



1

Seminar on
Financial Management
Effective Financial
Management of Your Federal
Grant

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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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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

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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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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



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Circular A-87 Selected Items of Cost

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



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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 - 12/14/07

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SF 269A Financial Status Report

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

Financial Status Report (Facsimile continued)			
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	<i>For OJP Use Only</i>		\$ 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

Continued on next slide – Manual Format

Financial Status Report

(Facsimile continued)

PART III

11. Indirect
Expense

a. Type of Rate (Mark Box)

Provisional Predetermined Final Fixed

b. Rate | c. Base | d. Total | e. Federal Share

12. Remarks: attach any explanations deemed necessary or

A. Block/Formula pass-through \$

B. Federal Funds Subgranted \$

PROGRAM INCOME:

C. Forfeit \$ E. Expended \$

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 title is "Office of Justice Programs". The main content area features the text "Office of Justice Programs Grants Management System" and "Welcome to the Grants Management System". Below this, it says "New Applicants Click here first for Training Material". At the bottom of the page, there is a navigation bar with buttons for "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 Links

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... 8:14 AM

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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 Links

Address <https://sf269.ojp.usdoj.gov/sf269/execute/LogIn?swContentMessage=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 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 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.

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 - ... 11:56 AM

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Web-based SF 269A Reporting

Main Menu
Code Maintenance
SF269 Management

Users
Change Password
Change Email
Logout

Main Menu **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

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Web-based SF 269A Reporting

SF269 Maintenance
Grants Home
Grants List

Office of Justice Programs

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}

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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

Grant Number	Vendor Id	Grant Start Date	Grant End Date	Action
1987DBC:0024	526006033	10/01/1986	09/30/1989	View Grant Info
1989DBC:0024	526006033	10/01/1987	09/30/1990	View Grant Info
1989DBC:0024	526006033	10/01/1988	09/30/1992	View Grant Info
1990DBC:0024	526006033	10/01/1990	06/30/1993	View Grant Info
1991DBC:0024	526006033	10/01/1990	09/30/1994	View Grant Info
1993DBC:0024	526006033	10/01/1992	09/30/1997	View Grant Info
1994DBC:0024	526006033	10/01/1993	09/30/1997	View Grant Info
1995DBV:0024	526006033	10/01/1994	09/30/1998	View Grant Info
1996CVZ:0024	526006033	09/30/1996	09/29/2006	View Grant Info
1996BMMU0024	526006033	10/01/1995	09/30/1999	View Grant Info

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

Grant Number	Vendor Id	Grant Start Date	Grant End Date	Action
1989DBC:0024	526006033	10/01/1988	09/30/1992	View Grant Info
1990DBC:0024	526006033	10/01/1990	06/30/1993	View Grant Info
1991DBC:0024	526006033	10/01/1990	09/30/1994	View Grant Info
1993DBC:0024	526006033	10/01/1992	09/30/1997	View Grant Info
1994DBC:0024	526006033	10/01/1993	09/30/1997	View Grant Info
1995DBV:0024	526006033	10/01/1994	09/30/1998	View Grant Info
1996CVZ:0024	526006033	09/30/1996	09/29/2006	View Grant Info
1996BMMU0024	526006033	10/01/1995	09/30/1999	View Grant Info

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

The screenshot shows the 'SF269 Maintenance' web application in Microsoft Internet Explorer. The browser address bar shows the URL: <http://vger.ojp.usdoj.gov/sf269/execute/Grant?currentMode=Browse¤tAction=Browse>. The page title is 'Office of Justice Programs'. The navigation menu includes 'Main', 'Codes', and 'Grants'. The 'Grants' section is active, displaying 'SF269 Maintenance' and 'Browse Grants'. A table lists grants with columns for Grant Number, Vendor Id, Grant Start Date, Grant End Date, and Action. One grant is listed: 2003WFBX0210, Vendor Id 526006033, Grant Start Date 04/01/2003, Grant End Date 03/31/2005. Below the table, there is a 'CLICK HERE' instruction pointing to the 'View Grant Info' link.

Grant Number	Vendor Id	Grant Start Date	Grant End Date	Action
2003WFBX0210	526006033	04/01/2003	03/31/2005	View Grant Info

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

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Web-based SF 269A Reporting

The screenshot shows the 'SF269 Maintenance' web application in Microsoft Internet Explorer. The browser address bar shows the URL: <http://vger.ojp.usdoj.gov/sf269/execute/NavigateGrantStatus>. The page title is 'Office of Justice Programs'. The navigation menu includes 'Main', 'Codes', and 'Grants'. The 'Grants' section is active, displaying 'SF269 Maintenance' and 'Grant Information for : 2003WFBX0210'. The page shows that the grant is active and provides details for the grant number, accounting basis, grant period, grantee, and vendor id. Below this, there is a 'Status Reports' table with columns for Report Number, Report Start, Report End, Submit Date, and Action. Five reports are listed. A 'CLICK HERE' instruction points to the 'View [pdf]' link for the first report.

