Grants Financial Management: Frequently Asked Questions

Pre-Award	
I am interested in applying for a grant, where can I find eligibility requirements?	Eligibility requirements for block, formula, and discretionary awards can be found in the grant program solicitations contained in awarding agency program announcements, notices of funding opportunities (i.e., discretionary grant program solicitations), or other awarding agency program documents. For OVC grants, visit the **OVC Current Funding Opportunities** page.
What is the application process for Department of Justice (DOJ) Awards?	DOJ discretionary grant solicitations require, at a minimum, several elements. These generally include the Standard Form 424 (SF-424 - Application for Federal Assistance), a program narrative, budget detail worksheet, and budget narrative. Also, there are a few certifications which may be required, and other elements as specified in the program announcement. Specific requirements may vary. For additional information visit: https://www.justice.gov/tribal/grants .
What is the Form SF-424?	This is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information under discretionary grant solicitations. The SF-424 collects essential basic information about the applicant. It is essential the authorized representative designated in the form has the authority to receive official notifications from DOJ and that they have the authority to accept award offers. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency). Applicants must consult agency instructions to determine other specific requirements. Locate the form **here**.
Is there an applicant type?	Yes, examples of types of applicants include, but are not limited to: ♦ Nonprofit organization – some DOJ programs may require that an organization have 501(c)(3) status (as described in the U.S. Internal Revenue Code) ♦ For-profit organization (including organizations designated as small businesses) ♦ State ♦ Unit of local government ♦ Tribe ♦ Tribal Designee: must be legally authorized by the tribe to apply on their behalf

	♦ Tribal Consortium: see individual solicitations for eligibility ♦ Institution of higher education ♦ Courts ♦ Individuals (in limited circumstances) This will be clearly defined in each program funding announcement and Solicitation.
What is a risk assessment and how is it performed?	DOJ is required to review and assess the potential risks presented by applicants for federal grants prior to making an award (2 C.F.R. § 200.205). DOJ will use a variety of factors which may include financial capabilities and past performance in a risk-based approach. To facilitate part of the risk assessment, DOJ applicants (other than an individual) may be required to complete a questionnaire to assess their financial capability and submit it to DOJ, prior to award approval, also known as the **FCQ**.
I have been identified as a high-risk grantee. Does that mean I am ineligible to receive the grant?	No, it is important to note that high-risk grantees are not prohibited from applying for or receiving new awards from DOJ. However, if funded, high-risk grantees are managed and monitored closely, and any new awards these grantees receive are subject to additional restrictions, typically imposed through the inclusion of high-risk special conditions. Such conditions may be imposed not only at the beginning of a grant, but at any time throughout the period of the grant, if appropriate.
What makes a prospective grantee a high-risk grantee?	In general, a recipient may be designated as high-risk if any of the following apply to the recipient: ♦ Has a history of unsatisfactory performance; ♦ Is not financially stable; ♦ Has a management system that does not meet the standards set forth in 2 C.F.R. Part 200 (Subpart D-Post Federal Award Requirements (Standards for Financial and Program Management); ♦ Has a prior negative audit finding that has not been corrected; ♦ Has not complied with the terms and conditions of previous awards; or ♦ Is otherwise not responsive to grant making organization requirements.
How will I know my application has been approved?	If you are the individual who applied for the award or the authorized representative 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 the Grants Management System (GMS), you may access the award by clicking on the "Awards" tab. For instructions on registering an FPOC, see the **GMS User Guide**.
Who do I contact for assistance using the Grants Management System (GMS)?	For technical assistance or guidance using GMS, contact the GMS Service Desk via email at **GMS.HelpDesk@ojp.usdoj.gov** or by phone at 1-888-549-9901, option 3. Support is available 24/7 including holidays.

	On-Line Learning Resources are also available at **https://ojp.gov/training/gmstraining.htm** .

Post-Award

| I have received a notification that my grant has been approved. How do I accept the award? | If you are the individual who applied for the award or the authorized representative 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 the **GMS User Guide**.

