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# Seminar on Financial Management

## Tribal Training and Technical Assistance

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## FINANCIAL MANAGEMENT SEMINAR Financial Management Systems

- All recipients are required to:
  - Establish/maintain auditable accounting records and
  - Accurately account for funds awarded.
- Records shall include Federal, matching, and program income.



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## FINANCIAL MANAGEMENT SEMINAR Financial Management Systems

- Accounting System
  - Grantee must maintain an adequate system of accounting and internal controls.
  - Grantee must ensure that subrecipients also have an adequate system of accounting and internal controls.



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## FINANCIAL MANAGEMENT SEMINAR Financial Management Systems

- An adequate accounting system:
  - Presents and classifies costs, as required for budgetary and evaluation purposes.
  - Provides cost and property control to ensure optimal use of funds.



**BUDGET  
PLANNING**

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## FINANCIAL MANAGEMENT SEMINAR Financial Management Systems

- An adequate accounting system:
  - Meets requirements for periodic reporting.
  - Provides financial data for planning, control, measurement, and evaluation of direct and indirect costs.



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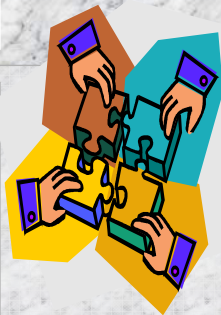


## FINANCIAL MANAGEMENT SEMINAR

### Financial Management Systems

- In summary, a Financial Management System must be able to:
  - Record and report on the --
    - Receipt;
    - Obligation; and
    - Expenditure of grant funds.

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# MATCH

# IN-KIND ONLY

8



# MATCH

## How to Calculate a 10% Match:

- Federal Share (anticipated award amount) ÷ 90% = Total Project Costs
- Total Project Costs x 10% = Recipient's Required Match

Incorrect: Federal Award x 10%

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# OMB CIRCULARS

## COST PRINCIPLES:

A-21

A-122

A-87

(Description of costs, allowable, unallowable, etc.)

Educational Institutions

Non-Profit Organizations

State & Local Units of Government

10

## OMB CIRCULAR A-87 Major Provisions

### REQUIRES THAT A COST BE:

- Allowable
- Necessary to the performance of a project
- Reasonable
- Allocable to the project and consistently treated

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## OMB CIRCULAR A-87 Major Provisions

### ■ REQUIRES THAT A COST BE: (continued)

- Non-profitable
- Claimed against only one award, and
- Permissible under State & Federal laws and regulations

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## CLASSIFICATION OF COSTS

### DIRECT COSTS:

Costs identified specifically with an activity

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## CLASSIFICATION OF COSTS

### ■ DIRECT COSTS, generally include:

- Salaries and Wages (including holidays, sick leave, etc.) - Direct Labor Costs
- Other employee fringe benefits allocable to direct labor employees

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## CLASSIFICATION OF COSTS

- **DIRECT COSTS**, generally Include:  
(continued)
  - Consultant services contracted to accomplish specific project objectives
  - Travel of direct labor employees
  - Material/supplies purchased directly for use on a specific project

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## CLASSIFICATION OF COSTS

### INDIRECT COSTS:

Costs that are not readily identifiable with a particular grant or contract

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## OMB CIRCULAR A-87 Major Provisions

### INDIRECT COSTS, generally include:

- Maintenance of buildings
- Telephone expense
- Travel and supplies
- Depreciation
- Rental expense

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## OMB CIRCULAR A-87 Major Provisions

### PROVIDES FOR:

- Provisional indirect costs rates adjusted to final (retroactive adjustment)
- Predetermined rates (not normally subject to adjustment)

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## OMB CIRCULAR A-87 Major Provisions

### PROVIDES FOR: (continued)

- Fixed rates (with roll or carry forward adjusted in future period)
- Implements cognizant Federal agency concept

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## OMB CIRCULAR A-87 Major Provisions

### The circular DOES NOT:

- Supersede limitation imposed by law
- Dictate extent of Federal funds
- Provide additional Federal funds for indirect costs

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## OMB CIRCULAR A-87 Major Provisions

The circular DOES NOT: (continued)

- Dictate how a government should use funds
- Relieve State & local governments of stewardship responsibilities for Federal funds

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OFFICE OF MANAGEMENT  
AND BUDGET

CIRCULAR A-87

Selected Items of Cost

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## Circular A-87 Selected Items of Cost

- Accounting
- Advertising
- Alcoholic Beverage
- Audit Services



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## Circular A-87 Selected Items of Cost

- Bad Debts
- Contingencies
- Contributions & Donations
- Entertainment



24

## Circular A-87 Selected Items of Cost

- Fines/Penalties 
- Fund Raising 
- Rental Costs 
- Under Recovery of Costs  
under Federal Grants

25

## FINANCIAL MANAGEMENT SEMINAR Conditions of Award

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of OJP's "Financial Guide."

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## FINANCIAL MANAGEMENT SEMINAR Conditions of Award

2. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of State, Local Governments and Non-Profit Organizations, as further described in OJP's Financial Guide, Chapter 19.

Note: There is a different special condition for individuals and for-profit commercial organizations.

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## FINANCIAL MANAGEMENT SEMINAR Conditions of Award

### New Changes to Anti-Lobbying Act:

3. 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.

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## GRANT ADJUSTMENTS

- 10% Deviation from Total Award \$\$ (does not apply to grants \$100K or less)
- Change in Scope of Project
- Change in Project Period (no cost extension)

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## GRANT ADJUSTMENTS

- Retire Special Conditions
- Change of Project Director
- Prior Approval Costs
- Reobligate/Deobligate Funds

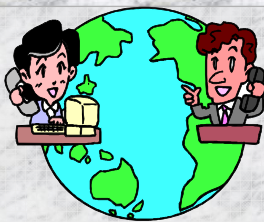
30

## AVAILABILITY OF FUNDS

- Obligation Period (grantee books)
  - EX: Award period = 10/1/05 - 9/30/07
  - Award date = 12/1/05 (Federal books)
- Expenditure Period
  - EX: 10/1/05 - 12/29/07

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## Payment of Grant Funds



- PAPRS

Need Help?

OJP - OC Customer Service Center

1-800-458-0786

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## Payment of Grant Funds

### E-mail Payment Notification:

- Payments made to all OJP grantees will receive an e-mail notification after a payment request has been successfully disbursed by the Office of the Comptroller and the U.S. Department of the Treasury.

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## Sample Message

TO: OJP Grantee/Contractor  
FROM: ojp.usdoj.gov  
SUBJECT: Payment Request

- Your payment request has been processed for grant/invoice number(s): xxxx-xxxx-xxxx.
- The total amount is \$0.00
- You should expect to receive payment in your bank account within 48 hours.
- If you have any questions concerning this message, please contact our Customer Service Center at 1-800-458-0786 or via e-mail [ask.oc@usdoj.gov](mailto:ask.oc@usdoj.gov).

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## Sample Message (Cont')

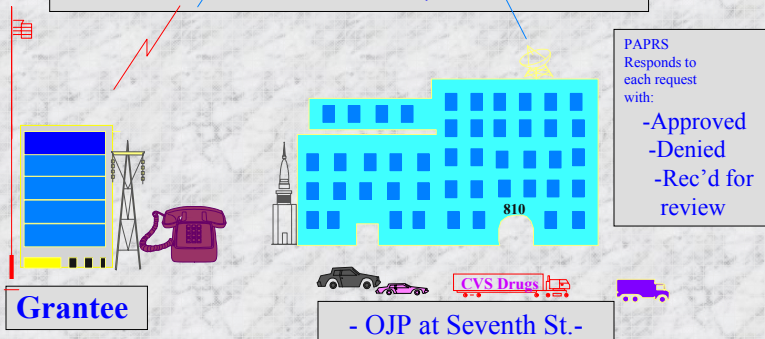
### Note:

In support of the continuing effort to meet the accelerated financial statement reporting requirements mandated by the U.S. Department of Treasury, OJP strongly suggests that grantees make payment requests before the last four (4) working days of each month and the last five (5) working days of each calendar quarter.