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

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

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.otp.usdoj.gov/sf269/SF269ARCv2004.jsp - Microsoft Internet Explorer provided by U.S. Department of Justice

Save a Copy Print Email Search 65%

FINANCIAL STATUS REPORT

(Short Form)
(Follow instructions on next page)

Submit Form

1. Federal Agency and Organization (Agency 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 Page 1 of 1
Report Period

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

4. Vendor Number
526006033

5. Recipient Internal Code or Identifying Number (if any)

6. Fiscal Report
Yes No Accrual

7. Basis
Cash Other

8. Reporting Period (see instructions)
From (Month, Day, Year) 04/01/2003 To (Month, Day, Year) 03/31/2004

9. Period Covered by this Report
From (Month, Day, Year) 04/01/2004 To (Month, Day, Year) 03/31/2004

10. Transactions	I		II	
	Previously Reported	This Period	Previously Reported	This Period
a. Total outlays	\$100,000.00	\$100,000.00	\$200,000.00	\$200,000.00
b. Payment share of outlays	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
c. Federal share of outlays	\$79,999.99	\$79,999.99	\$180,000.00	\$180,000.00
d. Total unliquidated obligations			\$0.00	\$0.00
e. Payment share of unliquidated obligations			\$0.00	\$0.00
f. Federal share of unliquidated obligations			\$0.00	\$0.00
g. Total Federal funds authorized for this funding period			\$160,000.00	\$160,000.00
h. Total Federal funds authorized for this funding period			\$2,436,000.00	\$2,436,000.00
i. Unliquidated balance of Federal funds (Use 9 in response line g)			\$2,296,000.00	\$2,296,000.00

11. Outlays
 Provisional Pradetermined Final Fixed
 a. Basis 0.00% b. Basis \$0.00 c. Total Amount \$0.00 d. Federal Share \$0.00

12. Remarks about any corrections, omissions, or information received by Federal sponsoring agency in compliance with government legislation.
 (Indicate location.)
 A. Block/Funds/Passthrough \$0.00 B. Federal Funds Background \$0.00 C. Funds \$0.00 D. Other \$0.00 E. Expanded \$0.00 F. Unexpanded \$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 instrument.

Printed Name and Title: JOHN DOE Telephone (Area code, number and extension): 555-556-2655
 Signature of Authorized Certifying Official: Date Report 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 by no means intend to impose additional reporting burdens on you, and we wish to minimize the reporting burden on you to the extent that we are able. 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, U.S. 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.otp.usdoj.gov/sf269/execute?navigateToGrantStatus - Microsoft Internet Explorer provided by U.S. Department of Justice

File Edit View Favorites Tools Help


Back Forward Stop Home Search Favorites Go

Address http://vger.otp.usdoj.gov/sf269/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/PREV
 Vendor Id : 526006033

Status Reports	Report Number	Report Start	Report End	Submit Date	Action
	1	04/01/2003	06/30/2003	09/02/2003	View [pdf]
	2	07/01/2003	09/30/2003	05/26/2004	View [pdf]
	3	10/01/2003	12/31/2003	05/26/2004	View [pdf]
	4	01/01/2004	03/31/2004	08/17/2004	View [pdf]
	5	04/01/2004	06/30/2004	08/17/2004	View [pdf]

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

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.

A. Block/Formula passthrough	\$0.00	C. Forfeit	\$0.00	E. Expended	\$0.00
B. Federal Funds Subgranted	\$0.00	D. Other	\$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 Telephone (Area code, number and extension): 555-555-5555

Signature of Authorized Certifying Official: [Redacted] Date Report Submitted: [Redacted]

Web-based SF 269A Reporting

http://vger.op.usdoj.gov/sf269/SF269ARev2003.pdf - Microsoft Internet Explorer provided by U.S. Department of Justice

Save a Copy Print Email Search 65%

FINANCIAL STATUS REPORT
(Short Form)
(Please instructors on next page)

U.S. Dept. of Justice
Office of Justice Programs (OJP)

Grant or Award Number Assigned by OJP: 2003WFBX0210

OJP Approval No: 1121-0264

Page 1 of 1 pages

Recipient Organization Name and complete address, including ZIP code: MD GOV'S OFC OF CRIME CONTROL/PREVN
300 E JOHNS RD STE 1105
BALTIMORE MD 21286-3016

Vendor Number: 526006033

Original Internal code or Operating Number (if any):

Period Covered by this Report: From: 04/01/2003 To: 03/31/2004

Period Covered by this Report: From: 07/01/2004 To: 09/30/2004

10. Transactions:

	Priority Reported	This Period	Completion
A. Total outlays	\$200,000.00	\$75,000.00	\$75,000.00
B. Request share of outlays	\$40,000.00	\$20,000.00	\$75,000.00
C. Federal share of outlays	\$160,000.00	\$55,000.00	\$200,000.00
D. Total unliquidated obligations		\$0.00	\$0.00
E. Request share of unliquidated obligations		\$0.00	\$0.00
F. Federal share of unliquidated obligations		\$0.00	\$0.00
G. Total Federal share (line of item C and F)		\$55,000.00	\$200,000.00
H. Total Federal funds authorized for this funding period		\$2,436,000.00	\$2,436,000.00

11. Budgetary Allocation of Federal Funds (line of item G):

Type of Rate (select "X" in appropriate box):

Provisional Pradetermined Final Fixed

Rate: 0.00%

Rate: \$0.00

Total Amount: \$0.00

Federal Share: \$0.00

12. Remarks: attach any notifications deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.

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 agreement.

