



Office of the Chief Financial Officer  
Grant Award and Financial Management Information

## Postaward Instructions

April 2020

## **Postaward Instructions**

Grantees should take the following steps for the financial administration of awards from the Office of Justice Programs (OJP) and the Office on Violence Against Women (OVW).

Step 1. Complete financial point of contact registration

Step 2. Review the award and special conditions

Step 3. Read the guidelines

Step 4. Complete and return the Automated Clearing House form

Step 5. Access payment using the Grant Payment Request System

Step 6. Fulfill reporting requirements

Step 7. Initiate closeout

Step 8. Review top 10 frequently asked questions

## **Office of the Chief Financial Officer Postaward Instructions**

### **STEP 1 – Complete Financial Point of Contact Registration**

The Office of Justice Programs (OJP) and the Office on Violence Against Women (OVW) process awards through the OJP Grants Management System (GMS). OJP and OVW notify grantees of award approval by email through GMS. Once OJP and OVW approve an award, they send a notice through GMS to the email address of the Grant Point of Contact (GPOC), as well as to the authorized grantee official. OJP and OVW also notify grantees by email through GMS when they release awards. OJP and OVW do not mail paper copies of awards to award recipients.

When the GPOC receives an email notification announcing award of a grant, the GPOC should go to GMS to assign a Financial Point of Contact (FPOC).

The GPOC will not be able to access the award until registration for at least one FPOC is complete.

GMS is accessible at:

<https://grants.ojp.usdoj.gov>

Instructions on assigning, registering, and approving an FPOC is accessible at:

[http://www.ojp.usdoj.gov/training/pdfs/gms\\_userguide.pdf](http://www.ojp.usdoj.gov/training/pdfs/gms_userguide.pdf)

OJP grantees may contact the GMS Helpdesk at 1–888–549–9901 (choose option 3) or  
[GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov)

OVW grantees may contact OVW GMS Support at 1–866–655–4482 or  
[OVW.GMSSupport@usdoj.gov](mailto:OVW.GMSSupport@usdoj.gov).

Once the FPOC completes registration, the GPOC may then access the award.

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### STEP 2 - Review Award and Special Conditions

Once a financial point of contact (FPOC) completes registration (see step 1), the grant point of contact (GPOC) will be able to view the award online.

**If in agreement** with the terms and conditions, the **authorized recipient official** must sign and date the agreement (**electronic or physical ink “wet” signature**), initial the special conditions, and email both the signed agreement and initialed special condition pages to the OJP Control Desk or OVW to:

OJP	OVW
<a href="mailto:acceptance@usdoj.gov">acceptance@usdoj.gov</a>	<a href="mailto:OVW.Acceptance@usdoj.gov">OVW.Acceptance@usdoj.gov</a>

The GPOC must approve an FPOC before an award can be accessed in the GMS.

If the authorized recipient official has changed, the grantee should not alter the preprinted name in box 18 of the award. The GPOC will have to initiate a grant adjustment notice (GAN) in GMS to notify the Program Office of this change. Grantees have the capability to initiate a GAN by logging in to GMS at <https://grants.ojp.usdoj.gov> and selecting the GAN tab. For assistance accessing GMS or initiating the GAN, OJP grantees may contact the GMS Helpdesk at 1-888-549-9901 (choose option 3) or via email at [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov). OVW grantees may contact OVW GMS Support at 1-866-655-4482 or [OVW.GMSSupport@usdoj.gov](mailto:OVW.GMSSupport@usdoj.gov). Once the GAN is approved by the Program Office, the agreement should be signed (**electronic or physical ink “wet” signature**) by the new authorized recipient official. The former authorized recipient’s name should remain unaltered in box 18. The authorized recipient official should also initial each page of special conditions and return the approved GAN, signed agreement, and initialed special condition pages to the OJP Control Desk or OVW by email to:

OJP	OVW
<a href="mailto:acceptance@usdoj.gov">acceptance@usdoj.gov</a>	<a href="mailto:OVW.Acceptance@usdoj.gov">OVW.Acceptance@usdoj.gov</a>

The GPOC should notify the Program Office when special conditions have been met.

**Note:** The grantee should maintain the original signed documents for presentation in the event of an audit.


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Community Oriented Policing Services (COPS) and U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) grantees should not send acceptance documents to OJP or OVW. Grantees may contact COPS at 1-800-421-6770 or DHS at 1-866-927-5646 for instructions on the return of their award documents.

**If the grantee does not agree** with the terms and conditions, it may contact the awarding Program Office as noted in the award package to decline, withdraw, or request modification.

