

OJP TRAINING AND TECHNICAL ASSISTANCE

GMS USER GUIDE



GMS GRANT MONITORING

FOR GRANTEES

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



TABLE OF CONTENTS

Introduction	1
Pre-Site Visit	3
Site Visit Cancellation	6
Post-Site Visit	8
Issues for Resolution	13

INTRODUCTION

Welcome to the Grant Management System (GMS) Grant Monitoring User's Guide for grantees. This guide provides DOJ grantees with step-by-step instructions and screenshots to help you manage your grant monitoring site visits within the GMS Grant Monitoring Module and in compliance with federal monitoring requirements and deadlines.

Grant monitoring is a critical component of grant management because it allows grant managers to observe compliance with requirements and progress against project goals, identify opportunities to provide technical assistance, and ensure that adequate controls are in place to improve accountability of federal funds.

The new grant monitoring module was designed in an effort to support the full monitoring lifecycle, provide monitoring workflow, and enhance the communication between grant managers and grantees during site visit planning and follow-up.

HELP AND ADDITIONAL RESOURCES

If you need assistance navigating the module beyond this guide, please refer to the links below or contact your grant manager.

GMS Helpdesk: 888-549-9901 (option 3) or gms.helpdesk@usdoj.gov

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

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

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

OMB Circulars: <http://www.whitehouse.gov/omb/circulars/>

KEY TERMS

Pre-Site Visit Letter: Letter sent to the grantee as a formal confirmation of the date of the on-site monitoring visit; also lists the awards associated with the scheduled visit.

Post-Site Visit Letter: Letter sent to the grantee upon completion of a site visit indicating that no issues were identified during the site visit. Upon receipt of this letter, no further action is required by the grantee.

Post-Site Visit Letter with Issue(s): Letter sent to the grantee upon completion of a site visit indicating that issues were identified during the site visit. Upon receipt of this letter by the grantee, the grantee must respond with a plan to resolve the identified issue(s) (**see p. 13**).

Issues for Resolution: Issues identified by the grant manager that need to be resolved by the grantee. Issues for resolution are listed in the post-site visit letter and require both acknowledgement and resolution action by the grantee.

How To...

ACCESS THE GRANT MONITORING MODULE

1. Go to <https://grants.ojp.usdoj.gov>, the Grants Management System (GMS) main page (A). This page can be used to sign in and register as an applicant or financial point of contact.
2. Click the **GMS Sign-In** button (B) in lower left corner.
3. Enter your **user ID** and **password** (C) and click the **Sign-In** button (D). This will open the GMS Home page (E).
4. To access Grant Monitoring, click on the **Grant Monitoring** link (F) on left side bar. The system will display the site visit issues page and list all issues associated with the grantee.



E

Grant Management System Home

Manage Users
Applications
Victim Compensation Certification
Awards
Funding Opportunities
Grant Adjustments
Grant Monitoring
Financial Status Reports
Closeouts
Reports
Profile
Change Password
Log Off

All programs you are currently participating in are listed below. To reduce the size of program list, you can filter the following criteria and press the **Refresh** button.

Year	Solicitation	Status	Correspondence	Action
All	All			Refresh

Office of Justice Programs has many other funding opportunities that you may be eligible for. To review these opportunities or to start a new application click on [Funding Opportunities](#).

OVC FY 08 VOCA Victim Assistance Formula

Year	Application No.	Status	Correspondence	Action
2008	2008-40517-ND-VA	<ul style="list-style-type: none"> Application submitted and last updated on 08/16/2008 	No Messages Compose message	View

OVC FY 08 VOCA Victim Compensation Formula

Year	Application No.	Status	Correspondence	Action
2008	2008-40115-ND-VC	<ul style="list-style-type: none"> Application submitted and last updated on 06/21/2008 	2 New Message(s) Compose message	View

OVC FY 07 VOCA Victim Assistance Formula

Year	Application No.	Status	Correspondence	Action
2007	2007-40354-ND-VA	<ul style="list-style-type: none"> Application submitted and last updated on 07/18/2007 	No Messages Compose message	View

F

- Alternatively, click the **Awards link (G)** on the left sidebar. This will open a list of individual awards and actions that may be taken (H).
- Select the **Grant Monitoring link (I)** to the right of the selected award.

