



# FY 2009 Award Acceptance

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**Investigative and Forensic Science Division**





# Register a Financial Point of Contact





# Accepting your award

## 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).**



# Creating or Assigning the **FPOC**

## *Three possible scenarios:*

- An individual who is not the Grant Point of Contact (**Grant POC**) may assign him/herself to be the Financial Point of Contact (**FPOC**) for an award
- The **Grant POC** can assign another individual to be the **FPOC** for an award
- The **Grant POC** can assign him/herself to be the **FPOC** for an award



# Review the Award and Special Conditions





# Accepting your award

## Step 2. Review the Award and Special Conditions

- Once the FPOC registration is completed, grantees may access the Award.

**The Award package documentation and all associated special conditions should be reviewed thoroughly!**





# The Special Conditions

- 1 Financial Guide
- 2 Civil Rights: EEOP
- 3 Audit - States, Units of Local Government, or Non-Profit Organizations
- 4 Use of Federal Funds
- 5 Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct
- 6 Cooperative Agreement: Statement of Federal Involvement - DNA analysis and capacity; certain other forensic activities
- 7 DNA 2009 - Backlog Reduction and Capacity Enhancement set 1
- 8 DNA 2009 - Backlog Reduction and Capacity Enhancement set 2
- 9 DNA 2009 - Backlog Reduction and Capacity Enhancement - Casework Backlog Estimate
- 10 Reports: Quarterly Financial Reports
- 11 Reports: Semi-annual progress reports
- 12 DNA 2009 - Backlog Reduction and Capacity Enhancement - Performance Measure Reporting
- 13 Reports: Final
- 14 Evaluations
- 15 Notification and Prior Approvals
- 16 Press Releases
- 17 Copyright and Data Rights
- 18 Key Personnel Clause: Personnel Changes
- 19 Conference Cost Reporting for Cooperative Agreements
- 20 Withholding of Funds - 28 C.F.R. Part 18
- 21 NEPA Environmental Assessment - DNA 2009
- 22 Limit on use of grant funds for grantees' employees' salaries
- 23 DNA 2009 - Backlog Reduction and Capacity Enhancement Withholding - Previous Awards
- 24 OCFO Active CCR Registration


On all OJP awards

Program and  
grantee specific

CCR



# Review the Special Conditions

 <p>Department of Justice Office of Justice Programs <b>National Institute of Justice</b></p>	<p><b>AWARD CONTINUATION SHEET</b> <b>Cooperative Agreement</b></p>	<p>PAGE 2 OF 7</p>
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PROJECT NUMBER	AWARD DATE 08/26/2009
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*SPECIAL CONDITIONS*

<p>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.</p>	<p><b>OJP Financial Guide</b></p>
<p>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.</p>	<p><b>Equal Employment Opportunity Plan</b></p>
<p>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, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19.</p>	<p><b>OMB Circular A-133 (Audits)</b></p>
<p>4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.</p>	<p><b>Use of Federal Funds</b></p>
<p>5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -</p> <p>mail:</p> <p>Office of the Inspector General U.S. Department of Justice</p>	<p><b>Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct</b></p>

**The First Five:  
Standard Special  
Conditions for all  
OJP:**





# CCR Withholding Special Condition

 <p>Department of Justice Office of Justice Programs <b>National Institute of Justice</b></p>	<p><b>AWARD CONTINUATION SHEET</b></p> <p>Cooperative Agreement</p>	<p>PAGE 7 OF 7</p>
<p>PROJECT NUMBER [REDACTED]</p>	<p>AWARD DATE 08/26/2009</p>	
<p><i>SPECIAL CONDITIONS</i></p>		
<p>[REDACTED]</p>		
<p>24. The recipient agrees expeditiously to obtain active registration with the Central Contractor Registration (CCR) database, and to notify the program office in writing of its registration. Following satisfaction of this requirement, a Grant Adjustment Notice will be issued to remove this special condition.</p>		

The recipient agrees expeditiously to obtain active registration with the Central Contractor Registration (CCR) database, and to notify the program office in writing of its registration. Following satisfaction of this requirement, a Grant Adjustment Notice will be issued to remove this special condition.