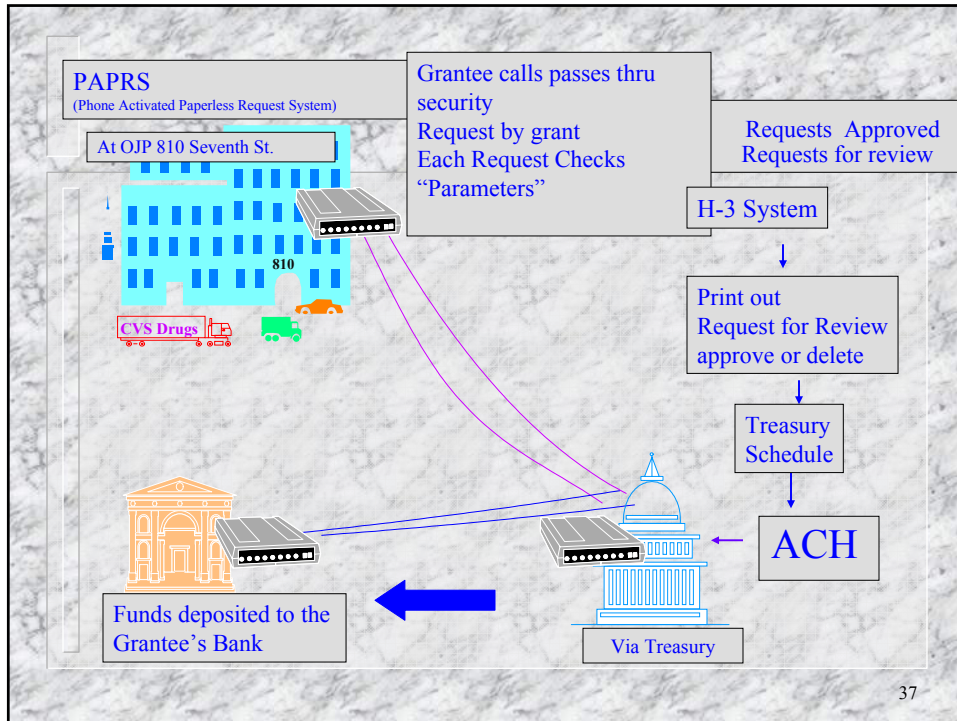
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### Phone-Activated Paperless Request System PAPRS

The Grantee calls directly to OJP.  
(by using a phone to connect to PAPRS)



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- ## TOP TEN TIPS PAPRS PROCESS
- 🕒 Have signed & returned award document?
  - 🕒 Have current SF-269A on file?
- 38

## TOP TEN TIPS PAPRS PROCESS

- ⌚ Have met all special conditions?
- ↪ Have submitted an ACH Enrollment Form?

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## TOP TEN TIPS PAPRS PROCESS

- ↪ Have OJP vender number?
- ↪ Have a PIN number?

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## TOP TEN TIPS PAPRS PROCESS

- ✧ Have a Grant ID number?
- ✧ Double checked dates for duplicate request?

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## TOP TEN TIPS PAPRS PROCESS

- ✧ Know the amount you are requesting.
- ★ Pay attention to system responses.

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## Manual vs. On-line Submission



*VS.*



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## Web-based SF 269A Reporting

- Quarterly Financial Status Reports may be filed on-line and submitted through the Internet at <https://grants.ojp.usdoj.gov>.
- The on-line SF-269A requires the same reporting information as the paper version.
- No more faxing. No more mailing.

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<b>Financial Status Report</b> <b>(Short Form)</b> <i>(Follow instructions on next page)</i>			
<b>1. Federal Agency/Organizational</b> U. S. Dept of Justice Office of Justice Programs (OJP)		<b>2. Grant Number</b> 2005-XX-XX-1234	
		<b>Page</b> 1	<b>of</b> pages
<b>3. Recipient Organization</b> Smallville Police Dept. 123 Main Street Nicetown, USA 12356-9876			
<b>4. Vendor Number</b> 12 345 6789	<b>5. Recipient Number</b>	<b>6. Final Rpt</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>7. Basis</b> <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
<b>8. Grant Period</b> From: 1/1/05   To: 12/31/05		<b>9. Report Period</b> From: 4/1/05   To: 6/30/05	
<i>Continued on next slide – Manual Format</i>			

<b>Financial Status Report</b> <b>(Facsimile continued)</b>			
10. Transactions:	Previously Reported 3/31/05	This Period	Cumulative
a. Total outlays	\$ 11,020	\$ 3,000	\$ 14,020
b. Recipient share of outlays	\$ 520	\$ 1,000	\$ 1,520
c. Federal share of outlays	\$ 10,500	\$ 2,000	\$ 12,500
d. Total unliquidated obligations			\$ 4,000
e. Recipient share/unliq oblgtns			\$ 1,000
f. Federal share/unliq oblgtns			\$ 3,000
g. Total Federal Share (c + f)			\$ 15,500
h. Total Fed. funds authorized			\$ 50,000
i. Unoblgt'd bal. of Fed. funds			\$ 34,500
		<b>For OJP Use Only</b>	

*Continued on next slide – Manual Format*

## Financial Status Report

(Facsimile continued)

### PART III

11. Indirect Expense	a. Type of Rate (Mark Box)			
	<input type="checkbox"/> Provisional	<input type="checkbox"/> Predetermined	<input type="checkbox"/> Final	<input type="checkbox"/> Fixed
	b. Rate	c. Base	d. Total	e. Federal Share

12. Remarks: attach any explanations deemed necessary or ....

PROGRAM INCOME:		
A. Block/Formula pass-through \$	C. Forfeit \$	E. Expended \$
B. Federal Funds Subgranted \$	D. Other \$	F. Unexpended \$

13. Certification: I certify to the best of my knowledge that this report is correct and ... purposes set forth in the award documents.

Typed or Printed Name and Title

Telephone Number  
( ) -

Signature of Authorized Certifying Official

Date Report Submitted

Standard Form 269 A

Manual Format

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## Web-based SF 269A Reporting

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying <http://grants.ojp.usdoj.gov/>. The page content includes the Office of Justice Programs logo and the text "Office of Justice Programs Grants Management System". Below this, it says "Welcome to the Grants Management System" and "New Applicants Click here first for Training Material". At the bottom of the page, there are several buttons: "GMS Sign-In", "New User? Register Here", "LLEBG Sign-In", "SF269 Sign-In", and "Home". An arrow points to the "SF269 Sign-In" button with the text "CLICK HERE".



# Web-based SF 269A Reporting

Security - Microsoft Internet Explorer provided by U.S. Department of Justice

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <https://sf269.ojp.usdoj.gov/sf269/> Go

 **Office of Justice Programs** 

Main Menu Help Login

## Web269 Bulletin Board

Last update: December 16, 2005

TO STOP SCROLLING TEXT - PLACE MOUSE OVER TEXT

### ATTENTION USER

DECEMBER 16, 2005 MESSAGE

The Department of Justice, Office of Justice Programs requires that all user passwords, excluding initial passwords, shall have a minimum lifetime of one day and a maximum lifetime of 90 days. System users that accesses the Web 269 system will be required to change passwords every 90 days. This policy is mandated by Department of Justice, Information Technology Security Standard, Technical Controls 3.1 Identification and Authentication Password Lifetime, Section 3.1.5.1.

On Friday, December 16 you will be asked to reset your password for the Web269 System. Thank you in Advance for your cooperation to ensure that the OJP

Click [here](#) to proceed to the login page.

Start Security - ... Windows M... Inbox - Mic... Web SF269... Microsoft P... Trusted sites 8:14 AM



# Web-based SF 269A Reporting

Security - Microsoft Internet Explorer provided by U.S. Department of Justice

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <https://sf269.ojp.usdoj.gov/sf269/execute/Login?sawContentMessage=true> Go

 **Office of Justice Programs** 

Main Menu Help Login

## User Log In

User Name:

Password:  [Forgot Password?](#)

LOGIN

**To Get Started:**  
In order to use the on-line Web 269 system, you will need Internet Explorer 5.0 and Adobe 6.0 or higher. If you are an existing user, use the username and password provided to you. If you are a new user, please contact OC's Customer Service at [ask.oc@usdoj.gov](mailto:ask.oc@usdoj.gov) for assistance in setting up a new account.

After logging in, you will be able to enter and submit your quarterly SF 269 reports online. After you have completed entry of your data into the 269 screen, be sure to use the "Submit" button to transmit your completed 269 to us. Other useful information concerning use of the Web 269 system is included in the "Help" button on the toolbar.

If you have forgotten your unique password, please click on [web269resets@usdoj.gov](mailto:web269resets@usdoj.gov) for password reset assistance.

