

# OJP POST AWARD INFORMATION



## Managing and Reporting for Office of Justice Programs (OJP) Awards

- The OJP Award Acceptance Process
- Compliance with OJP Grant Regulations
- Reporting Requirements
- Closing Out a Grant
- Links to Reference Documents



## The OJP Award Acceptance Process

### Conditions for award and acceptance

- ❖ What is an award document?
- ❖ Accepting the award
- ❖ When can you access your funds?
- ❖ What is a Special Condition?

### Period of availability of funds

- ❖ Obligation of funds
- ❖ Expenditure of funds

## Compliance with OJP Grant Regulations

### Accounting system requirements

- ❖ Acceptable and adequate accounting systems

### Grant award withholding of funds

- ❖ Freezing of funds

### Matching or cost sharing

- ❖ Cash and In-kind match

### Matching contributions

- ❖ Keeping records of matching contributions

### Program income

- ❖ Use of program income

### Adjustments to awards

- ❖ What is a Grant Adjustment Notice (GAN)?
- ❖ GAN approval process
- ❖ Reprogramming of funds

### Allowable costs versus un-allowable costs

- ❖ Examples of allowable costs

### Costs requiring prior approval

- ❖ Costs allowable with prior written approval

### Allowable costs versus un-allowable costs

- ❖ Examples of un-allowable costs

### Property and equipment

- ❖ Acquisition, management, and disposition of property
- ❖ Title, use, management, and disposition of equipment
- ❖ Management of copyrights, patents, and inventions

## Confidential funds

- ❖ What are confidential funds?

## Procurement under award of Federal assistance

- ❖ Procurement standards

## Retention and access requirements for records

- ❖ Records maintenance requirements
- ❖ Records access and storage requirements

## Indirect cost

- ❖ What are indirect costs? Approved vs. unapproved plans
- ❖ Establishing indirect cost rates

## Sanctions and terminations for convenience

- ❖ Types of sanctions
- ❖ Termination process

## Reporting Requirements

### Quarterly financial status reporting

- ❖ The SF269a and how to submit it
- ❖ Reporting period and penalties for noncompliance

### Program progress reporting

- ❖ Progress reports and reporting periods
- ❖ Reporting periods and penalties for noncompliance
- ❖ Program performance measures

### The audit process

- ❖ Independent audits
- ❖ Audit confirmation request
- ❖ Resolving audit reports
- ❖ Audit technical assistance

### Grant monitoring

- ❖ The programmatic onsite visit

## Closing Out a Grant

### When is a grant closed out

- ❖ Closing-out awards
- ❖ Refunding Federal grant money

## Links to all references



- Conditions for award and acceptance
  - What is an award document?

The award document serves as the official document to bind the grantee and OJP to the grant agreement and includes:

- Name of recipient and sub-recipient (if applicable);
- Project title;
- Award period;
- Budget period;
- Type of Federal funds (grants, cooperative, or reimbursable agreements);
- Amount of Federal funds;
- Award number; and
- Special conditions that must be met throughout the award period.

The recipient must accept the grant within 45 days from the date of the award. OJP may terminate a grant that has not been accepted within the prescribed timeline.



- Conditions for award and acceptance
  - **Accepting the award**

The Point-of-Contact and the Authorizing Official will:

- 1) Receive an e-mail through the OJP's [Grant Management System](#) at 11:55 p.m. on the award date.
- 2) Receive instructions on how to access and view the award documents in **GMS**.
- 3) Receive instructions on how to accept the award.
- 4) Assign a Financial Point-of-Contact (FPOC). The FPOC will be responsible for the financial administration of the award.
- 5) Print and read the award document carefully.
- 6) Sign and date the award document.
- 7) Initial the bottom right corner of each page of the special conditions.

continued 



See [FPOC REGISTRATION INSTRUCTION](#) in the *GMS Financial Status Reporting (SF-269a) User Manual*

