



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

Postaward Instructions

June 2009

Postaward Instructions

The following is provided as a tool for the financial administration of awards from the Office of Justice Programs (OJP). Forms and other documents illustrating each step are attached.

- **Step 1. Complete Financial Point of Contact Registration**
Notification of award approval is made by e-mail through the OJP Grants Management System (GMS). Once an award has been approved, a notice is sent to the e-mail address of the individual who filed the application, as well as to the authorized grantee official. Before any action can be made on an award, registration must be completed in GMS for at least one Financial Point of Contact (FPOC). Grantees can access GMS at <https://grants.ojp.usdoj.gov> and may use the following link, http://www.ojp.usdoj.gov/funding/pdfs/fsr_user_manual.pdf, for instructions on establishing an FPOC. For further assistance, grantees may contact the GMS Helpdesk at 1-888-549-9901 (choose option 3).

- **Step 2. Review the Award and Special Conditions**
Once the FPOC registration is completed, grantees may then access the Award.

If you agree with the terms and conditions, the Award should be printed, reviewed, and signed by the authorized recipient official. The authorized recipient official should also initial each page of Special Conditions. After Acceptance documents have been signed, OJP and OVW grantees should chose ONE of the following to send them to the OJP Control Desk: by email at Acceptance@usdoj.gov or by Fax any of the following FAX numbers: (Toll free) 1-866-388-3055, 202-354-4081, 202-616-5962, or (202) 353-9279. The original signed documents should be maintained by grantee for presentation in the event of audit. NOTE: Acceptance documents for COPS grants, or for grants from the Dept of Homeland Security (DHS or FEMA grants) should NOT be sent to OJP. Please contact COPS or DHS for instructions on return of their Acceptance Documents. The Grant Point of Contact must approve the FPOC before an accepted award can be entered in the system.

If the authorized recipient official has changed, do not alter the preprinted name in box 18 of the Award. A grant adjustment notice (GAN) will have to be initiated in GMS to notify the OJP Program Office of this change. Grantees have the capability to initiate a GAN by logging into GMS at <https://grants.ojp.usdoj.gov> and selecting the GAN tab. If you require assistance accessing GMS or initiating the GAN, contact the GMS Helpdesk at 1-888-549-9901 (choose option 3) or via e-mail at GMS.HelpDesk@usdoj.gov. Once the GAN is approved by the OJP Program Office, the Award should be signed by the new authorized recipient official. The authorized recipient official should also initial each page of Special Conditions and fax the Award back to the OCFO Control Desk at 202-353-8475 or 202-616-5962. Notify your OJP Program Office when Special Conditions have been met.

If you do not agree with the terms and conditions of the award as written, contact your OJP Program Office (see the last page of the award entitled “Project Summary” for contact information).

Award acceptance is due within 45 days from the award date. Notify your Program Office if your organization is unable to accept the award within this time. Failure to respond to the award may result in deobligation of funds.

- **Step 3. Read the Guidelines**

Read and become familiar with the OJP *Financial Guide* and related material.

The *Financial Guide* is available online at

<http://www.ojp.usdoj.gov/financialguide/index.htm>.

- **Step 4. Complete and Return the Automated Clearing House Form**

The Automated Clearing House (ACH) Vendor/Miscellaneous Payment Enrollment Form is used to arrange direct deposit of funds by your organization into a designated checking or savings bank account. ACH deposits are not wire transfers. An ACH form is required for:

- New grantees who have never submitted an ACH form for an OJP grant.
- Changes to banking information (for example, depositor account or bank routing number or banking institution).
- New grants 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 (choose option 2) to confirm banking information has been updated before proceeding with payment requests.

- **Step 5. Access Payment Using the Phone-Activated Paperless Request System**

OJP uses the Phone-Activated Paperless Request System (PAPRS) to fulfill payment requests. Upon award, grantees will receive a letter by mail from OCFO containing an OJP-assigned, nine-digit vendor number; personal identification number (PIN); grant number and corresponding Grant ID to access the system.

- **Step 6. Fulfill Reporting Requirements**

Reporting requirements must be met during the life of the grant. OJP payment systems will deny requests for funds if reporting requirements are not met on a timely basis.

- **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 Financial Status Report
- Perform a financial reconciliation. If your reported unobligated balance of Federal funds is more than your draw downs, draw down the difference. If your reported unobligated balance of Federal funds is less than your draw downs, submit a check for the difference to OJP to:

DOJ/Office of Justice Programs
Office of the Comptroller
ATTN: Funds Control Branch
810 Seventh Street, NW., Fifth Floor
Washington, DC 20531

OJP staff will review closeouts in GMS and contact grantees as necessary.

- **Step 8. Review Top 10 Frequently Asked Questions**

A reference sheet is provided containing frequently asked questions and answers. If you need information on any financial aspect of your award, contact the OCFO Customer Service Center at **1-800-458-0786** (choose option 2) or e-mail ask.ocfo@usdoj.gov. The Customer Service Center staff is available Monday through Friday, from 8:30 a.m. to 6 p.m. (eastern standard time) to assist you.