If you have questions about the on-line system, please call OC's Customer Service Center at 1-800-458-0786 or write to us at [ask.oc@usdoj.gov](mailto:ask.oc@usdoj.gov)

**SF269 User Acceptance Statement**  
Users of this system acknowledge that intentional filing of false financial information is subject to prosecution and/or fines under 18 USC 1001, False Statements.

I Accept:  [CLICK HERE](#)

Start Inbox - Mic... Web SF269... Microsoft P... Windows M... Security - ... Trusted sites 11:56 AM



# Web-based SF 269A Reporting

**Main Menu**  
 Code Maintenance  
 SF269 Management

**Users**  
 Change Password  
 Change Email  
 Logout

**Main Menu** Main Menu | Help | Logout

**CLICK ON GRANTS**

**Welcome to OJP's Web Based SF269 Financial Reporting System.**

In our continuing effort to better serve you, we are now accepting Financial Status Reports (SF269) through this web based system! The SF269 must be submitted to the Office of Justice Programs within 45 days after the last day of each calendar quarter. Requests for payments against your grant will not be processed when a current SF269 has not been filed.

This web based system enables authorized users to view grant information, view previously submitted SF269s, and submit quarterly SF269s online.

The following chart displays the months covered per calendar quarter, the report filing due date, and the date a reminder e-mail will be sent to you.

Quarter	Calendar Quarter	Report Due Date	E-mail Reminder Sent
First Quarter	Jan 1st - Mar 31st	May 15th	May 2nd
Second Quarter	Apr 1st - Jun 30th	Aug 14th	Aug 1st
Third Quarter	Jul 1st - Sep 30th	Nov 14th	Nov 1st
Fourth Quarter	Oct 1st - Dec 31st	Feb 14th	Feb 1st

The final SF269 report is due 120 days after the end date of the award.

Please verify your e-mail address by selecting the Change Email menu option before submitting other reports. This e-mail address will be used to confirm receipt of SF269 submissions and notify you when reports are due.

If you require assistance or have any questions, contact our Customer Service Center at 1-800-458-0786.

**Cynthia J. Schwimer**  
 Comptroller

# Web-based SF 269A Reporting

**Office of Justice Programs**

**Main Codes Grants** Main Menu | Help | Logout

**SF269 Maintenance** Main Menu | Help | Logout

Grants Home  
 Grants List

**SF269 Maintenance - Home**

You may use the tools contained in this section to view grant information, view previous financial status reports (SF 269's), and create new status reports. When you create a status report in this section, it is electronically submitted online!

**IMPORTANT :** You are required to submit a financial status report for your grant within 45 days of the end of the quarter (unless your grant expires before the end of a quarter, in which case the financial status report is due within 120 days of the grant expiration date.) This financial status report should be submitted using Standard Form 269. This area allows you to file the SF269 form electronically!

To view grant information and reports, or to file a new financial status report, [click here](#).

CLICK HERE

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 build: 20040713\_0921 {07/13/2004 09:22 AM accept}

# Web-based SF 269A Reporting

SF269 Maintenance - Microsoft Internet Explorer provided by U.S. Department of Justice

Office of Justice Programs

Main Menu | Help | Logout

SF269 Maintenance  
Grants Home  
Grants List

SF269 Maintenance  
Browse Grants

CLICK HERE

<< First | < Previous | Next > | Last >> | Search

Grant Number	Vendor Id	Grant Start Date	Grant End Date	Action
1987DBC:0024	526006033	10/01/1986	09/30/1989	<a href="#">View Grant Info</a>
1988DBC:0024	526006033	10/01/1987	09/30/1990	<a href="#">View Grant Info</a>
1989DBC:0024	526006033	10/01/1988	09/30/1992	<a href="#">View Grant Info</a>
1990DBC:0024	526006033	10/01/1990	06/30/1993	<a href="#">View Grant Info</a>
1991DBC:0024	526006033	10/01/1990	09/30/1994	<a href="#">View Grant Info</a>
1993DBC:0024	526006033	10/01/1992	09/30/1997	<a href="#">View Grant Info</a>
1994DBC:0024	526006033	10/01/1993	09/30/1997	<a href="#">View Grant Info</a>
1995DBC:0024	526006033	10/01/1994	09/30/1998	<a href="#">View Grant Info</a>
1996CVZ:0024	526006033	09/30/1996	09/29/2006	<a href="#">View Grant Info</a>
1996DMU:0024	526006033	10/01/1995	09/30/1999	<a href="#">View Grant Info</a>

1 to 10 of 50

Click on the name of a grant or "View Grant Info" to view grant information and edit/add status reports.

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build: 20040713\_0921 {07/13/2004 09:22 AM accept}

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# Web-based SF 269A Reporting

SF269 Maintenance - Microsoft Internet Explorer provided by U.S. Department of Justice

Filter Criteria - Microsoft Internet Explorer provided by U.S. Department of Justice

Choose Filter Criteria for the Grant List

Grant Number:  (match similar Numbers)

Grant Start:  (match similar Date Format 'YYYY-MM-DD')

Grant End:  (match similar Date Format 'YYYY-MM-DD')

Set Filter Cancel

CLICK HERE

Main Menu | Help | Logout

Previous | Next > | Last >> | Search

Grant Number	Vendor Id	Grant Start Date	Grant End Date	Action
1987DBC:0024	526006033	10/01/1986	09/30/1989	<a href="#">View Grant Info</a>
1988DBC:0024	526006033	10/01/1987	09/30/1990	<a href="#">View Grant Info</a>
1989DBC:0024	526006033	10/01/1988	09/30/1992	<a href="#">View Grant Info</a>
1990DBC:0024	526006033	10/01/1990	06/30/1993	<a href="#">View Grant Info</a>
1991DBC:0024	526006033	10/01/1990	09/30/1994	<a href="#">View Grant Info</a>
1993DBC:0024	526006033	10/01/1992	09/30/1997	<a href="#">View Grant Info</a>
1994DBC:0024	526006033	10/01/1993	09/30/1997	<a href="#">View Grant Info</a>
1995DBC:0024	526006033	10/01/1994	09/30/1998	<a href="#">View Grant Info</a>
1996CVZ:0024	526006033	09/30/1996	09/29/2006	<a href="#">View Grant Info</a>
1996DMU:0024	526006033	10/01/1995	09/30/1999	<a href="#">View Grant Info</a>

1 to 10 of 50

Click on the name of a grant or "View Grant Info" to view grant information and edit/add status reports.

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build: 20040713\_0921 {07/13/2004 09:22 AM accept}

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# Web-based SF 269A Reporting

**Office of Justice Programs**

SF269 Maintenance

**Browse Grants**

Grant Number	Vendor Id	Grant Start Date	Grant End Date	Action
2003WFBX0210	526006033	04/01/2003	03/31/2005	<a href="#">View Grant Info</a>

1 to 1 of 1

CLICK HERE

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build: 20040713\_0921 (07/13/2004 09:22 AM accept)

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# Web-based SF 269A Reporting

**Office of Justice Programs**

SF269 Maintenance

**Grant Information for: 2003WFBX0210**

Grant is active.  
You have no status reports due at this time.  
We are currently in Fiscal Quarter 4 of Fiscal Year 2004.  
This quarter ends on 09/30/2004.

