1. When did the grant term begin?

Generally, for most grantees, the start date of the grant is October 1, 2013, but check the “PROJECT PERIOD: FROM” dates in the award documents you received from the Bureau of Justice Assistance (BJA) via the Office of Justice Programs (OJP) Grants Management System (GMS). Review the special conditions of your award to determine whether you are permitted to obligate, expend, or draw down funds.

2. What are the first steps to take after receiving the grant?

Step-by-step post-award instructions found on the website below:

Carefully read the award document and special conditions because this award is a legally binding agreement. If you accept the terms and conditions of the award, have your designated official sign a copy of the award document and special conditions. A “designated official” is the person authorized by your organization to sign awards and enter into legal contracts on behalf of your organization. Particular individuals may include, but are not limited to; county executives, executive directors, governors, and mayors.

You have 45 days from the award date to accept the award. Notify your program officer if your organization is unable to accept the award within this time. Failure to accept within 45 days may result in de-obligation of funds.

3. How do I access funds?

Funds may be accessed using the online Grant Payment Request System (GPRS). A detailed GPRS user guide, which includes registration guidance and GPRS frequently asked questions, can be found at http://www.ojp.usdoj.gov/about/pdfs/gprsuserguide.pdf.

4. There is an active special condition withholding funds for Conditional Clearance. What does this mean and how do I clear this special condition?

The special condition withholding funds for Conditional Clearance means that your grant was approved for award purposes only, but the grant budget has not been approved. Therefore, you may not obligate, expend, or draw down funds until the OJP Office of the Chief Financial Officer (OCFO) has approved your budget and issued a GAN to retire the special condition.

The OJP OCFO will review the budget for each grant award; either an Initial Budget Review or a Financial Clearance Memo will be issued. Your assigned State Policy Advisor will be your liaison during this process and will contact you requesting a revised budget, or contact you to...
inform you that your budget has been approved. If a revised budget is requested, you must address each individual budget item by the due date specified. Submit a complete, revised budget detail worksheet and budget narrative by email to your assigned State Policy Advisor.

5. **The SCA solicitation that I was awarded under requires matching funds. I submitted a request to waive the cash match requirement with my original application. Does this mean that my cash match waiver request is approved?**

The OJP OCFO will review the budget for each grant award; either an Initial Budget Review or a Financial Clearance Memo will be issued. At the time of the review, the financial analyst will note if the match was waived and proceed with the budget review. The status of the match waiver and the budget review will be communicated to you by the assigned grant manager.

6. **I included matching funds in my grant application, but I did not submit a cash match waiver request. Do I still have the opportunity to waive the cash match?**

No. As per the applicable solicitation that requires matching funds, match waiver requests must be submitted with the original application.

7. **What rules and regulations must I adhere to during the administration of my grant award?**

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](http://www.whitehouse.gov/omb/grants/index.html)

OJP grantees with questions concerning the content of the Financial Guide should contact OCFO Customer Service: 1-800-458-0786, option 2 or [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).


8. **Are food and beverage costs allowable?**

No. As of October 21, 2011, food and beverage costs are unallowable.
9. I am not listed as a contact person in GMS for this grant, but I would like to be included in all grant correspondence. Is that possible?

No. Grant correspondence is only provided to the individuals listed in GMS. The designated point of contact (POC) is the primary contact and you are responsible for keeping the information current in GMS.

You may initiate a Grant Adjustment Notice (GAN) request to add an additional alternate point of contact (APOC) or to change the current primary point of contact (POC) in GMS.

10. I need assistance with OJP’s online Grants Management System (GMS). What resources available?

OJP has several resources available to assist you with GMS. Please visit http://www.ojp.usdoj.gov/training/gmstraining.htm, which will assist you with the following:

- Get Started in GMS
- Apply for/Accept an OJP Grant
- Submit a Payment Request through the Grant Payment Request System (GPRS)
- Create, Save and/or Submit a Grant Adjustment Notice (GAN)
- Submit a Progress Report
- Submit a Financial Report (SF-425)
- View Site Visit Correspondence and Follow Up on Issues for Resolution
- Report Conference Costs
- Submit a Closeout

The GMS computer based online training tool can be found at http://www.ojp.usdoj.gov/gmscbt/. If you require further assistance, please email the GMS Help Desk at gms.helpdesk@usdoj.gov or call 1-888-549-9901, option 3.