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

STEP 1 – Complete Financial Point of Contact Registration

Awards are processed through the OJP Grants Management System (GMS). Grantees are notified by e-mail through GMS when awards are released. Paper copies of Awards are not mailed to award recipients. When you receive an e-mail notification announcing award of a grant, go to GMS to assign a Financial Point of Contact (FPOC). You will not be able to access the award until registration for at least one FPOC is complete.

You may access GMS at:

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

You can find instructions on assigning, registering, and approving an FPOC at:

http://www.ojp.usdoj.gov/funding/pdfs/fsr_user_manual.pdf

For assistance accessing GMS, you may contact the GMS Helpdesk at 1-888-549-9901 (choose option 3).

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

STEP 2 - Review Award and Special Conditions

Once a Financial Point of Contact (FPOC) completes registration (see step 1), you will be able to view and print the Award online.

Attached are sample pages from the Grants Management System (GMS) of the Award and Special Conditions pages that award recipients will need to print, sign, and return to OJP to accept the award.

If you agree with the terms and conditions, print the Award. The authorized recipient official must sign and date the Award and initial the Special Conditions. After Acceptance documents have been signed, OJP and OVW grantees should chose ONE of the following to send them to the OJP Control Desk: by email at Acceptance@usdoj.gov or by Fax any of the following FAX numbers: (Toll free) 1-866-388-3055, 202-354-4081, 202-616-5962, or (202) 353-9279. The original signed documents should be maintained by grantee for presentation in the event of audit. NOTE: Acceptance documents for COPS grants, or for grants from the Dept of Homeland Security (DHS or FEMA grants) should NOT be sent to OJP. Please contact COPS or DHS for instructions on return of their Acceptance Documents. The Grant Point of Contact must approve an FPOC before an accepted Award can be entered in the system.

If the authorized recipient official has changed, do not alter the preprinted name in box 18 of the Award. A grant adjustment notice (GAN) will have to initiated in GMS to notify the OJP Program Office of this change. Grantees have the capability to initiate a GAN by logging into GMS at <https://grants.ojp.usdoj.gov> and selecting the GAN tab. If you require assistance accessing GMS or initiating the GAN, contact the GMS Helpdesk at 1-888-549-9901 (choose option 3) or via e-mail at GMS.HelpDesk@usdoj.gov. Once the GAN is approved by the OJP Program Office, the Award should be signed by the new authorized recipient official. The authorized recipient official should also initial each page of Special Conditions and fax the Award back to the OCFO Control Desk at 202-353-8475 or 202-616-5962. Notify your OJP Program Office when Special Conditions have been met.

If you do not agree with the terms and conditions, contact the awarding OJP Program Office as noted in the award package to decline, withdraw, or request modification.

You have 45 days from the award date to accept the award. Notify your Program Office if your organization is unable to accept the award within this time. Failure to accept within 45 days may result in deobligation of funds.



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

Grant

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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	
1A. GRANTEE IRS/VENDOR NO. xxxxxxxxxx		6. AWARD DATE mm/dd/yyyy	7. ACTION Initial
		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		<h1>Sample</h1>	
15. METHOD OF PAYMENT PAPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
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
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT x B xx 00 00 00 xxx		21. VT05U00005	

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

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

June 2009



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 terms of the award, including but not limited to the addition, deletion, or modification of any condition, requires the recipient to obtain the prior written approval of the Office of Justice Programs (OJP) without the recipient's knowledge.
5. The recipient further certifies that it will not use grant funds to pay for the salary or honoraria of any individual in any category of personnel who is not approved by OJP. The recipient certifies that it will not use grant funds to pay for the salary or honoraria of any individual who is not approved by OJP.
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 you will need to know for the administration of your award. The most up-to-date versions of these documents are available through the Internet, as noted:

For OMB Circulars, go to

<http://www.whitehouse.gov/omb/grants/index.html>

For the Code of Federal Regulations, go to

<http://www.gpoaccess.gov/cfr/index.html>

For the current OJP *Financial Guide*, go to

<http://www.ojp.usdoj.gov/financialguide/index.htm>

If you have questions concerning the content of the *Financial Guide*, please contact:

**Office of Justice Programs
Office of the Chief Financial Officer
Customer Service Center
1-800-458-0786 (choose option 2)
or
ask.ocfo@usdoj.gov**

OMB Circulars and Common Rules For Grant Management

Administrative requirements for all Federal award recipients are contained in governmentwide common rules.

OMB Circular A-110 “Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals and Other Non-Profit Organizations,” (codified at 28 CFR Part 70).
<http://www.whitehouse.gov/omb/circulars/a110/a110.html>

“Governmentwide Debarment and Suspension (Nonprocurement), and Requirements for Drug-Free Workplace (Grants); Rules (Final and Interim Final),” (codified at 28 CFR Part 67).
<http://www.whitehouse.gov/omb/fedreg/2004/031126.pdf>

“New Restrictions on Lobbying,” (codified at 28 CFR Part 69).