Grant Number: 2003WFBX0210  
Grant Number: 2003WFBX0210  
Accounting Basis: Cash Basis  
Grant Period: 04/01/2003 to 03/31/2005  
Grantee: MD GOV'S OFC OF CRIME CONTROL PREVN  
Vendor Id: 526006033

**Status Reports**

Report Number	Report Start	Report End	Submit Date	Action
1	04/01/2003	06/30/2003	09/02/2003	<a href="#">View [pdf]</a>
2	07/01/2003	09/30/2003	05/26/2004	<a href="#">View [pdf]</a>
3	10/01/2003	12/31/2003	05/26/2004	<a href="#">View [pdf]</a>
4	01/01/2004	03/31/2004	08/17/2004	<a href="#">View [pdf]</a>
5	04/01/2004	06/30/2004	08/17/2004	<a href="#">View [pdf]</a>

1 to 5 of 5

CLICK HERE

To view and edit the Grant Status Reports, you must be running the Acrobat Reader plug-in version 5 or later. If you are not running this plug-in, you will not be able to view and edit your status reports. To download the Acrobat Reader plug-in for FREE, click on this icon:

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# Web-based SF 269A Reporting

http://vger.ojp.usdoj.gov/sf269a/SF269ARCV2004.pdf - Microsoft Internet Explorer provided by U.S. Department of Justice

Save a Copy Print Email Search 65%

### FINANCIAL STATUS REPORT

(Black Form)  
(Follow instructions on next page)

Submit Form

1. Federal Agency and Organization (Award to which Report is Submitted)  
U.S. Dept. of Justice  
Office of Justice Programs (OJP)  
2003WFBX0210

2. Grant or Award Number Assigned by OJP  
1121-0264

3. Recipient Organization (Name and complete address, including ZIP code)  
MD GOV'S OFC OF CRIME CONTROL/PREVN  
300 E JOPPA RD STE 1105  
BALTIMORE, MD 21286-3516

4. Vendor Number  
528006033

5. Financial Interest Code or Identifying Number (if any)

6. Fiscal Report  
Yes  No  Cash  Accrual

7. Reporting Period (See instructions)  
From (Month, Day, Year)  
04/01/2003 To (Month, Day, Year)  
03/31/2005

8. Period Covered by this Report  
From (Month, Day, Year)  
04/01/2004 To (Month, Day, Year)  
06/30/2004

9. Transactions

	I	II	III
	Previously Reported	This Period	Cumulative
a. Total outlays	\$100,000.00	\$100,000.00	\$200,000.00
b. Reimburse share of outlays	\$0.00	\$0.00	\$0.00
c. Federal share of outlays	\$79,000.00	\$79,000.00	\$145,000.00
d. Total unliquidated obligations			\$0.00
e. Reimburse share of unliquidated obligations			\$0.00
f. Federal share of unliquidated obligations			\$0.00
g. Total Federal share of outlays			\$145,000.00
h. Total Federal funds authorized for this funding period			\$2,436,000.00
i. Unliquidated balance of Federal funds (Use 6 column line g)			\$2,291,000.00

10. Subtype  
 Provisional  Pradetermined  Final  Fixed  
 a. Rate 0.00% b. Base \$0.00 c. Total Amount \$0.00 d. Federal Share \$0.00

11. Remarks (Attach any explanations, financial records or information required by Federal sponsoring agency in compliance with government legislation.)

12. Identification (Verify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award instrument.)  
 Type of Printed Name and Title: JOHN JOSE  
 Telephone (Area code, number and extension): 555-556-2655  
 Signature of Authorized Certifying Official: [Signature]  
 Date Reported Submitted: 08/17/2004

602 Standard Form 269A (REV 2003)  
 Paperwork Reduction Act Notice: Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a certain valid OMB control number. We try to create forms and instructions that are accurate, easy to understand, and simple to use. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office of Justice Programs, 100 Department of Justice, 510 Seventh Street, NW, Washington, DC 20541.

8.5 x 11 in 1 of 2

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# Web-based SF 269A Reporting

http://vger.ojp.usdoj.gov/sf269a/execute?navigateToGrantStatus - Microsoft Internet Explorer provided by U.S. Department of Justice

File Edit View Favorites Tools Help

Address http://vger.ojp.usdoj.gov/sf269a/execute?navigateToGrantStatus

## Office of Justice Programs

Main Codes Grants Main Menu Help Logout

SF269 Maintenance Grants Home Grants List

SF269 Maintenance

Grant Information for : 2003WFBX0210 [Back To Grant List](#)

Grant is active.

You have no status reports due at this time.

We are currently in Fiscal Quarter 4 of Fiscal Year 2004.  
This quarter ends on 09/30/2004.

Grant Number : 2003WFBX0210  
 Grant Number : 2003WFBX0210  
 Accounting Basis : Cash Basis  
 Grant Period : 04/01/2003 to 03/31/2005  
 Grantee : MD GOV'S OFC OF CRIME CONTROL/PREVN  
 Vendor Id : 528006033

Status Reports

Report Number	Report Start	Report End	Submit Date	Action
1	04/01/2003	06/30/2003	09/02/2003	<a href="#">View [pdf]</a>
2	07/01/2003	09/30/2003	05/26/2004	<a href="#">View [pdf]</a>
3	10/01/2003	12/31/2003	05/26/2004	<a href="#">View [pdf]</a>
4	01/01/2004	03/31/2004	08/17/2004	<a href="#">View [pdf]</a>
5	04/01/2004	06/30/2004	08/17/2004	<a href="#">View [pdf]</a>

1 to 5 of 5

CLICK HERE

To view and edit the Grant Status Reports, you must be running the Acrobat Reader plug-in version 5 or later. If you are not running this plug-in, you will not be able to view and edit your status reports. To download the Acrobat Reader plug-in for FREE, click on this icon Get Acrobat Reader

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# Web-based SF 269A Reporting

300 E JOPPA RD STE 1105  
BALTIMORE, MD 21286-3016

4. Vendor Number: 526006033  
5. Recipient internal code or Identifying Number (if any): [Redacted]  
6. Final Report:  Yes  No  
7. Basis:  Cash  Accrual

8. Funding/Grant Period (See Instructions)  
From: (Month, Day, Year) 04/01/2003 To: (Month, Day, Year) 03/31/2005  
9. Period Covered by this Report  
From: (Month, Day, Year) [Redacted] To: (Month, Day, Year) [Redacted]

10. Transactions:	9. Period Covered by this Report		
	I Previously Reported	II This Period	III Cumulative
a. Total outlays	\$200,000.00	\$0.00	\$200,000.00
b. Recipient share of outlays	\$50,000.00	\$0.00	\$50,000.00
c. Federal share of outlays	\$150,000.00	\$0.00	\$150,000.00
d. Total unliquidated obligations			\$0.00
e. Recipient share of unliquidated obligations			\$0.00
f. Federal share of unliquidated obligations			\$0.00
g. Total Federal share (Sum of lines c and f)			\$150,000.00
h. Total Federal funds authorized for this funding period			\$2,436,000.00
i. Unobligated balance of Federal funds (Line h minus line g)			\$2,286,000.00

11. Indirect Expense: a. Type of Rate (place "x" in appropriate box)  
 Provisional  Predetermined  Final  Fixed  
 b. Rate: [Redacted] c. Base: [Redacted] d. Total Amount: [Redacted] e. Federal Share: [Redacted]

# Web-based SF 269A Reporting

300 E JOPPA RD STE 1105  
BALTIMORE, MD 21286-3016

4. Vendor Number: 526006033  
5. Recipient internal code or Identifying Number (if any): [Redacted]  
6. Final Report:  Yes  No  
7. Basis:  Cash  Accrual

8. Funding/Grant Period (See Instructions)  
From: (Month, Day, Year) 04/01/2003 To: (Month, Day, Year) 03/31/2005  
9. Period Covered by this Report  
From: (Month, Day, Year) 07/01/2004 To: (Month, Day, Year) 09/30/2004

10. Transactions:	9. Period Covered by this Report		
	I Previously Reported	II This Period	III Cumulative
a. Total outlays	\$200,000.00	\$75,000.00	\$275,000.00
b. Recipient share of outlays	\$50,000.00	\$25,000.00	\$75,000.00
c. Federal share of outlays	\$150,000.00	\$50,000.00	\$200,000.00
d. Total unliquidated obligations			\$0.00
e. Recipient share of unliquidated obligations			\$0.00
f. Federal share of unliquidated obligations			\$0.00
g. Total Federal share (Sum of lines c and f)			\$200,000.00
h. Total Federal funds authorized for this funding period			\$2,436,000.00
i. Unobligated balance of Federal funds (Line h minus line g)			\$2,236,000.00

11. Indirect Expense: a. Type of Rate (place "x" in appropriate box)  
 Provisional  Predetermined  Final  Fixed  
 b. Rate: 0.00% c. Base: \$0.00 d. Total Amount: \$0.00 e. Federal Share: \$0.00

12. Remarks: attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.  
 PROGRAM INCOME:  
 A. Block/Formula passthrough: \$0.00  
 B. Federal Funds Subgranted: \$0.00  
 C. Forfeit: \$0.00  
 D. Other: \$0.00  
 E. Expended: \$0.00  
 F. Unexpended: \$0.00

13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.  
 Typed or Printed Name and Title: JOHN DOE  
 Signature of Authorized Certifying Official: [Redacted]  
 Telephone (Area code, number and extension): 555-555-5555  
 Date Report Submitted: [Redacted]

# Web-based SF 269A Reporting

The screenshot shows the 'FINANCIAL STATUS REPORT' form for grant 2003WFBX0210. The form is displayed in a Microsoft Internet Explorer browser window. The form includes fields for the Federal Agency and Organization (U.S. Dept. of Justice Office of Justice Programs), the Grant or Award Number (2003WFBX0210), and the Reporting Period (04/01/2003 to 03/31/2004). It contains several tables for financial data, including Total Outlays, Federal Share of Outlays, and Total Federal Funds. The form also includes a section for 'Certification' and a 'Submit Form' button.