See [The PAPRS Manual](#)

See [SPECIAL CONDITIONS](#) in the *OJP Financial Guide*

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- Conditions for award and acceptance
    - **Accepting the award (continued)**
- 9) Email BOTH the Award Document and the Special Condition pages to the Office of Justice Programs, Control Desk to [acceptance@usdoj.gov](mailto:acceptance@usdoj.gov) or fax both documents to (toll free) 1-866-388-3055 or (local) 202-354-4081. Select only one of these submission options to avoid duplicate submissions.
  - 10) Receive a letter containing grant ID, PIN number, and information on OJP's Phone-Activated Paperless Request System (PAPRS) where recipients request drawdowns.

When accepting an award, a grantee may not:

- Sign the award documentation with a different signing authority (someone other than the Authorizing Official).
- Cross out any of the special conditions.
- Modify the award document in any way.

See [FPOC REGISTRATION INSTRUCTION](#) in the GMS Financial Status Reporting (SF-269a) User Manual

See [The PAPRS Manual](#)

See [SPECIAL CONDITIONS](#) in the OJP Financial Guide

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- Conditions for award and acceptance
  - **When can you access your funds?**
  
- Funds cannot be drawn down until the awarding agency receives the signed award document.
  
- To receive payment of funds after award acceptance, OJP grant recipients must:
  - Comply with award conditions identified in the award document.
  - Not have a delinquent Financial Status Report (SF 269A) on file with OJP.
  - Not have a delinquent Progress Report on file with OJP.
  - Request payments within 90 days after the end date of the grant.
  
- Funds are requested through OJP PAPRS. To access PAPRS, call 1-800-879-4513. You will need your vendor number, grant ID number, and PIN provided in your acceptance document.



- Conditions for award and acceptance
  - **What is a Special Condition?**

**Special conditions are incorporated as terms and conditions of the award. They may include special provisions for additional submissions, audit, conferences and disposition of program income.**

- All awards will include special conditions concerning compliance with the OJP Financial Guide, audit requirements, and the Anti-Lobbying Act, as well as the submission of an Equal Employment Opportunity Plan.**
- All awards will also include specific special conditions for the individual award.**

continued 



- Conditions for award and acceptance
  - **What is a Special Condition? (continued)**

**Examples of specific award special conditions include:**

- **Financial Clearance Memo (FCM) issued by the OCFO**

Example: Withholding of Funds Pending Budget Review or Approval - The recipient may not obligate, expend, or drawdown any grant funds until OCFO has issued clearance of the application budget and a Grant Adjustment Notice (GAN) has been issued removing this special condition.

- **Programmatic Withholding of Funds**

Example: The recipient may not obligate, expend or drawdown funds until the Program Office has reviewed and approved the Program Narrative portion of the application, and has issued a GAN informing the recipient of the approval.

- **Program Office Approval**

Example: The recipient agrees to submit to the Program Office for review and approval any curricula, training materials, or any other written material that will be published, (including web-based materials and web site content), with funds from this grant, at least thirty (30) working days prior to the targeted dissemination date.





- Period of availability of funds
  - **Obligation of funds**

Obligations must occur during the project period stated on your award documents.

An obligation occurs when:

- Funds are encumbered, such as, in a valid purchase order or requisition to cover the cost of purchasing an authorized item on or after the begin date, and up to the last day of the grant period in the award.
- Any funds not properly obligated by the recipient within the grant award period will lapse and revert to the awarding agency.

The obligation deadline is the last day of the grant award period unless otherwise **stipulated**. (Example: If the award period is 10/1/06 to 9/30/07, the obligation deadline is 9/30/07).