Additionally, if you are a:	You are subject to the following rules:
College or University	OMB Circular A-21: “Cost Principles for Educational Institutions,” (codified at 28 CFR Part 66, by reference). http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html
State, Local, Indian Tribal, and U.S. Territory Government	OMB Circular A-87: “Cost Principles for State, Local, and Indian Tribal Governments,” (codified at 28 CFR Part 66, by reference). http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html
Nonprofit Organization	OMB Circular A-122: “Cost Principles for Nonprofit Organizations,” (codified at 28 CFR Part 66, by reference). http://www.whitehouse.gov/omb/circulars/a122/a122_2004.html
For-Profit Organization	48 CFR 31.2: “Contracts With Commercial Organizations”
Hospital	45 CFR 74, Appendix E: “Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts with Hospitals”

Common Rules are contained in:

OMB Circular A-102 “Grants and Cooperative Agreements with State and Local Governments,” (codified at CFR Part 66).
<http://www.whitehouse.gov/omb/circulars/a102/a102.html>

Audit Requirements:

OMB Circular A-133 “Audits of States, Local Governments, and Nonprofit Institutions,” (codified at CFR Part 66 and Part 70).
<http://www.whitehouse.gov/omb/circulars/a133/a133.html>

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

STEP 4 - Complete and Return the ACH Form

In accordance with the Debt Collection Improvement Act of 1996, payments by OJP, OCFO, are electronically deposited to recipient accounts by the U.S. Department of the Treasury through the Automated Clearing House (ACH) form.

The attached ACH form (ACH Vendor/Miscellaneous Payment Enrollment Form, SF 3881) is used to establish direct deposit with the preferred financial institution used by your organization. An ACH form is required for:

- New grantees who have never submitted an ACH form for an OJP grant.
- Changes to banking information (for example, depositor account or bank routing number or banking institution).
- New grants 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 (option 2) to confirm banking information has been updated before proceeding with payment requests.

If you have accepted the terms and conditions specified in your award, the attached ACH form must be completed and signed by your preferred financial institution. **Send the ORIGINAL** ACH form (i.e., the ACH form containing the original signature of the bank representative) via courier service (e.g., Federal Express, UPS, etc.) to:

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

Note: Submit the original form only. Faxes or copies of the original form will not be accepted.

June 2008

ACH Information

There are three sections comprising the ACH form:

- Agency Information section – Preprinted on form.
- Payee/Company Information Section – Payee (also known as grantee) prints or types the following: identifying information (i.e., name of grantee organization and street address), OJP-assigned vendor number, and the name of the official contact person for the award, and his or her 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 grantee’s 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 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.

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.

The ACH form must be received before drawdown or request for funds.

The form and instructions are available online at:

http://www.ojp.usdoj.gov/funding/forms/ach_vendor.pdf

**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.

PRIVACY ACT STATEMENT

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.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY
OFFICE OF JUSTICE PROGRAMS

Grantee Employer/Taxpayer
Identification Number:

AGENCY IDENTIFIER:
OJP

AGENCY LOCATION CODE (ALC):
15-04-0001

ADDRESS:
810 Seventh Street, NW., Attn: Office of the Chief Financial Officer Control Desk
Washington, D.C. 20531

AGENCY CONTACT:
Office of the Chief Financial Officer - Customer Service Center

TELEPHONE NUMBER
1-800-458-0786

PAYEE/COMPANY INFORMATION

OJP Vendor Number:

NAME:

ADDRESS:

E-MAIL ADDRESS:

CONTACT PERSON NAME:

TELEPHONE NUMBER:
()

TO BE COMPLETED BY FINANCIAL INSTITUTION

NAME:

ADDRESS:

NAME OF BANK OFFICIAL OR ACH COORDINATOR :

TELEPHONE NUMBER:
()

NINE-DIGIT ROUTING TRANSIT NUMBER:

DEPOSITOR ACCOUNT TITLE:

DEPOSITOR ACCOUNT NUMBER:

LOCKBOX NUMBER:

TYPE OF ACCOUNT:

CHECKING

SAVINGS

LOCKBOX

SIGNATURE AND TITLE OF AUTHORIZED BANK OFFICIAL OR ACH COORDINATOR:

DATE:

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

**STEP 5 - Access Payment Using the
Phone-Activated Paperless Request System (PAPRS)**

Payments by OJP, OCFO, are electronically deposited to the recipient's account by the U.S. Department of the Treasury through the Automated Clearing House (ACH) form. Before attempting to access payment, an ACH form must be submitted. For ACH instructions, see Step 4.

Grantees and vendors use PAPRS to request payments by calling:

1-800-879-4513

To use the system successfully, grantees must provide an OJP-assigned, nine-digit vendor number, personal identification number (PIN), and Grant ID number. This information is mailed to grantees once an award is made.

Grantees who have not received a PAPRS package after award acceptance should contact the OCFO Customer Service Center as noted below.

Payments are not processed by OJP during the last 4 business days of each month.

