В			
				0100				
				GMS Home				
				Log Off				
					1	. т.		
		Create FPOC R	egistration			4. Ir	ne Cre	eate FPOC Registration page (fig.
Manage Users	Please select an existing P POC. Selecting this option	oint of Cortact (POC) will populate the form	to serve as a Financial ³ below with the Grantee	oint of Contact (FPOC) by selecting POC's information. Alternatively, Y	Grantee ou may	30	, C) v	vill appear. Click the Create New
Pending Recistration	designate a new FPOC by notification will be sent to t	entering their informat the cesignated FFOC t	tion in the form balow. O o complete the registrati	nce you submit the FPOC informati on process.	or, an emal	<u> </u>	1. 1	
Manage FPOC		000				ra	dio bi	utton (fig. 30, D) at the top of the
Create FPCC		, POC	Not Soloctor			~~	roop	Complete the registration informa
	Prefix (Other))		Sun svener sen =			SC	ieen.	complete the registration illorina-
GMS Homo	TEROC First Name		1			tic	n	
Log_Off	PPOC Prise Name:		_					
	TFOC Middle Initial:					N/	nto. C	Special attention should be paid to the
	e of					110	<i>ле.</i> –	pecial allention should be paid to the
	Suffix:		Not Selected - M			FF	ОС е	mail address field The prospective
	Sum: (other):	_						
	nue:					FF	VOC N	/Ill receive all future emails regarding
	Address Line 1:					±6		accent at the address are uided during
	Address Line 2:					t n	eir ac	count at the address provided during
	City					ro	aistra	tion
	County:					ie.	yısti'ü	
	Stater		Not Selected			- c.		ha award(a) ta ha mada aya:lahla ta
	Zip Code:			Need help for ZIP+4?		5. SE	electit	ne awaru(s) to be made available to
	Phone Number:		E	kt:			·	

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this FPOC (fig. 30, E) and click the Submit button.

09/01/2004

Project Degin Project End Financiel Point of Date Date Contact

05/31/2007

			Create FPOC Registration		(
Manage Users	This act	on will ass	ign the selected award(s) to the Financial Point	of Contact. Would you like	e to continue?
Pending Recistration	Awa Nun	ard nber	Project Title	Programmatic Point of Contact	Financial Point of Contact
Manage FPOC	☑ 2000 322	0-VW-XY-0		Mr. John Smith (202) 555-1011 John Doe@recipient.com	
Create FPCC		I-AB-DE-06	STOP Violence Against Women Now	Mr. John Smith (202) 555-1011 John Doe@recipient.com	
GMS Home	☑ 2002 830	2-LM-NO-0	STOP Violence Against Women Now	Mr. John Smith (202) 555-1011 John Doe@recipient.com	
Log Off	R 2002	2-BC-DF-04	The Safe Havens Program	Mr. John Smith (202) 555-1011 John Doe@recipient.com	
	☑ 2003 29	3-PK-CB-12	STOP Violence Against Women Now	Mr. John Smith (202) 555-1011 John Doe@recipient.com	
	☑ 2004 19	4-BE-CK-02	STOP Violence Against Women Now	Mr. John Smith (202) 555-1011 John Doe@recipient.com	
		4-LE-MW- 9	Enforcement of Protection Orders Program	Mr.John Smith (202) 555-1011 John Doe@recipient.com	
	☑ 2004 04	4-JE-LE-10	The Safe Havens Program	Mr. John Smith (202) 555-1011 John Doe@recipient.com	
		5-CK-SM-04	STOP Violence Against Women Now	Mr. John Smith (202) 555-1011 John Doe@recipient.com	
	☑ 2000 10	6-BE-CB-03	STOP Violence Against Women Now	Mr. John Smith (202) 555-1011 John Doe@recipient.com	
	☑ 2003 10	7-SM-CB-04	STOP Violence Against Women Now	Mr. John Smith (202) 555-1011 John Doe@recipient.com	
F	Check A	II <u>Urchec</u> i	< <u>All</u>		

Fig. 31: Create FPOC Registration Screen and System Message

- 6. Confirm the award choices by clicking either the **Yes** or **No** button (**fig. 31, F**). If the **Yes** button was clicked, a **system message** will confirm that the request was processed.
- 7. GMS will generate and send an email to the prospective FPOC that contains instructions for confirming their registration.
- 8. Once the prospective FPOC logs in and confirms their registration, they will be able to view and edit all the financial reports assigned to them.

