FY 2009 Award Acceptance

Minh Nguyen, Program Manager
Investigative and Forensic Science Division
Register a Financial Point of Contact
Accepting your award

Step 1. Complete Financial Point of Contact Registration

- Notification of award approval is made by e-mail through the OJP Grants Management System (GMS).

- Once an award has been approved, a notice is sent to the e-mail address of the individual who filed the application, as well as to the authorized grantee official.

- Before any action can be made on an award, registration must be completed in GMS for at least one Financial Point of Contact (FPOC).
Creating or Assigning the FPOC

Three possible scenarios:

• An individual who is not the Grant Point of Contact (Grant POC) may assign him/herself to be the Financial Point of Contact (FPOC) for an award.

• The Grant POC can assign another individual to be the FPOC for an award.

• The Grant POC can assign him/herself to be the FPOC for an award.
Review the Award and Special Conditions
Accepting your award

Step 2. Review the Award and Special Conditions

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

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

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

On all OJP awards

Program and grantee specific
Review the Special Conditions

The First Five: Standard Special Conditions for all OJP:

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.

2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.

3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19.

4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.

5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act, or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by:

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

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

Register your DUNS with the CCR database.

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

Create a **Change DUNS GAN** in GMS

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

Submit a **CCR Claim** in GMS
Check the CCR Database

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

Enter DUNS

Click Search
My DUNS is *not* registered in CCR

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

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

Create a **Change DUNS GAN** in GMS

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

Submit a **CCR Claim** in GMS
Register your DUNS with CCR

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

New CCR Users

What you need to register

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

View Detailed Descriptions

International Registrants

Start New Registration

Note: New registrations usually take 1-2 business days to process once completed by the vendor.
Register your DUNS with CCR

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

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

Register your DUNS with the CCR database.

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

Create a **Change DUNS GAN** in GMS

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

Submit a **CCR Claim** in GMS
Change DUNS GAN

Click on the Grant Adjustments link
Change DUNS GAN

Click on the Create Grant Adjustment link
Change DUNS GAN

Choose: Change Grantee DUNS Number

Click Create
Change DUNS GAN

Create Grant Adjustment - Select Award

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

<table>
<thead>
<tr>
<th>Award Number</th>
<th>Solicitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Assigned OJP Vendor Number: Your vendor number</td>
<td></td>
</tr>
</tbody>
</table>

A list of all awards associated with this vendor number

Windows Internet Explorer

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

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

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

Register your DUNS with the CCR database.

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

Create a Change DUNS GAN in GMS

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

Submit a CCR Claim in GMS
Important!

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

Click on the **CCR Claim** link

### 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.

<table>
<thead>
<tr>
<th>Year</th>
<th>Application No.</th>
<th>Status</th>
<th>Correspondence</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Office of Justice Programs has many other funding opportunities that you may be eligible for. To review these opportunities or to start a new application click on Funding Opportunities.

### 2007 Justice Assistance Grant Program

<table>
<thead>
<tr>
<th>Year</th>
<th>Application No.</th>
<th>Status</th>
<th>Correspondence</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
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</tbody>
</table>

### FY 2006 BJA Congressionally Mandated Awards

<table>
<thead>
<tr>
<th>Year</th>
<th>Application No.</th>
<th>Status</th>
<th>Correspondence</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td></td>
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</table>

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Application No.</th>
<th>Status</th>
<th>Correspondence</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005</td>
<td></td>
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</tr>
</tbody>
</table>
Please click the submit button below to acknowledge that you have successfully registered with the Central Contractor Registration (CCR) System.
Your Central Contractor Registration (CCR) claim was submitted on 10/16/2009 and is currently under review by OJP.
Accept the Award
Accepting your award

• If you agree with the terms and conditions:
  
The Award should be printed, reviewed, and signed by the authorized recipient official.

  The authorized recipient official should also initial each page of Special Conditions.

• If the authorized recipient official for your agency has changed:
  
  Do not alter the preprinted name in box 18 of the Award.

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

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

If you agree with the terms and conditions:

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

By email: Acceptance@usdoj.gov

By Fax any of the following FAX numbers:
(866) 388-3055 Toll free
(202) 354-4081
(202) 616–5962
(202) 353-9279

The original signed documents should be maintained in your files for presentation in the event of audit.
Read the Guidelines
Step 3. Read the Guidelines

- Read and become familiar with the OJP Financial Guide and related material.

The Financial Guide is available online at http://www.ojp.usdoj.gov/financialguide/index.htm

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

The OMB Circulars are available through the link: http://www.whitehouse.gov/omb/circulars_default/
Additional Resources
### Post Award

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

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

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

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

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

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

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

https://grants.ojp.usdoj.gov/
Postaward Instructions

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

Postaward Instructions

Emailed to grant points of contact with Newsletter 16

Contact your program manager if you would like a copy of this
Safe travels, wherever you are going!