**FINANCIAL STATUS REPORT**  
(Grant Report)  
(Please refer instructions on next page)

1. Federal Agency and Organization: U.S. Dept. of Justice Office of Justice Programs (OJP)  
2. Grant or Award Number Assigned by OJP: 2003WFBX0210  
OJP Approval No.: 1121-0264  
3. Reporting Period (Month, Day, Year): 04/01/2003 to 03/31/2004  
4. Recipient Organization (Name and complete address, including ZIP code): MD GOV'S OFC OF CRIME CONTROL/PREVN, 300 E JOPPA RD STE 1105, BALTIMORE, MD 21286-3016  
5. Vendor Number: 526006033  
6. Original Internal code or Issuing Number (if any):  
7. Bank:  Cash  Accrual  
8. Funding/Grant Period (See Instructions): From: 04/01/2003 To: 03/31/2004  
9. Period Covered by this Report: From: 07/01/2004 To: 09/30/2004  
10. Transactions:  

	1	2	3
	Priority Reported	This Period	Completion
a. Total outlays	\$200,000.00	\$75,000.00	\$275,000.00
b. Federal share of outlays	\$40,000.00	\$25,000.00	\$75,000.00
c. Federal share of outlays	\$140,000.00	\$50,000.00	\$200,000.00
d. Total unliquidated obligations			\$0.00
e. Receipt share of unliquidated obligations			\$0.00
f. Federal share of unliquidated obligations			\$0.00
g. Total Federal share (Sum of lines c and f)			\$200,000.00
h. Total Federal funds authorized for this funding period			\$2,436,000.00
i. Unobligated balance of Federal funds (Line g minus line h)			\$2,236,000.00

11. Interest:  None  Proportional  Predetermined  Final  Fixed  
 a. Rate: 0.00% b. Base: \$0.00 c. Total Amt: \$0.00 d. Federal Share: \$0.00  
 12. Methods: Attach any modifications deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.  
 A. Back/Front pass-through: \$0.00 B. Federal: \$0.00 C. Expanded: \$0.00  
 D. Federal Funds Subgrantee: \$0.00 E. Other: \$2.00 F. Unexpended: \$0.00  
 13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are in accordance with the grant agreement.  
 Signed: [Signature] Telephone Area code, number and extension: 555-555-5555  
 Date Report Submitted: 08/19/2004

# Web-based SF 269A Reporting

The screenshot shows the 'SF 269 Maintenance' web application interface. The page title is 'SF 269 Maintenance' and the URL is 'http://vger.ojp.usdoj.gov/sf269/execute/NavigateGrantStatus'. The interface includes a navigation menu with 'Main', 'Codes', and 'Grants'. The main content area displays 'Grant Information for: 2003WFBX0210' and provides details about the grant's status, including the grant number, accounting basis (Cash Basis), grant period (04/01/2003 to 03/31/2004), grantee (MD GOV'S OFC OF CRIME CONTROL/PREVN), and vendor ID (526006033). A table of 'Status Reports' is shown, with columns for Report Number, Report Start, Report End, Submit Date, and Action. The current report is highlighted, and a note indicates that the current SF269 is the one shown in the table.

**SF 269 Maintenance** - Microsoft Internet Explorer provided by U.S. Department of Justice

Address: http://vger.ojp.usdoj.gov/sf269/execute/NavigateGrantStatus

**Office of Justice Programs**

Main | Codes | Grants | Main Menu | Help | Logout

**SF 269 Maintenance** Grant Information for: 2003WFBX0210 [Back To Grant List](#)

Grant is active.  
You have no status reports due at this time.  
We are currently in Fiscal Quarter 4 of Fiscal Year 2004.  
This quarter ends on 09/30/2004.

Grant Number: 2003WFBX0210  
Grant Number: 2003WFBX0210  
Accounting Basis: Cash Basis  
Grant Period: 04/01/2003 to 03/31/2004  
Grantee: MD GOV'S OFC OF CRIME CONTROL/PREVN  
Vendor ID: 526006033

**Status Reports** << First | < Previous | Next > | Last >> | [Create Status Report](#)

Report Number	Report Start	Report End	Submit Date	Action
1	04/01/2003	06/30/2003	09/02/2003	<a href="#">View [pdf]</a>
2	07/01/2003	09/30/2003	09/26/2004	<a href="#">View [pdf]</a>
3	10/01/2003	12/31/2003	09/26/2004	<a href="#">View [pdf]</a>
4	01/01/2004	03/31/2004	08/17/2004	<a href="#">View [pdf]</a>
5	04/01/2004	06/30/2004	08/17/2004	<a href="#">View [pdf]</a>
6	07/01/2004	09/30/2004	08/19/2004	<a href="#">View [pdf]</a>

1 to 6 of 6

CURRENT SF269

To view and edit the Grant Status Reports, you must be running the Acrobat Reader plug-in version 5 or later. If you are not running this plug-in, you will not be able to view and edit your status reports. To download the Acrobat Reader plug-in for FREE, click on this

## FINANCIAL MANAGEMENT SEMINAR Reporting Requirements

### Remember:

- SF-269A - Quarterly - delinquent after 15th May, and the 14th of Aug, Nov, and Feb.
- Enter and submit the SF 269A on-line; or
- As a last resort, mail or fax to:  
OJP/OC Control Desk  
810 7th Street NW, 5th Floor  
Washington, DC 20531  
Fax: (202) 616-5962

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## FINANCIAL MANAGEMENT SEMINAR Reporting Requirements

- The Grant Management System (GMS) has the capability for grantees to report their grant process through an online Categorical Assistance Progress Report or online Performance Report.
- Features include:
  - Data for form is filled in with information already in GMS
  - Grantees can attach documents as part of their report
  - E-mail notifications occur to remind grantees to submit report
  - OJP grant managers can review and send back incomplete reports to grantees

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## FINANCIAL MANAGEMENT SEMINAR Reporting Requirements

- Progress Reports - Semi-Annual - due 30th of January and July
- If Progress Reports are delinquent, future awards, fund drawdowns, and grant adjustment notices may not be processed
- Applicants that apply for Federal funding utilizing GMS should submit their progress reports on-line through this system

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## FINANCIAL MANAGEMENT SEMINAR Reporting Requirements

- Questions concerning GMS may be addressed to the GMS Help Desk at 1-(800) 549-9901
- As a last resort mail or fax to:  
OJP/OC Control Desk  
810 7<sup>th</sup> Street NW, 5<sup>th</sup> Floor  
Washington, DC 20531  
Fax (202) 616-5962 – (20 page limit)

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# On-line Grant Adjustment Notice (GANs)

## ■ Grant Adjustment Notice



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# Old GAN Form

**U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
GRANT ADJUSTMENT NOTICE**

CHECK APPROPRIATE BOX  CJP  RJS  WIA  WLP  JUDG  JWC  PAIR  OF

1. GRANTEE NAME AND ADDRESS (INCLUDING ZIP CODE) Minnesota Department of Public Safety-DJP 415 Minnesota Street Rochester 55901		3. GRANT NUMBER 2004-VF-GX-K014	
1A. GRANTER ID/PROJECT NUMBER 41-6007175		4. ADJUSTMENT NUMBER 2	
2. PROJECT TITLE State Traffic Assistance Academy Initiative - MN		5. DATE DEC 14 2005	
<b>SECTION I. OBLIGATIONS &amp; REOBLIGATIONS</b>			
7. ACCOUNTING CLASSIFICATION CODE FUND: 0000 CLASS: 00 SUBCLASS: 00 PROGRAM: 00 ACTIVITY: 00 DOCUMENT CONTROL NUMBER		8. PREVIOUS GRANT AMOUNT \$ 138,000.00	
		9. REOBLIGATION AMT. \$ 0.00	
		10. ADJUSTED AMOUNT \$ 138,000.00	
<b>SECTION II. CHANGE</b>			
11. CHANGE GRANT PERIOD FROM: 00 TO: 00			
12. CHANGE GRANT PERIOD FROM: 00 TO: 00			
<b>SECTION III. OTHER ADJUSTMENTS &amp; INFORMATION</b>			
13. THIS GRANT ADJUSTMENT MEANS PROVIDING FOR A BUDGET CLASSIFICATION FROM 00 ON SEPTEMBER 31, 2005, AND ALLOWS FOR THE REMOVAL OF SPECIAL CONDITION #11 AS THE GRANTEE CAN DRAWDOWN FUNDS ON THE APPROVED BUDGET LISTED BELOW:			
Category	Original Budget	Supplement	Revised Budget
Personnel	\$ 0.00	\$ 0.00	\$ 0.00
Fringe Benefits	0.00	0.00	0.00
Travel	0.00	0.00	0.00
Equipment	0.00	0.00	0.00
Supplies	0.00	0.00	0.00
Construction	0.00	0.00	0.00
Consultants	0.00	0.00	0.00
Other	0.00	0.00	0.00
<b>Total Cost</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Non-Federal	\$0.00	\$0.00	\$0.00
Federal	\$0.00	\$0.00	\$0.00