How To...

REQUEST FPOC ACCESS FROM THE PPOC

Fig. 32: GMS Applicant Sign In Screen

- Go to <u>https://grants.ojp.usdoj.gov</u>. The GMS Applicant Sign In screen will appear. Click on the First Time User? link (fig. 32, A).
- 2. Select the I am Registering as a Financial Point of Contact to submit Financial Status Reports radio button (fig. 33, B).
- The FPOC Registration screen will open. Fill out the required registration information and click the Submit button (fig. 34, C).

Note: Special attention should be paid to the user email address field. The registrant will receive all future emails regarding their account at the address provided during registration.

Applicant Sign In	Fig. 34: FPOC Registration Information Screen	
	Create FPOC Registration	
User ID: Password: Sign In	Your password must meet the following requirements: • Your password must be at least 9 characters long • Your password must contain at least three of the following four types of characters: • English uppercase • English lowercase • numeric • special • Your password must not contain significant portions of your user ID or full name	
	Financial Point of Contact (FPOC) Registration Information *Mandatory fields	
First Time User? A Forgotten your password?	Grant Verification Information Please provide the following information about your most current grant with OJP. If you currently have more than one grant with us, enter information form <u>any</u> of your current grants with OJP. We will use this information to help verify your account, so please be sure	
	*Award Number: (9999-XX-XX-9999)	
	*OJP Vendor Number:	
	Organization Information	
Fig. 33: Application/FPOC Registration Selection Screen	*Your Organization Name:	
	*Address Line 1:	
C I am registering as an applicant for a grant. B © I am registering as a Financial Point of Contact to submit Financial Statu Submit Cancel	Is Reports (SF-269a) for existing grants.	
	Suffix (Other):	
	Title:	
	From number:	-
	*User Email Address:	
	*User ID (6 Character Minimum);	-
	*Password (8 Character Minimum):	-
	*Password (Confirmation):	-
	If you forget your password, answer the secret question and you will be sent a temporary password.	
	*Secret Question: - Not Selected -	
	*Secret Answer:	
	Please make sure that all of the above information is correct before proceeding.	
	Submit	



Fig. 3	5: FPOC	Request	Award	Page
--------	---------	---------	-------	------

			You have been successfu	lly registered	
			THE HOLE HEET MILLESSIE	ny registeren.	
iste	ed below are av	wards within y	our organization for which you may	request access. If you do no	t see an award you which
avi	e access to that	or, venity that ' t vendor rumb	er you may eacless to the venuor hun er you may request access to it bel	low	ara number. Ir you ao noc
A۷	ailable Award	S			
	Award Number	Vendor Number	Project litle	Programmatic Point of Cortact	Current Financial Point of Contact
	2005-DJ-Л-164 6	966004793	Irterview Room Equipment/Spike strips	Libby Elia (301) 555-1024 LElia@recipient.org	
	2006-DD-BB-155			Libby Elia	
	4	966004793	Firearms simulator	LElia@recipient.org	
	2006-EI-CY-215 6	966004793	Mater Officer Wireless Headsets Proxy device	Libby Elia (301) 555-1024 LElia@recipient.org	
Tc	Request Awards Request Awards request award associated	s for a vendor with that vend	number not currently assigned to for number in the space provided h	you, please provice the vend Jelow and then click the Requ	or number and an award est Amess hutton.
Rec	quest Access	to New Yend	ar		
CJ	IP Vendor Numpe	r:			
Av	ward Number:		(9)	599-XX-XX-9999)	

- 4. Select the award(s) to be made available for reporting and click the **Request Awards** button (**fig. 35, D**). If necessary, click the **Request Access** button (**fig. 35, E**) to search for more awards.
- 5. Confirm the award choices by clicking either the **Yes or No** button (**fig. 36, F**). If the **Yes** button was clicked, a **system message** will appear to confirm that the request was processed.

			Δ	ction Confirm	ation		
ou	have reque	sted to be the	FPOC for the following a	wards:			
	Award Number	Vendor Number	Project Tite	Bucget Period From	Budget Period To	Programmatic Point cf Contact	Current Financial Point of Contact
7	2UC 5-DJ-Л -1646	966004793	Interview Room Equipment/Spike strips	10/01/2004	09/30/2008	Libby Elia (301) 555-1024 LElia@recipient.org	
~	2006-DD-B B-1552	966004793	Firearms simulator	06/01/2006	05/31/2007	Libby Elia (301) 555-1024 LElia@recipient.org	
v	2006-EI-CY- 2156	966004793	Motor Officer Wireless Headsets Proxy device	10/01/2005	09/30/2009	Libby Elia (301) 555-1024 LElia@recipient.org	

Fig. 36: FPOC Request Award Selection Confirmation and System Message

The PPOC can reassign awards to existing FPOCs, and approve or deny pending FPOC requests by using the Manage Users area of GMS.

