







































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

## 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?

Agency:	OJP	OVW
<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)

Print and read the award and special conditions right away. **If you accept** the terms and conditions of the award, have your authorized recipient official **sign** 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, print it out, have the new authorized

recipient official sign in box 19 and initial every page with special conditions. The documents should be submitted using one of the following methods:

<b>Agency:</b>	<b>OJP</b>	<b>OVW</b>
<b>Fax:</b>	Faxes no longer accepted for OJP award documents	202-514-7045
<b>Email:</b>	<a href="mailto:acceptance@usdoj.gov">acceptance@usdoj.gov</a>	<a href="mailto:OVW.Acceptance@usdoj.gov">OVW.Acceptance@usdoj.gov</a>

**Note:** OJP will not disburse funds unless the award is submitted correctly.

Maintain the original 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 original ACH form with the original signature of the bank representative via courier (Federal Express, UPS, etc.) to the following address:

Office of Justice Programs  
Office of the Chief Financial Officer  
Attn: Control Desk  
810 Seventh Street, NW., Fifth Floor  
Washington, DC 20001

**Note:** If submitting a new or updated ACH form, please contact the OCFO Customer Service Center at 1-800-458-0786 (choose option 2) 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.

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Upon successful completion of a draw down, the U.S. Department of the Treasury will deposit funds electronically into an account designated by the grantee on the ACH form.

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## 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 or fax (OVW only) 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.

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## 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:

	<b>OJP</b>	<b>OVW</b>
<b>Agency:</b>		
<b>Help Desk:</b>	OCFO Customer Service Center	Grants Financial Management Division
<b>Time:</b>	8:30 a.m. to 6 p.m. EST	8 a.m. to 4 p.m. EST
<b>Phone:</b>	1-800-458-0786 (option 2) TDD: 202-616-3867	1-888-514-8556
<b>Email</b>	<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 and fax numbers for OCFO and OVW?**

**Office of Justice Programs**

Office of the Chief Financial Officer

Attn: Control Desk

810 Seventh Street, NW.

Washington, DC 20531 (U.S. Postal Service delivery)

*or* 20001 (overnight delivery, e.g. FedEx, UPS, etc.)

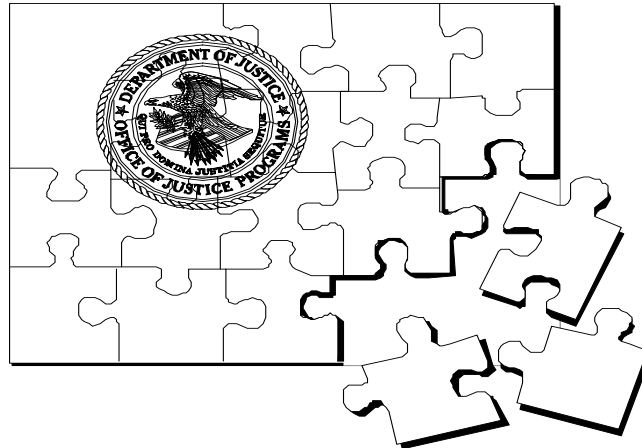
**Office on Violence Against Women**

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 (choose option 2)

TDD (Telecommunication Device for Deaf) 202–616–3867

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