**Grantees have 45 days from the award date to accept the award. The grantee should notify the Program Office if the organization is unable to accept the award within this time. Grantees' failure to accept the award within 45 days may result in the awarding agency deobligating funds.**

Following are sample pages from GMS of the award and special conditions pages that award recipients will need to, sign, and return to OJP or OVW to accept the award.

 Department of Justice Office of Justice Programs <OJP Program Office>		<b>Grant</b>		PAGE 1 OF 2	
1. RECIPIENT NAME AND ADDRESS (Including Zip Code) <Grantee County> <Grantee Address> <City, State, Zip>		4. AWARD NUMBER: 2005-XX-XX-1234 5. PROJECT PERIOD: FROM mm/dd/yyyy TO mm/dd/yyyy BUDGET PERIOD: FROM mm/dd/yyyy TO mm/dd/yyyy 6. AWARD DATE mm/dd/yyyy 7. ACTION Initial			
1A. GRANTEE IRS/VENDOR NO. XXXXXXXXXX		8. SUPPLEMENT NUMBER		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE <Project Title>		10. AMOUNT OF THIS AWARD \$ xxx		11. TOTAL AWARD \$ xxx	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).					
13. STATUTORY AUTHORITY FOR		<div style="text-align: center; font-size: 48px; padding: 50px;">Sample</div>			
15. METHOD OF PAYMENT PAPRS					
<div style="text-align: center;">AGENCY APPROVAL</div>		<div style="text-align: center;">GRANTEE ACCEPTANCE</div>			
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL  Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL  Chief Administrative Officer			
17. SIGNATURE OF APPROVING OFFICIAL		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL		19A. DATE	
<div style="text-align: center;">AGENCY USE ONLY</div>					
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT x B xxx 00 00 00 xxx		21. VT05U00005			

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



Department of Justice  
Office of Justice Programs  
<OJP Program Office>

**AWARD CONTINUATION  
SHEET**  
**Grant**

PAGE 2 OF 2

PROJECT NUMBER 2005-\_\_-\_\_-\_\_

AWARD DATE mm/dd/yyyy

*SPECIAL CONDITIONS*

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, as further described in the current edition of the OJP Financial Guide, Chapter 19.
4. Recipient understands that any change in the law, including the enactment, repeal, or amendment of any law, without the express prior written approval of the Department of Justice, Office of Justice Programs, may constitute a violation of the terms of the award.
5. The recipient further certifies that it will not use grant funds or program match funds to promote, support, or advocate the legalization or practice of prostitution, nor will it use grant funds or program match funds to promote, support, or advocate the legalization or practice of prostitution.
6. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
7. The applicant budget is pending review or approval. The recipient may not obligate, expend or draw down any grant funds until the Office of the Comptroller, Office of Justice Programs has issued clearance of the application budget and budget narrative, and a Grant Adjustment Notice has been issued removing this special condition.
8. Recipient may not obligate, expend or drawdown funds until the Office of Justice Programs (OJP) has reviewed and approved the Program Narrative portion of the application and has issued a Grant Adjustment Notice (GAN) informing the recipient of the approval.
9. Recipient certifies that it does not promote, support, or advocate the legalization or practice of prostitution, nor will it use grant funds or program match funds to promote, support, or advocate the legalization or practice of prostitution.

Sample

## **Office of the Chief Financial Officer Postaward Instructions**

### **STEP 3 - Read the Guidelines**

There are Office of Management and Budget (OMB) Circulars and Common Rules and other important information grantees will need to know for the administration of awards. The most up-to-date versions of these documents are available through the Internet, as noted:

OMB Grants Management Circulars, <https://www.whitehouse.gov/wp-content/uploads/2017/11/Grants-Management-Grants-Circular-Attachments.pdf>

Code of Federal Regulations, <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>

*DOJ Grants Financial Guide*, <http://ojp.gov/financialguide/DOJ/index.htm> for grants awarded in fiscal year (FY) 2015 and later.