11. What are the reporting requirements under the SCA grant?

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. BJA will also reject any Grant Adjustment Notice (GAN) submissions by the grantee if reports are not up to date. In summary, SCA grant recipients must submit the following:

Details regarding each reporting requirement can be found below:

1) Quarterly Financial Status Reports (SF-425) in GMS: https://grants.ojp.usdoj.gov/gmsexternal/
2) Quarterly Performance Reports in PMT: www.bjaperformancetools.org (applies to most SCA grant recipients)
3) Progress Reports in GMS: https://grants.ojp.usdoj.gov/gmsexternal/
4) FFATA Reports in FRS: www.fsr.gov
Financial Status Reports (SF-425):

Once you accept the award you will become responsible for financial reports even if your budget was not reviewed and cleared by OCFO.

A step-by-step guide for filing Financial Status Reports can be found at [http://www.ojp.usdoj.gov/training/pdfs/gms_userguide.pdf](http://www.ojp.usdoj.gov/training/pdfs/gms_userguide.pdf). If you did not obligate or expend funds during a reporting period, enter 0.

Financial status reports are due thirty days following the close of each quarter on the following schedule:

- October 1 – December 31 (due January 30)
- January 1 – March 31 (due April 30)
- April 1 – June 30 (due July 30)
- July 1 – September 30 (due October 30)

Quarterly Performance Reports (PMT):

Performance measurement reports must be submitted on a [quarterly](http://www.ojp.usdoj.gov/training/pdfs/gms_userguide.pdf) basis via the BJA Performance Measurement Tool (PMT). Performance measurement reports are due thirty days following the close of each quarter on the following schedule:

Quarterly PMT reports must be submitted at [www.bjaperformancetools.org](http://www.bjaperformancetools.org) on the following schedule:

- October 1 – December 31 (due January 30)
- January 1 – March 31 (due April 30)
- April 1 – June 30 (due July 30)
- July 1 – September 30 (due October 30)

In addition, grantees are responsible for downloading their PMT reports uploading them into GMS with their Semi-annual Progress Report (see below) by **January 30 and July 30**.

The PMT has recently been updated with a final report function that aggregates performance measures from all reporting periods. This final report is now required to be attached to the final progress report in GMS.

Progress Reports:

Grantees must submit narrative progress reports on a **semi-annual** basis in GMS on the following schedule:

- January 1 – June 30 (due July 30)
- July 1 – December 31 (due January 30)
The Semi-Annual Progress Report in GMS must include the PMT report attachments covering the reporting period. For example, a Semi-Annual Progress Report for January 1 – June 30 must include the PMT attachment for the two quarters within that period (January – March, and April – June).

The Final Progress Report is due 90 days after the grant end date. However, the Final Progress Report should be submitted no later than 60 days after the grant end date to allow for BJA review and approval of the Final Progress Report. The Final Progress Report must be approved in order for the grantee to submit the closeout package by the due date, which is also 90 days after the grant end date.

Performance and progress reports must be submitted on the following schedule:

<table>
<thead>
<tr>
<th>Activity Period</th>
<th>Type of Data</th>
<th>Submit to GMS?</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 - March 31</td>
<td>Numerical</td>
<td>No</td>
<td>April 30</td>
</tr>
<tr>
<td>April 1 – June 30</td>
<td>Narrative and Numerical</td>
<td>Yes</td>
<td>July 30</td>
</tr>
<tr>
<td>July 1 – September 31</td>
<td>Numerical</td>
<td>No</td>
<td>October 30</td>
</tr>
<tr>
<td>October 1 – December 31</td>
<td>Narrative and Numerical</td>
<td>Yes</td>
<td>January 30</td>
</tr>
</tbody>
</table>

FFATA Reporting:

The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The intent is to empower every American with the ability to hold the government accountable for each spending decision. The end result is to reduce wasteful spending in the government. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is www.USASpending.gov.