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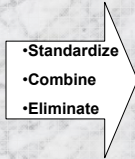
# Grant Adjustment Notice (GANs)

## Standard grant adjustment types

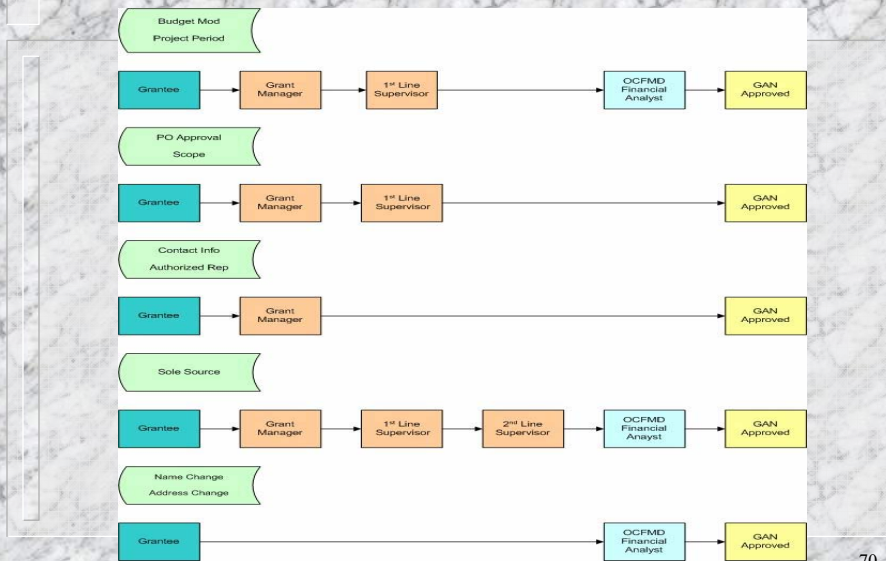
1. Project Budget Additions
2. Approve Sole Source
3. Change Grantee Authorized Signing Official
4. Change Grantee Contact Name or Key Staff
5. Change in approved budget categories
6. Change in OJP Grant Manager
7. Changes in Scope of Grant
8. Changes in Scope of Grant with Budget Implications
9. Contracting for or Transferring of Grant-Supported Effort (Discretionary only)
10. Date Changes – Extension of Expenditure Period (No Cost Extension)
11. Date Changes – Extension of Grant Period
12. Deviations from approved budgets
13. Grant Closeouts
14. Name Change
15. Name Change – Grant Administration Change Agreement
16. Name Change – Grant Implementation Change Agreement
17. Permanent Withdrawal or Change in Project Director (Discretionary Only)
18. Project Site/Address Change
19. Removal of Special Conditions (program requirements are met)
20. Remove Special Conditions Related to Withholding Funds
21. Deobligation of Funds for Closeout (OC Initiates)
22. Deobligation of Funds in Prep to Closeout
23. Successor in Interest Agreements (Categorical only)
24. Temporary Absence of Project Director (Discretionary & Cooperative Agreements Only)
25. Vendor # Change or VIN Change

## GMS Grant Adjustment types

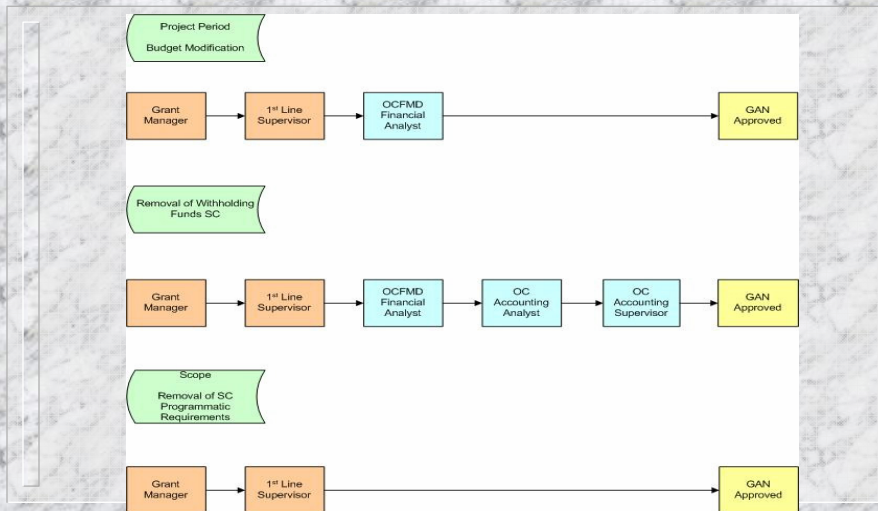
- Grantee**
- Sole Source Approval
  - Program Office Approvals
  - Budget Modifications
  - Change Grantee Authorized Signing Official
  - Change Grantee Contact Name or Alternate Contact
  - Change Grantee Name
  - Mailing Address Change
  - Change Project Period
  - Change Project Scope
- Program Office**
10. Removal of Special Conditions Related to Programmatic Requirements
  11. Removal of Special Conditions Related to Programmatic Requirements Withholding Funds
  12. Budget Modifications
  13. Change Project Period
  14. Change Project Scope
- OC**
15. Removal of Special Conditions Related to Financial Clearance



# Grantee Initiated GANs

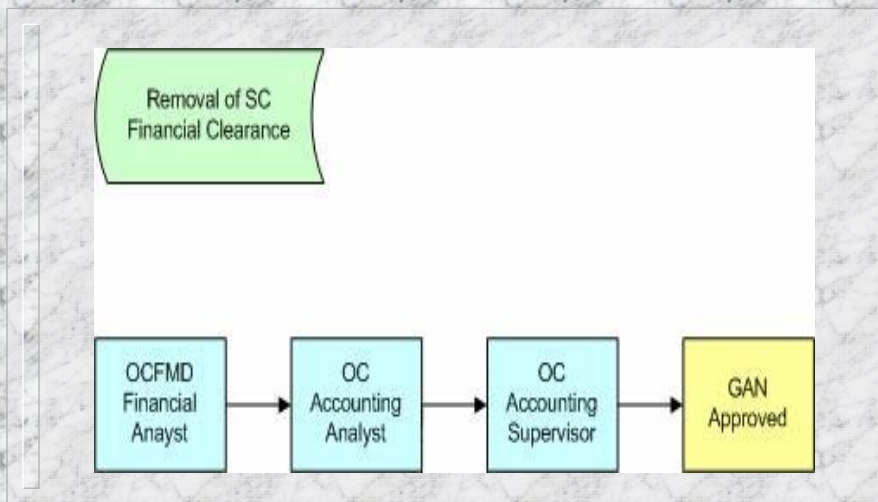


## Grant Manager Initiated GANs



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## Financial Analyst Initiated GANs



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# GMS Home Page



# Applicant Sign In Page





# GMS Home Page

Grant Management System Home

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: [All] Solicitation: [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](#).