- Period of availability of funds
  - Expenditure of funds

**Expenditure of funds must occur no later than 90 days after the end date of the award.**

- Block, formula, and discretionary funds which have been properly obligated by the end of the award period will have 90 days in which to be liquidated (expended).**
- Any funds not liquidated at the end of the 90-day period will lapse and revert to the awarding agency, unless a grant adjustment notice extending the liquidation period has been approved.**
- Example: If the award period is October 1, 2006 to September 30, 2007, the expenditure deadline is December 29, 2007.**



- Accounting system requirements
  - Acceptable and adequate accounting systems

The Federal government requires grant recipients and sub-recipients to establish and maintain accounting systems and financial records, to accurately account for funds awarded to them. An acceptable and adequate accounting system:

- Presents the projected cost of the grant required for budgetary/evaluation purposes.
- Provides ways to ensure optimal use of funds.
- Controls funds to ensure that use conforms to general or special conditions.
- Meets the prescribed requirements for periodic financial reporting of operations.
- Provides data for planning, controlling, and evaluation of direct/indirect costs.



- Grant award withholding of funds
  - Freezing of funds

OJP can withhold payments to a recipient organization if the organization does not:

- Reach program or project goals.
- Establish procedures that minimize the time elapsing between cash drawdowns and expenditure.
- Adhere to OJP requirements or special conditions.
- Submit accurate and timely reports, such as, the Financial Status Reports and Progress Reports.
- Achieve timely financial reconciliation and closeout at the end of the project period.
- Award and administer sub-awards/contracts properly.



See [INTEREST EARNED](#) in the OJP Financial Guide  
See [MINIMUM CASH ON HAND](#) in the OJP Financial Guide

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- Matching or cost sharing
  - **Cash and In-kind Match**
    - ❑ **Cash Match (hard)** includes cash spent for project-related costs. Allowable cash match must include costs allowable with Federal funds, except acquisition of land.
    - ❑ **In-kind Match (soft)** includes the valuation of in-kind services. In-kind is the value of something received or donated without a cost associated with it.
    - ❑ **Funds provided for a match must:**
      - Be used to support a Federally-funded project.
      - Supplement funds made available for the stated program purpose.
    - ❑ **Matching requirements vary across programs.** Deviations from the program guidelines are rarely granted by OJP. If a grantee can show an undue burden, OJP may approve a modification. To request a modification, create a budget GAN in GMS.
    - ❑ **Some grant programs by statute can waive matching requirements if the funding recipient can adequately demonstrate meeting provisions as provided in the statute.** Refer to specific program solicitations for information or contact the OJP program office.

See [SOURCE AND TYPE OF FUNDS](#) in the OJP Financial Guide

See [GMS](#) to create a budget Grant Adjustment Notice (GAN)

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- Matching contributions
  - Keeping records of matching contributions
    - ❑ Recipients and their sub-recipients must maintain records which clearly shows the source, the amount, and the timing of all matching contributions. The most common error found during the final financial reconciliation of a grant at closeout is improper reporting of matching funds on the Final Status Report.
    - ❑ When the approved budget has contributions which exceed the required matching portion, the recipient must maintain records of these in the same manner. Match is also subject to audit requirements.
    - ❑ For all block/formula funds (provide assistance to State and local units of government for programs in accordance with legislative requirements), the State has the primary responsibility for sub-recipient compliance with the requirements. For all discretionary funds, the recipients and the sub-recipients have shared (joint) responsibility for ensuring compliance with all the requirements regarding matching shares, including proper reporting.



- Program income
    - **Use of program income**
- 
- All income generated as a direct result of an OJP-funded project is considered program income and may be:
    - Used to further program objectives.
    - Used for allowable program costs.
    - Refunded to the Federal government.
  
  - All program income must be expended prior to additional OJP drawdowns.
  
  - If the cost is allowable under the Federal grant program, then the cost would be allowable using program income.