H

Grant Management System Awards Home

OVC FY 08 VOCA Victim Assistance Formula

Year	Award Number	Status	Grant Manager	Correspondence	Action
2008	2008-VA-GX-0003	<ul style="list-style-type: none"> Grantee Notified On 08/15/08 Active 	Name: Stultz, Shadine Phone: 202-305-7807 Fax: 202-514-6383 Other:	6 New Message(s) Compose message	View Award Instructions OVC Performance Report Subgrant Reporting Financial Status Reports (SF-269a) Grant Monitoring Closeout

G

I

PRE-SITE VISIT NOTIFICATION

When your OJP grant manager schedules a monitoring site visit, you will receive an email notification indicating that a letter has been posted in GMS. This letter will confirm that a site visit has been scheduled, indicate the date of the visit, and list the awards associated with the visit. To view the letter in PDF format, you will need to access it in GMS.

How To . . .

VIEW A PRE-SITE VISIT LETTER

- After clicking on the **Grant Monitoring link** (or individual award Grant Monitoring link) the Grant Monitoring screen will appear (A).
- The Issues for Resolution page will be the default. Click the **Letters link (B)** on the sidebar to access the Letter details.

A

Grant Monitoring

B

Site Visit Issues

This handbook allows you to review issues for Grant Monitoring.

You are **required** to formally acknowledge all Issue(s) for Resolution[®] associated with your grants. Select the Issue ID to see the Acknowledgement page and submit a response to the issue.

*Issue(s) are synonymous with Issue(s) for Resolution in this module

Issue ID	Site Visit ID	Site Visit Start Date	Site Visit End Date	Associated Awards	Category	Status	Status Date
90	24336	03/30/2009	04/02/2009	2008-VC-GX-0005	Financial	Resolved	04/03/2009

3. A list of letters will appear (C). If the Grant Monitoring sidebar link was chosen, all letters for the current user will appear. If this list was accessed through an individual award, only letters for that specific award will be displayed.

The columns on the **Site Visit Letter listing** (C) identify information about the letter and associated site visit:

Letter ID: GMS generated number linked to the site visit letter.

Site Visit ID: GMS generated number for the associated site visit.

Site Visit Start/End Date: Start and end dates for the site visit.

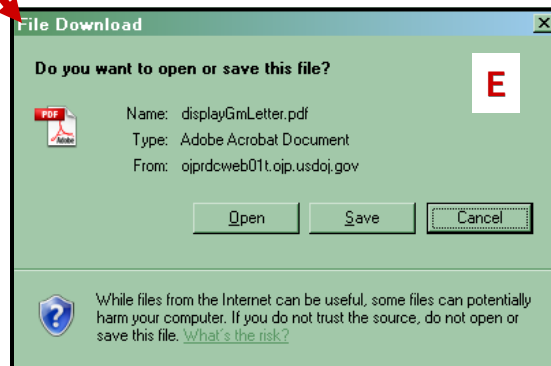
Letter Type: Pre-site visit letter, post-site visit letter, or cancellation letter (letter cancelling the site visit).

Posted/Approve Date: Date program manager posted/approved the letter.

4. Click on the **Letter ID link** (D) of the appropriate letter.
5. Follow the prompts (E) to open or save the PDF document.