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 **email** them to the Office of Justice Programs (OJP) Control Desk at **acceptance@ojp.usdoj.gov** . The signature in box 19 should be the same as the preprinted name in box 18. If the authorized representative 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, then have the new authorized recipient official sign in box 19 and initial every page with special conditions, and email both the GAN and signed award to the OJP Control Desk at **acceptance@ojp.usdoj.gov**.

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

Note: OJP will not disburse funds unless the award acceptance is submitted correctly. |
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| Where can I access the Grants Financial Management Training and who needs to take the course? | All Financial Points of Contact (FPOCs) and Programmatic Points of Contact (PPOCs) for all OJP awards are required to complete the **Department of Justice Grants Financial Management Training** . The 24-module online training emphasizes the basics of federal grants management. |
| What is the turnaround time for a budget modification/amendment? | A GAN is used to request project changes and/or corrections for any programmatic, administrative, or financial change associated with a grant award. All GANs **must be requested electronically by the grant recipient** point of contact through the GAN module in GMS. For further assistance, visit the GMS Training website: **https://ojp.gov/gmscbt**. |

What is the process for a GAN?	The GAN module in GMS gives grant recipients the ability to initiate requests for grant adjustments electronically. The request is reviewed by the awarding agency by your assigned grant manager and others depending on the nature of the GAN. Once a decision has been made on the proposed adjustment, the grant recipient will be notified by email. The email notification will become a permanent part of the grant file and the record will be updated, as appropriate. For additional information about GANs please visit **Chapter 5 of the Financial Guide: Adjustments to Awards.**
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 (FedEx, UPS, etc.) to the following address: Office of Justice Programs Office of the Chief Financial Officer Attn: Control Desk 810 7th Street, NW, Fifth Floor Washington, DC 20001 Once the ACH form has been received and verified by the Office of the Chief Financial Officer (OCFO), you may request funds ("drawdown") using the online Grant Payment Request System (GPRS). To use GPRS, grantees will have to first be registered as a FPOC in GMS, then use their GMS FPOC username and password to register in GPRS. Once the GPRS registration is approved, grantees may access the system and request funds. For instructions on registering an FPOC, see the **GMS User Guide**. FPOC users should avoid registering additional FPOC usernames in GMS. For instructions on registering in GPRS, see the **GPRS User Guide**. As of June 18, 2016, GPRS users are now required to consolidate usernames for the same grantee organization, regardless of whether the awards are OJP, OVW, or COPS awards. See the **GPRS Job Aid** for instructions on consolidating usernames. **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. Upon successful completion of a drawdown, funds will be electronically deposited into an account designated by the grantee on the ACH form.

How are funds for the OVC Victim Services Set-Aside Program dispersed? **Are funds reimbursed, do we have to spend the funds prior to drawing down?** **Are funds received in advance?**	Per the **DOJ Financial Guide**, the following is applicable on a case by case basis: Funds can be dispersed two ways: - Funds can be dispensed prior, as an advance, as project costs are anticipated, however funds must be spent or disbursed within 10 days, or you must return them to the awarding agency. - Funds can be reimbursed, meaning the activity must have enough funds budgeted and obligated at the activity level and project costs are incurred. For further information, please contact your OVC Grant Manager for specific questions related to your award. More information on drawdowns can be found in the DOJ Financial Guide, excerpt below: *"Cash management. An adequate system will require following procedures for minimizing the time between the transfer of funds from the U.S. Department of the Treasury and disbursement by recipients and subrecipients whenever advance payment procedures are used. Also, when advances are made by electronic funds transfer, or EFT methods, the system should help to make drawdowns as close as possible to the time of making disbursements.* Further, the grant recipient may not obligate, expend, or drawdown funds until all of the withholding funds special conditions have been met, they have been approved by the Office for Victims of Crime, and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.
How can I access the Grant Payment Request System (GPRS)?	You must first be registered as a FPOC in GMS. FPOC users should avoid registering additional FPOC usernames in GMS. See the **GMS User Guide** for step-by-step instructions. Once registered as a GMS FPOC, access **GPRS** to complete a new user registration. As of June 18, 2016, GPRS users are now 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** for step-by-step instructions in registering in GPRS and the **GPRS Job Aid** in consolidating usernames. Once your registration is approved (approximately 24 hours), you may use your GMS FPOC username and password to access GPRS and request funds.

