

## FAQs Second Chance Act 2011 OJJDP Grantees

### **1. When did the grant project period begin? Did it begin when we received notification, when we began to draw down funds, or when the budget was approved?**

Generally, for most grantees, the start date of the grant is October 1, 2011, but check the “PROJECT PERIOD: FROM” dates in the award documents you received from the Office of Juvenile Justice and Delinquency Prevention (OJJDP) via the OJP Grants Management System (GMS). The award date will be different than the start date (usually before the start date); however, funds cannot be accessed until your budget has been approved by the Office of the Chief Financial Officer and a Grant Adjustment Notice (GAN) has been approved to remove the special condition dealing with the budget:

Second Chance Act Implementation Grantees: Special Condition # 13;  
Second Chance Act Planning Grantees: Special Condition # 15;  
Second Chance Act Juvenile Mentoring Grantees: Special Condition # 19.

### **2. What are the first steps to take after receiving the grant?**

#### *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). You can access [GMS Web site](#) and the [Financial Status Reporting user manual](#) for instructions on establishing an FPOC. For further assistance, you may contact the GMS Helpdesk at 1-888-549-9901 (choose option 3).

#### *Step 2—Review the Award and Special Conditions*

Once the FPOC registration is completed, you may then access the 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. After Acceptance documents have been signed, you should choose ONE of the following to send them to the OJP Control Desk: by email at [Acceptance@usdoj.gov](mailto:Acceptance@usdoj.gov) or by Fax any of the following FAX numbers: (Toll free) 1-866-388-3055, 202-354-4081, 202-616-5962, or (202) 353-9279. You should maintain the original signed documents for presentation in the event of audit.

### **3. How do I access payments?**

The Grants Payment Request System (GPRS) is the method for requesting payment of award funds. It is an online system that allows you to view your active award balances and history of draw downs to date. You can access GPRS at <https://grants.ojp.usdoj.gov/gprs>. The [GPRS User Guide](#) provides information on using GPRS.

Some benefits of the GPRS:

- Ability to view and print a transaction history for an award
- Summary of award information
- Award amount
- Hold amounts

- Last submission of Standard Form 425 (SF-425)
- Ability to cancel pending payment request
- Secure individual login

#### **4. Do we have to file for an extension if the grant project is delayed due to the necessity of submitting a budget revision? How do we file for an extension?**

If you need to file a request for an extension of your grant beyond the initial term of your award, submit a “Change Project Period” Grant Adjustment through the OJP Grants Management System (GMS) no later than 60 days prior to the end date of your grant period. Upload a letter on letterhead signed by the authorized representative stating why you need an extension to complete grant-funded activities and how much additional time is needed. Your proposed end date should be no more than 12 months from your original end date. For an on-line tutorial on how to submit a Grant Adjustment in GMS, please see the [GMS Training and Technical Assistance page](#).

No-cost extensions are not automatically granted. Your OJJDP Program Manager will review the extension request to make sure that your reasons for needing an extension are justified and appropriate. Your OJJDP Program Manager will also check to make sure that you have fulfilled all financial and programmatic requirements for the grant.

#### **5. What are the reporting requirements under the grant?**

You can find details about your reporting requirements in the special conditions of your award. Additional information on budget reporting requirements can be found on [OJP’s Financial Resources Web site](#) in OJP’s [Financial Guide](#) and [Post Award Instructions](#).

##### *Performance Measures Data Submission Requirement*

You will need to report data on the OJJDP’s-approved performance measures as part of the semi-annual categorical progress report. This data will be submitted online at [OJJDP's Performance Measures Web site](#) by July 30 and January 30 each year for the duration of the award. Once data entry is complete, the grantee will be able to create and download a "Performance Measures Data Report." This document is to be included as an attachment to the grantee's narrative categorical assistance progress report submitted in GMS for each reporting period.

##### *Reports: Semi-annual progress reports*

You will need to submit semiannual progress reports. Progress reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 30, for the life of the award. These reports will be submitted to the Office of Justice Programs through the [GMS Web site](#).

##### *Reports: Quarterly Financial Reports*

You will need to submit quarterly financial status reports to OJP. As of October 15, 2009, OJP will discontinue its use of the SF 269A, and now requires award recipients to submit quarterly financial status reports within 30 days after the end of each calendar quarter, using the government-wide [Standard Form 425 Federal Financial Report form](#). Beginning with the report for the fourth calendar quarter of 2009 (and continuing thereafter), you will need to submit quarterly financial status reports to OJP online through the [GMS Web site](#) using the SF 425 Federal Financial Report form, no later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the grant period.

**6. Who should we contact with other questions about the grant?**

If you have a question about your specific award requirements, including budget and compliance issues, please contact your OJJDP Program Manager listed in your Award.

*Financial questions:*

Contact the Office of Chief Financial Officer Customer Service Center from 8:30 a.m. to 6 p.m. EST

Phone: 1-800-458-0786 (choose option 2)

FAX: 202-353-9279

E-mail: [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov)

TDD: 202-616-3867

*OJP Grants Management System (GMS):*

Contact the GMS Help Desk from 7 a.m. to 9 p.m. EST

Phone: 1-888-549-9901 (choose option 3)

E-mail: [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov)

*Performance Measurement questions (DCTAT):*

Contact the OJJDP-DCTAT help desk

Phone: 1-866-487-0512

E-mail: [ojjdp-dctat@csrincorporated.com](mailto:ojjdp-dctat@csrincorporated.com)