Transit or Postal Name and Title: JAMES GOS

Telephone Area code, number and extension: 410-556-5655

Signature of Authorized Certifying Official: JAMES GOS

Date Report Reported: 08/19/2004

DOJ 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 currently valid OMB control number. We try to create forms and instructions that are accurate, easy to understand, and simple to use. We also strive to reduce the burden on you to provide us with information. The estimated average time to complete and review this application is 15 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office of Public Burden, US Department of Justice, 400 New Republic Square, Washington, DC 20531.

8.5 x 11 in

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Web-based SF 269A Reporting

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

File Edit View Favorites Tools Help

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

Office of Justice Programs

Main Codes Grants

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	View [pdf]
2	07/01/2003	09/30/2003	09/26/2004	View [pdf]
3	10/01/2003	12/31/2003	09/26/2004	View [pdf]
4	01/01/2004	03/31/2004	08/17/2004	View [pdf]
5	04/01/2004	06/30/2004	08/17/2004	View [pdf]
6	07/01/2004	09/30/2004	08/19/2004	View [pdf]

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

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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 7th Street NW, 5th Floor
Washington, DC 20531
Fax (202) 616-5962 – (20 page limit)

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OMB CIRCULAR

Audit
Requirements:

A-133,
Revised

(Audit reports,
\$ thresholds, etc.)

State, Local
Governments, &
Non-Profit
Organizations

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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 2006)

- 🕒 Financial Status Reports not timely submitted
- 🕒 Accounting procedures not adequate
- 🕒 Suspension and Debarment Certifications not obtained
- 📄 Programmatic reporting requirements not met



TOP TEN AUDIT FINDINGS

(for FY 2006)

- 📄 Subrecipients not adequately monitored
- 📄 Fixed assets not regularly monitored
- 📄 Grant management procedures insufficient



TOP TEN AUDIT FINDINGS (for FY 2006)

- ↶ Segregation of duties not adequate
- ↶ Cash management procedures need improvement
- ↶ Procurement procedures not detailed



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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 OJP DOJ NIA WLP OTHER OYC PAGE 1 OF 1

1. GRANTEE NAME AND ADDRESS (INCLUDING ZIP CODE)
Minnesota Department of Public Safety-OCF
833 Minnesota Street
Falls 55436

2. GRANT NUMBER
2004-VF-GX-K014

3. QUARTER END/PERIOD NUMBER
41-6007175

4. ADJUSTMENT NUMBER
2

5. DATE
DEC 14 2005

6. GRANT MANAGER
Laura Sychovich

7. PROJECT TITLE
State Victim Assistance Academy Initiative-VM

SECTION I: OBLIGATIONS & REGULATIONS

8. ACCOUNTING CLASSIFICATION CODE

FEDERAL	DOJ	DOJ	DOJ	DOJ	DOJ	DOJ	DOJ
0	0	0	0	0	0	0	0
X	0	03	40	00	00		

9. SERVICES GRANT AMOUNT \$ 338,000.00

10. OBLIGATION AMT. \$ 0.00

11. ACCEPTED GRANT AMOUNT \$ 338,000.00

12. CHANGE GRANT MANAGER FROM TO

13. CHANGE GRANT PERIOD FROM TO

SECTION III: OTHER ADJUSTMENTS & INFORMATION

14. THIS Grant Adjustment Notice provides for a Final Budget Clearance Form OC 00 December 1, 2005, and allows for the removal of special conditions #17 on the grantee and Withholding Funds on the approved budget listed below.

Category	Original Budget	Supplement	Revised Budget
Personnel	\$ 9,740.00	\$ 10,000	\$ 19,740
Travel	2,500.00	0	2,500
Supplies	7,500.00	10,514	18,014
Construction	0	0	0
Consultants	12,000.00	47,444	59,444
Other	4,000.00	3,000	7,000
Total Cost	\$38,740.00	\$70,958	\$109,698
Non-Federal	\$38,740.00	\$0.00	\$38,740
Federal	\$0.00.00	\$70,958	\$70,958

15. SIGNED NAME AND TITLE OF AUTHORIZED OFFICIAL
Barbara A. Walker
SF, Policy Advisor, Office for Victims of Crime

16. SIGNATURE OF AUTHORIZED OFFICIAL
Barbara Walker

17. DATE
12/13

18. PHONE NUMBER (AREA -) 000-0000

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Grant Adjustment Notice (GANs)