- Adjustments to awards
  - **What is a Grant Adjustment Notice?**
    - A Grant Adjustment Notice (GAN) is used to request project changes and/or corrections for any programmatic, administrative, or financial change associated with a grant award. Once a decision, regarding a change, has been made by OJP, the grant recipient is notified by e-mail.
    - Grant recipients must request grant adjustments for:
      - Budget modifications, including changes in the indirect cost rate.
      - Changes to authorized signing official or official's contact information.
      - Changes to main contact name or key staff and/or contact information.
      - Changes in scope or grant period.
      - Organization address name changes.
      - Sole source procurements in excess of \$100,000.
      - Written approval for costs allowable with OJP program office approval.
      - Changes in DUNS numbers.





- Adjustments to awards
  - **GAN Approval process**
    - Recipients submit a grant adjustment request in the GAN module in GMS, where it is reviewed by the grant manager. If the grant manager agrees with the request, it will follow an internal review process.
    - The approval process is monitored by the grant manager. Requests for changes to grants are carefully reviewed for consistency with the OJP Financial Guide to ensure the goals and objectives of the grant program are addressed.
    - When the request is approved or denied, GMS generates an email notification to the grantee.



- Adjustments to awards
    - **Reprogramming of funds**
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- ❑ **The reprogramming of funds, from one program to another, is permitted if:**
    - Awarded under the Crime Control Act.
    - Contained in the approved State block or formula award.
    - Resulted in deletion or addition of a program or change in sub-recipient.
    - Approved by OJP prior to the expenditure of funds.
  
  - ❑ **OJP will consider retroactive approval of these funds only in extremely unusual circumstances. When such retroactive approval is not considered warranted, OJP will exercise its option to reduce the award by the amount of the unauthorized-reprogrammed funds.**



- Allowable costs versus un-allowable costs
    - **Examples of allowable costs**
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- Allowable costs are those specified in OMB circulars 2 CFR Part 220, 2 CFR Part 225, 2 CFR Part 230, “Costs Allowable With Approval of Awarding Agency” or “Costs Which Contain Special Limitations.”
  
  - These costs include:
    - Automatic data processing equipment and software;
    - Conferences and/or workshops;
    - Food and/or beverages (subject to conditions);
    - Travel expenses;
    - Proposal costs;
    - Consultant rates;
    - Interest expense; and
    - Production expenses.



- Costs requiring prior approval
  - **Costs allowable with prior written approval**
  
- ❑ **Permission to incur allowable costs must be requested using a Program Office Approval modification GAN in GMS. OJP is the approval authority for all discretionary and formula recipients.**
  
- ❑ **OJP establishes spending levels which are intended to furnish blanket approval for modest project-related expenditures. Costs above such levels may also require approval upon submission of appropriate data and justification, but may not be incurred until such approval has been obtained.**



- Allowable costs versus unallowable costs
  - **Examples of unallowable costs**

The following are examples of unallowable costs:

- Land acquisition;
- Compensation of Federal employees;
- Travel of Federal employees;
- Bonuses or commissions;
- Military-type equipment;
- Lobbying;
- Fundraising;
- Corporate formation;
- State and local sales taxes;
- Purchase of alcohol at conference receptions; and
- Costs incurred outside the project period.



- Property and equipment
  - Acquisition, management, and disposition of property
- ❑ Recipients/sub-recipients are required to be prudent in the acquisition and management of property acquired and managed with Federal funds.
- ❑ OJP will consider it an unnecessary expenditure of funds for the acquisition of new property, when suitable property required for the successful execution of projects is already available within the recipient or sub-recipient organization.



- Property and equipment
  - Title, use, management, and disposition of equipment

Equipment acquired shall be managed to ensure that it is used for criminal justice purposes.