	For password resets, contact the GMS Help Desk at 1–888–549–9901 (option 3). Passwords cannot be reset in GPRS.
Why was my payment request denied?	Payment requests may be unsuccessful for various reasons, the most common of which are: (1) the 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) grant reports (i.e. SF-425, Progress, or Audit were not submitted by the 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.

Reporting Responsibilities

What are my reporting responsibilities?	**Upon initial award**: Sign and email the award and special conditions to confirm award acceptance to **acceptance@usdoj.gov**. Complete and return the ACH form according to the instructions in the award letter. Follow the instructions to notify your Program Manager of your compliance with applicable special conditions.

Federal Financial Reports (known as the "SF-425" or the "FFR") are due quarterly as follows:

Reporting Quarter	Due No Later Than
January 1 - March 31	April 30
April 1 - June 30	July 30
July 1 - September 30	October 30
October 1 - December 31	January 30

The final SF-425 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-425.

OJP and Office on Violence Against Women (OVW) grantees are required to submit the SF-425 online via **GMS**. A FPOC must be registered before an

SF-425 can be submitted. For instructions on registering an FPOC, see the **GMS User Guide**.

Community Oriented Policing Services (COPS) grantees are required to submit the SF-425 on the **COPS** website. For assistance, contact the COPS Resource Center at 1-800-421-6770.

Performance Reporting varies by program. All OVC tribal grantees and CTAS purpose areas 3, 4, 6, 7, 8, and 9 are required to provide performance data through the Performance Measurement Tool (PMT). Data entry should be completed per the instructions provided by the PMT Help Desk or your Grant Manager. Once data entry is complete, the PMT will allow you to generate a semiannual report PDF to upload into GMS as your semiannual progress report. The PMT can be accessed at **https://ojpsso.ojp.gov/** and more information can be found at **https://ojp.gov/performance** .

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

Reporting Period	Due No Later Than
January 1 - June 30	July 30
July 1 - December 31	January 30

Audit Reports. Single Audit Reports may be required. Non-Federal entities that expend $750,000 or more in federal funds (from all sources including pass-through subawards) in the organization's fiscal year are required to arrange for a single organization-wide audit conducted in accordance with the provisions of **Title 2 C.F.R. Subpart F (§ 200.500 et seq.)**. A special condition is included with your award detailing the reporting requirements for the audit reports. All audit reports must be submitted to the audit clearinghouse at **https://harvester.census.gov/facweb/**

How do I submit reports, and what if I have a question?	Grantees must submit reports on a consistent and timely basis. Instructions for completing the reports can be found in the **DOJ Grants Financial Guide** (for grants awarded on or after 12/26/14). Questions concerning progress reporting should be directed to the OVC Grant Manager for the award.
What is the turnaround time for Negotiated Indirect Cost Rate Agreement (NICRA) approval?	Any non-Federal entity that has a federally negotiated indirect cost rate may request a one-time extension of a current negotiated rate for a period of up to four years. This extension request is subject to approval from the cognizant agency for indirect costs.

How long is the DOJ Financial Management Training certificate valid?	The training is valid for three calendar years from the date on the certificate.

Registering as a Financial Point of Contact (FPOC)

How do I become a Financial Point of Contact (FPOC)?	You will need to complete the FPOC registration in GMS at: **https://grants.ojp.usdoj.gov/**. Click the "New User? Register Here." button, then select the FPOC option. Once your registration is complete your Programmatic Point of Contact (PPOC) will have to approve/assign you as the FPOC for the awards you requested. For step-by-step instructions, please visit **https://ojp.gov/gmscbt/**, then access the 'Financial Status Reporting' section; on the 'Menu' select the 'Registering as an FPOC' option. Once approved, be sure to use the user identification (ID) and password submitted with the FPOC registration for successful submission of your financial reports. For financial reports due prior to the quarter ending December 31, 2009, OJP will accept the SF-269. For subsequent reports, only the FFR will be available.
I am trying to set myself up as a Financial Point of Contact (FPOC) but the Programmatic Point of Contact (PPOC) is no longer with the organization. How can we change the PPOC?	If the award has been accepted, a GAN changing the PPOC must be initiated in GMS. The new PPOC may obtain the original Programmatic user ID and a password by contacting the GMS Help Desk at 1-888-549-9901 (choose option 3). Once the GAN is approved by the program office, the PPOC can then approve the FPOC registration.