Standard grant adjustment types

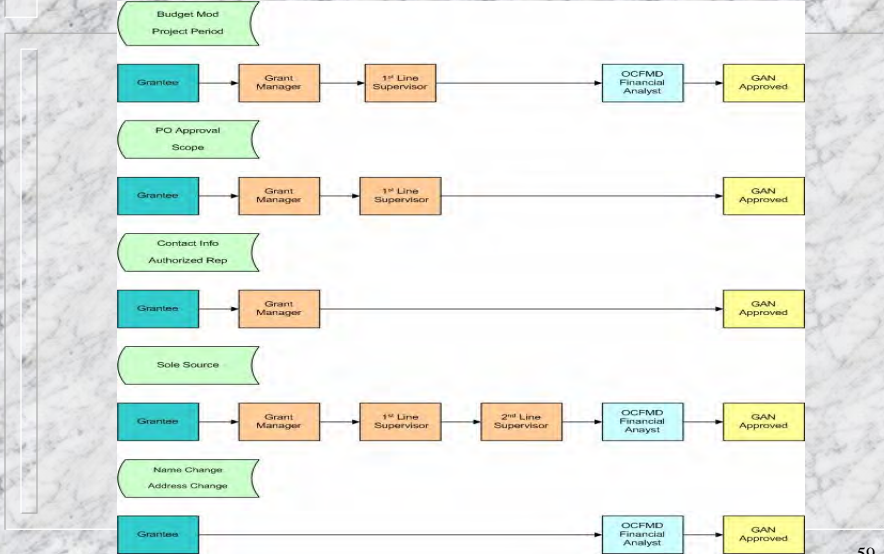
1. Project Budget Additions
2. Approve Sole Source
3. Change Grantee Authorized Signing Official
4. Change Grantee Contact Name or Key Staff
5. Change in approved budget categories
6. Change in OJP Grant Manager
7. Changes in Scope of Grant
8. Changes in Scope of Grant with Budget Implications
9. Contracting 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

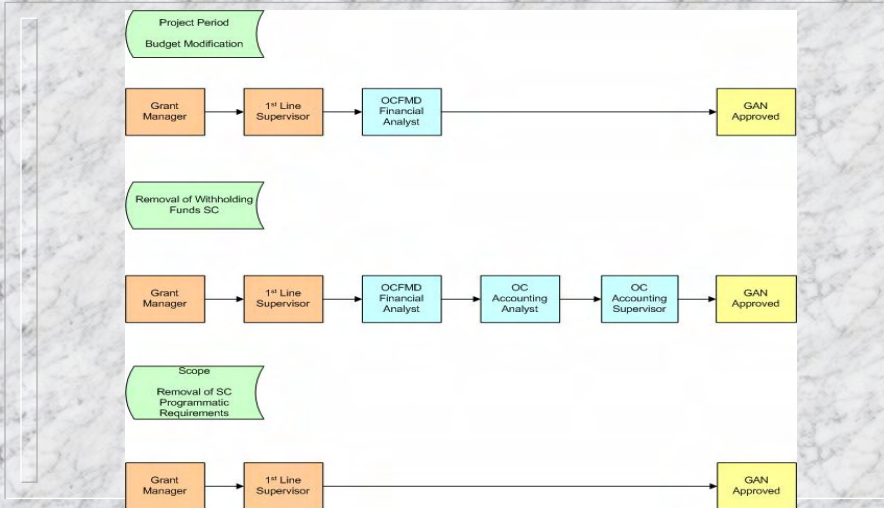
- Grantee**
- Sole Source Approval
 - Program Office Approvals
 - Budget Modifications
 - Change Grantee Authorized Signing Official
 - Change Grantee Contact Name or Alternate Contact
 - Change Grantee Name
 - Mailing Address Change
 - Change Project Period
 - Change Project Scope
- Program Office**
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