- ❑ **TITLE/USE OF EQUIPMENT** - The title to all equipment and supplies purchased with funds made available under the Crime Control Act shall vest in the criminal justice agency or nonprofit organization that purchased the property, if it provides written certification to the State office that it will use the property for criminal justice purposes.
- ❑ **MANAGEMENT OF EQUIPMENT** – A primary recipient or sub-recipient shall use and manage equipment in accordance with its procedures, as long as the equipment is used for criminal justice purposes.
- ❑ **DISPOSITION OF EQUIPMENT** - When equipment is no longer needed for criminal justice purposes, the organization shall dispose of it (for both primary recipient, and sub-recipient), in accordance with State procedures, with no obligation to the awarding agency.



- **Property and equipment**
  - **Management of copyrights, patents, and inventions**

### **COPYRIGHTS**

The awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and authorize others to use, for Federal Government purposes:

- Copyright to any work developed under an award or sub-award.**
- Copyright to which a recipient purchases ownership with support.**

### **PATENTS AND INVENTIONS**

Any program that produces patentable items, patent rights, processes or inventions in the course of work funded by Federal funds, must be reported to the awarding agency. The awarding agency will determine:

- Whether protection on the invention or discovery shall be sought.**
- How rights in the invention or discovery shall be allocated and administered.**





- Confidential funds
  - **What are confidential funds?**

Confidential funds are allocated for:

- Purchase of services like travel, transportation of a non-Federal officer, lease of an apartment, meals, beverages, and entertainment.
- Purchase of evidence (like contraband, drugs, firearms, stolen property, and counterfeit tax stamps) required to determine the existence of a crime or to establish the identity of a participant in a crime.
- Purchase of specific information, like the payment of money to an informant.

Confidential funds should only be allocated when justified. These funds are certified, and approval is based on a finding that they are a reasonable and necessary element of project operations.

The approving authority for allocation of confidential funds is:

- The awarding agency for block/formula grantees (grants awarded to the State) and categorical grantees (grants in which the agency activities do not have a significant effect on the human environment), or,
- The recipient agency for block/formula sub-recipients.



- Procurement under awards of Federal assistance
  - Procurement standards

Procurement standards under awards of Federal assistance are as follows:

- ❑ A State shall follow the same policies and procedures it uses for procurement from its non-Federal funds.
- ❑ Sub-recipients of States shall follow the procurement requirements imposed upon them by the States. Other recipients and sub-recipients will follow OMB 2 CFR, Part 215.
- ❑ All procurement transactions shall be conducted in a manner that provides maximum open and free competition.
- ❑ All sole source procurements in excess of \$100,000 must receive prior approval.

The recipient/sub-recipient shall be aware of organizational conflicts of interest or noncompetitive practices among contractors which may restrict or eliminate competition or otherwise restrain trade.

See [CONSTRUCTION PROCUREMENT STANDARDS](#) in the OJP Financial Guide

See [PROCUREMENT STANDARDS](#) in the OJP Financial Guide

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- Retention and access requirements for records
  - Record maintenance requirements

All financial records, supporting documents, statistical records, and all other records pertinent to the award must be kept either:

- For at least 3 years following notification by the grant authorizing agency that the grant has been programmatically and fiscally closed; or
- For 3 years following the closure of its audit report covering the entire award period, whichever is later.

The requirement extends to:

- Books of original entry.
- Source documents supporting accounting transactions.
- The general ledger.
- Subsidiary ledgers, personnel, and payroll records.
- Cancelled checks.
- Copies of all awards and applications.
- Required recipient financial and narrative reports.
- Personnel and payroll records for staff and consultants.



- Retention and access requirements for records
  - Records access and storage requirements

Records must be maintained so that they are:

- Separately identified by Federal fiscal periods.
- Protected adequately against fire or other damage.
- Stored away from the recipient's principal office.
- Readily accessible if needed.

The awarding agency has the right of access to any pertinent books, documents, papers or other records of recipients which are pertinent to the award, in order to make audits, examinations, excerpts, and transcripts.

The right of access is not limited to the required retention period and lasts as long as the records are retained. Steps are made to protect the true name of confidential informants or victims of crime.