Note: Important Banking Information

All funds will be electronically disbursed by the U.S. Department of the Treasury to the grantee's designated financial institution for deposit into their bank account. For this reason, grantees must ensure that they complete and return the *original* ACH banking information form (entitled ACH Vendor/Miscellaneous Payment Enrollment Form), which is included in the Award Package. The original ACH form must bear the original signature of the authorized bank official.

For more information about payments or PAPRS, contact the OCFO Customer Service Center at 1-800-458-0786 (choose option 2) or e-mail ask.ocfo@usdoj.gov.



U.S. Department of Justice
Office of Justice Programs
Office of the Chief Financial Officer

Phone-Activated Paperless Request System



Instruction Manual

Welcome to PAPRS

Through the use of a touch-tone telephone, you may access funds awarded to your organization by the Office of Justice Programs (OJP). Once your organization has submitted the signed acceptance of your award, your organization will receive a letter containing grant ID and personal identification number (PIN) information. This information will allow you to use OJP's Phone-Activated Request System (PAPRS) to access your funds. A payment or funds request is also referred to as a draw down.

If this is your first award, your organization was assigned a vendor number, grant ID number, and a PIN. To access subsequent awards, you will need a new grant ID number for each award, but your PIN will remain the same as for the initial award.

To access PAPRS, call 1-800-879-4513. Once you have dialed PAPRS, you will hear easy-to-follow prompts as you proceed. You will have the opportunity to change information related to your request. At the end of each request for funds, PAPRS will advise you if your request has been approved for payment. If your request has not been approved, PAPRS will tell you what you will need to do to clear the record for approval.

Funds requested through PAPRS are usually deposited to a grantee's bank account within 4 business days from the date of draw down. Funds will not be processed by OJP during the last 4 business days of each month, thus deposits will not be made during that time.

If you have questions concerning PAPRS, payments, or any financial aspect of your OJP award, contact the OCFO Customer Service Center at 1-800-458-0786 (choose option 2) or ask.ocfo@usdoj.gov.

The following is a step-by-step caller interface flow of how the system works and what information is needed during your call. Text in *italics* is the voice response you will hear from PAPRS. As you connect to PAPRS you will hear...

Thank you for calling the Phone-Activated Paperless Request System at the Office of Justice Programs. Please enter your vendor number.

Enter your nine-digit, OJP-assigned vendor number. This number may or may not be the same as your taxpayer or employer identification number assigned by the Internal Revenue Service.

Please enter your PIN number.

Enter the four-digit PIN that was sent to you by letter. If your combination of OJP vendor number and PIN are correct, you will be allowed to continue.

Main Menu:

To request grant funds, press 1.

Press 1 to request a drawdown or payment of your grant funds.

To reconcile your account, press 2.

(This option is currently unavailable on PAPRS. Accounts cannot be reconciled online; the SF-269a system does not allow reconciliations.)

If you choose option 1 from Main Menu: Request Funds

Please enter your grant ID

Enter the unique, six-digit number assigned to the grant you wish to access now.

You have entered (grant ID). To continue, press 1. To re-enter, press 2.

* * * * *

Sub-Menu Option 1: Press 1 if you are requesting funds for a future period of time.

To request an advance of funds from one of your accounts, press 1.

If you wish to request reimbursement for your expenses, press 2.

To return to the main menu, press the star key ().*

Please enter the dates covered by this expense claim.

To enter October 2, 2001, you would enter 10022001.

Please enter the beginning date now.

Enter the beginning date for an advance of funds. Note that the date entered for an “advance” cannot be earlier than today’s date.

You entered (date). To continue, press 1. To re-enter, press 2.

Please enter the ending date now.

Enter the ending date. Note that the ending date must be later than the “beginning date” and should not exceed 10 business days from the beginning date.

You entered (date). To continue, press 1. To re-enter, press 2.

Please enter the amount you are requesting as a whole dollar amount, followed by a pound sign.

*Cents may be entered using the star sign as a decimal point. For example, twenty-five thousand dollars and 50 cents would be added as 2 5 0 0 0 * 5 0 #.*

You entered (amount). To continue, press 1. To re-enter, press 2.

If you wish to request a lower amount from this award, press 1.

To exit, press 2.

You will then return to the previous menu where you can request funds on another grant.

* * * * *

Sub-Menu Option 2: Press 2 if you are requesting reimbursement for funds that you have already expended. The beginning and ending dates must be earlier than today's date.

Please enter the dates covered by this expense claim. To enter March 15, 2001, you would enter 03152001. Please enter the beginning date now.

You entered (date). To continue, press 1. To re-enter, press 2.

Please enter the ending date now.

You entered (date). To continue, press 1. To re-enter, press 2.

Please enter the amount you are requesting as a whole dollar amount, followed by a pound sign.

*Cents may be entered using the star sign as a decimal point. For example, twenty-five thousand dollars and 50 cents would be added as 2 5 0 0 0 * 5 0 #.*

You entered (amount). To continue, press 1. To re-enter, press 2.

* * * * *

The system will be performing many calculations and checks against various database files as you are entering information. If you are enrolled in the Automated Clearing-house (ACH) and your request is approved, you will hear:

Your request has been approved. Your request has been received and is being processed.