## Now what???

If your DUNS is **not registered** in the Central Contractor Registration Database:

**Register your DUNS with the CCR database.**

If you are registered in the CCR Database, but your DUNS is **different** than the one associated with your award application in GMS:

**Create a Change DUNS GAN in GMS**

If you are registered in the CCR Database, and your DUNS is correct in your award application in GMS:

**Submit a CCR Claim in GMS**



# Check the CCR Database

<https://www.bpn.gov/CCRSearch/Search.aspx>



CCR Search

[CCR Home](#)   [CCR Search](#)   [Federal Agency Registration](#)   [News](#)   [Release Notes](#)   [Request Data Access](#)   [Help](#)

**Quick Links**

- [Dynamic Small Business Search](#)
- [ORCA](#)
- [SBA](#)
- [Request DUNS Number](#)
- [Federal Business Opportunities](#)

[Search](#)   [Results](#)   [Detail](#)

As of the July 30, 2008 release (4.08.2), CCR-registered vendors may elect not to display their registration in the CCR/FedReg Public Search. Federal government users may still view all registrations from a .mil, .gov or .fed.us domain.

**Simple Search**

[Clear Search Criteria](#)

DUNS Number:  PLUS 4:

CAGE Code:  [CAGE Code Search](#)

**Advanced Search**

Company Name:  [Note](#)

NAICS Code:  [NAICS Code Search](#)

Enter DUNS

Click Search



# My DUNS is *not* registered in CCR

If your DUNS is **not registered** in the Central Contractor Registration Database:

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# Register your DUNS with CCR

<https://www.bpn.gov/ccr/default.aspx>

NEWS FLASH: Recovery vendors must register in...

Central Contractor Registration (CCR) is the primary system that validates, stores and disseminates data in support of the Federal Acquisition Process.

Existing CCR Users

Log in to CCR

User ID:

Password:

[Forgot Password](#) [Forgot User ID](#)

---OR---

If you have not yet converted to a User ID and Password, you must use your DUNS and TPIN to do this before December 31, 2009.

DUNS / TPIN Access

DUNS:

TPIN:

[Forgot TPIN](#)

Note to all Users: This is a Federal Government website. Your consent to use this website is required.

## New CCR Users

### What you need to register

1. DUNS Number
2. Tax Identification Number (TIN) and Taxpayer Name
3. Statistical Information about your business
4. Electronic Funds Transfer (EFT) Information

[View Detailed Descriptions](#)

[International Registrants](#)

Note: New registrations usually take 1-2 business days to process once completed by the vendor.





# Register your DUNS with CCR



[CCR Home](#) [CCR Search](#) [Federal Agency Registration](#) [News](#) [Release Notes](#) [Request Data Access](#) [Help](#)

## Quick Links

[Dynamic  
Small  
Business  
Search](#)

[ORCA](#)

[SBA](#)

[Request  
DUNS  
Number](#)

[Federal  
Business  
Opportunities](#)

## New Registration

### Enter Your Organization's Information

#### Organization Information

\* Required Information

DUNS\*:

Please enter a value for the DUNS number field.

Legal Business Name:

Doing Business As (DBA):

Physical Street Address:

City:

U.S. State or Canadian Province:

Foreign Province:

Zip+4/Postal Code:

Country:

**The DUNS number registered with CCR must match the DUNS number associated with your application in GMS. If you have questions on this, contact your program manager.**



# My DUNS *is* registered in the CCR

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If you are registered in the CCR Database, and your DUNS matches your award application in GMS:

**Submit a CCR Claim in GMS**



# Change DUNS GAN



## Grant Management System Home


[Manage Users](#)
[Applications](#)
[Victim  
Compensation  
Certification](#)
[Awards](#)
[Funding  
Opportunities](#)
[Grant Adjustments](#)
[Grant Monitoring](#)
[Event Planning and  
Reporting](#)
[Closeouts](#)
[Reports](#)
[Profile](#)
[CCR Claim](#)
[Change Password](#)
[Log Off](#)

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

Year	Solicitation	Refresh
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](#).

### 2007 Justice Assistance Grant Program

Year	Application No.	Status	Correspondence	Action
				<a href="#">View</a>

Click on the [Grant Adjustments](#) link

### FY 2006 BJA Congressionally Mandated Awards

Year	Application No.	Status	Correspondence	Action
2006		<ul style="list-style-type: none"> <li>Application submitted and last updated on 09/02/2006</li> </ul>	No Messages <a href="#">Compose message</a>	<a href="#">View</a>

### FY 2006 Edward Byrne Memorial Justice Assistance Grant (JAG) Program

Year	Application No.	Status	Correspondence	Action
2006		<ul style="list-style-type: none"> <li>Application submitted and last updated on 07/26/2006</li> </ul>	No Messages <a href="#">Compose message</a>	<a href="#">View</a>