**FY 2006 Regional Information Sharing Support**

Year	Application No.	Status	Correspondence	Action
2006	2006-F0306-AZ-RS	<ul style="list-style-type: none"> <li>Application not yet submitted, last saved on 01/05/2006</li> <li>Application Deadline expired on 01/12/2006</li> </ul>	No Messages <a href="#">Compose message</a>	<a href="#">View</a>

**Regional Information Sharing Support**

Year	Application No.	Status	Correspondence	Action
2005	2005-F0236-AZ-RS	<ul style="list-style-type: none"> <li>Application submitted and last updated on 07/09/2005</li> </ul>	No Messages <a href="#">Compose message</a>	<a href="#">View</a>

**Regional Information Sharing Systems (RUSS)**

Year	Application No.	Status	Correspondence	Action
2004	2004-F1253-AZ-51	<ul style="list-style-type: none"> <li>Application submitted and last updated on 07/09/2005</li> </ul>	No Messages <a href="#">Compose message</a>	<a href="#">View</a>

The Grantee will click on the 'Grant Adjustment' link

# All Active GANs

Grant Adjustments - All Active GANs

There are currently no Grant Adjustment Notices in this status.

[All Active](#)  
[Change Requested](#)  
[Approved](#)  
[Denied](#)  
[Draft](#)  
[Create Grant Adjustment](#)

Help/Frequently Asked Questions  
[GMS Home](#)  
[Log Off](#)

Click on this link to create a new GAN

# Change Grantee Authorized Signing Official

**Application Information**

Assigned Grant Manager: Lonnie McDougal  
 Manager Start Date: 09/23/2005  
 Award Number Reference: 2005-BJ-CJ-0001

**Applicant**

Legal Name: Arizona Department of Public Safety  
 Organizational Unit: Rocky Mountain Information Network  
 Address: 2926 N Central Avenue  
 Suite 1200  
 City: Phoenix  
 State: AZ  
 ZIP Code: 85004-1027

Application Number: 2005-F036-AZ-RS  
 Applicant Type: State  
 Federal EIN: 86-0290385  
 OJP Vendor Number: 860290385  
 DUNS Number: 80-491-5211

**Point of Contact**

Name: Betty J Nelson Clymer  
 E-mail: bclymer@rims.state.az.us  
 Phone: (602) 351-2320 x 129  
 Fax: (602) 351-2330

**Authorized Representative**

Name: David Felix  
 E-mail: dfelix@rims.state.az.us  
 Phone: (602) 223-2622  
 Fax: (602) 223-2622

**Executive Order / Federal Debt**

EO 12973 Review: Program is not covered by E.O. 12972  
 EO 12972 Review Date:  
 Deliq Federal Debt: No

**Attachments**

02-01-2005\1EMIN\_OJ Grant App Budget File.xls (914K)  
 02-02-2005\1EMIN\_OJ RMIN Grant App Narrative.doc (6.70 Mb)

These are the details that will be changed

# Grant Adjustments Type

**Create Grant Adjustment - Select Grant Adjustment Type**

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

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

- Choose the adjustment to be made by clicking on the 'drop-down' arrow
- A list of 'Adjustment Types' will be displayed
- Choose the GAN type by clicking on the appropriate type

# Select Award

Please select the award(s) for which you would like to create a Grant Adjustment from the list below:

Award Number	Solicitation	Program Office
<input type="checkbox"/> 1991-VA-GK-0004	Victim of Crime Act (VOCA) Crime Victim Assistance	OVC
<input type="checkbox"/> 1991-VR-GK-0010	Tribal Victim Assistance Discretionary Grant Program	OVC
<input type="checkbox"/> 2001-RC-GK-X007	National Institute of Justice Congressionally Directed Awards	NIJ
<input type="checkbox"/> 2001-VA-GK-0004	Victim of Crime Act (VOCA) Crime Victim Assistance	OVC
<input type="checkbox"/> 2002-VA-GK-0004	Victim of Crime Act (VOCA) Crime Victim Assistance	OVC
<input type="checkbox"/> 2003-DN-BK-X020	National Forensic Sciences Improvement Act	NIJ
<input type="checkbox"/> 2003-VA-GK-0019	FY 2003 Victim of Crime Act (VOCA) Crime Victim Assistance	OVC
<input type="checkbox"/> 2004-DN-BK-X020	Forensic Casework DNA Backlog Reduction Program Formula Grant Announcement FY 2004	NIJ
<input type="checkbox"/> 2004-DN-BK-X262	DNA Capacity Enhancement Program Formula Grant Announcement, FY04	NIJ
<input type="checkbox"/> 2004-RB-GK-0001	Regional Information Sharing Support	SJA
<input type="checkbox"/> 2004-VA-GK-0010	FY 2004 Victims of Crime Act (VOCA) Crime Victim Assistance	OVC
<input type="checkbox"/> 2005-DA-BK-X007	DNA Capacity Enhancement Program	NIJ
<input type="checkbox"/> 2005-DN-BK-X018	Solving Cold Cases with DNA	NIJ
<input type="checkbox"/> 2005-DN-BK-X056	Forensic Casework Backlog Reduction Program	NIJ
<input type="checkbox"/> 2005-VA-GK-0036	FY 05 VOCA Victim Assistance Formula	OVC

**1.** Place a check mark in the Award requiring a change  
**2.** Click 'Select'

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# Change Information

**GRANT ADJUSTMENT NOTICE**  
**Grantee Information**

Current Authorized Signing Official: [Name, Title, Address, Phone, Email]

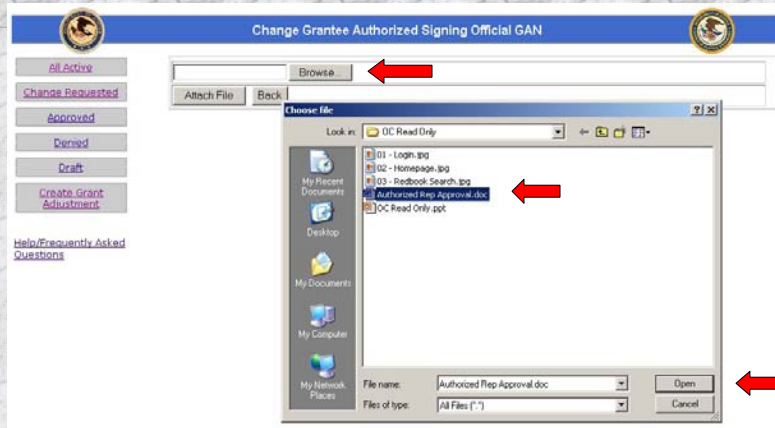
New Authorized Signing Official: [Name, Title, Address, Phone, Email]

**1.** Current information is displayed on the left side, while the right side displays the placeholders where the new and updated information must be entered.

**2.** Grantee must enter justification for change of signing official prior to saving or submitting GAN request

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## Choosing the Document



- User must click on 'Browse' to find the attachment
- The 'Choose File' dialogue windows opens
- Choose the file by highlighting it
- Click 'Open'

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## The Attached Supporting Documents



- To attach the file to the GAN, user must click on 'Attach File.'

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# The Attached Supporting Document

• Grantee will be given the opportunity to add another document

• Up to 5 documents may be added to the GAN

# Final Document Change

- The form is now complete and the supporting document/s have all been attached.
- Once this has been checked, click on 'Submit'.

# Final Action Query


GAN Action Confirmation

[All Active](#)  
[Change Requested](#)  
[Approved](#)  
[Denied](#)  
[Draft](#)  
[Create Grant Adjustment](#)

[Help/Frequently Asked Questions](#)

**Action Confirmation**

This action will submit this grant adjustment. Continue?