2014 OJP *Financial Guide*, <http://www.ojp.gov/financialguide/index.htm> for grants awarded in FY 2014 and earlier.

OJP grantees with questions may contact:

**Office of Justice Programs  
Office of the Chief Financial Officer  
Customer Service Center  
1-800-458-0786  
or  
[ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov)**

OVW grantees with questions may contact:

**Office on Violence Against Women  
Grants Financial Management Division  
1-888-514-8556  
or  
[ovw.gfmd@usdoj.gov](mailto:ovw.gfmd@usdoj.gov)**



## **OMB Circulars and Common Rules For Grant Management**

Administrative requirements for all federal award recipients are contained in governmentwide common rules. On December 26, 2013, OMB issued new guidance that provides a governmentwide framework for grants management ([Federal Register, 12/26/2013](#)). The new guidance, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([2 Code of Federal Regulation \(CFR\) Part 200](#)), streamlines the Federal Government's administrative, cost, and audit requirements, and has been implemented by DOJ via DOJ regulation at [2 CFR Part 2800](#). These new requirements, as implemented by DOJ, apply to federal awards made after December 26, 2014, and the audit requirements apply to audits for fiscal years beginning on or after December 26, 2014. For federal awards made before December 26, 2014, absent an agreement otherwise in a federal award issued after that date, the requirements in place at the time of award continue to apply.

The new guidance supersedes the following OMB requirements:

- OMB Circular A-21, Cost Principles for Educational Institutions
- OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments
- OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments
- OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals and Other Non-Profit Organizations
- OMB Circular A-122, Cost Principles for Nonprofit Organizations
- OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations (codified at CFR Part 66 and Part 70).

The following requirements remain in place:

- Governmentwide Debarment and Suspension (Nonprocurement) (codified at [2 CFR Part 180](#)).
- Governmentwide Requirements for Drug-Free Workplace (Grants) (codified at [28 CFR Part 83](#)).
- Restrictions on Lobbying (codified at [28 CFR Part 69](#)).
- Contracts With Commercial Organizations (codified at [48 CFR 31.2](#)).
- Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts with Hospitals (codified at [45 CFR 74, Appendix E](#)).

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### STEP 4 - Complete and Return the Automated Clearing House Form

The U.S. Department of the Treasury (Treasury) uses Automated Clearing House (ACH) information to transmit payment data using electronic funds transfer to the recipient's designated financial institution.

Without a current, valid, and complete ACH form on file, payment requests for the same grant on the same day must be a total of less than \$10 million.

With a current, valid, and complete ACH form on file, payment requests for the same grant on the same day must be a total of less than \$100 million.

For questions, please contact the OCFO Customer Service Center at 1-800-458-0786 or [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

The ACH form (ACH Vendor/Miscellaneous Payment Enrollment Form, SF 3881), located at <http://ojp.gov/funding/Apply/Resources/ACHVendor.pdf>, is required for:

- New grantees who have never submitted an ACH form for an OJP grant.
- Existing grantees who need to change their banking information (for example, depositor account or bank routing number or banking institution).
- Repeat grantees that are linked to a vendor number for which there is no banking information on file.

Unless banking information has changed, grantees should not submit a new ACH form for a new grant if the grant falls under a vendor number for which there is already banking information on file.

**Note:** If submitting a new or updated ACH form, please contact the OCFO Customer Service Center at 1-800-458-0786 to confirm banking information has been updated before proceeding with payment requests.

**If the grantee accepts** the terms and conditions specified in the award, the grantee must submit a completed ACH form, signed (electronic or physical ink “wet” signature) by a preferred financial institution.

## ACH Information

There are three sections on the ACH form:

- Agency Information section – Preprinted on form.
- Payee Information Section – Payee (also known as grantee) enters the following: identifying information (i.e., name of grantee organization and street address), e-mail address and telephone number.

The Depositor Account Title and the name of the organization that received the award should be exactly the same (e.g., award recipient “ABC Police Department” would be considered a different entity from the depositor title “City of ABC”). If the award recipient differs from the Depositor Account Title, a letter of explanation is required. This letter must be sent with the ACH form and submitted on the recipient’s letterhead, signed by an authorized official, and must explain why the funds are to be deposited into an account belonging to an entity other than the direct recipient of the award.

- Financial Institution Information Section – This section should be filled out by the financial institution/bank official ONLY. The type of account should be checked, and the signature, title, and telephone number of the appropriate financial institution official should be included as well. **Only the authorized financial institution/bank official should sign (electronically or physical ink “wet” signature) the last line in the “Financial Institution Information” section of the ACH form.**

**OCFO will confirm the banking information with the financial institution prior to entry into OJP records.**

**When the form is completed and signed by a bank official, please send the form via:**

**Email to [Control.DeskOJP@ojp.usdoj.gov](mailto:Control.DeskOJP@ojp.usdoj.gov), or**

**Mail, UPS, FedEx, DHL, or other carrier:**

Office of Justice Programs  
810 Seventh Street, NW.  
Attn: Office of the Chief Financial Officer  
Washington, DC 20531

**The ACH form must be received before payments are processed.**

**ACH VENDOR/MISCELLANEOUS PAYMENT  
ENROLLMENT FORM**

OMB No. 1510-0056

This form is used for Automated Clearinghouse (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this for completion.