- Indirect costs
  - What are indirect costs? Approved vs. unapproved plans

### INDIRECT COSTS

Indirect costs are costs necessary for the operation and performance of the project, but not readily assignable to a particular project (for example: the cost of operating facilities, depreciation, and administrative salaries).

### APPROVED PLANS

- ❑ An approval plan establishes an indirect cost rate or allocation plan for the recipient of Federal funds. Without an approval plan, funds budgeted for indirect costs will not be recoverable by the recipient.
- ❑ The approved indirect cost rate usually excludes contracts under awards or cooperative agreements from any overhead recovery.

### UNAPPROVED PLANS

If the approved indirect cost rate is lower than the actual indirect cost rate incurred, the recipients may not charge expenses included in overhead pools (for example: accounting services, legal services, building occupancy, and Maintenance) as direct costs.



- Indirect costs
  - **Establishing indirect cost rates**

To establish an appropriate indirect cost rate, the recipient must prepare a proposal and submit it to the cognizant Federal agency (based on the amount of Federal dollars received by the recipient). The proposal:

- Must be submitted in a timely manner (within 6 months after the end of the fiscal year).**
- Make Federal recipients responsible for ensuring that independent audits of their organizations are conducted in accordance with existing Federal auditing/reporting standards, as in OMB Circular A-133.**
- Must include a signed certification from the grantee organization requesting an indirect cost rate that must accompany the indirect cost allocation plan. The grantee organization must certify that the indirect cost allocation plan only includes allowable costs.**



- **Sanctions and terminations for convenience**
  - **Types of sanctions**

**If a recipient materially fails to comply with the terms and conditions of an award, whether stated in a Federal statute, regulation, assurance, application, or notice of award, the awarding agency may take one or more of the following actions, as appropriate under the circumstances:**

- Temporarily withhold cash payments pending correction of the deficiency by the recipient;**
- Disallow or deny both use of funds and any applicable matching credit for all or part of the cost of the activity or action not in compliance;**
- Wholly or partially suspend or terminate the current award;**
- Withhold further awards for the project or program; or**
- Take other remedies that may be legally available.**



- **Sanctions and terminations for convenience**
  - **Termination process**

**OJP may terminate any project, in whole or in part, if a recipient materially fails to comply with the terms and conditions of an award.**

**☐ In the event that a project is terminated, the awarding agency will:**

- **Notify the recipient in writing of its decision.**
- **Specify the reason.**
- **Afford the recipient/sub-recipient a reasonable time to terminate project operations.**

**☐ A project prematurely terminated will be subject to the same requirements regarding audit, recordkeeping and submission of reports as a project which runs for the duration of the project period.**





- Quarterly Financial Status Reporting
  - The SF269A and how to submit it

- The Quarterly Financial Status report forms (SF 269A) will contain the actual expenditures and un-liquidated obligations as incurred (at the lowest funding level) for the reporting period (calendar quarter) and cumulatively for the award.
- The award recipients will report program outlays and revenue on a cash or accrual basis in accordance with their accounting system.
- Quarterly Financial Status Report (SF 269A) forms are filed online at:  
<https://grants.ojp.usdoj.gov>



- Quarterly Financial Status Reporting
  - Reporting period and penalties for noncompliance

The quarterly SF 269As should be submitted online no later than 45 days after the last day of each quarter. The due dates for submission of Financial Status Reports are:

- First quarter - May 15<sup>th</sup>
  - Second quarter - August 14<sup>th</sup>
  - Third quarter - November 14<sup>th</sup>
  - Fourth quarter - February 14<sup>th</sup>
- ✓The final SF 269A report is due within 90 days after the end date of the award.
- ✓OJP will send a message to the FPOC e-mail address listed by the grantee either confirming receipt of the SF 269A or notifying that SF 269 is delinquent.
- ✓The penalties for noncompliance are the withholding of future awards, and suspension of payments.



