

How comfortable are you with GMS?

Submit Your Response

Online: (*enter link on your device*)

PollEv.com/jenniferjeff828

Phone: (send a text message)

Text JenniferJeff828 to 22333



External GMS Overview

A Resource for Financial Points of Contact



OCFO Financial Management Training Seminar (FMTS)

Sponsored by: The Office of Audit, Assessment and Management Grants Management Division



Course Agenda





How comfortable are you with GMS?







The **Grant Management System** (GMS) is a web-based Office of Justice Programs application used throughout the grants lifecycle to support the full administration of grants.





GMS has two interfaces:

The *External* user interface for grant applicants and recipients

The Internal user interface for OJP grant managers, program managers and other staff







Point of Contact (POC) vs. Financial Point of Contact (FPOC)

A POC and FPOC must be designated for every grant award.



Point of Contact (POC)

Applicant account holder who completes grant activities in GMS

This account is created at the time of application

Submits GANs, Progress Reports, Closeout package, etc.

Should communicate regularly with the Grant Manager, both within GMS and outside GMS

Financial Point of Contact (FPOC)

Responsible for financial administration of the grant funds

Must be designated for recipient to qualify for grant award

Submits Financial Status Reports

Should communicate regularly with POC to receive any relevant updates from Grant Manager



Manage Users

Applications

Victim

Compensation

Certification

Awards

Funding

Opportunities

Grant Adjustments

Grant Monitoring

Conference

Reporting

Financial Status Reports

Closeouts

Reports

Profile

SAM Claim

Change Password

Log Off

What is GMS?



A POC will see many modules down the left hand side of the screen



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FPOC GMS Modules

- A FPOC will see far fewer options on the screen
 - The FPOC submits
 the necessary
 requirements to the
 grant manager, and
 shares information
 and updates as they
 are learned



GMS Account Structure

The GMS menu structure depends on the role of the user signed in



GMS Account Structure

When questions arise regarding account functions, role access and preference can be adjusted through the "**Profile**" link in the left menu for each role.











System Login

- Users must sign into GMS to perform post-award activities
- Required for all grant applications submitted
- <u>https://grants.ojp.usdoj.gov</u>

Grants Management System	•
Attention GMS Applicants and Grantees	
smithse	
SIGN IN	
First time user 🚱	
Trouble signing in 🕢	
NOTICE TO USERS	
You are accessing a U.S. Government information system, which includes. (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-autorized use only. Unauthorized or improper use of this system may result in disclipairay action, and (vi) and criminal penalities.	
By using this information system, you understand and consent to the following:	
You have no reasonable expectation of privacy regarding any communications transmitted through or date stored on this information system. At any time, the government may monitor, intercept, search and/or seize data transiting or stored on this information system.	
For further information, see the Department order on Use and Monitoring of Department Computers and Computer Systems (NIST 800-53).	





Request FPOC Role

Once the New User link is selected at login, a screen will appear with 2 registration options:

I am registering as an applicant for a grant.

Financial Point of Contact I am registering as a Financial Point of Contact to submit Financial Status Reports for existing grants.

Select the button next to Register as a Financial Point of Contact and click Submit.





Request FPOC Role

The Create FPOC Registration page will appear. Fill out all required fields indicated by a red asterisk (*) and click Submit.

This will submit your request to your grant POC.

Financial Point of Contact (FPOC) Registration Information "Mandatory fields							
ant Verification Information							
ase provide the following information about your most current grant with OJP. If you currently have more than one grant with us, enter information from any of your current ints with OJP. We will use this information to help verify your account, so please be sure that the information you provide is accurate.							
Award Number: (9999-XX-XX-9999)							
DJP Vendor Number:							
ganization Information							
Your Organization Name:							
Address Line 1:							
Address Line 2:							
City:							



Request FPOC Role

The Request Awards page will appear. Check the boxes next to the awards you want assigned to you as FPOC. If you also require access to awards from a different vendor, enter the OJP Vendor Number and Award Number in the bottom fields and click Request Access.

Otherwise, click Request Awards.

2017- VC-GX-		OVC FY 17 VOCA Victim Compensation Formula	
Definition of the second secon		Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families	

Request Awards

To request awards for a vendor number not currently assigned to you, please provide the vendor number and an award associated with that vendor number in the space provided below and then click the Request Access button.

DJP Vendor Number:	
Award Number:	(9999-XX-XX-9999)



Request FPOC Role

The Action Confirmation page appears. Make sure all award numbers, titles and point of contact information are correct and click Yes.