C

Letter ID	Site Visit ID	Site Visit Start Date	Site Visit End Date	Letter Type	Posted/Approved Date
59	24334	03/25/2009	03/30/2009	Site Visit Cancellation Letter	04/03/2009
55	24336	03/30/2009	04/02/2009	Post-Site Visit Letter - Issues	04/02/2009
53	24336	03/30/2009	04/02/2009	Pre-Site Visit Letter	04/02/2009
27	24335	03/25/2009	03/30/2009	Pre-Site Visit Letter	03/25/2009
26	24334	03/25/2009	03/30/2009	Pre-Site Visit Letter	03/25/2009



SAMPLE PRE-SITE VISIT LETTER



U.S. Department of Justice
Office of Justice Programs

Washington, D.C. 20531

<Date>

<Grantee POC Name>
<Grantee POC Title>
<Grantee Organization>

RE:
200X-XX-XX-0000, <Grantee Organization>

Dear <Grantee POC Name>:

This is to confirm the preparations for the monitoring site visit to <Grantee City> on <Date> for the <Program Title> program. The visit will be conducted by me, the Grant Manager. I will contact you directly to define the agenda.

This site visit is part of our continued effort to improve award monitoring and oversight of programmatic, financial, and administrative activities by OJP grantee organizations. In addition to observing grant program activities during the site visit, the purpose of the site visit is to:

- Review award file
- Review a breakdown of expenditures by budget category (as of latest SF-269)
- Answer any questions you may have and offer technical assistance

Your preparation for the site visit should include:

- Making award file available
- Making all budget documents available

Thank you for your cooperation and assistance in scheduling this visit. If you have any questions or concerns, please contact me at <Grant Manager Telephone Number> and/or <Grant Manager Email Address>.

Sincerely,

<Grant Manager Name>

cc:
<Courtesy Copy Name(s)>

SITE VISIT CANCELLATION

If your site visit needs to be cancelled or rescheduled, you will receive formal notification from your OJP grant manager in the form of a cancellation letter. This letter will be posted in GMS, and you will receive an email notification indicating directing you to login and view the letter.

How To . . .

VIEW A VISIT CANCELLATION LETTER

1. After clicking on the **Grant Monitoring link** (or individual award Grant Monitoring link) the Grant Monitoring screen will appear (A).
2. The Issues for Resolution page will be the default. Click the **Letters link** (B) on the sidebar to access the letter details.



A

Grant Monitoring

B

Issues for Resolution

Letters

Help

Frequently Asked Questions

Grant Monitoring Home

GMS Home

Log Off

Site Visit Issues

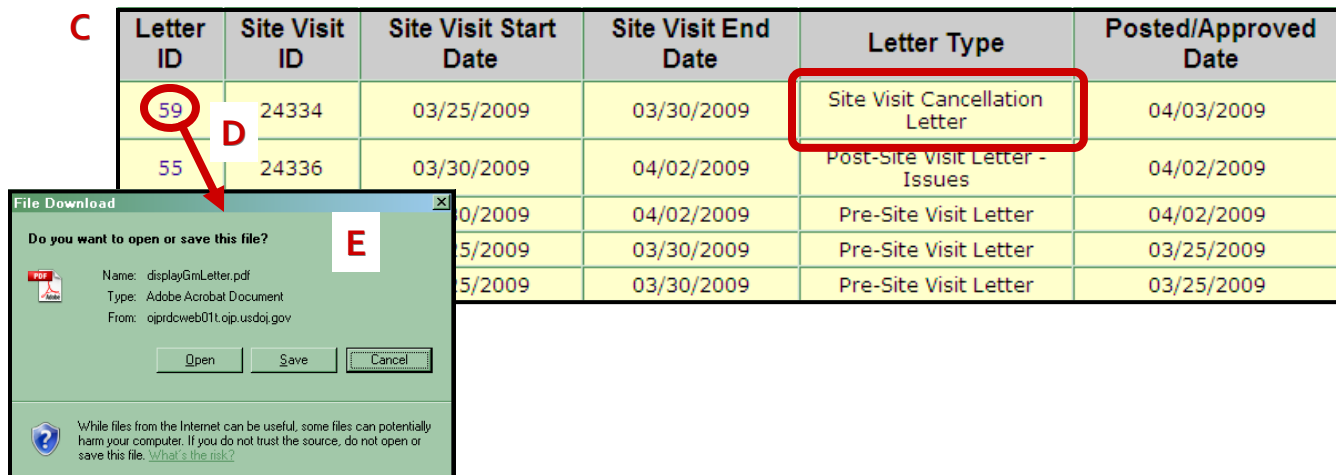
This handbook allows you to review issues for Grant Monitoring.