- Progress reports and reporting periods
- Program Progress Reporting

Progress reporting is accomplished by two types of reports, Progress Reports and Performance Reports. Both types of reports are submitted online via GMS, and describe project status and accomplishments with the grantee's review of the project, its functions, its activities, and provide data for performance measures.

- Progress Reports are required for discretionary grants and are submitted semi-annually, by July 30 (for the period beginning January 1 and ending June 30) and by January 30 (for the period beginning July 1 and ending December 31) for the life of the award.
- Performance Reports are required for formula grants and are reported annually. The reporting period is defined in the special conditions of the award document. Grantees must submit the performance report within 30 days of the reporting period.

The final Progress and Performance Reports are due within 90 days after the end date of the award.



- Program Progress Reporting
  - Reporting period and penalties for noncompliance
    - ❑ Grantees are given a grace period of 15 days after the due date (45 days from the end of the reporting period) to submit a report. If the grantee has not submitted a report at this time, the funds awarded through the grant in question will be frozen and future awards and grant adjustments may be withheld.
    - ❑ GMS will e-mail grantee's Point-of-Contact, notifying them that their funds have been frozen. When the grantee submits the overdue progress report, the system will immediately generate a "release of funds" GAN. OCFO will release the freeze in PAPRS and approve the GAN.



- Program Progress Reporting
  - Program performance measures
    - ❑ As OJP is required by Congress to report on grantee performance, grantees must also report on performance measures in progress and performance reports. Performance measures are defined in grant solicitations on a program-by-program basis.
    - ❑ The funding recipient will ensure that valid and auditable source documentation is available to support all data collected for each performance measure specified in the program solicitation.



- **The audit process**
  - **Independent audits**
    - ❑ **Entities that expend \$500,000 or more in Federal funds from all sources in the 12-month reporting period shall have a single organization-wide audit in accordance with OMB Circular A-133.**
  
    - ❑ **Entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year. However, records must be available for review or audit by appropriate officials, including the Federal agency, pass-through entity, and Government Accountability Office.**
  
    - ❑ **The grantee's book of accounts must support all amounts reported to OJP, and all financial activity reported to OJP should reconcile to amounts reported on the audited financial statements. The grantee must be able to explain any differences.**



- **The audit process**
  - **Audit confirmation request**
    - When audits are due, failure to have audits performed as required may result in the withholding of new discretionary awards, withholding of funds, or a change in the method of payment on active awards.**
  
    - When the independent audit is completed, recipients mail an Audit Confirmation Request to:**
      - Office of Justice Programs/Office of the Chief Financial Officer**
      - Attention: Grants Financial Management Division**
      - 810 Seventh Street, NW, Washington, DC 20531**
  
    - Audits are due no later than 9 months after the close of each fiscal year during the term of the award.**



- The audit process
  - Resolving audit reports
    - ❑ The result of an audit is a set of recommendations. Each organization needs to have policies and procedures for responding to audit recommendations by designating officials responsible for:
      - Following up with the cognizant agency.
      - Maintaining a record of the action taken on recommendations and time schedules for completing corrective action.
      - Implementing audit recommendations.
      - Submitting periodic reports to the grantee on recommendations and actions taken.
      - Providing an audit special condition on all sub-awards.
    - ❑ The policy of the awarding agency is not to make new awards to applicants who are not in compliance with the audit requirements.
    - ❑ The awarding agency monitors the audit requirements through its audit tracking system and is responsible for tracking audit reports received through the audit process until resolved and closed.





- The audit process
  - **Audit technical assistance**

The DOJ Office of the Inspector General (OIG) is available to provide technical assistance where DOJ is the assigned cognizant agency or has oversight responsibilities, because it has provided the preponderance of direct Federal funding to recipients in implementing the audit requirements.

- ❑ This assistance is available for areas such as:
  - Review of the audit arrangements and/or negotiations.
  - Review of the audit program or guide to be used for the conduct of the audit.
  - Onsite assistance in the performance of the audit.
  