Prime Grant Recipients awarded a new Federal grant greater than or equal to $25,000 as of October 1, 2010 are subject to FFATA sub-award reporting requirements as outlined in the Office of Management and Budgets guidance issued August 27, 2010. The prime awardee is required to file a FFATA sub-award report by the end of the month following the month in which the prime recipient awards any sub-grant greater than or equal to $25,000.
12. When should I submit a Grant Adjustment Notice (GAN)?

It is important to keep BJA up-to-date on current project and contact information. If you wish to change the project budget, scope of your project, or make any corrections to your award and/or contact information, you must submit a Grant Adjustment Notice (GAN) via GMS. Please refer to section 3.5 of the OJP Financial Guide for more details on types of Grant Adjustment Notices. For detailed instruction on how to submit a GAN in GMS please refer to the training offered at http://www.ojp.usdoj.gov/gmscbt/.

Once you submit a GAN please do not assume that it was approved. If more information or correction is needed a GAN will be sent back to you in GMS and will be in a CHANGE REQUEST status pending your correction and resubmission. Please make sure that you check GMS and your e-mail (to include Junk/SPAM folder) for notices from GMS on action taken. To avoid duplicates, please do not submit a new GAN.

Please make sure you are current with all reports before you submit a GAN. A GAN cannot be approved if the grant recipient is overdue with a report in GMS.

Please respond to any requests for additional information and/or changes within 7 days, failure to respond to may lead to your GAN being denied. Noncompliance to office requests may affect your future funding.

13. I need more time to complete the project. May I request a project period no-cost extension?

Yes. Requests for a no-cost extension of an award period must be submitted through the GAN module in GMS. Award recipients may request a no-cost extension by submitting a GAN no later than 45 days prior to the end of the award.

A narrative justification must be submitted with the project or program extension request. Complete details must be provided, including the justification and the extraordinary circumstances which require the proposed extension. The recipient must explain the effect a denial of the request will have on the project or program.

The justification for an extension should include:

1. Current, unobligated balance;
2. Explanation for why the project could not be finished before the current grant end date;
3. Description of the pending activities to be completed during the requested extension period, and
4. How the grant funds will be utilized during the requested extension period.
   a. Please show the breakdown of costs for the additional time requested.

Keep in mind:
- The maximum extension allowable for any project period is 12 months.
- Generally, requests for retroactive extension of project periods may not be considered.
- Generally, only one extension per award will be permitted.

For more information, please see the OJP Financial Guide:

14. How do I submit a CCR/SAM Claim in GMS?

If the CCR/SAM Claim has not been submitted or the claim has not been verified by OCFO a withholding special condition will be active on the grant. To submit the CCR/SAM claim the following steps need to be taken:

1) Verify that you are registered at the SAM.gov website.
2) If registered, log into GMS
3) Click the CCR/SAM Claim link
4) Verify that you are registered by clicking the submit button.

15. What are the steps to closeout an award?

Once your project is complete and all funds have been expended, you need to closeout the grant. You are required to submit all closeout documents & complete all requirements within 90 days after the end date of the grant. All expenses must be obligated by the last day of the project period, including match and program income. All obligated costs must be expended within 75 days from the project end date. Remaining funds must be returned to OJP.

Please be aware of the project end date and complete the standard closeout in GMS:

**Standard Closeout:**

- Submitted within 90 calendar days after the grant end date.
- All administrative, programmatic, and financial requirements have been met.
- All expenses must be obligated by the last day of the project period.

**Administrative (non-compliant) Closeout:**

- On the 91st day after the grant end date, GMS will automatically freeze funds, initiate an administrative closeout and notify the grant recipient.
The grant recipient is unwilling/non-compliant or unable to complete closeout requirements

**TIP:** Start the closeout process as soon as the program has been completed and all monies have been spent. Submit your final SF-425 and final progress report well in advance of the end of the 90-day period. Once an administrative closeout begins, you will be unable to draw any additional funds on the award.