	Award Number	Vendor Number	Project Title	Budget Period From	Budget Period To	Programmatic Point of Contact	Current Financial Point of Contact
8	2017-VC-		OVC FY 17 VOCA Victim Compensation Formula	10/01/2016	09/30/2020		
8	2017- WF-AX-		Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families	07/01/2017	06/30/2019		

Check All Uncheck All

This action will notify multiple Point of Contacts with your request. Do you want to continue with your request? Please print this page for your record retention.

Yes No





Request FPOC Role

After submission, you will receive a confirmation message saying *"Your request has been processed."* Next, an email is sent to the prospective FPOC stating he or she has been approved.







Point of Contact

GMS POC Role

Click the Manage Users link at the top of the left menu. This link is used for FPOC registrations, assignments and denials.

	Manage Users	All rograms	s you are currently participating in are listed below. To reduce the size of program listing, choose from the following criteria and pre					
	Applications							
		Year	Solicitation					
	Victim	All 👻	All					
	Compensation Certification	Office of Ju	Office of Justice Programs has many other funding opportunities that you may be eligible for. To review these opportunities or to start a new					
	Awards	<u>Opportunities</u> .						
	Eunding Opportunities	Office of Justice Programs allows the consolidation of user accounts generated for Grants.gov applications. This will consolidate the user's cor information as well as the user's applications, award, grant adjustments, and progress reports under your current user profile. To begin consol click on <u>Consolidate User Accounts.</u>						





GMS POC Role

The Manage Users page will appear. The default screen will be Pending Registration. These are the prospective FPOCs that need to be approved or denied by the POC. Click the name link to find out more about what kind of access that person is requesting.

		la
		Pe

lanage Users



	Name	Organization Name	Phone Number	Registered Date 🔻	
L	Test Test	а	123-123-1234 ext. 1234	03/19/2018	



GMS POC Role

The FPOC Profile Pending Registration page appears. The FPOC profile is shown at the top of the page. Below the profile will be:

- FPOC award requests
- Awards available to assign
- Awards assigned to this FPOC

Pending Registration	I OC FI	ione i							
Manage EPOC	Date Reg	gistered:		03/19/2018					
	Your Org	anization Name:		a					
Create FPOC	Name:			Judge Test I	est				
	Title:	e:			Tester				
MS Home	Address:			1234 state s test, DC 200	t 101 0001				
og Off	Phone N	Phone Number:			34 x 1234				
29 011	Fax Num	iber:							
	E-Mail A	ddress:		test@test.co	m				
	User ID:			StateNHTest	er				
	Reque	sted Awards (Pending and Denied)				Programmatic	Current Financial	Statu	
	Listed be submitte drop dow	 Maintaining core victim services and criminal justice in initiatives and emergency services for victims and the limit services and the services of the service of the services of the low are all awards for which you are the programmatic pc d. All currently assigned PPCCs are also listed for each av n list. 	ntiatives, while supports ir families pint of contact, within you vard. You may assign any	ng complemen ur organizatio r of these awa	n, that are cu	irrently active and gistrant to adminis	require Financial Stat ter by selecting Assig	US Repor	
	Availa	ble Awards							
	Award Number	Project Title	Project Period From	Project Period To	Programmat Point of Contact	Current Financi	al Point of Contact	Status	
	1996- CV-VX-	NEW HAMPSHIRE FY 199 VOI-TIS TIER I SUPPLEMENT	09/30/1996	09/29/2006					





GMS POC Role

The POC has a dropdown menu to choose *Pending*, *Assigned* or *Denied* for any awards under the *Status* column. Make a choice for each award requested.

Click Submit at the bottom of the screen.

Requested Awards (Pending and Denied) Programmatic Point of Award Current Financial Point Status Project Title Contact Number of Contact Interview Room Equipment/Spike 2017-VC-Assigned < strips 2017-VC-Assigned Firearms simulator Motor Officer Wireless Headsets Pending 2017-VC-Proxy device Pending Assigned Denied Listed below are all awards for which you are the programmatic point of contact, within your organization. currently active and require Financial Status Reports(SF-269a) to be submitted. All currently assigned FPOCs are also

Listed below are an awards for which you are the programmatic point of contact, within your organization, and recurrently active and require Financial Status Reports(SF-269a) to be submitted. All currently assigned FPOCs are also listed for each award. You may assign any of these awards to the registrant to administer by selecting Assigned from the drop down list.