If you have previously received paper checks through the U.S. Postal Service and your request is approved, you will hear:

Your request has been approved.

Note: The U.S. Department of the Treasury has directed Federal agencies to establish electronic deposit (through ACH) for payments issued through their programs.

You may also hear a message that your request for funds is not approved for specific reasons, such as:

The amount you have requested is equal to the entire amount of this award. If you wish to request a lower dollar amount from this award, press 1. To return to the main menu, press “”.*

Or

Your request for funds exceeds the amount currently available for this award. If you wish to re-enter a different amount, press 1. To return to the main menu, press “”.*

Or

The dates you have entered overlap with previous fund requests. To return to the main menu, press “”.*

Or

Our records indicate that you have not filed a current SF-269a. Please mail your report to.... To return to the main menu, press “”.*

Note: OJP and Office on Violence Against Women (OVW) grantees are required to submit the SF-269a online via the Grants Management System (GMS) at <https://grants.ojp.usdoj.gov>. A Financial Point of Contact must first register on GMS to submit an SF-269a.

For instructions, see http://www.ojp.usdoj.gov/funding/pdfs/fsr_user_manual.pdf.

Community Oriented Policing Services (COPS) grantees should fax their reports to the COPS Control Desk at 202–616–9004. COPS grantees will not be able to use GMS at this time. If the FAX is not available, mail the report to: Department of Justice Response Center, Attn: COPS Control Desk, 1100 Vermont Ave., Sixth Floor, Washington, DC 20530 (U.S. Postal Service delivery) or 20005 (overnight delivery, e.g. FedEx, UPS, etc.)

Or

Our records indicate that you have not accepted your grant award document. To return to the main menu, press “”.*

In each instance, you will have the opportunity to exit and to try again. If you need further information or assistance with payment issues, contact the OCFO Customer Service Center at 1–800–458–0786 ([choose option 2](#)) or at ask.ocfo@usdoj.gov.

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

STEP 6 – Fulfill Reporting Requirements

Reporting requirements must be met during the life of the grant. A full explanation of these requirements can be found in the OJP *Financial Guide*, which may be accessed at <http://www.ojp.usdoj.gov/financialguide/index.htm>. Also check Special Conditions on awards for additional reporting requirements. The Phone-Activated Paperless Request System (see Step 5) will not permit access to funds if financial reporting is delinquent.

The following information concerns:

- Single Audit Reports
- Categorical Progress Reports
- Financial Status Reports

Single Audit Reports

A special condition may be included with your award that details reporting requirements for audit reports. Please review and comply with that special condition. There is no form for submission of audit reports; however, a transmittal letter is needed. Information about the letter and the rules for single audits may be found in the OJP *Financial Guide* under Part III, Post Award Requirements, Chapter 19: Audit Requirements and in OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations.

The submission of audit reports for all grantees shall be as follows:

- **State and Local Governments, Institutions of Higher Education, and Nonprofit Institutions.** All completed audit reports for State and local governments, institutions of higher education, and nonprofit institutions should be mailed to the Federal Audit Clearinghouse, Bureau of Census, 1201 East 10th Street, Jeffersonville, IN 47132. **Do NOT submit your audit reports to OJP unless specifically requested.**
- **Commercial Organizations and Individuals.** One copy of all audit reports for commercial organizations and individuals 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

Reporting on the progress of the grant program is required. 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. Progress Reports must be submitted via GMS. Contact the GMS Helpdesk at 1-888-549-9901 (choose option 3) for assistance with submissions. Questions concerning progress reporting should be directed to the OJP Program Manager for the award.

Semiannual reports are due:

<u>Reporting period:</u>	<u>Due no later than:</u>
January 1–June 30	July 30
July 1–December 31	January 30

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

Quarterly Financial Status Reports (SF-269a)

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

OJP and Office on Violence Against Women (OVW) grantees are required to file the SF-269a quarterly via GMS at <https://grants.ojp.usdoj.gov>.

Community Oriented Policing Services (COPS) grantees will not be able to use GMS at this time. COPS grantees should fax the SF-269a to the COPS Control Desk at 202-616-9004. The report should be completed and signed by a certifying official. If the FAX is not available, mail the report to:

Department of Justice Response Center
Attn: COPS Control Desk
1100 Vermont Ave., Sixth Floor
Washington, DC 20530 (U.S. Postal Service delivery)
or 20001 (overnight delivery, e.g. FedEx, UPS, DHL, etc.)

The SF-269a is due not later than 45 days after the calendar quarter ends. Grantees are encouraged to submit their SF-269a's as soon as the quarter ends to avoid delays in processing and access to grant funds.

The schedule for submitting the SF-269a is as follows:

<u>Reporting quarter:</u>	<u>Due not later than:</u>
January 1–March 31	May 15
April 1–June 30	August 14
July 1–September 30	November 14
October 1–December 31	February 14

The final SF-269a is due 90 days after the grant end date.