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How To...

APPROVE/DENY FPOC REQUESTS

- 1. After logging in to GMS, click on the **Manage Users** link (fig. 37, A) on the sidebar.
- 2. The Pending Registration screen (fig. 37, B) will open. The names listed on this page represent prospective FPOCs who have requested access to awards. Click on the name of the prospective FPOC (fig. **37, C)** to approve or deny the request.

Fig. 37: GMS Home Page and FPOC Pending Request Screens

Reports Closeouts	2008	2008-23456-CE-EF	 Application submitted and last updated on 06/21/2008 	2 New Message(s)	View	
Reports						
	Year	Application No.	Status	Correspondence	Action	
Enancial Status	OVC FY 0	VOCA Victim Compen	sation Formula			
Grant Adjustments	2008	2008-12345-AB-CD	 Application submitted and last updated on 08/16/2008 	No Messages Compose message	View	
Opportunities	Year	Application No.	Status	Correspondence	Action	
Awards	OVC FY 0	VOCA Victim Assistant	application click on Funding Opportunities. ce Formula			
Certification	Office of .	lustica Programs has n	nany other funding opportunities that you may be	e eligible for. To review the	se	
Victim Compensation	All	Al		Ref	resh	
Applications	Year	Solicitatio	n			
Manage Users	the followi	ing criteria and press	the Refresh button.	a of projunicia searor the binde	or cusice ri	
Manage Hisers	All program	ns you are currently p	articipating in are listed below. To reduce the siz	e of proOflicia Seal of The Office	of ustice	
		Grant Management System Home				

B	Grants Management				
Manage Users	Name	Organization Name	Phone Number	Registered Date •	
Pending Registration	Financial Contact	City of Testuser	321-555-1234	10/15/2007	
Manage FPOC	C				
GMS Home					
Log Off					

- Fig. 38: Pending Registration Detail Page
- The Pending Registration detail page will display the prospective FPOC's profile (fig. 38), and a list of the awards to which they requested access.
- Use the Status dropdown menu (fig. 38, D) to either assign or deny access to awards for this FPOC and click the Submit button (fig. 38, E).

		Grant Management S	ystem Home		S	
nage Users	Please vew the	e user prcfile information for the reg	istration FPOC to ensure it	s accurate.		
odina Desistant en	FPOC Profile					
nding Recistration	Date Registere	ed:	10/15/2007			
Mahage FPOC	Your Organiza	tion Name:	City of Testuser			
	Name:		Mr. Contact Person			
Create FPCC	(itle:		Mother			
	Address:		1313 Mockingbird Ln			
Home				Anywhere, MH 1111 1111		
Off	Phone Number	4	321-555-1234			
	Fax Number:					
	E-Mal Address	51	dog@byte.com			
	User ID:		BoogieWithStu			
	Requested a	Awards (Pending and Denied	Programmatic Point of	Ourrent Financial Point	_	
	Award	Project Title	Programmatic Point of	Current Financial Point	Status	
	2005-DJ-Л-164 б	Interview Room Equipment/Spike	Namel Program, Contect Phone (321) 855-4321		Pending	
	2006-DD-BB-1 552	Firearms simulator	Name: Program, contact@amail.com Name: Program, Contact Phone:(321) 555-4321 Pax: (321) 555-4321 Other: program.contact@amail.com		Pending	
	2006-EI-CY-21 56	Motor Officer Wireless Heacsets Proxy device	Name: Program, Contact Phone:(321) 555-4321 Pax: (321) 555-1000 Other: program.contact@amail.com	D	Pending	
	Listec below ar currently activ listed for each drop down list.	Listec below are all awards for which you are the programmatic point of contact, within you currently active and require Financial Status Reports (SF-269a) to be submitted. All current listed for each award. You may assign any of these swards to the registrant to acminister drop down list.				
	Available A	Available Awards			meu	
	No items to dis	No items to display				
	2008-EL-CY-21 Motor Officer Wireless Haacsets Motor Officer Wireless Haacsets Motor Officer Wireless Haacsets D Panding Listec below are all awards for which you are the programmate point of contact, within you currently active and require Financial Status Reports(SF-269a) to be submitted. All current drap Jonn fat. D Panding Available Awards Available Awards Assigned No items to display D D D					