Available Awards

No items to display

Listed below are all the awards for which you are the Programmatic Point of Contact, within your organization, that are currently active and require Financial Status Reports(SF-269a) to be submitted and are assigned to the current Financial Point of Contact. All currently assigned FPOCs are listed along with the award information. You may remove the current FPOCs access to these awards at anytime by selecting unassign from the drop down list and selecting submit.

Assigned Awards No items to display

Submit Cancel





GMS POC Role

The Action Confirmation screen gives a summary of what the POC is assigning and denying to the requesting FPOC. The POC makes sure all award numbers, titles and POC information are correct.

Click Yes to move ahead.

	AW	Awards Added:						
Manage FPOC		Award Number	Project Title	Programmatic Point of Contact	Current Financial Point o Contact			
Create FPOC	M	2017-DS-	Interview Room Equipment/Spike strips					
S Home	N	2017-DS-	Firearms simulator					
Off	Che	ck All Unche	sk All					
	The	Financial Poir	t of Contact will not have access	to the following award(s) fo	r your organization:			
	AW	ards Remov	ed:					
		Award Number	Project Title	Programmatic Point of Contact	Current Financial Point of Contact			
	2	2017-DS-	Motor Officer Wireless Headsets Proxy device					
	Che	ck All Unche	sk All					
	Ye	No						





No prospective FPOC is now listed on the Pending Registration page

GMS POC Role

POC is directed back to the Pending Registration page. No prospective FPOC is now listed on the Pending Registration page.







FPOC Approval Email

Date: Thu, 18 Oct 2017 11:17:37 -0400 (EDT) From: gmssupport@ojp.doj.test To: samuelr@mercurydev.ojp.usdoj.gov Subject: Award has been assigned on 10/18/2017

Your designation as Financial Point of Contact (FPOC) has been approved by your organization for the following award(s): 2017-**-**-0441, 2017-**-**-0441.



FPOC Denial Email

Date: Thu, 18 Oct 2017 10:12:00 -0400 (EDT) From: gmssupport@ojp.doj.test To: samuelr@mercurydev.ojp.usdoj.gov Subject: Registration has been denied on 10/18/2017

Your FPOC Registration Request has been denied by the grantee organization for the following award(s): 2017-**-**-1045.



Create **FPOC User**

To create an FPOC, click the "Manage Users" link from the GMS home screen.

<u>Manage Users</u>							
Applications	7 John R	. Justice Program Category 1					
	ar	Application No.	Status	Correspondence	Action		
<u>Victim</u> Compensation	17	2017-H1635-NH-RJ	 Application not yet submitted, last saved on 08/31/2017 Application Deadline expired on 09/05/2017 	No Messages <u>Compose message</u>	View		
Certification	7 Regional Information Sharing Systems (RISS)						
Awarda	ar	Application No.	Status	Correspondence	Action		
Awarus	17	2018-H0001-NH-RS	Application not yet submitted, last saved on 11/07/2017	No Messages	<u>Update</u>		
F B	1/	2010 10001 111 13	Application Deadline expires on 05/16/2018	Compose message	Withdraw		
<u>Funding</u> Opportunities	iexual Assault Services Formula Program Solicitation						
	ar	Application No.	Status	Correspondence	Action		
Grant Adjustments	17	2017-X1499-NH-KF	 Application submitted on 06/06/2017 Application is currently in progress 	No Messages <u>Compose message</u>	<u>View</u>		
Grant Monitoring	Paul Cov	verdell Forensic Science Improveme	nt Grants Program (Formula)				
Conforanco	ar	Application No.	Status	Correspondence	Action		
Reporting	17	2017-90836-NH-CD	Application submitted on 03/10/2017	No Messages	View		
Reporting			Appreador is currency in progress	Compose message			
Financial Status							
Reports							
<u>Closeouts</u>							
Reports							





Create FPOC User

Click the Create FPOC button to enter a new user in the system



Name	Organization Name	Phone Number	Registered Date -	
testfpocuser 1102712	Testers	111-111-1111	11/02/2017	



Create FPOC User

Click the Create New radio button and complete the required profile information (*)

Prefix:	Not Selected V
Prefix (Other):	
*FPOC First Name:	
FPOC Middle Initial:	
*FPOC Last Name:	
Suffix:	Not Selected V
Suffix (Other):	
Title:	
Address Line 1:	
Address Line 2:	
City	
County:	
State:	Not Selected V
Zip Code:	- Zip+4 Lookup
Phone Number:	
Fax Number:	
*FPOC E-mail Address:	Email Help





Create FPOC User

Recipient must choose all grant awards to assign to the new FPOC. When this is done, click the Submit button.