•Standardize
•Combine
•Eliminate

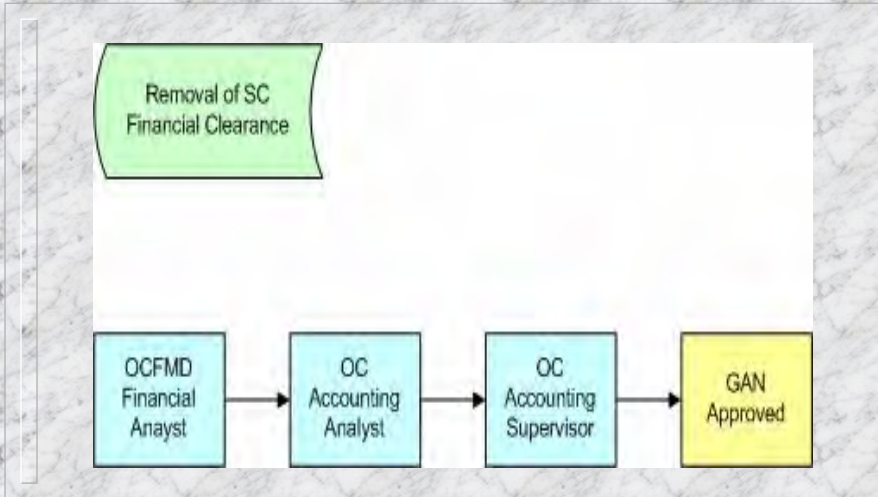
Grantee Initiated GANs



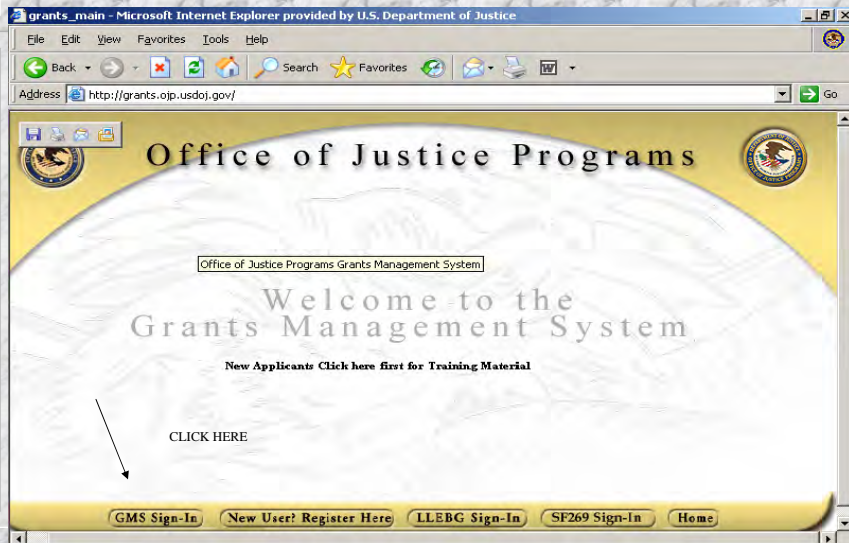
Grant Manager Initiated GANs



Financial Analyst Initiated GANs



GMS Home Page



Applicant Sign In Page

Enter the User ID and Password

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GMS Home Page

Year	Application No.	Status	Correspondence	Action
2006	2006-F0366-AZ-RS	<ul style="list-style-type: none"> Application not yet submitted, last saved on 01/05/2006 Application Deadline expired on 01/12/2006 	No Messages Compose message	View

Year	Application No.	Status	Correspondence	Action
2005	2005-F0236-AZ-RS	Application submitted and last updated on 07/09/2005	No Messages Compose message	View

Year	Application No.	Status	Correspondence	Action
2004	2004-F 1253-AZ-S1	Application submitted and last updated on 07/09/2005	No Messages Compose message	View

The Grantee will click on the 'Grant Adjustment' link

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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

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Change Grantee Authorized Signing Official

U.S. Department of Justice
Office of Justice Programs

Application Information

Assigned Grant Manager: Lorraine McDougal
Manager Start Date: 09/23/2005
Award Number Reference: 2004-SX-CX-0001

Applicant

Legal Name: Arizona Department of Public Safety
Organizational Unit: Rocky Mountain Information Network
Address: 2538 N Central Avenue
Suite 1000
City: Phoenix
State: AZ
ZIP Code: 85004-1027

Application Number: 2005-F0236-AZ-85
Applicant Type: State
Federal EIN: 86-0290385
OJP Vendor Number: 660290385
DUNS Number: 80-491-5221

Point of Contact

Name: Betty J Nelson Clymer
E-mail: bclaymer@rimn.usd.net
Phone: (602) 351-2320 x 128
Fax: (602) 351-2330

Authorized Representative

Name: David Fells
E-mail: dfells@ajps.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]_LPMIN_06_Grant_App_Budget_File.xls (91K)
[02-02-2005]_LPMIN_06_RMIN_Grant_App_Narrative.doc (6.70 Mb)

These are the details that will be changed

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Grant Adjustments Type

Create Grant Adjustment - Select Grant Adjustment Type

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

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

- 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

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Select Award

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-x007	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-x020	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-x062	Forensic Casework DNA Backlog Reduction Program Formula Grant Announcement FY 2004	NIJ
<input type="checkbox"/> 2004-DN-BX-x262	DNA Capacity Enhancement Program Formula Grant Announcement, FY04	NIJ
<input checked="" type="checkbox"/> 2004-RS-CX-0001	Regional Information Sharing Support	BJA
<input type="checkbox"/> 2004-VA-GX-0010	FY 2004 Victims of Crime Act (VOCA) Crime Victim Assistance	OVC
<input type="checkbox"/> 2005-DA-BX-x007	DNA Capacity Enhancement Program	NIJ
<input type="checkbox"/> 2005-DN-BX-x018	Solving Cold Cases with DNA	NIJ
<input type="checkbox"/> 2005-DN-BX-x056	Forensic Casework Backlog Reduction Program	NIJ
<input type="checkbox"/> 2005-VA-GX-0036	FY 05 VOCA Victim Assistance Formula	OVC

1

2

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

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Change Information

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

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'

The Attached Supporting Documents

Change Grantee Authorized Signing Official GAN

All Active
Change Requested
Approved
Denied
Draft
Create Grant Adjustment

Help/Frequently Asked Questions

C:\OJP\Power Point Slit Browse...

Attach File Back

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

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The Attached Supporting Document

GAN Action Confirmation

All Active
Change Requested
Approved
Denied
Draft
Create Grant Adjustment

Help/Frequently Asked Questions

Action Confirmation

Would you like to attach another document?

Yes No

- Grantee will be given the opportunity to add another document

- Up to 5 documents may be added to the GAN

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Final Document Change

Change Grantee Authorized Signing Official GAN

US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

Grantee Information

Grantee Name:	Arizona Department of Public Safety	Project Period:	04/01/2004 - 03/31/2006
Grantee Address:	2025 N Central Avenue Suite 1000 Phoenix, AZ 85004	Program Office:	834
Grantee DUNS Number:	058432121	Grant Manager:	Bruce Edwards
Grantee EIN:	94-0276385	Application Number:	2004-P120-A2-81
Reseller #:	86276385	AW Number:	2004-P120-A2-81
Project Title:	Rocky Mountain Information Network (RMIN) - A RDS Project	Award Amount:	\$1,957,341.00

Change Grantee Authorized Signing Official

Specific documentation is required for changes to a Grantee Authorized Signing Official. An authorization can be the legal document that effects the change or a letter from the current Grantee Authorized Signing Official of the role being submitted. Documentation must be electronically attached if you cannot attach the documentation, please contact your Grant Manager.