You are **required** to formally acknowledge all Issue(s) for Resolution* associated with your grants. Select the Issue ID to see the Acknowledgement page and submit a response to the issue.

*Issue(s) are synonymous with Issue(s) for Resolution in this module

Issue ID	Site Visit ID	Site Visit Start Date	Site Visit End Date	Associated Awards	Category	Status	Status Date
90	24336	03/30/2009	04/02/2009	2008-VC-GX-0005	Financial	Resolved	04/03/2009

3. A list of letters will appear (C). If the Grant Monitoring sidebar link was chosen, all letters for the current user will appear. If this list was accessed through an individual award, only letters for that specific award will be displayed.
4. Click on the **Letter ID link** (D) of the appropriate letter.
5. Follow the prompts (E) to open or save the PDF document.



C

Letter ID	Site Visit ID	Site Visit Start Date	Site Visit End Date	Letter Type	Posted/Approved Date
59	24334	03/25/2009	03/30/2009	Site Visit Cancellation Letter	04/03/2009
55	24336	03/30/2009	04/02/2009	Post-Site Visit Letter - Issues	04/02/2009
		04/02/2009	04/02/2009	Pre-Site Visit Letter	04/02/2009
		05/2009	03/30/2009	Pre-Site Visit Letter	03/25/2009
		05/2009	03/30/2009	Pre-Site Visit Letter	03/25/2009

D

E

File Download

Do you want to open or save this file?

Name: displayGmLetter.pdf
Type: Adobe Acrobat Document
From: oiprdweb011.ojp.usdoj.gov

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

SAMPLE SITE VISIT CANCELLATION LETTER



U.S. Department of Justice
Office of Justice Programs

Washington, D.C. 20531

<Date>

<Grantee POC Name>
<Grantee POC Title>
<Grantee Organization>

RE:
200X-XX-XX-0000, <Grantee Organization>

Dear <Grantee POC Name>:

This is to confirm that the monitoring site visit to your site originally scheduled for <Date> has been cancelled.

Since we have successfully addressed your grant implementation concerns through phone and email contact in <Month>, I believe an on-site monitoring visit is not necessary at this time.

I appreciate your cooperation and apologize in advance for any inconvenience this may cause. If you have any questions or concerns, please contact me at <Grant Manager Telephone Number> or <Grant Manager Email Address>.

Sincerely,

<Grant Manager Name>

cc:
<Courtesy Copy Name(s)>

POST-SITE VISIT ACTIVITIES

After the site visit, your OJP grant manager will complete a **post-site visit letter** in GMS summarizing the site visit and any follow up requirements. If there are any issues requiring resolution, these will be tracked individually through GMS.

You will need to **view the post-site visit letter** and **acknowledge any issues for resolution** that have been identified. Once you have acknowledged any issues, you may be required to work with your grant manager to develop a **resolution plan**. Once the issue has been resolved, you will submit a **request for resolution** in GMS, and your grant manager will update the issue status accordingly.

Note: You will not be able to complete the **required closeout** for an award until all open issues have been resolved in GMS.

How To . . .

VIEW A POST-SITE VISIT LETTER

1. After clicking on the Grant Monitoring link (or individual award Grant Monitoring link) the Grant Monitoring screen will appear (A).
2. The **Issues for Resolution** page will be the default. Click the **Letters link (B)** on the sidebar to access Letter details.