Image: Part of the second s		Award Number	Project Title	Project Begin Date	Project End Date	Financial Point of Conta
□ 1996-CV-VX NEW HAMPSHIRE FY 199 VOI-TES TIER I SUPPLEMENT 10/01/2016 09/30/2020 Thomas Kaempfer 603-271-8090 □ 2011-KF-AX: 0015 2011 Sexual Assault Services grant program for enhanced services to SA victims in NH 10/01/2016 09/30/2020 Thomas Kaempfer 603-271-7820 □ 2011-KF-AX: 0015 2011 Sexual Assault Services grant program for enhanced services to SA victims in NH 10/01/2016 09/30/2020 Thomas Kaempfer 603-271-7820 □ 2002-RT-BX: 0043*** Residential Substance Abuse Treatment Program for State Prisoners 10/01/2016 09/30/2020 Thomas Kaempfer 603-271-8090 □ 2002-RT-BX: 0043**** Residential Substance Abuse Treatment Program for State Prisoners 10/01/2016 09/30/2020 Pomas Kaempfer 603-271-8090 □ 2002-RT-BX: 						Johanna Houman 603-271-7820
Image: Second		1996-CV-VX- 0033	NEW HAMPSHIRE FY 199 VOI-TIS TIER I SUPPLEMENT	10/01/2016	09/30/2020	Thomas Kaempfer 603-271-8090
2011-KF-AX- 0015 2011 Sexual Assault Services grant program for enhanced services to SA victims in NH 10/01/2016 09/30/2020 index is a second service in the second service i						Thomas Kaempfer 603-271-8090
□ 2011-KF-AX: 0015 2011 Sexual Assault Services grant program for enhanced services to SA victims in NH 10/01/2016 09/30/2020 Thomas Kaempfer 603-271-8090 □ 2002-RT-BX- 0043 Residential Substance Abuse Treatment Program for State Prisoners 10/01/2016 09/30/2020 Thomas Kaempfer 603-271-8090 □ 2002-RT-BX- 0043 Residential Substance Abuse Treatment Program for State Prisoners 10/01/2016 09/30/2020 Thomas Kaempfer 603-271-8090 □ Thomas Kaempfer 603-271-8090 10/01/2016 Thomas Kaempfer 603-271-8090 10/01/2016 10/01/2016 10/01/2016 10/01/2016 □ Thomas Kaempfer 603-271-7820 10/01/2016 Thomas Kaempfer 603-271-7820 10/01/2016						Johanna Houman 603-271-7820
Image:		2011-KF-AX- 0015 2011 Sexual Assault Services grant program f	2011 Sexual Assault Services grant program for enhanced services to SA victims in NH	10/01/2016	09/30/2020	Thomas Kaempfer 603-271-8090
2002-RT-BX- 0043 Residential Substance Abuse Treatment Program for State Prisoners 10/01/2016 09/30/2020 Thomas Kaempfer 603-271-8090 Submit C ancel						Thomas Kaempfer 603-271-8090
2002-RT-BX- 0043 Residential Substance Abuse Treatment Program for State Prisoners 10/01/2016 09/30/2020 Thomas Kaempfer 603-271-8090 Submit C ancel						Thomas Kaempfer 603-271-8090
Submit C ancel		2002-RT-BX- 0043	XT-BX- Residential Substance Abuse Treatment Program for State Prisoners		09/30/2020	Thomas Kaempfer 603-271-8090
Submit Cancel						Johanna Houman 603-271-7820
	Sı	ubmit	Cancel			



Confirm correct award(s) have been chosen and click the Yes button to assign the awards. A confirmation screen will appear to complete process.

	Award Number	Project Title	Programmatic Point of Contact	Financial Point of Contact
Ø		S*T*O*P Violence Against Women Formula Grant Program		
N		Project Safe Neighborhoods		
V		Rural Domestic Violence and Child Victimization Enforcement Discretionary Grant Program		
Chec Ye	k All Uncheck All			





Confirmation screen

Manage Users	Your request has been processed.				
Pending Registration	Name	Organization Name	Phone Number	<u>Status</u>	Updated Date 🔻
	Michael	Court House Inc	(303)	Active	10/15/
Manage FPOC					
Create FPOC					



Create FPOC User

Email notification will be sent to the new FPOC with instructions on how to complete the registration process.