Current Authorized Signing Official **New Authorized Signing Official**

Profile:	Other	*Profile:	Champion
Profile (Other):	CA Contract	*Profile (Other):	John
First Name:	David	*First Name:	John
Middle Initial:		*Middle Initial:	J
Last Name:	Felix	*Last Name:	Smith
Suffix:	--- Not Selected ---	*Suffix:	--- Not Selected ---
Suffix (Other):		*Suffix (Other):	
Title:	System Director	*Title:	Director
Address Line 1:	370 Elm 6630	*Address Line 1:	370 Elm 6630
Address Line 2:		*Address Line 2:	
City:	Phoenix	*City:	Phoenix
State:	Arizona	*State:	Arizona
Zip:	85004-1127	*Zip:	85004-1127
Phone:	602 623 2422 Ext	*Phone:	602 623 2422 Ext
Fax:	602 623 2422	*Fax:	602 623 2422
Email:	john@aps.state.az.us	*Email:	john@aps.state.az.us

Required Justification for Change Grantee Authorized Signing Official

The new Supervisor has started replacing the current Supervisor.

Attachments:

Filename	User	Timestamp	Action
Authoriz Exp. Approval.doc	TCWright	04/11/2006 12:45:38	Delete Attachment

Actions: Save Submit Delete Cancel

- 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

Action Confirmation

This action will submit this grant adjustment. Continue?

Yes No

Help/Frequently Asked Questions

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
26427	Sign Official	No	BJA	Submitted	2004-RS-CX-0091	Rocky Mountain Information Network (RMIN) KISS Project	02/21/2006

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The Internal Login Page

U.S. Department of Justice
Office of Justice Programs

Welcome! [Home](#) [Forgot Login](#)

Login

User Name:

Password: 

(Forgotten your password? Click [here](#))

Please click [here](#) for the latest accessible version of Adobe Acrobat Reader®.

NOTICE TO USERS This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Justice, and law enforcement personnel, as well as authorized officials of other agencies. By using this system, the user consents to such interception, monitoring, recording, auditing, inspection, and disclosure at the discretion of authorized site or Department of Justice personnel. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system, you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning. [Errors, Reports, and Disclaimers](#)

Grantee Manager login page

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Accessing the Grant Adjustment Module

U.S. Department of Justice
Office of Justice Programs

Welcome, Kevin Cone Role: BJA - Grant Manager

Home Tools Process Reports Search Options

Home > Applicant Approval Inboxes

Applicant Approval

Pending
Approved
Denied

Applicant Approval GrantsGov Not Initiated Initial Review Grant Reports Subgrants Grant Monitoring Grant Adjustment

No items to display

To view Grant Adjustment request click on the 'Grant Adjustment' tab

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GANs that Require Further Action

U.S. Department of Justice
Office of Justice Programs

Welcome, Kevin Cone Role: BJA - Grant Manager

Home Tools Process Reports Search Options

Home > GAN Index

Applicant Approval GrantsGov Not Initiated Initial Review Grant Reports Subgrants Grant Monitoring Grant Adjustments

Status: Pending

GAN System ID	GAN Type	Status	Multiple Awards	Award Number	Project Title	Grantee Name	State	Date Submitted
26498	PO Approval	Submitted	No	2005-01-BX-0927	Hurricane relief.	Mobile County 2	AL	Tue Feb 21 12:40:44 EST 2006
26497	Sign Official	Submitted	No	2004-05-CX-0001	Roddy Mountain Information Network (RMNIA RISS) Project	Arizona Department of Public Safety	AZ	Tue Feb 21 12:40:41 EST 2006
26463	Sole Source	Submitted	No	2005-01-BA-0527	Hurricane relief.	Mobile County 2	AL	Wed Feb 15 10:36:39 EST 2006
26170	Project Pd.	Submitted	No	2005-01-BX-0927	Hurricane relief.	Mobile County 2	AL	Mon Jan 23 10:00:24 EST 2006
26152	Sign Official	On Hold	No	2005-01-BX-1167	Joint Anti-Trafficking Task Force and Services to Trafficking Victims	BusinessName	OR	Fri Jan 20 11:38:15 EST 2006
26150	Project Pd.	Submitted	No	2005-01-BX-1167	Joint Anti-Trafficking Task Force and Services to Trafficking Victims	BusinessName	OR	Thu Jan 19 14:12:40 EST 2006
26126	Project Pd.	Submitted	No	2005-01-BX-1167	Joint Anti-Trafficking Task Force and Services to Trafficking Victims	BusinessName	OR	Thu Jan 19 12:06:09 EST 2006
26084	Scope	Approved-Final	No	2005-01-BX-1760	Chico Police Department Equipment Acquisition Project	City of Chico	CA	Tue Jan 17 12:27:09 EST 2006
26084	Scope	Approved-Final	No	2005-01-BX-1760	Chico Police Department Equipment Acquisition Project	City of Chico	CA	Tue Jan 17 12:27:09 EST 2006
26084	Scope	Approved-Final	No	2005-01-BX-1760	Chico Police Department Equipment Acquisition Project	City of Chico	CA	Tue Jan 17 12:27:09 EST 2006