Filing the SF-269a online. OJP and OVW grantees are required to designate and approve at least one Financial Point of Contact (FPOC) in GMS before they can file the SF-269a. An FPOC must be registered and approved by the Grant Point of Contact through GMS at <https://grants.ojp.usdoj.gov>. Instructions on assigning, registering, and approving an FPOC are available at:

http://www.ojp.usdoj.gov/funding/pdfs/fsr_user_manual.pdf

Contact the GMS Helpdesk by phone at 1-888-549-9901 (choose option 3) or by e-mail at GMS.HelpDesk@usdoj.gov for help in accessing or using GMS.

**OFFICE OF JUSTICE PROGRAMS INSTRUCTIONS
FOR FINANCIAL STATUS REPORTING (SF-269A)**

The quarterly Financial Status Report (FSR) is due no later than 45 days after the end of the calendar quarter. Please be reminded that this is a report of expenditures not a request for reimbursement. To request reimbursement, use your assigned OJP payment system.

This FSR should be filed online at <https://grants.ojp.usdoj.gov>. The attached form and instructions are provided for information. When filing online, you will not need to fill in each box on the form, as previously reported information is pre-populated online. The online system will calculate cumulative data for you. You can change or modify only the most recent report shown online. Without a current FSR on file, requests for funds will not be approved and funds will not be disbursed.

1. Pre-printed as: U.S. Dept. of Justice, Office of Justice Programs
2. OJP grant number found on your grant award.
For example, 2005-AB-CD-0000.
3. Current name and address of the award recipient.
4. OJP-assigned 9-digit vendor number as recorded on your grant award.
5. Enter any identifying number assigned by your organization for your internal use. If none, leave blank.
6. If you have finished expending funds and recording your required match related to this award, regardless of whether they have been or will be reimbursed by the Federal Government, check "Yes." Otherwise, check "No."
7. Indicate whether your accounting system uses a CASH or an ACCRUAL basis for recording transactions related to this award. For reports prepared on a CASH basis, outlays are the sum of actual cash disbursement for direct purchases of goods and services at the lowest funding level. For reports prepared on an ACCRUAL basis, outlays are the sum of actual cash disbursement at the lowest funding level. Unpaid obligations represent the amount of obligations that you incurred at the lowest funding level but have not yet paid out.
8. The begin and end dates of the award period.
9. The current reporting calendar quarter as listed below.

Reporting Quarter	Reports Due Not Later Than
Jan 1 through Mar 31	May 15
Apr 1 through Jun 30	Aug 14
Jul 1 through Sep 30	Nov 14
Oct 1 through Dec 31	Feb 14

Note: Data for more than one calendar quarter may be rolled up into one report for the first report submitted.

10. Lines 10a, 10b, and 10c refer to your **cash outlays** including the value of in-kind match contributions for this award at the lowest funding level (i.e., monies you have spent). Column I is the cumulative total of expenditures for the prior reported calendar quarter. Amounts in this column came from your previous report. Column II is for the current reporting calendar quarter's outlays and for any corrections needed. Column III is for the result when adding across the amounts reported in Columns I and II. **The total of lines 10b and 10c should equal the amount reported on line 10a for each column.**

Lines 10d, 10e, and 10f should only be completed if you indicated in **Box 7** that you are on an accrual basis of accounting. Lines 10d, 10e, and 10f refer to the amount of unpaid obligations or accounts payable you have incurred. An item such as payroll (which has been earned, but not yet paid) is an example of an accrued expense. Line 10d is the total of your unpaid obligations to date.

Line 10e is your share of these unpaid obligations. Line 10f is the Federal

share of unpaid obligations. **The total of lines 10e and 10f should equal the amount on line 10d.**

Line 10g is the total Federal share of your cash outlays and unpaid obligations regardless of whether you have received reimbursement. It will be the total of Column III, Lines 10c and 10f. Line 10h is the total amount of your award. Change this amount only if you have received a supplemental award. Line 10i is the amount of your total award which has not either been expended through a cash outlay or encumbered by an unpaid obligation. **It is the difference between Column III, Lines 10h minus 10g equals Line 10i.**

11. Please refer to your award to complete this section. This section will only be completed if you have a Negotiated Indirect Cost Rate with your cognizant agency.

Line 11a. Indicate the type of rate that you have. Line 11b is the indirect cost rate in effect during this current reporting period. Line 11c is the amount of the base against which the cost rate is applied. Line 11d is the total amount of indirect costs charged during this current reporting period. Line 11e is the Federal Government share of the amount reported on Line 11d (11b x 11c = 11d).

11e. **Note:** If more than one rate was in effect during this reporting period, add the additional rate amounts in Box 12 in the Remarks section.

12. Line 12a is the cumulative amount of Federal funds your State agency has passed through to local units of government, other specified groups or organizations as directed by the legislation of the program.

Line 12b is the cumulative amount of Federal funds subgranted including amounts subgranted to State agencies and amounts reported on Line 12a.

Line 12c is the cumulative Federal portion of forfeited assets to be used in this grant whether the assets were forfeited as a result of this grant or another grant.