<b>PRIVACY ACT STATEMENT</b>
The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the U.S. Department of the Treasury to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearinghouse Payment System.

<b>AGENCY INFORMATION</b>	
FEDERAL PROGRAM AGENCY	OFFICE OF JUSTICE PROGRAMS
AGENCY IDENTIFIER: OJP	AGENCY LOCATION CODE (ALC): 15-04-0001
ADDRESS: 810 Seventh Street, NW., Attn: Office of the Chief Financial Officer (OCFO) Control Desk Washington, D.C. 20531	
AGENCY CONTACT: OCFO - Customer Service Center	TELEPHONE NUMBER: 1-800-438-0786

Grantee Employer/Taxpayer  
Identification Number:

<b>PAYEE/COMPANY INFORMATION</b>	
NAME:	OJP Vendor Number:
ADDRESS:	
	E-MAIL ADDRESS:
CONTACT PERSON NAME:	TELEPHONE NUMBER: ( )

<b>TO BE COMPLETED BY FINANCIAL INSTITUTION</b>	
NAME:	
ADDRESS:	
NAME OF BANK OFFICIAL OR ACH COORDINATOR:	TELEPHONE NUMBER: ( )
NINE-DIGIT ROUTING TRANSIT NUMBER: <small>XXXXXXXXXX</small>	
DEPOSITOR ACCOUNT TITLE:	
DEPOSITOR ACCOUNT NUMBER:	LOCKBOX NUMBER:
TYPE OF ACCOUNT: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> LOCKBOX	
SIGNATURE AND TITLE OF AUTHORIZED BANK OFFICIAL OR ACH COORDINATOR:	DATE:

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### **STEP 5 - Access Payment Using the Grant Payment Request System (GPRS)**

Treasury electronically deposits payments to the recipient's account using banking information the recipient provides on the ACH form. Before attempting to access payment, the recipient must submit an ACH form to OJP. For ACH instructions, see step 4.

OJP and OVW require financial points of contact (FPOCs) to register in the Grants Management System (GMS) and COPS requires FPOCs to register directly in GPRS. As of June 18, 2016, OJP requires GPRS users to consolidate usernames for the same grantee organization, regardless of whether the awards are OJP, OVW, or COPS awards. See the [GPRS User Guide](http://ojp.gov/funding/Implement/Resources/GPRSUserGuide.pdf), <http://ojp.gov/funding/Implement/Resources/GPRSUserGuide.pdf>, for information in registering in GPRS and the [GPRS Job Aid](http://ojp.gov/about/pdfs/gprsjobaid.pdf), <http://ojp.gov/about/pdfs/gprsjobaid.pdf>, for information on consolidating usernames.

#### **OJP/OVW Registration Process for GPRS**

OJP and OVW grantees must be registered as FPOCs in GMS at <https://grants.ojp.usdoj.gov> before they can register as a drawdown specialist in GPRS (see step 1).

Once FPOCs are registered in GMS, grantees can then access GPRS at <https://grants.ojp.usdoj.gov/gprs>.

All grantees with accounts in GPRS will have the role of drawdown specialists. A grantee who is a GMS FPOC may request to be a GPRS drawdown specialist by accessing the GPRS Web site and selecting the "New GPRS User Registration for GMS" link. Once the registration is approved, GPRS sends an automated confirmation email to the GPOC and FPOC that the FPOC has been granted access to GPRS as a drawdown specialist. The confirmation email is sent the same day the registration request is made. Once GPRS sends the confirmation email, the drawdown specialist will be granted access to GPRS. Once GPRS grants access, the FPOC will use its GMS FPOC user identification (ID) and password to log in to GPRS.

## **COPS Registration Process for GPRS**

COPS grantees with accounts in GPRS have the role of drawdown specialists. A COPS grantee may request to be a GPRS drawdown specialist by accessing the GPRS Web site and selecting the “New GPRS User Registration for COPS” link.

Once the COPS Response Center approves registration, it sends a confirmation email to the FPOC, granting access to GPRS as a drawdown specialist. Once access is granted, the FPOC will use the user ID entered during the self-registration process and a temporary password (sent in the confirmation email) to log in to GPRS.

### **Note: Important Banking Information**

Treasury will electronically disburse all funds to the grantee’s designated financial institution for deposit into its bank account. For this reason, grantees must ensure that they complete and return the ACH banking information form (entitled ACH Vendor/Miscellaneous Payment Enrollment Form). The ACH form must bear the electronic or physical ink “wet” signature of the authorized bank official.