**Recipient Closeout Requirements**

Within 90 days of the end date of the award (or any approved extension), the following must be submitted by the recipient to the awarding agency:

**Submit Final SF-425**
- This FINAL report of expenditures must have no unliquidated obligations.
- Any unobligated or unexpended funds will be de-obligated from the award amount. Make sure you have obligated all of your funds prior to the award end date.
- Match requirements must be met by the end of the award period and included in the report.
- Recipients who have drawn down funds in excess of their Federal expenditures must return unused funds to the awarding agency when they submit the final report.
- Be sure to reconcile your final FFR to your internal accounting records. All entries in the accounting system must be supported by adequate source documentation (for example, original invoices and contracts).
- Report all allowable costs incurred, both at the recipient and subrecipient level.

**Submit Final Progress Report**
- The final progress report should be prepared in accordance with instructions provided by the awarding agency’s program office. If you are required to submit PMT reports then your final report in GMS should include the final PMT report.
- To close the grant, the grantee must include a synopsis explaining the manner in which the grant funds were spent and all project accomplishments. In addition, indicate that all grant funded activities are complete and inform BJA if all funds have been expended.

**Special condition compliance** – e-mail your SPA
- You should e-mail your State Policy Advisor (SPA) with a notification that you have reviewed all your special conditions and are in compliance. (Please include your award number).

**Programmatic Requirement Certification**
- Once you provide a response you will be able to click the “SUBMIT” button in the closeout module and submit the closeout package for a review.

**Financial Reconciliation**
- OCFO will conduct financial reconciliation and contact you with any financial outstanding issues. If your reported unobligated balance of Federal funds is more than your draw downs, draw down the difference.
16. What should I know about audit reports?

If you are a non-Federal entity that expended $500,000 or more in Federal funds (from all federal funding sources, including pass-through subaward funds) in your organization’s fiscal year (12-month turnaround reporting period), then you are required to arrange for a single organization-wide audit conducted in accordance with the provisions of Office of Management and Budget (OMB) Circular A-133.

If you are a non-Federal entity that expended less than $500,000 a year in Federal awards, you are exempt from Federal audit requirements for that year. However, you must keep records that are available for review or audit by appropriate officials including the Federal agency, pass-through entity, and U.S. Government Accountability Office (GAO).

- Audit reports are due 9 months after the close of your agency’s fiscal year.
- State and local governments, institutions of higher education, and nonprofit institutions should submit reports to:

  Federal Audit Clearinghouse  
  Bureau of the Census  
  1201 East 10th Street  
  Jeffersonville, IN 47132  
  [http://harvester.census.gov/sac/](http://harvester.census.gov/sac/)

- Commercial organizations and individuals should submit reports to the OJP Control Desk.
- For more information on Audit Reports, please contact:

  Linda Taylor  
  Lead Auditor, OJP  
  (202) 514-7270  
  Linda.Taylor2@usdoj.gov

17. Who should we contact with other questions about the grant?

The [OJP Financial Guide](http://ojp.usdoj.gov) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of your award.

The Guide should be the starting point for all recipients and subrecipients in ensuring the effective day to day management of your awards.

If you need additional information about your specific award requirements, including budget and compliance issues, please contact the BJA program manager identified in your award notification materials.
- **State Policy Advisors:** [https://www.bja.gov/About/Contacts/ProgramsOffice.html](https://www.bja.gov/About/Contacts/ProgramsOffice.html)

Also, important contact information has been included in the footer of each page:
- For GMS Questions, contact the GMS Help Desk: 1-888-549-9901, option 3 or gms.helpdesk@usdoj.gov
- For financial questions, including GPRS questions, please contact OCFO Customer Service: 1-800-458-0786, option 2 or ask.ocfo@usdoj.gov
- For PMT questions, please contact the PMT Help Desk: 1-888-252-6867 or BJAPMT@csrincorporated.com

To learn how to access funds, please review the OJP Training and Technical Assistance User Guide for the Grant Payment Request System (GPRS): [http://www.ojp.gov/about/pdfs/gprsuserguide.pdf](http://www.ojp.gov/about/pdfs/gprsuserguide.pdf)