Check All Uncheck All

Approve On Hold Deny Change Requested

Click GAN System ID to view Request

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View GAN Request

- Grant Manager can add other attachments to the GAN request
- Grant Manager has the option to Approve, Deny, or Change Request the GAN request

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

Home | Task | Process | Reports | Search | Status

Home > GAN Inbox > Change Grantee Authorized Signing Official

GRANT ADJUSTMENT NOTICE

Grantee Information

Grantee Name:	Arizona Department of Public Safety	Project Period:	04/16/2004 - 03/31/2006
Grantee Address:	2025 N Central Avenue Suite 1200 Phoenix, AZ 85004	Program Office:	GA
Grantee EIN:	86-0190385	Grant Manager:	Bruce Edwards
Vendor #:	86079035	Application Number:	2004-P1373-AD-01
Project Title:	Rocky Mountain Information Network (RMIN) - A RISS Project	OS:	2004-P1373-AD-01
		Award Number:	2004-AJ-CX-0005
			\$1,857,341.00

Change Grantee Authorized Signing Official

Specific documentation is required for changes to a Grantee Authorized Signing Official. Documentation can be the legal document that effected the change or a letter noting the official change submitted (signed) by a proper officer of the state having jurisdiction. Documentation must be electronically attached to the screen which the documentation object relates to, Grant Manager.

Current Authorized Signing Official		New Authorized Signing Official	
Profile:	U. Cultural	Profile:	Change
First Name:	Francis	First Name:	John
Public Initial:		Public Initial:	F
Last Name:	PAC	Last Name:	Smith
Title:	Interim Director	Title:	Director
Street Address:	P.O. Box 6638	Street Address 1:	P.O. Box 6638
City:	Phoenix	City:	Phoenix
State:	Arizona	State:	Arizona
ZIP Code:	85004 - 1527	ZIP Code:	85004 - 1527
Phone:	(602) 233-2423 Ext. 418	Phone:	(602) 233-2423 Ext. 618
Fax:	(602) 233-2423	Fax:	(602) 233-2423
E-mail:	jpac@azdps.state.az.us	E-mail:	john@azdps.state.az.us

Required Justification for Change Grantee Authorized Signing Official
The new Director has started replacing the Interim Director.

Description	User	Timestamp	Action
On Hold	DC - Grant Manager	02/09/2006 12:21 PM	View Audit
Submitted	DC - Grant Manager	01/20/2006 11:40 AM	View Note

Review Audit Trail

Description	User	Timestamp	Action
Submitted	WESTVIRGENIA	01/20/2006 11:37 AM	View Note

Actions: Approve | Deny | Change Requested | Cancel

Approve GAN Request

- Place a check mark in the box next to the GAN id number and click the "Approve" button



GAN System ID	GAN Type	Status	Multiple Awards	Award Number	Project Title	Grantee Name	State	Date Submitted
<input type="checkbox"/> 26498	PO Approval	Submitted	No	2005-03-BX-0527	Hurricane relief.	Mobile County 2	AL	Tue Feb 21 12:48:44 EST 2006
<input type="checkbox"/> 26497	Sign Official	Submitted	No	2004-RS-CX-0001	Rocky Mountain Information Network (RMINA) RISS Project	Arizona Department of Public Safety	AZ	Tue Feb 21 12:48:41 EST 2006
<input type="checkbox"/> 26453	Sole Source	Submitted	No	2005-03-BX-0527	Hurricane relief.	Mobile County 2	AL	Wed Feb 15 10:36:35 EST 2006
<input type="checkbox"/> 26170	Project Pd.	Submitted	No	2005-03-BX-0527	Hurricane relief.	Mobile County 2	AL	Mon Jan 23 10:00:24 EST 2006
<input type="checkbox"/> 26152	Sign Official	On Hold	No	2005-VT-BX-1167	Joint Anti-Trafficking Task Force and Services to Trafficking Victims	BusinessName	OR	Fri Jan 20 11:38:15 EST 2006
<input type="checkbox"/> 26150	Project Pd.	Submitted	No	2005-VT-BX-1167	Joint Anti-Trafficking Task Force and Services to Trafficking Victims	BusinessName	OR	Thu Jan 19 16:13:40 EST 2006
<input type="checkbox"/> 26136	Project Pd.	Submitted	No	2005-VT-BX-1167	Joint Anti-Trafficking Task Force and Services to Trafficking Victims	BusinessName	OR	Thu Jan 19 12:06:09 EST 2006
<input type="checkbox"/> 26084	Scope Approved-Final	No	No	2005-03-BX-1760	Chico Police Department Equipment Acquisition Project	City of Chico	CA	Tue Jan 17 12:27:09 EST 2006
<input type="checkbox"/> 26084	Scope Approved-Final	No	No	2005-03-BX-1760	Chico Police Department Equipment Acquisition Project	City of Chico	CA	Tue Jan 17 12:27:09 EST 2006
<input type="checkbox"/> 26084	Scope Approved-Final	No	No	2005-03-BX-1760	Chico Police Department Equipment Acquisition Project	City of Chico	CA	Tue Jan 17 12:27:09 EST 2006

Check All | Uncheck All

Approve | On Hold | Deny | Change Requested

Changed Information

U.S. Department of Justice
Office of Justice Programs

Application Number: 2005-F0236-AZ-R5 Award Number: 2004-R5-CX-0001

Application Information

Assigned Grant Manager: Lonnie McDougal
Manager Start Date: 09/23/2005
Award Number Reference: 2004-R5-CX-0001