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# Completed GAN Notification All Active GANs

Grant Adjustments - All Active GANs

[All Active](#)  
[Change Requested](#)  
[Approved](#)  
[Denied](#)  
[Draft](#)  
[Create Grant Adjustment](#)

[Help/Frequently Asked Questions](#)  
[GMS Home](#)  
[Log Off](#)

ID	GAN Type	Multiple Awards	Program Office	Status	Award Number	Project Title	Date Submitted
26497	Sign Official	No	B3A	Submitted	2004-RS-CX-0001	Rocky Mountain Information Network (RMIN)A RISS Project	02/21/2006

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# Change Grantee Name

Select the type of grant adjustment you would like to create

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

Grantee highlights and clicks on the desired change action

# Change Grantee Name

Please select the award(s) for which you would like to create a Grant Adjustment from the list below

Award Number	Solicitation	Program Office
1991-VA-GX-0004	Victim of Crime Act (VOCA) Crime Victim Assistance	OVC
1991-VR-GX-0010	Tribal Victim Assistance Discretionary Grant Program	OVC
		NJL
		OVC
		OVC
	National Forensic Sciences Improvement Act	NJL
2003-VA-GX-0018	FY 2003 Victim of Crime Act (VOCA) Crime Victim Assistance	OVC
2004-DN-BX-K062	Forensic Casework DNA Backlog Reduction Program Formula Grant Announcement FY 2004	NJL
2004-DN-BX-K262	DNA Capacity Enhancement Program Formula Grant Announcement, FY04	NJL
2004-RS-CK-0001	Regional Information Sharing Support	BJA
2004-VA-GX-0010	FY 2004 Victims of Crime Act (VOCA) Crime Victim Assistance	OVC
2005-DA-BX-K007	DNA Capacity Enhancement Program	NJL
2005-DN-BX-K018	Solving Cold Cases with DNA	NJL
2005-DN-BX-K036	Forensic Casework Backlog Reduction Program	NJL
2005-VA-GX-0036	FY 05 VOCA Victim Assistance Formula	OVC

A Notification box will appear, advising the grantee of the implications of the action

# Change Grantee Name

**Create Grant Adjustment - Select Award**

Please select the award(s) for which you would like to create a Grant Adjustment from the list below

Award Number	Solicitation	Program Office
<input type="checkbox"/> 1991-VA-GX-0004	Victim of Crime Act (VOCA) Crime Victim Assistance	OVC
<input type="checkbox"/> 1991-VR-GX-0010	Tribal Victim Assistance Discretionary Grant Program	OVC
<input type="checkbox"/> 2001-RC-CX-K007	National Institute of Justice Congressionally Directed Awards	NIJ
<input type="checkbox"/> 2001-VA-GX-0004	Victim of Crime Act (VOCA) Crime Victim Assistance	OVC
<input type="checkbox"/> 2002-VA-GX-0004	Victim of Crime Act (VOCA) Crime Victim Assistance	OVC
<input type="checkbox"/> 2003-DN-BX-K020	National Forensic Sciences Improvement Act	NIJ
<input type="checkbox"/> 2003-VA-GX-0018	FY 2003 Victim of Crime Act (VOCA) Crime Victim Assistance	OVC
<input type="checkbox"/> 2004-DN-BX-K062	Forensic Casework DNA Backlog Reduction Program Formula Grant Announcement FY 2004	NIJ
<input type="checkbox"/> 2004-DN-BX-K252	DNA Capacity Enhancement Program Formula Grant Announcement, FY04	NIJ
<input type="checkbox"/> 2004-RS-CX-0001	Regional Information Sharing Support	AJA
<input type="checkbox"/> 2004-VA-GX-0010	FY 2004 Victims of Crime Act (VOCA) Crime Victim Assistance	OVC
<input type="checkbox"/> 2005-DA-BX-K007	DNA Capacity Enhancement Program	NIJ
<input type="checkbox"/> 2005-DN-BX-K018	Solving Cold Cases with DNA	NIJ
<input type="checkbox"/> 2005-DN-BX-K056	Forensic Casework Backlog Reduction Program	NIJ
<input type="checkbox"/> 2005-VA-GX-0036	FY 05 VOCA Victim Assistance Formula	OVC

Grantee must click on the 'Select' button to continue

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# Change Grantee Name

**Change Grantee Name GAN**

US DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
**GRANT ADJUSTMENT NOTICE**  
**Grantee Information**

Grantee Name: Arizona Department of Public Safety

Grantee Address: P O Box 6438 Mail Drop 1320 Phoenix, AZ 85005

Grantee DUNS Number: 804918221

Grantee EIN: 86-6004791

Vendor #: 860290385

**Award Numbers:**  
1991-VA-GX-0004  
1991-VR-GX-0010  
2001-RC-CX-K007  
2001-VA-GX-0004  
2002-VA-GX-0004  
2003-CN-BX-K020  
2003-VA-GX-0018  
2004-CN-BX-K062  
2004-CN-BX-K262  
2004-RS-CX-0001  
2004-VA-GX-0010  
2005-DA-BX-K007  
2005-DN-BX-K018  
2005-DN-BX-K056  
2005-VA-GX-0036

**Change Grantee Name**  
Specific documentation is required for changes to a Grantee Name. Documentation can be the legal document that effected the change or a letter noting the official change authorized (signed) by a proper official of the state having jurisdiction. Documentation must be electronically attached. If you cannot attach the documentation, please contact your Grant Manager.

Current Grantee Name	New Grantee Name
Organization Name [State of Arizona Depart]	* Organization Name

**For OJP Use Only**

Current Legal IPNS Name	New Legal IPNS Name

**Required Justification for Grantee Name Change**

Attachment:

Actions:

A list of all Grants that will be affected by the change will show on the right side of the GAN document

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# Change Grantee Name

Click the 'Save' button if you wish to return to the GAN before submitting.

Once the 'Submit' button has been clicked, no further editing may be done.

Justification for the Grantee Name Change is required before the grantee may proceed

# Change Grantee Name

An 'Action Notification' dialogue query box will appear confirming the action

# Completed GAN Notification All Active GANs

ID	GAN Type	Multiple Awards	Program Office	Status	Award Number	Project Title	Date Submitted
26497	Sign Official	No	BJA	Submitted	2004-RS-CX-0091	Rocky Mountain Information Network (RMIN)A R133 Project	02/21/2006

# OMB CIRCULAR

Audit Requirements:

(Audit reports, \$ thresholds, etc.)

A-133, Revised

State, Local Governments, & Non-Profit Organizations

# Audit Requirements

- A-133 Gov't, Education and Non-Profit
- Thresholds (expended)
- \$500K or more - Single Audit (expended)
- Audit Report - due nine (9) months after end of FY
- Submit to Clearinghouse in Jeffersonville, IN
- \$10,000 Questioned Costs



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# RESOLUTION OF AUDIT REPORTS

- Establish working file for the audit report.
- Review and analyze the audit report.
- If there are any findings, a letter must be generated to the audited recipient. This letter should include a request for a Corrective Action Plan (CAP).



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## RESOLUTION OF AUDIT REPORTS

The corrective action plan (CAP) should include:

- Description of each finding.
- Specific steps to be taken to implement the recommendation.
- Timetable for performance of each corrective action.
- Description of monitoring to be performed to ensure implementation of CAP.

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## TOP TEN AUDIT FINDINGS *(for FY 2005)*

- 🕒 Financial Status Reports not timely submitted
- 🕒 Expenditures reported on financial status reports not supported
- 🕒 Accounting procedures not adequate
- 🔄 Inventory control procedures not implemented





## TOP TEN AUDIT FINDINGS (for FY 2005)

- ↪ Excess cash on hand
- ↪ Inadequate subrecipients monitoring procedures
- ↪ Time and attendance reports not detailed

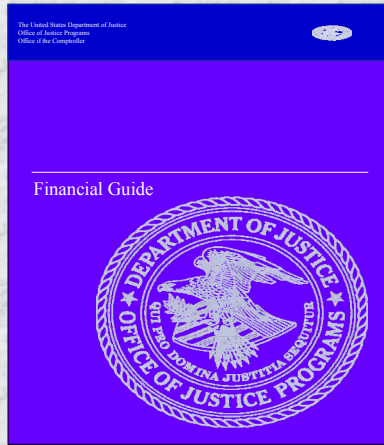


## TOP TEN AUDIT FINDINGS (for FY 2005)

- ↪ Funds obligated beyond the Period of Availability
- ↪ Single Audit Reports not submitted
- ↪ Indirect costs not properly allocated

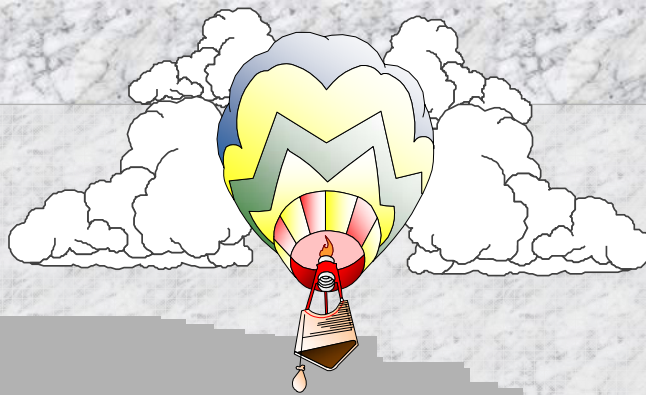


# Financial Guide



<http://www.ojp.usdoj.gov/oc>

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THE END



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