### Edward Byrne Justice Assistance Grant Program

Year	Application No.	Status	Correspondence	Action
2005		<ul style="list-style-type: none"> <li>Application submitted and last updated on 08/19/2005</li> </ul>	No Messages <a href="#">Compose message</a>	<a href="#">View</a>

[Help/Frequently Asked Questions](#)



# Change DUNS GAN



Grant Adjustments - All Active GANs



[All Active](#)

[Change Requested](#)

[Approved](#)

[Denied](#)

[Draft](#)

[Create Grant Adjustment](#)

[Help/Frequently Asked Questions](#)

[GMS Home](#)

[Log Off](#)

Click on the

[Create Grant Adjustment](#)

link



# Change DUNS GAN



Create Grant Adjustment - Select Grant Adjustment Type



All Active

Change Requested

Approved

Denied

Draft

Create Grant Adjustment

Select the type of grant adjustment you would like to create.

- Budget Modification
- Budget Modification
- Change Grantee Authorized/Signing Official
- Change Grantee/Contactor/Alternate Contact/Principal Investigator
- Change Grantee DUNS Number**
- Change Grantee Mailing Address
- Change Grantee Name
- Change Project/Period
- Change Project Scope
- Program Office Approvals
- Sole Source Approval

[Help/Frequently Asked Questions](#)

[GMS Home](#)

[Log Off](#)

**Choose: Change Grantee DUNS Number**



Create Grant Adjustment - Select Grant Adjustment Type



All Active

Change Requested

Approved

Select the type of grant adjustment you would like to create.

Change Grantee DUNS Number

Create

**Click Create**





# Change DUNS GAN



## Create Grant Adjustment - Select Award



- All Active
- Change Requested
- Approved
- Denied
- Draft
- Create Grant Adjustment

Please select the award for which you would like to create a Grant Adjustment from the list below. First select an OJP Vendor Number that will apply for this GAN.

Award Number	Solicitation	Program Office
My Assigned OJP Vendor Number: Your vendor number		
A list of all awards associated with this vendor number		

[Help/Frequently Asked Questions](#)

[GMS Home](#)

[Log Off](#)

**Windows Internet Explorer**

This GAN is intended to change all awards associated with the OJP Vendor Number you select. If this does not seem appropriate for the change you would like to make, please contact your grant manager for assistance.

OK



# Change DUNS GAN



Change Grantee DUNS Number GAN


[All Active](#)
[Change Requested](#)
[Approved](#)
[Denied](#)
[Draft](#)
[Create Grant Adjustment](#)
[Help/Frequently Asked Questions](#)

 US DEPARTMENT OF JUSTICE  
 OFFICE OF JUSTICE PROGRAMS

## GRANT ADJUSTMENT NOTICE

### Grantee Information

Grantee Name:			Award Numbers:
Grantee Address:			
Grantee DUNS Number:			

***Specific documentation is required*** for changes to a Grantee DUNS Number. Documentation can be the legal document that effected the DUNS Number change or a letter noting the official DUNS Number change authenticated (signed) by a proper official of the state having jurisdiction. Documentation must be electronically attached for approval of this grant adjustment.

Current Grantee DUNS Number	20604	New Grantee DUNS Number	<input type="text"/>
*Required Justification for Grantee DUNS Number Change			
Attachments:			
<input type="button" value="Add Attachment"/>			
Actions:			
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

Current DUNS → 
New DUNS ←

Required Justification →

Submit →



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**Submit a CCR Claim in GMS**



## Important!

**If you submitted a Change DUNS GAN, you must wait for the email confirming that it has been approved in GMS before submitting a CCR Claim.**



# Submitting a CCR Claim



## Grant Management System Home


[Manage Users](#)
[Applications](#)
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[Awards](#)
[Funding  
Opportunities](#)
[Grant Adjustments](#)
[Grant Monitoring](#)
[Event Planning and  
Reporting](#)
[Closeouts](#)
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All	All	<input type="button" value="Refresh"/>

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Year	Application No.	Status	Correspondence	Action
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### FY 2006 BJA Congressionally Mandated Awards

Year	Application No.	Status	Correspondence	Action
2006		<ul style="list-style-type: none"> <li>Application submitted and last updated on 09/02/2006</li> </ul>	No Messages <a href="#">Compose message</a>	<a href="#">View</a>

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Year	Application No.	Status	Correspondence	Action
			No Messages <a href="#">Compose message</a>	<a href="#">View</a>

### Edward Byrne Justice Assistance Grant Program

Year	Application No.	Status	Correspondence	Action
2005		<ul style="list-style-type: none"> <li>Application submitted and last updated on 08/19/2005</li> </ul>	No Messages <a href="#">Compose message</a>	<a href="#">View</a>

Click on the [CCR Claim](#) link





# CCR Withholding Special Conditions



CCR Registration Claim



Please click the submit button below to acknowledge that you have successfully registered with the Central Contractor Registration (CCR) System.