A

B

Grant Monitoring

Site Visit Issues

Grant Monitoring

Issues for Resolution

Letters

Help

Frequently Asked Questions

Grant Monitoring Home

GMS Home

Log Off

This handbook allows you to review issues for Grant Monitoring.

You are **required** to formally acknowledge all Issue(s) for Resolution* associated with your grants. Select the Issue ID to see the Acknowledgement page and submit a response to the issue.

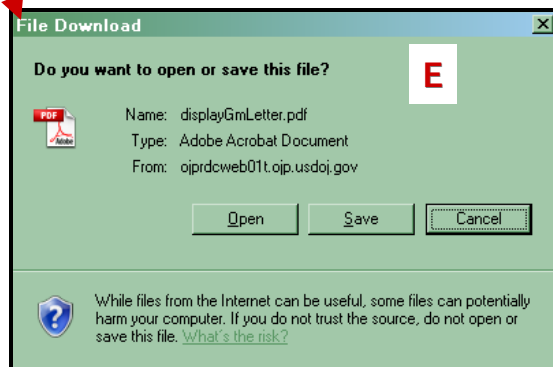
*Issue(s) are synonymous with Issue(s) for Resolution in this module

Issue ID	Site Visit ID	Site Visit Start Date	Site Visit End Date	Associated Awards	Category	Status	Status Date
90	24336	03/30/2009	04/02/2009	2008-VC-GX-0005	Financial	Resolved	04/03/2009

- A list of letters will appear (C). If the Grant Monitoring sidebar link was chosen, all letters for the current user will appear. If this list was accessed through an individual award, only letters for that specific award will be displayed.
- Click on the **Letter ID link (D)** of the appropriate letter.
- Follow the prompts (E) to open or save the PDF document.

C

Letter ID	Site Visit ID	Site Visit Start Date	Site Visit End Date	Letter Type	Posted/Approved Date
59	24334	03/25/2009	03/30/2009	Site Visit Cancellation Letter	04/03/2009
55	24336	03/30/2009	04/02/2009	Post-Site Visit Letter - Issues	04/02/2009
53	24336	03/30/2009	04/02/2009	Pre-Site Visit Letter	04/02/2009
27	24335	03/25/2009	03/30/2009	Pre-Site Visit Letter	03/25/2009
26	24334	03/25/2009	03/30/2009	Pre-Site Visit Letter	03/25/2009



SAMPLE POST-SITE VISIT LETTER (NO ISSUES)



U.S. Department of Justice
Office of Justice Programs

Washington, D.C. 20531

<Date>

<Grantee POC Name>
<Grantee POC Title>
<Grantee Organization>

RE:
200X-XX-XX-0000, <Grantee Organization>

Dear <Grantee POC Name>:

Thank you for the time and assistance you provided during the OJP monitoring visit from <Date> to <Date>. The visit and discussions provided valuable information on the status of your grant program. Please convey my thanks to everyone who took the time to meet with me.

No programmatic or administrative problems requiring formal resolution were identified during the site visit. The <Program Name> appears to be progressing according to the plan presented in the approved application, and it is in compliance with OJP guidelines for this grant. This program has made significant progress with developing and implementing <Program Name> policy, training staff, and implementing <Program Goals>. These efforts have resulted in a heightened awareness of the problems of <Program Goals>.

If you have any further questions concerning the site visit, your program, or available technical assistance, please do not hesitate to contact me at <Grant Manager TelephoneNumber> and/or <Grant Manager Email Address>. Thank you again for your cooperation during my recent visit.

Sincerely,

<Grant Manager Name>

cc:
<Courtesy Copy Name(s)>

SAMPLE POST-SITE VISIT LETTER WITH ISSUES



U.S. Department of Justice
Office of Justice Programs

Washington, D.C. 20531

<Date>

<Grantee POC Name>
<Grantee POC Title>
<Grantee Organization>

RE:
200X-XX-XX-0000, <Grantee Organization>

Dear <Grantee POC Name>:

Thank you for the time and assistance you and your staff provided during the OJP monitoring visit from <Date> to <Date>. I appreciated having the opportunity to discuss the status of the grant program and related issues. During the site visit, we reviewed staffing and program administration, subgrantees, council activities, the three-year planning process, compliance monitoring procedures, and disproportionate minority contact (DMC) reduction efforts.