- ❑ Requests for technical assistance should be addressed to the appropriate DOJ Regional Inspector General's Office.



- **Grant Monitoring**
  - **The programmatic onsite visit**

**In the onsite visit, the grant manager visits the grantee at the project site to discuss: specific issues related to implementation plan progress with staff, observe grant activity, and assess planned versus actual progress.**

**Activities your grant manager will perform in an onsite visit include:**

- Conducting an entrance interview to set the tone and establish expectations.**
- Reviewing programmatic, administrative, and basic financial information of the grant to ensure grant related documents are current and kept on file.**
- Interviewing with project staff to increase understanding of the issues (if any) and shed light on possible solutions.**
- Conducting an exit interview to summarize the issues and inform the grantee and project staff on the issues identified, the need for Technical Assistance (TA), and the strategy for following up on items that cannot be resolved at the time of the site visit.**



- When is a grant closed out?
  - **Closing-out awards**
    - ❑ **“Closeout” is the process in which the awarding agency determines that all applicable administrative actions and all required work of the award have been completed by the recipient and the awarding agency.**
    - ❑ **It is the responsibility of the grantee to initiate the standard closeout award process by using the Closeout Module in GMS. OJP gives grantees 90 days after the end date of the award to close out the award, however, the closeout process should be started as soon as the program is completed and all funds have been spent.**
    - ❑ **If the grantee does not submit a standard close out package in GMS 90 days after the end date of the award, an administrative closeout package is automatically generated in GMS on the 91<sup>st</sup> day.**



- When is a grant closed out?

- **Closing-out awards (continued)**

OJP requires recipients to file:

- Final Financial Status Report - the last SF269A report of expenditures; there must be no un-liquidated obligations, and the report must indicate the exact balance of unobligated funds.**
- Final Progress Report (discretionary) and Final Performance Report (Formula) - documents cumulative project activities and achievements with respect to stated objectives and project milestones.**
- Programmatic Requirements – certifies all programmatic requirements are submitted. Examples include Invention reports and Sub-recipient reports.**
- Financial Reconciliation - a cash reconciliation request for reimbursement and drawdown of funds to request final payment for Federal expenditures made within the approved period.**

Additionally, all special conditions must be satisfied. Please contact the Grant Manager with questions on the release of special conditions.



- When is a grant closed out?
  - **Refunding Federal grant money**
  
- ❑ **If funds must be returned at award closeout, award recipients should remit:**
  - ❑ **A check made payable to DOJ/Office of Justice Programs.**
  - ❑ **A cover letter or voucher containing the grant award number for the refund, the un-obligated balance, and an itemization of funds.**
  - ❑ **A printout of the final SF269A report which reconciles the amount of the refund.**
  
- ❑ **OCFO reviews the closeout package. If refunds are due to OJP, OCFO contacts the award recipient to request the funds owed. Failure to remit funds owed to OJP may result in withholding or freezing of funds on all grants awarded to the grantee organization. If the award recipient fails to remit the funds, OJP refers the debt to the U.S. Department of the Treasury for collection.**



## LINKS

- **GMS Financial Status Reporting (SF-269a) User Manual – [http://www.ojp.gov/funding/pdfs/fsr\\_user\\_manual.pdf](http://www.ojp.gov/funding/pdfs/fsr_user_manual.pdf)**
- **The PAPRS Manual – [http://www.cops.usdoj.gov/pdf/PAPRS\\_Manual.pdf](http://www.cops.usdoj.gov/pdf/PAPRS_Manual.pdf)**
- **OJP Financial Guide – <http://www.ojp.usdoj.gov/financialguide/index.htm>**
- **GMS - <http://ojprdcweb41u.ojp.usdoj.gov/gmsinternal>**
- **OMB Circulars – <http://whitehouse.gov/omb/circulars/index-ffm.html>**