[Awards](#)

[Funding Opportunities](#)

[Grant Adjustments](#)

[Grant Monitoring](#)

[Event Planning and Reporting](#)

[Closeouts](#)

[Reports](#)

[Profile](#)

[CCR Claim](#)

[Change Password](#)

[Log Off](#)

Submit

Cancel

Click on

Submit



# CCR Withholding Special Conditions



CCR Registration Claim



Your Central Contractor Registration (CCR) claim was submitted on 10/16/2009 and is currently under review by OJP

[Awards](#)

[Funding Opportunities](#)

[Grant Adjustments](#)

[Grant Monitoring](#)

[Event Planning and Reporting](#)

[Financial Status Reports](#)

[Closeouts](#)

[Reports](#)

[Profile](#)

[CCR Claim](#)

[Change Password](#)

[Log Off](#)



# Accept the Award





# Accepting your 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.

- *If the authorized recipient official for your agency has changed:*

Do not alter the preprinted name in box 18 of the Award.

Create & submit a “Change Grantee Authorized Signing Official” GAN.

The Award should be printed, reviewed, and signed by the **new** authorized recipient official. The **new** authorized recipient official should also initial each page of Special Conditions. Printed documentation of the **approved** GAN must be included with the signed award package.



# Accepting your award

- *If you agree with the terms and conditions:*

The reviewed, signed & initialed award acceptance documents should be sent to the OJP Control Desk using one of the following methods:

By **email**: [Acceptance@usdoj.gov](mailto:Acceptance@usdoj.gov)

By **Fax** any of the following FAX numbers:

(866) 388-3055 *Toll free*

(202) 354-4081

(202) 616-5962

(202) 353-9279

**The original signed documents should be maintained in your files for presentation in the event of audit.**



Read the Guidelines







# Accepting your award

## 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>

The Code of Federal Regulations is available through the link:  
<http://www.gpoaccess.gov/index.html>

The OMB Circulars are available through the linke:  
[http://www.whitehouse.gov/omb/circulars\\_default/](http://www.whitehouse.gov/omb/circulars_default/)



# Additional Resources





[http://www.ojp.usdoj.gov/funding/grant\\_process.htm](http://www.ojp.usdoj.gov/funding/grant_process.htm)

## Post Award

Access the award package in GMS, designate a Financial Point of Contact for your award, and sign and return the award document to the Office of the Chief Financial Officer within 45 calendar days of date of award

Review the special conditions on the award document and determine what your organization needs to do to be in compliance with them.

Manage the project according to requirements, standards, and guidance contained in the grant terms and conditions, including the OJP Financial Guide (provided in the award package) and award special conditions.

Submit quarterly Financial Status Reports in accordance with the OJP Financial Guide.

Submit Programmatic Progress Reports in accordance with the frequency established in the special conditions of the award document.

Request approval for modifications to your award as defined in the OJP Financial Guide

Complete all deliverables as stated in your application, the solicitation or in a special condition.



# GMS Training Resources

Office of Justice Programs

Welcome to the  
Grants Management System

[Click here for Training Material](#)

[GMS Sign-In](#) [New User? Register Here](#) [Home](#)

The screenshot shows a yellow-themed web page for the Office of Justice Programs. It features a large, faint background image of a person's face. The page includes the text "Office of Justice Programs" at the top, "Welcome to the Grants Management System" in the center, and a link "Click here for Training Material" below it. At the bottom, there are three buttons: "GMS Sign-In", "New User? Register Here", and "Home".

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



# Postaward Instructions



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

Postaward Instructions

June 2009

Emailed to grant  
points of contact  
with Newsletter 16

Contact your  
program manager  
if you would like a  
copy of this





# FPOC User Manual

[http://www.ojp.usdoj.gov/funding/pdfs/fsr\\_user\\_manual.pdf](http://www.ojp.usdoj.gov/funding/pdfs/fsr_user_manual.pdf)



**Office of the Chief Information Officer**

**U.S. Department of Justice  
Office of Justice Programs**

***Grants Management System  
Financial Status Reporting (SF-269a)  
User Manual***





# Safe travels, wherever you are going!