Line 12d is the cumulative Federal portion of program income earned from other than forfeited assets. This is income from sources such as registration fees, tuition, and royalties. This amount should not be included in Box 10.

Line 12e is the cumulative amount of program income from all sources, including forfeited assets and interest earned, which have been expended by your organization. This amount should not be included in Box 10.

Line 12f is the balance of unexpended program income (12c + 12d - 12e).

13. Type your name, title, phone number. A written signature is not required online. However, if a paper copy is submitted, please remember to sign and date it, and print your name and telephone number.

If you submit your SF-269a online, DO NOT fax or mail a paper copy to OJP unless requested to do so by OJP.

FINANCIAL STATUS REPORT

(Short Form)

File the SF-269a report online at <https://grants.ojp.usdoj.gov>

1. Federal Agency and Organizational Element to which Report is Submitted U.S. Dept. of Justice Office of Justice Programs (OJP)		2. Grant or Award Number Assigned by OJP			OMB Approval No. 1121-0264	Page 1	of 1	page
3. Recipient Organization (Name and complete address, including ZIP code)								
4. Vendor Number		5. Recipient Internal Code or Identifying Number (If Any)			6. Final Report <input type="checkbox"/> Yes <input type="checkbox"/> No		7. Basis <input type="checkbox"/> Cash <input type="checkbox"/> Accrual	
8. Funding/Grant Period (See Instructions) From: (Month, Day, Year) To: (Month, Day, Year)				9. Period Covered by this Report From: (Month, Day, Year) To: (Month, Day, Year)				
10. Transactions:				I	II	III		
				Previously Reported	This Period	Cumulative		
a. Total outlays								
b. Recipient share of outlays								
c. Federal share of outlays								
d. Total unliquidated obligations								
e. Recipient share of unliquidated obligations								
f. Federal share of unliquidated obligations								
g. Total Federal share (Sum of lines c and f)								
h. Total Federal funds authorized for this funding period								
i. Unobligated balance of Federal funds (Line h minus line g)								
11. Indirect Expense	a. Type of Rate (place "x" in appropriate box) <input type="checkbox"/> Provisional <input type="checkbox"/> Predetermined <input type="checkbox"/> Final <input type="checkbox"/> Fixed							
	b. Rate		c. Base		d. Total Amount		e. Federal Share	
12. Remarks: attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.								
a. Block/Formula Passthrough \$				PROGRAM INCOME:		d. Other \$		
b. Federal Funds Subgranted \$				c. Forfeit \$		e. Expended \$		
						f. Unexpended \$		
13. Certification I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award.								
Typed or Printed Name and Title						Telephone (Area code, number, and extension)		
Signature of Authorized Certifying Official						Date Report Submitted		

Standard Form 269a (REV 2002)

Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. You can write to the Office of Justice Programs, U.S. Department of Justice, 810 Seventh Street, NW., Washington, DC 20531.

Once the SF-269a is submitted online, DO NOT FAX or MAIL paper copies to OJP unless requested to do so.

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

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 Financial Status Report
- Perform a financial reconciliation. If your reported unobligated balance of Federal funds is more than your draw downs, draw down the difference. If your reported unobligated balance of Federal funds is less than your draw downs, submit a check for the difference to OJP to:

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

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

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 e-mail notifying you of your award. Once registration of at least one Financial Point of Contact (FPOC) is completed in the Grants Management System (GMS), you may access the Award by clicking on the “Awards” tab. For instructions on registering an FPOC, see http://www.ojp.usdoj.gov/funding/pdfs/fsr_user_manual.pdf.

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

Contact the GMS Help Desk from 7 a.m. to 9 p.m. (eastern standard time)
Phone: 1-888-549-9901 (choose option 3)
E-mail: GMS.HelpDesk@usdoj.gov.

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 e-mail 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/funding/pdfs/fsr_user_manual.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. After Acceptance documents have been signed, OJP and OVW grantees should choose ONE of the following to send them to the OJP Control Desk: by email at Acceptance@usdoj.gov or by Fax any of the following FAX numbers: (Toll free) 1-866-388-3055, 202-354-4081, 202-616-5962, or (202) 353-9279. The original signed documents should be maintained by grantee for presentation in the event of audit. NOTE: Acceptance documents for COPS grants, or for grants from the Dept of Homeland Security (DHS or FEMA grants) should NOT be sent to OJP. Please contact COPS or DHS for instructions on return of their Acceptance Documents. 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, and fax both the GAN and signed Award to the OJP Control Desk at 202-353-8475 or 202-616-5962.

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

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

4. How do I obtain payment?

Award recipients should first submit a completed original Automated Clearing House (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

Once the ACH form has been received and verified by OCFO, you may request funds (“draw down”) using OJP’s Phone-Activated Paperless Request System (PAPRS).

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.

Upon successful completion of a draw down, funds will be electronically deposited into an account designated by the grantee on the ACH form.