I also visited several OJP programs, including: <Program 1>, <Program 2>, and <Program 3>. Additionally, I visited the <Grantee Office> where I had the opportunity to speak with subgrantees and review <Program 4> programming.

During the exit conference on <Date>, in addition to the issue below, I shared the following observations with your staff:

The <Grantee Name> staff are knowledgeable about the <Program Authority> and provide sound administration for the <Grant Program>. Furthermore, they are very committed to providing strong customer service to subgrantees and are conscientious in submitting reports and correspondence in a timely and thorough manner. At the time of the site visit, all required program reporting was current. Subgrantee files were reviewed, with particular attention to required items included on official OJP checklists. All files reviewed were found to contain the required components.

(Page 2)

Please log in to GMS to acknowledge the issue for resolution listed below, and outline your response, within 15 calendar days of the post date of this letter. If any of the issues identified concern a subgrantee or contractor, it is the responsibility of your organization to address the issue. In GMS, you will also be able to respond to these issues for resolution and note actions for resolution. Please do not hesitate to contact me at <Grant Manager Telephone Number> or <Grant Manager Email Address> if you need assistance. Also, I am happy to provide any technical assistance related to this issue.

Thank you again for your cooperation during my recent visit. I look forward to continuing to work with you and your staff.

Sincerely,

<Grant Manager Name>

cc:

<Courtesy Copy Name(s)>

The following issues for resolution were identified:

200X-XX-XX-0000

Issue <#>: The State must work with subgrantee program staff to ensure that jail tours like those discussed on site are discouraged, as programs violate the core requirements of the <Program Authority>. <Grantee Name> must continue to educate local officials on the core requirements of the <Program Authority> and the potential violations that jail tour programs pose for the State. To resolve the issue, the State must provide documentation that the subgrantee has been contacted regarding the limits on jail tours.

ACKNOWLEDGING AND RESOLVING ISSUES

Issues for Resolution are issues identified by the grant manager throughout the monitoring lifecycle that need to be resolved by the grantee. Issues for resolution are listed in the post-site visit letter, and require both **acknowledgement** and **resolution** action by the grantee using GMS. Both actions will be forwarded to the grant manager for review.

Issues for resolution can have the following statuses in GMS. Those with an asterisk (*) require action by the grantee.

***Open:** An issue has been created and the grantee receives first notification in the post-site visit letter. An issue also has an "Open" status when the grant manager change requests an acknowledgment requiring an additional or amended response from the grantee.

Acknowledged: The grantee formally acknowledges the issue and submits a preliminary response which should summarize a resolution plan and/or timeline.

***Accepted:** The grant manager has accepted the grantee acknowledgement, thereby approving the grantee's plan for resolving the issue. The issue then becomes available for the grantee to submit a request for resolution. An issue also has an "Accepted" status when the grant manager change requests a resolution submission.

Submitted: The grantee has submitted a response, signaling that they have taken action to resolve an issue.

Resolved: The grant manager has received sufficient documentation from the grantee and considers the issue resolved. An email will be sent notifying the grantee that the issue has been resolved.

How To...

ACKNOWLEDGE AN ISSUE FOR RESOLUTION

1. After clicking on the Grant Monitoring link (or individual award Grant Monitoring link) the Grant Monitoring screen will appear (A). The default screen will be Issues for Resolution.
2. Look for the issue associated with the appropriate award/site visit (the status should be Open), and click the corresponding **Issue ID (B)**.
3. The Issues Acknowledgement page will appear (see p. 15), and the grantee will have to check the **Acknowledgement box (p. 15, C)**, enter a **response (p. 15, D)**, and click the **Submit button (p. 15, E)**.