If the award has not been accepted, the FPOC should complete the registration in GMS. Once registration is complete, contact the Customer Service Center at 1-800-458-0786 (choose option 2), and staff will approve the FPOC registration. Once the FPOC is approved, print the award documents and special conditions, then have the award signed and the special conditions initialed by the authorized recipient representative. Fax OR email the award and special conditions to the OJP Control Desk at (toll free) 1-866-388-3055, (local) 202-353-8475, or **acceptance@usdoj.gov**. Once the acceptance is reflected in GMS, a GAN should be submitted to update the contact information for the new PPOC.

Please note: If the authorized representative has changed, a GAN will first have to be initiated and approved in GMS reflecting this change before the award can be accepted. |

Managing Financial Point of Contact (FPOC) Users

Can more than one Financial Point of Contact (FPOC) submit FFRs for an organization?	Yes, more than one FPOC can submit FFRs for an organization. Once registered, the FPOC requests access to at least one award for reporting purposes. Then, the PPOC approves the FPOC Registration and the FPOC can access that FPOC's Profile information in the 'Manage FPOC' section. Each FPOC profile will display the awards which are currently assigned to that FPOC user ID. GMS does not prevent multiple FPOC's from being assigned to the same award.
When I go to the 'Manage FPOC' section, why do I see the same person's name as a link more than one time?	When the same person's name is listed more than once, this indicates that multiple user IDs (or FPOC registrations) were approved and assigned at least one award for the purpose of Financial Status Reporting for that FPOC. Note the associated user ID in the 'FPOC Profile' screen for each name link for a given FPOC. For the FPOC to manage all FFRs under one FPOC user ID, choose one FPOC Profile/user ID (the name is a link) and ensure all desired "Available Awards" and "Requested Awards" are set to 'Assigned' status for that FPOC Profile/user ID. Then, click the name links for the other FPOC Profiles/user IDs for that FPOC and set all award statuses to Denied, which will set the status for those user ID(s)/FPOC Profile(s) to 'Inactive'.

Acronyms:
- DOJ: Department of Justice
- DV: Domestic Violence
- FFR: Federal Financial Report
- FM: Financial Management
- FMA: Fiscal Management Associates
- FPOC: Financial Point of Contact
- GAN: Grant Adjustment Notification
- GMS: Grant Management System
- GPRS: Grant Payment Request System
- OCFO: Office of the Chief Financial Officer
- OJP: Office of Justice Programs
- OVC: Office for Victims of Crimes
- PPOC: Programmatic Point of Contact
- TTA: Training and Technical Assistance

Resources
- **DOJ Grants Financial Guide**
- **Office of Management and Budget (OMB) Uniform Guidance**
- **Grant Management System (GMS) Grant Monitoring User Guide**
- **Grant Payment Request System (GPRS) User Guide**

◆ **OVC Tribal Financial Management Center (OVC TFMC)** provides **training, technical assistance, and resources** to support American Indian and Alaska Native communities as they successfully manage the financial aspects of their federal awards. OVC TFMC also offers support via our Virtual Support Center (VSC) to Office of Victims of Crime (OVC) grantees and those seeking federal funding from OVC for the first time. **Email questions or requests for grant financial management technical assistance to TFMC@ovctfmc.org** or call **703.462.6900.** Visit **OVCTFMC.org** for additional resources and information.

This resource has been carefully prepared by the OVC Tribal Financial Management Center for general financial management informational purposes only. This resource does not constitute legal, accounting, tax, or other professional advice. While OVC TFMC makes every effort to update content on a regular basis, we recognize each grantee's unique operating environment. OVC TFMC recommends consultation with independent advisors as well as review of the most recent versions of the DOJ Grants Financial Guide and the OMB Uniform Guidance when making any decisions about your award, requirements, or individual circumstances.