OJP does not process payments during the last 4 business days of each month.

For more information about payments or GPRS, the grantee may contact the OCFO Customer Service Center at 1–800–458–0786 or email [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

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### STEP 6 – Fulfill Reporting Requirements

Grantees must meet reporting requirements during the life of the grant. Grantees may find a full explanation of these requirements in the DOJ *Grants Financial Guide*, <http://ojp.gov/financialguide/DOJ/index.htm>, and the OJP *Financial Guide*, <http://www.ojp.usdoj.gov/financialguide/index.htm>. Grantees should also check special conditions on awards for additional reporting requirements. The Grant Payment Request System (see step 5) will not permit access to funds if financial reporting is delinquent.

The following reports are required:

- Single Audit Reports
- Categorical Progress Reports
- Federal Financial Reports

#### Single Audit Reports

A special condition may be included with awards that details reporting requirements for audit reports. Grantees should review and comply with that special condition. Grantees may find information and instructions on submitting single audit reports in the DOJ *Grants Financial Guide* and OJP *Financial Guide* under Part III, Postaward Requirements, Chapter 3.19: Audit Requirements and in [OMB Circular No. A-133](#), Audits of States, Local Governments, and Non-Profit Organizations.

Grantees should submit audit reports as follows:

- **State and Local Governments, Institutions of Higher Education, and Nonprofit Institutions.** Completed audit reports for fiscal years earlier than 2007 should be mailed to the Federal Audit Clearinghouse, Bureau of Census, 1201 East 10th Street, Jeffersonville, IN 47132. Completed audit reports for fiscal years 2008 and later should

be submitted on the Federal Audit Clearinghouse's Web site at <https://harvester.census.gov/facweb/default.aspx/>. **Grantees should NOT submit audit reports to OJP unless specifically requested.**

- **Commercial Organizations and Individuals.** One copy of all audit reports should be mailed to Office of Justice Programs, Office of the Chief Financial Officer, ATTN: Control Desk, 810 Seventh Street NW., Room 5303, Washington, DC 20531.

### **Categorical Assistance Progress Reports**

OJP and OVW require grantees to report on the progress of the grant. Some grants may require an annual submission of progress report information. Most programs require semiannual reporting. Reporting requirements are specified in the grant solicitation and in the special conditions specified in the award. Grantees must submit Progress Reports via GMS. OJP grantees may contact the GMS Helpdesk at 1-888-549-9901 (choose option 3) or [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov) and OVW grantees may contact OVW GMS Support at 1-866-655-4482 or [OVW.GMSSupport@usdoj.gov](mailto:OVW.GMSSupport@usdoj.gov) for assistance with submissions. Questions concerning progress reporting should be directed to the Program Manager for the award.

Semiannual reports are due:

**Reporting period:**

**January 1–June 30**

**July 1–December 31**

**Due no later than:**

**July 30**

**January 30**

The final Progress Report is due 90 days after the grant end date.

### **Federal Financial Reports (SF-425)**

This report (also called FFR) is used to track actual expenditures and unliquidated obligations.

OJP and OVW require grantees to file the SF-425 quarterly via GMS at <https://grants.ojp.usdoj.gov>.

COPS requires grantees to submit quarterly SF-425 reports on the COPS Web site at <http://www.cops.usdoj.gov>. For assistance accessing the system or completing the SF-425, grantees may contact the COPS Resource Center at 1-800-421-6670.



The schedule for submitting the SF-425 is as follows:

<b><u>Reporting quarter:</u></b>	<b><u>Due not later than:</u></b>
<b>January 1–March 31</b>	<b>April 30</b>
<b>April 1–June 30</b>	<b>July 30</b>
<b>July 1–September 30</b>	<b>October 30</b>
<b>October 1–December 31</b>	<b>January 30</b>

The final SF-425 is due 90 days after the grant end date.

**Filing the SF-425 online.** OJP and OVW require grantees to designate and approve at least one FPOC in GMS before they can file the SF-425. An FPOC must be registered and approved by the GPOC through GMS at <https://grants.ojp.usdoj.gov>. Instructions on assigning, registering, and approving an FPOC are available at [http://www.ojp.usdoj.gov/training/pdfs/gms\\_userguide.pdf](http://www.ojp.usdoj.gov/training/pdfs/gms_userguide.pdf)

OJP grantees may contact the GMS Helpdesk by phone at 1–888–549–9901 (choose option 3) or by email at [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov) and OVW grantees may contact OVW GMS Support at 1–866–655–4482 or [OVW.GMSSupport@usdoj.gov](mailto:OVW.GMSSupport@usdoj.gov) for help in accessing or using GMS.