A

B

Issue ID	Site Visit ID	Site Visit Start Date	Site Visit End Date	Associated Awards	Category	Status	Status Date
46	24326	04/24/2009	04/24/2009	2008-RT-BX-0009	Programmatic	Resolved	04/24/2009
47	24326	04/24/2009	04/24/2009	2008-RT-BX-0009	Administrative	Accepted	04/24/2009
48	24327	04/24/2009	04/24/2009	2008-RT-BX-0009	Programmatic	Open	04/24/2009
49	24327	04/24/2009	04/24/2009	2008-RT-BX-0009	Administrative	Open	04/24/2009
50	24327	04/24/2009	04/24/2009	2008-RT-BX-0009	Financial	Open	04/24/2009
51	24327	04/24/2009	04/24/2009	2008-RT-BX-0009	Financial	Open	04/24/2009
49	24327	04/24/2009	04/24/2009	2008-RT-BX-0009	Financial	Open	04/24/2009
45	24320	04/23/2009	04/23/2009	2008-RT-BX-0009	Programmatic	Resolved	04/23/2009

Grant Monitoring

Issues Acknowledgement

Grant Monitoring

[Issues for Resolution](#)

[Letters](#)

[Help](#)

[Frequently Asked Questions](#)

[Grant Monitoring Home](#)

[GMS Home](#)

[Log Off](#)

Instructions: This process tracks responses and resolutions to issues for resolution* identified during programmatic monitoring of your organization's grant(s). On this page you are **required** to formally acknowledge any individual issue(s) associated with grant(s) by selecting the *Grantee Acknowledgement* checkbox and providing a response. After submitting a response, the grant manager will formally accept the response or submit a change request. If your response is accepted by your grant manager, you will then have the ability to submit documentation to resolve the issue.

*Issue(s) are synonymous with Issue(s) for Resolution in this module.
Note: You must complete this process for each issue for resolution identified.

Issue ID:	50
Site Visit ID:	24327
Site Visit Start Date:	04/24/2009
Site Visit End Date:	04/24/2009
Associated Awards:	2008-RT-BX-0009
Description:	test3

***Grantee Acknowledgement:** I hereby acknowledge that I have received and thoroughly read the above-referenced issue. I understand that acknowledgement of this issue does not indicate agreement with the issue. I further understand that I must provide either a plan to correct the issue identified or provide a response to document concerns with this issue in the text box provided below.

Instructions: Prior to submitting your acknowledgement, please include a narrative in the text box below that includes anticipated action (i.e., a corrective action plan) and a proposed timeframe for resolving this issue. You may wish to include other relevant details at this time.

If you have concerns about this issue, please document those concerns in the text box below

Upon completion of this required submission and acceptance by the grant manager you will have the option to submit your issue and any related attachments for resolution.

***Grantee Response**
You have **500** characters left.

D

Actions:

E

Audit Trail:

Description:	Role:	User:	Timestamp:	Note:
Open	Program Manager	Lawery, Torrance	04/24/2009 11:47 AM	View Note

How To...

SUBMIT A RESOLUTION

1. After clicking on the Grant Monitoring link (or individual award Grant Monitoring link) the Grant Monitoring screen will appear (A). The Issues for Resolution page will be the default screen.
2. Look for the issue associated with the appropriate award/site visit (the status should be Open), and click the corresponding **Issue ID (B)**.
3. This will re-open the Issues Acknowledgement screen (see p. 17).
4. If you believe the issue has been satisfactorily resolved, select the **checkbox** in the Submit for Resolution section (C). Enter a **response** in the space provided (D) and add any additional **attachments (E)** needed to support your response. If relevant, you should reference the response you submitted when acknowledging the issue.
5. Click the **Submit button (F)** to send the resolution to the grant manager for review.
6. If you are not ready to submit your response to the grant manager, click the **Cancel button (F)**. This action will delete the information you have entered and you will need to re-enter your response and attachments before submitting.