5. How can I access PAPRS?

An OJP-assigned, nine-digit vendor number; personal identification number; and grant ID are required to access the Phone-Activated Paperless Request System (PAPRS). This information (PAPRS package) is mailed to the grant point of contact after a grant has been awarded by OJP. If you’ve been awarded a grant and haven’t received a PAPRS package, contact the OCFO Customer Service Center at 1-800-458-0786 (choose option 2) or ask.ocfo@usdoj.gov.

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 and Special Conditions of the grant were not met; (2) certain reporting requirements throughout the life of the grant were not fulfilled; (3) legislation and Federal grant management procedures during the life of a grant were not followed; (4) amount requested exceeded what was available; (5) financial reports (i.e. SF-269a, Progress, or Audit) were not submitted the by due date; (6) 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 reporting responsibilities?

Upon initial award: Sign and fax the Award 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.

Financial Status Reports (known as the “SF-269a” or the “FSR”) are due quarterly as follows:

<u>Reporting Quarter:</u>	<u>Due Not Later Than:</u>
January 1–March 31	May 15
April 1–June 30	August 14
July 1–September 30	November 14
October 1–December 31	February 14

The final SF-269a is 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 SF-269a.

OJP and Office on Violence Against Women grantees are required to submit the SF-269a online via GMS at <https://grants.ojp.usdoj.gov>. An FPOC must be registered before an SF-269a can be submitted. For instructions on registering an FPOC, see http://www.ojp.usdoj.gov/funding/pdfs/fsr_user_manual.pdf.

Community Oriented Policing Services (COPS) grantees will not be able to use GMS at this time. COPS grantees should fax the SF-269a to the COPS Control Desk at 202–616–9004. The report should be completed and signed by a certifying official. If the FAX is not available, mail the report to:

Department of Justice Response Center
Attn: COPS Control Desk
1100 Vermont Ave., Sixth Floor
Washington, DC 20530 (U.S. Postal Service delivery)
or 20001 (overnight delivery, e.g. FedEx, UPS, etc.)

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

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

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.

8. How do I submit reports?

SF-269a and semiannual/annual **Progress Reports** should be filed online via GMS at:

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

For assistance, please contact the GMS Helpdesk by phone at 1–888–549–9901 (choose option 3) or by e-mail at GMS.HelpDesk@usdoj.gov.

June 2009

Audit Reports should be submitted as follows:

State and Local Governments, Institutions of Higher Education, and Nonprofit

Institutions. Completed audit reports should not be submitted to OJP (unless requested by an agency official). Completed audit reports must be mailed to the Federal Audit Clearinghouse, Bureau of the Census, 1201 East 10th Street, Jeffersonville, IN 47132.

Commercial Organizations and Individuals. One copy of all audit reports for commercial organizations and individuals should be mailed to the 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: Contact the OCFO Customer Service Center from 8:30 a.m. to 6 p.m. (eastern standard time)

Phone: 1-800-458-0786 (choose option 2)

FAX: 202-353-9279

E-mail: ask.ocfo@usdoj.gov

TDD: 202-616-3867

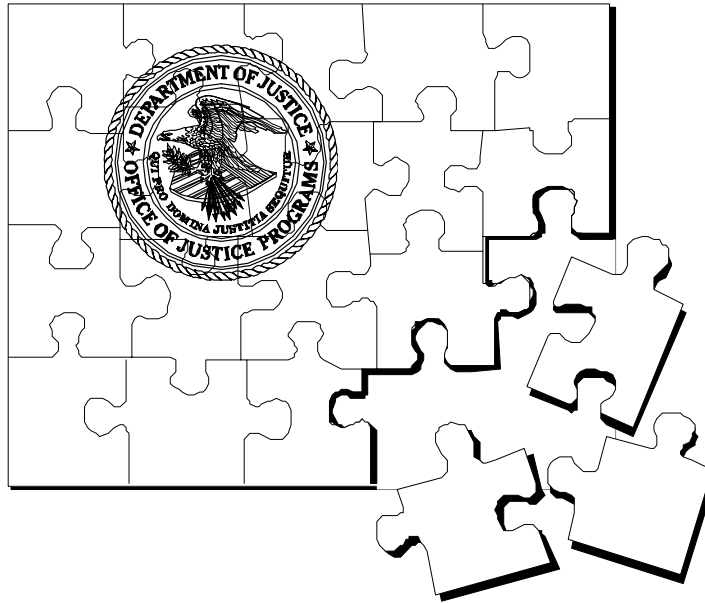
10. What are the address and FAX numbers for OCFO?

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.)
FAX: 202-353-8475 or 202-616-5962



U.S. Department of Justice
Office of Justice Programs

Office of the Chief Financial Officer Customer Service Center



Making the Pieces Fit

Assists grant recipients in
resolving financial questions.

Monday through Friday
8:30 a.m.–6 p.m. eastern standard time

1–800–458–0786 (choose option 2)
TDD (Telecommunication Device for Deaf) 202–616–3867

Our Web site address: <http://www.ojp.usdoj.gov>
or e-mail us at ask.ocfo@usdoj.gov
or fax your questions to 202–353–9279

June 2009