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### **STEP 7 – Initiate Closeout**

Within 90 days after the end date of the grant, grantees must initiate closeout of the grant in GMS.

Grantees should:

- Submit a Final Progress Report
- Submit a Final FFR
- Perform a financial reconciliation. If the reported unobligated balance of federal funds is more than draw downs, the grantee should draw down the difference. If the reported unobligated balance of federal funds is less than draw downs, the grantee must submit a payment for the difference to OJP. Grantees can submit deposits to OJP via paper negotiable instruments (for example, checks or money orders) or electronic transmission (for example, Automated Clearing House (ACH) credits, Pay.gov, or Fedwire transfers). OJP does not accept cash "money" as a physical form of currency.

To coordinate electronic payments, the grantee may contact the OCFO Customer Service Center at 1–800–458–0786 or email [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

For paper negotiable instruments, the grantee should make the check payable to the Office of Justice Programs, and clearly mark it with the grant number and vendor number to ensure proper credit. The grantee should specify if funds are being returned to the grant or to be applied to program income. If sending funds for both, the grantee should specify what amount is for each.

DOJ/Office of Justice Programs  
Office of the Chief Financial Officer  
ATTN: Accounting Control and Reconciliation Branch  
810 Seventh Street, NW. – Fifth Floor  
Washington, DC 20531

Staff will review grants submitted for closeout in GMS and contact grantees as necessary to complete closeout.

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## STEP 8 – Review Top 10 Frequently Asked Questions

### 1. How will I know that my application has been approved?

If you are the person who applied for the award or the authorized official of the organization named in the application, you will receive an email notifying you of your award. Once registration of at least one financial point of contact (FPOC) is completed in GMS, you may access the award by clicking on the “Awards” tab. For instructions on registering an FPOC, see [http://www.ojp.usdoj.gov/training/pdfs/gms\\_userguide.pdf](http://www.ojp.usdoj.gov/training/pdfs/gms_userguide.pdf).

### 2. Who do I contact for assistance in using the Grants Management System?

<b>Agency:</b>	<b>OJP</b>	<b>OVW</b>
<b>Help Desk:</b>	GMS Help Desk	OVW GMS Support
<b>Time:</b>	7 a.m. to 9 p.m. eastern standard time (EST)	8 a.m. to 4 p.m. EST
<b>Phone:</b>	1-888-549-9901 (choose option 3)	1-866-655-4482
<b>Email:</b>	<a href="mailto:GMS.HelpDesk@usdoj.gov">GMS.HelpDesk@usdoj.gov</a>	<a href="mailto:OVW.GMSSupport@usdoj.gov">OVW.GMSSupport@usdoj.gov</a>

### 3. How do I accept my award?

If you are the person who applied for the award or the authorized official of the organization named in the application, you will receive an email notifying you of your award. Once registration of at least one FPOC is completed in GMS, you may access the award by clicking on the “Awards” tab. For instructions on registering an FPOC, see [http://www.ojp.usdoj.gov/training/pdfs/gms\\_userguide.pdf](http://www.ojp.usdoj.gov/training/pdfs/gms_userguide.pdf)

Review the award and special conditions right away. **If you accept** the terms and conditions of the award, have your authorized recipient official **sign (electronically or ink pen)** a copy of the award and initial the Special Condition pages and submit both the signed agreement and initialed Special Condition pages to the OJP Control Desk or OVW.

**Note:** The signature in box 19 should be the same as the preprinted name in box 18. If the authorized recipient official has changed, do not alter the preprinted name in box 18. A grant adjustment notice (GAN) will have to be initiated in GMS notifying your Program Office of this change. Once the Program Office approves the GAN, have the new authorized

recipient official sign (electronically or ink pen) in box 19 and initial every page with special conditions. The documents should be emailed to the OJP Control Desk or OVW at:

<b>OJP</b> <a href="mailto:acceptance@usdoj.gov">acceptance@usdoj.gov</a>	<b>OVW</b> <a href="mailto:OVW.Acceptance@usdoj.gov">OVW.Acceptance@usdoj.gov</a>
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**Note:** OJP will not disburse funds unless the award is submitted correctly.

Maintain the signed documents in the event of an audit.

**Note:** Acceptance documents for Community Oriented Policing Services (COPS) or U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency grants should not be sent to OJP or OVW. Please contact COPS at 1–800–421–6770 or DHS at 1–866–927–5646 for instructions on the return of their acceptance documents.