A

B

Issue ID	Site Visit ID	Site Visit Start Date	Site Visit End Date	Associated Awards	Category	Status	Status Date
46	24326	04/24/2009	04/24/2009	2008-RT-BX-0009	Programmatic	Resolved	04/24/2009
47	24326	04/24/2009	04/24/2009	2008-RT-BX-0009	Administrative	Accepted	04/24/2009
48	24327	04/24/2009	04/24/2009	2008-RT-BX-0009	Programmatic	Open	04/24/2009
50	24327	04/24/2009	04/24/2009	2008-RT-BX-0009	Administrative	Open	04/24/2009
52	24327	04/24/2009	04/24/2009	2008-RT-BX-0009	Financial	Open	04/24/2009
51	24327	04/24/2009	04/24/2009	2008-RT-BX-0009	Financial	Open	04/24/2009
49	24327	04/24/2009	04/24/2009	2008-RT-BX-0009	Financial	Open	04/24/2009
45	24320	04/23/2009	04/23/2009	2008-RT-BX-0009	Programmatic	Resolved	04/23/2009

Grant Monitoring

Issues Acknowledgement

Grant Monitoring

[Issues for Resolution](#)

[Letters](#)

[Help](#)

[Frequently Asked Questions](#)

[Grant Monitoring Home](#)

[GMS Home](#)

[Log Off](#)

Instructions: This process tracks responses and resolutions to issues for resolution* identified during programmatic monitoring of your organization's grant(s). On this page you are **required** to formally acknowledge any individual issue(s) associated with grant(s) by selecting the *Grantee Acknowledgement* checkbox and providing a response. After submitting a response, the grant manager will formally accept the response or submit a change request. If your response is accepted by your grant manager, you will then have the ability to submit documentation to resolve the issue.

*Issue(s) are synonymous with Issue(s) for Resolution in this module.
 Note: You must complete this process for each issue for resolution identified.

Issue ID:	47
Site Visit ID:	24326
Site Visit Start Date:	04/24/2009
Site Visit End Date:	04/24/2009
Associated Awards:	2008-RT-BX-0009
Description:	test2
*Grantee Acknowledgement:	<input checked="" type="checkbox"/> I hereby acknowledge that I have received and thoroughly read the above-referenced issue. I understand that acknowledgement of this issue does not indicate agreement with the issue. I further understand that I must provide either a plan to correct the issue identified or provide a response to document concerns with this issue in the text box provided below.

Instructions: Prior to submitting your acknowledgement, please include a narrative in the text box below that includes anticipated action (i.e., a corrective action plan) and a proposed timeframe for resolving this issue. You may wish to include other relevant details at this time.

If you have concerns about this issue, please document those concerns in the text box below

Upon completion of this required submission and acceptance by the grant manager you will have the option to submit your issue and any related attachments for resolution.

*Grantee Response	test
-------------------	------

Instructions: When you are ready to submit documentation to resolve this issue, select the 'Submit Issue for Resolution' checkbox. You must enter a response and may upload an attachment to support your submission. You may wish to contact your grant manager directly to discuss the issue or potential resolutions beyond those reported on this page.

Note: This information will be carefully reviewed by the grant manager assigned to this grant, and GMS will send a follow-up notification once the issue is considered closed.

*Submit for Resolution: Based on the response provided and any associated attachments, I believe this issue has been addressed and would like the issue to be considered for resolution.

*Grantee Response:
You have **500** characters left.

D

Attachments:

Add Attachment

Actions:

F
Submit
Cancel
G

Description:	Role:	User:	Timestamp:	Note:
Accepted	Program Manager	Lawery, Torrance	04/24/2009 11:40 AM	View Note
Acknowledged	External Drawdown Role	Brackett, Timothy	04/24/2009 11:40 AM	View Note
Open	Program Manager	Lawery, Torrance	04/24/2009 11:22 AM	View Note