Date: Wed, 17 Oct 2017 14:17:45 -0400 (EDT) From: gmssupport@usdoj.gov To: jdoe@email.org Subject: Action Required - Complete Registration

You have been designated as the Financial Point of Contact (FPOC) for the following award(s): 2017-WF-VX-XXXX, 2017-WF-BX-XXXX, 2017-WF-BX-XXXX, 2017-WF-BX-XXXX, 2017-WF-BX-XXXX, 2017-WF-AX-0051,. The FPOC will be responsible for the financial administration of the award, such as submission of quarterly Financial Reports (the SF-425) and for requests for payment of funds (i.e., drawdown) from the award. Your account validation code is: BRWyp6SL3H.

Please go to:

https://grants.ojp.usdoj.gov/gmsexternal/noSessionReq/fpocAcctV alidation.st to complete your registration as contact for SF-425. Information concerning access to the payment system will be sent to you separately at a later date.



Create FPOC User

Once logged into the GMS site, the new FPOC must enter their registered email address along with the validation code given in the email. Click the Submit button.







Create FPOC User

The new FPOC must complete the registration information form. All fields with a red asterisk (*) are required. When finished, click the Submit button to complete the registration process.

Dir Church Street
Struch Sheet
SII Church Street
Bit Church Steet
B01 Church Street
Mewridian
Mewridian
Mississioni
Miesissinni
initia ana alippi
22222 2222 Need help for ZIP+47
The Honorable
Jimmy
Rogers
- Not Selected -
Blue Yodler
404 - 867 - 5309 Ext:
samuelr@mercurvdev.ojp.usdoj.g
uestion and you will be sent a temporary password.
- Not Selected -
rmation is correct before proceeding.



NOTE: On first login to GMS, the FPOC will only have access to the awards assigned by the POC. No additional award information is available (award document, GAN's, progress reports, etc.).



Create FPOC User

The new FPOC must complete the registration information form. All fields with a red asterisk (*) are required. When finished, click the Submit button to complete the registration process.

NOTE: On first login to GMS, the FPOC will only have access to the awards assigned by the POC. No additional award information is available (award document, GAN's, progress reports, etc.).

	Create FPOC Regi	stration
Please select an existing Point of Contact (PC you may designate a new FPOC by entering	DC) to serve as a Financial Point of Contact (FPC their information in the form below. Once you s	XC) by selecting Grantee POC. Selecting this option will populate the form below with the Grantee POC's information. Alternatively, ubmit the FPOC information, an email notification will be sent to the designated FPOC to complete the registration process.
Create New Grantee POC		
Prefix:	Not Selected 🔻	
Prefix (Other):		
Prefix (Other): *FPOC First Name:		
Prefix (Other): **FPOC First Name:		
Prefix (Other): **FPOC First Name:		
Prefix (Other): #FPOC First Name:		
Prefix (Other): #FPOC First Name:		
Prefix (Other): #FPOC First Name:		
Prefix (Other): #FPOC First Name:		
Prefix (Other): *FPOC First Name:		
Prefix (Other): *FPOC First Name:		





Create FPOC User

The new FPOC is now signed into the system. The Home page for the account will appear, showing all awards the FPOC can access.



Year	Award Number	Status	Grant Manager	Correspondence	Action
		Grantee Notified On 08/28 End Date Passed	Name: Fletcher, UAT Phone: Fax: Other:	21 New Hessage(s)	Financial Statu Reports
BJA FY Drug	Court Training Initiative				
Year	Award Number	Status	Grant Manager	Correspondence	Action
		Grantee Notified On 07/27, Active	Name: Fletcher, UAT Phone: Fax: Other:	<u>1 New Hessage(s)</u>	<u>Financial Statu</u> <u>Reports</u>
BJA FY Justic	e and Mental Health Collabo	ration			
Year	Award Number	Status	Grant Manager	Correspondence	Action
		Grantee Notified On 08/24 Active	Name: Fletcher, UAT Phone: Fax:	No Messages	



Resources







www.ojp.usdoj.gov/gmscbt

http://www.ojp.gov/training/gmstraining.ht m#GMSUserguide



Security Reminders



Refer to Department order on Use and Monitoring of Department Computers and Computer Systems (NIST 800-53)





888-549-9901 (Option 3)



GMS.Helpdesk@ojp.usdoj.gov



Questions