**If you do not accept** the terms/conditions, contact the OJP Program Office noted in the award letter immediately.

#### **4. How do I obtain payment?**

Award recipients should first submit a completed ACH form with the electronic or physical ink “wet” signature of the bank representative via

**Email to** [Control.DeskOJP@ojp.usdoj.gov](mailto:Control.DeskOJP@ojp.usdoj.gov) or

Mail, UPS, FedEx, DHL, or other carrier to:

Office of Justice Programs  
810 Seventh Street, NW.  
Attn: Office of the Chief Financial Officer  
Washington, DC 20531

**Note:** If submitting a new or updated ACH form, please contact the OCFO Customer Service Center at 1–800–458–0786) to confirm banking information has been updated before proceeding with payment requests.

Once OCFO has been received and verified the ACH form, you may request funds (“draw down”) using OJP’s Grant Payment Request System (GPRS). Grantees and vendors can access GPRS at <https://grants.ojp.usdoj.gov/gprs>. Without a current, valid, and complete ACH form on file, payment requests for the same grant on the same day must be a total of less than \$10 million.

With a current, valid, and complete ACH form on file, payment requests for the same grant on the same day must be a total of less than \$100 million.

Upon successful completion of a draw down, the U.S. Department of the Treasury will deposit

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funds electronically into an account designated by the grantee on the ACH form.

## **5. How can I access GPRS?**

OJP and OVW grantees must register FPOCs in GMS at <https://grants.ojp.usdoj.gov> before they can successfully register drawdown specialists in GPRS. Once FPOC registration is complete, OJP and OVW grantees may then access the GPRS Web site and select the “New GPRS User Registration for GMS” link to register.

COPS grantees may request to be GPRS drawdown specialists by accessing the GPRS Web site, <https://grants.ojp.usdoj.gov/gprs/welcome>, and selecting the “New GPRS User Registration for COPS” link to register.

GPRS users are required to consolidate usernames for the same grantee organization, regardless of whether the awards are OJP, OVW, or COPS awards. See the GPRS User Guide, <http://ojp.gov/funding/Implement/Resources/GPRSUserGuide.pdf>, for details in registering in GPRS and the GPRS Job Aid, <http://ojp.gov/about/pdfs/gprsjobaid.pdf>, to consolidate usernames.

## **6. Why was my payment request denied?**

Payment requests may be unsuccessful for various reasons, the most common of which are: (1) award was not accepted; (2) special conditions of the grant were not met; 3) certain reporting requirements throughout the life of the grant were not fulfilled; (4) legislation and federal grant management procedures during the life of a grant were not followed; (5) amount requested exceeded what was available; (6) financial reports (i.e. SF-425, Progress, or Audit) were not submitted by the due date; (7) the grant end date passed and an administrative closeout was initiated.

Compliance may affect the timing or the amount of the funds made available at any time.

## **7. What are my award responsibilities?**

**Upon initial award:** Sign and email the agreement and special conditions to confirm award acceptance. Complete and return the ACH form according to the instructions in the award.

Follow the instructions in the award to notify your Program Manager of your compliance with applicable special conditions.

**Reporting:** Grantees are required to submit the SF-425 30 days after the end of each quarter as follows:

<b><u>Reporting Quarter:</u></b>	<b><u>Due Not Later Than:</u></b>
<b>January 1–March 31</b>	<b>April 30</b>
<b>April 1–June 30</b>	<b>July 30</b>
<b>July 1–September 30</b>	<b>October 30</b>
<b>October 1–December 31</b>	<b>January 30</b>

Final reports are due 90 days after the grant end date.

If your organization has a match requirement (refer to Program Announcement), the match should be reported on the report.

OJP and OVW grantees are required to submit reports online via GMS at <https://grants.ojp.usdoj.gov>. An FPOC must be registered before the report can be submitted. For instructions on registering an FPOC, see [http://www.ojp.usdoj.gov/training/pdfs/gms\\_userguide.pdf](http://www.ojp.usdoj.gov/training/pdfs/gms_userguide.pdf).

COPS grantees are required to submit quarterly SF-425 reports on the COPS Web site at <http://www.cops.usdoj.gov>. For assistance accessing the system or completing the SF-425, contact the COPS Resource Center at 1–800–421–6670.

**Progress Reports** are usually due as follows or as listed in the solicitation:

<b><u>Reporting Period:</u></b>	<b><u>Due Not Later Than:</u></b>
<b>January 1–June 30</b>	<b>July 30</b>
<b>July 1–December 31</b>	<b>January 30</b>

Single **Audit Reports** may be required. A special condition is included with your award that details the reporting requirements for the audit reports. Please review that special condition.