Fig. 39: FPOC Assignment Confirmation Page

			Grant Management Syst	em Home			
lanage Users	The	The Financial Foint of Contact will be assigned the following awards to administer for your organization:					
	Awards Added:						
Manage EPOC		Award Number	Project Tite	Programmatic Point of Contact	Current Financia Point of Contact		
Create FPOC	v	2005-DJ-JI-164 6	Interview Room Equipment/Spike strips	Name: Program, Contact Phone:(321) 555-4321 Fax: (321) 555-400 Other: program.contact@email.com			
I <u>S Home</u>	2	2006-DD-BB- 1552	Firearms simulator	Name: Program, Contact Phone:(321) 555-4321 Fax: (321) 555-1000 Other: program.contact@email.com			
<u>a Off</u>	Check All Undreck All						
	The	Financial Foint	of Contact will not have access	to the following award(s) fo	r your organization:		
	Awards Removed:						
		Award Number	Project Title	Programmatic Point of Contact	Current Financial Point of Contact		
		2006-EI-CY-2 156	Motor Officer Wireless Headsets Froxy device	Name: Program, Contact Phone:(321) 555-4321 Fax: (321) 555-000 Other: program.contact@email.com			
			•				

- Click the Yes or the No button (fig. 39, F) to confirm award assignments and/or denials.
- GMS will return to the Pending Registration screen (page 33, fig. 37). Repeat steps 2 through 5 for each name listed. When all names on the Pending Registration list have been addressed, a system message will advise that there are no pending FPOC requests.

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FREQUENTLY ASKED QUESTIONS

Q: How do I contact the GMS Helpdesk?

A: Call the GMS Helpdesk at 1-888-549-9901 (option 3). The hours of operation are Monday through Friday, 6:00 a.m. to Midnight (ET). The GMS Helpdesk can be reached by email at <u>gms.helpdesk@usdoj.gov</u>.

Q: How do I contact OCFO Customer Service?

A: Contact OCFO Customer Service by phone at 1-800-458-0786(option 2), or by email at <u>ask.ocfo@usdoj.gov</u>. The hours of operation are Monday through Friday, 8:30 a.m. to 6:00 p.m. (ET).

Q: How do I become the Financial Point of Contact (FPOC)?

A: Go to <u>https://grants.ojp.usdoj.gov</u>. Click the New User Register Here button, select the FPOC option, complete the registration information, and click submit. Once submitted, the Programmatic Point of Contact (PPOC) must approve the registration and assign all appropriate awards.

Q: My PPOC has already approved my registration. Why can't I submit reports?

A: Verify that the correct User ID and password (created when registering as an FPOC) were used to log in and submit the reports. If that doesn't work, contact your PPOC to ensure that correct award access has been given.

Q: Is it possible to have more than one FPOC account? Is it possible to assign more than one award to an FPOC account?

A: It is possible to have more than one FPOC account, though fewer accounts is always recommended to simplify use of the system. An FPOC account can have multiple awards assigned, and an award can have multiple FPOCs.

Q: When can I make changes to my SF-425?

A: Once an SF-425 is submitted, the recipient can amend the report until the end of the next reporting period, or until the next required report is submitted, whichever comes first.

For example, the 3rd quarter SF-425 for period ending June 30 is due by July 30. The SF-425 was submitted on July 25. The FPOC can amend the 3rd quarter report until October 30th, or until the report for the 4th quarter is submitted, whichever comes first.

If an Update button appears in the report summary list in the SF-425 module, there is still time to amend the report. If no Update button appears, make any necessary adjustments on the next report. *Note: When making changes to a report, add comments to box 12 explaining edits/corrections.*

In order to make changes to a Final SF-425 once it has been submitted, the recipient must contact OCFO Customer Service. The report will be change requested back to the recipient for editing.

Q: What is the Recipient Share?

A. The Recipient Share, also known as the **Match**, is the total amount of non-federal funds the recipient has spent toward the project. A match is not required for all grants.

Q. Why does the PDF version of the SF-425 look different than the SF-425 in GMS?

A. The PDF is the approved OMB form. The GMS screens were designed by OJP to aid recipients in filing out the report by including previous reported amounts where possible.