Applicant

Legal Name: Arizona Department of Public Safety
Organizational Unit: Rocky Mountain Information Network
Address: 2020 N Central Avenue Suite 1200
City: Phoenix
State: AZ
ZIP Code: 85004-1027

Application Number: 2005-F0236-AZ-R5
Applicant Type: State
Federal EIN: 86-0290385
OSP Vendor Number: 860290385
DUNS number: 80-491-5221

Point of Contact

Name: Betty J Nelson Clymer
E-mail: bclmyn@rmin.az.us Phone: (602) 351-2320 x 128
Fax: (602) 351-2330

Authorized Representative

Name: John P. Smith
E-mail: jsmith@dps.state.az.us Phone: (602) 223-2622
Fax: (602) 223-2622

Executive Order / Federal Debt

EO 12373 Review: Program is not covered by E.O. 12372
EO 12372 Review Date:
Delta Federal Debt: No

Attachments

02-01-2005 JRMN 06 Grant App Budget File.xls (91Kb)
02-02-2005 JRMN 06 RMI Grant App Narrative.doc (8.70 Mb)

Authorized Signing Official has been changed

Change Grantee Name

U.S. Department of Justice
Office of Justice Programs

Application Number: 2005-92027-AZ-DN Award Number: 2005-DN-EX-K818

Application Information

Assigned Grant Manager: Charles Heinrich
Manager Start Date: 12/22/2005
Award Number Reference: 2005-DN-EX-K818

Applicant

Legal Name: Arizona Department of Public Safety
Organizational Unit: Scientific Analysis Bureau
Address: 2102 W. Encanto Boulevard P.O. Box 6638
City: Phoenix
State: AZ
ZIP Code: 85005-6638

Application Number: 2005-92027-AZ-DN
Applicant Type: State
Federal EIN: 86-0290385
OSP Vendor Number: 860290385
DUNS number: 80-491-5221

Point of Contact

Name: Todd Griffith
E-mail: tgriff@dps.state.az.us Phone: (602) 223-2494
Fax: (602) 223-2924

Authorized Representative

Name: Dennis Garrett
E-mail: dgarrett@dps.state.az.us Phone: (602) 223-2464
Fax: (602) 223-2917

Executive Order / Federal Debt

EO 12373 Review: Program is not covered by E.O. 12372
EO 12372 Review Date:
Delta Federal Debt: No

Attachments

02-09-2004 Total Budget Detail Pro.doc (387Kb)
02-09-2004 Total Program Narrative.doc (444Kb)
02-09-2004 Total Other Program Attachments.doc (286Kb)
02-15-2005 Budget Detail Worksheet.doc (60Kb)
02-15-2005 Budget Detail Worksheet and Budget Narrative.doc (60Kb)
02-12-2005 AUDNLTJF (195Kb)
04-25-2005 JRMN-DN-2-IE (0Kb)

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
- Sole 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
		NJL
		OVC
		NJL
		OVC
		NJL
		NJL
		OVC
		NJL
		NJL
		OVC

Microsoft Internet Explorer

The GAN is intended to change the entire OSP Vendor # for the agency. If your change is specific to your grant(s), please use the GMS Profile feature to indicate your change.

OK

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-K262	DNA Capacity Enhancement Program Formula Grant Announcement, FY04	NIJ
<input type="checkbox"/> 2004-RS-CX-0001	Regional Information Sharing Support	BJA
<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 4638 Mail Drop 1320 Phoenix, AZ 85005
 Grantee DUNS Number: 804915221
 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 IFNIS Name	New Legal IFNIS Name

Required Justification for Grantee Name Change

Attachments:

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.

Change Grantee Name

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

Completed GAN Notification All Active GANs

Grant Adjustments - All Active GANs

[All Active](#)

[Change Requested](#)

[Approved](#)

[Denied](#)

[Draft](#)

[Create Grant Adjustment](#)

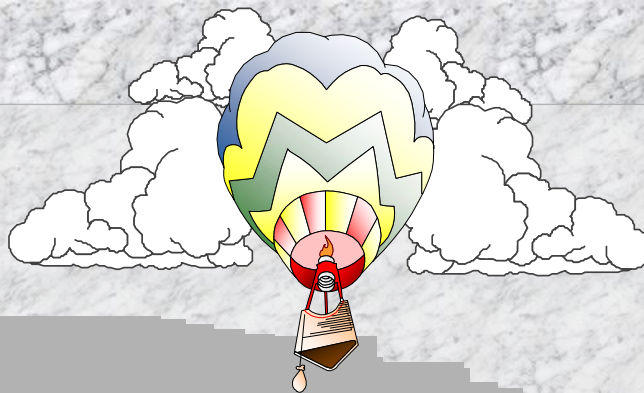
[Help/Frequently Asked Questions](#)

[GMS Home](#)

[Log Off](#)

ID	GAN Type	Multiple Awards	Program Office	Status	Award Number	Project Title	Date Submitted
26427	Sign Official	No	BJA	Submitted	2004-RS-CX-0091	Rocky Mountain Information Network (RMIN)A KISS Project	02/21/2006

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THE END

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