**Funds Management:** Your organization should request funds based upon immediate disbursement/reimbursement requirements. Funds will not be paid in a lump sum, but rather disbursed over time as project costs are incurred or anticipated (with the exception of block grant programs such as the Byrne Justice Assistance Grant Program, Juvenile Accountability Block Grant Program, and State Criminal Alien Assistance Program awards, which may be drawn or are paid out in a lump sum).

Time requests to ensure that federal cash on hand is the minimum needed for disbursements/reimbursements to be made immediately or within 10 days. If the funds are not spent or disbursed within 10 days, you must return them to the awarding agency.

## 8. How do I submit reports?

SF-425 and semiannual/annual **Progress Reports** should be filed online via GMS at:

<https://grants.ojp.usdoj.gov>

OJP grantees may contact the GMS Helpdesk by phone at 1-888-549-9901 (choose option 3) or by email at [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov) and OVW grantees may contact OVW GMS Support at 1-866-655-4482 or [OVW.GMSSupport@usdoj.gov](mailto:OVW.GMSSupport@usdoj.gov) for assistance.

Submit **Audit Reports** as follows:

- **State and Local Governments, Institutions of Higher Education, and Nonprofit Institutions.** Mail completed audit reports for fiscal years earlier than 2007 to the Federal Audit Clearinghouse, Bureau of Census, 1201 East 10th Street, Jeffersonville, IN 47132. Submit completed audit reports for fiscal years 2008 and later on the Federal Audit Clearinghouse's Web site at <http://harvester.census.gov/sac>. **Do NOT submit your audit reports to OJP unless specifically requested.**
- **Commercial Organizations and Individuals.** Mail one copy of all audit reports to Office of Justice Programs, Office of the Chief Financial Officer, ATTN: Control Desk, 810 Seventh Street NW., Room 5303, Washington, DC 20531.

## 9. If I have questions about my grant, whom do I contact?

### Program questions:

Contact the Program Manager identified in the award letter.

### Financial questions:

Agency:	OJP	OVW
Help Desk:	OCFO Customer Service Center	Grants Financial Management Division
Time:	8:30 a.m. to 6 p.m. EST	8 a.m. to 4 p.m. EST
Phone:	1-800-458-0786	1-888-514-8556
Email	<a href="mailto:Ask.ocfo@usdoj.gov">Ask.ocfo@usdoj.gov</a>	<a href="mailto:OVW.GFMD@usdoj.gov">OVW.GFMD@usdoj.gov</a>

## **10. What are the addresses for OCFO and OVW?**

### **Office of Justice Programs**

Office of the Chief Financial Officer

Attn: Control Desk

810 Seventh Street, NW.

Washington, DC 20531

### **Office on Violence Against Women**

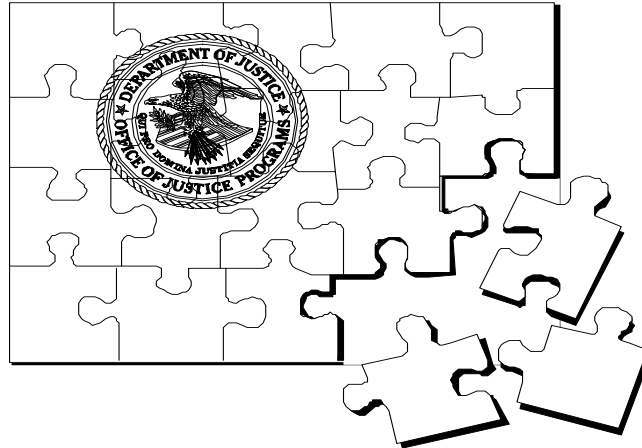
145 N Street, NE.

Suite 10W.121

Washington, DC 20530

Fax: 202-514-7045





**Making the Pieces Fit**  
Assisting grant recipients in  
resolving financial questions.

**OCFO Customer Service Center**

8:30 a.m.–6 p.m. EST, Monday through Friday  
1–800–458–0786  
OJP Web site address: <http://www.ojp.usdoj.gov>  
Email: [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov)

**OVW Grants Financial Management Division**

8 a.m.–4 p.m. EST, Monday through Friday  
1–888–514–8556  
<http://www.usdoj.gov/ovw>  
Email: [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov)  
Fax: 202–514–7045

**COPS Resource Center**

9 a.m.–5 p.m. EST, Monday through Friday  
1–800–421–6770  
<http://www.cops.usdoj.gov>  
Email: [askCOPSRC@usdoj.gov](mailto:askCOPSRC@usdoj.gov)  
Fax: 202–616–9004