



**Seminar on
Financial Management**

**Effective Financial
Management of Your Federal
Grant**

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Reviewing Your Award Document

- OJP's Grants Management System (GMS) will email you notice of your award.
 - Letter from the Assistant Attorney General (AAG)
 - Letter from the Chief Financial Officer
 - NEPA Letter
 - Letter from the Office of Civil Rights
 - Award Documentation
 - The Award Amount
 - The Project Period
 - The Special Conditions

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Special Conditions

- OJP has 4 standard special conditions:
 - OJP's Financial Guide
 - Civil Rights
 - Use of Federal Funds to Lobby is Not Acceptable
 - Audit OMB A-133, OJP Financial Guide Chapter 19
- Additional Special Conditions are added by your Grant Manager.
 - The grant recipient cannot obligate or drawdown funds until the Office of the Comptroller reviews and approves the budget.
 - The grant recipient needs to submit Financial Status Reports quarterly.
 - The grant recipient needs to submit Progress Reports semi-annually.

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Accepting Your Award

- A signed award document needs to be faxed to the OJP Control Desk 45 days after the award date.
- The award document needs to be signed by the same authorized representative who signed the application.
 - If the authorized representative has changed, a Grant Adjustment Notices changing the authorized representative needs to be processed before OJP will accept an award package with a different signature.

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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 ensure that subrecipients also have an adequate system of accounting and internal controls.



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FINANCIAL MANAGEMENT SEMINAR Financial Management Systems

■ 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

(Description of costs, allowable, unallowable, etc.)

Educational Institutions

A-122

Non-Profit Organizations

A-87

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

10

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

- Alcoholic Beverage



- Entertainment



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Circular A-87 Selected Items of Cost

- Bad Debts



- Contributions & Donations



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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) <i>(Follow instructions on next page)</i>			
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 Nicetown, 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
<i>Continued on next slide – Manual Format</i>			

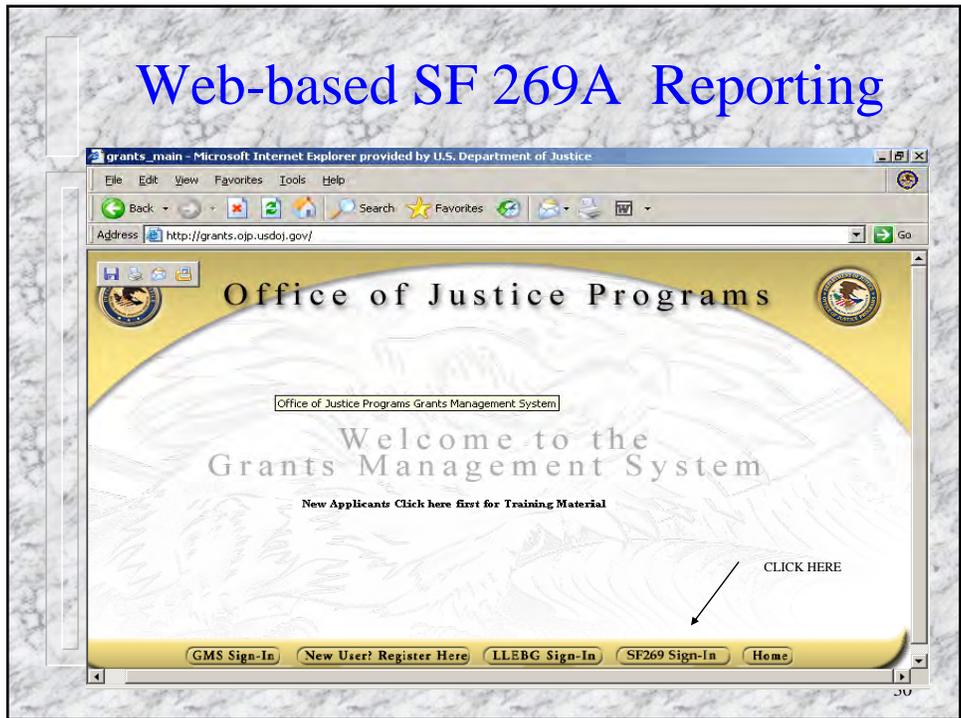
Financial Status Report (Facsimile continued) PART III

11. Indirect Expense	a. Type of Rate (Mark Box) <input type="checkbox"/> Provisional <input type="checkbox"/> Predetermined <input type="checkbox"/> Final <input type="checkbox"/> Fixed b. Rate c. Base d. Total e. Federal Share
12. Remarks: attach any explanations deemed necessary or	
A. Block/Formula pass-through \$	C. Forfeit \$ E. Expended \$
B. Federal Funds Subgranted \$	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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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 and fund drawdowns will not be processed.
- If Progress Reports are delinquent, Grant Adjustments 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

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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 WELP OTHER OYC PAGE ___ OF ___

1. GRANTEE NAME AND ADDRESS (INCLUDING ZIP CODE)
Minnesota Department of Public Safety-ODP
835 Minnesota Street
Suite 3208
St. Paul, MN 55115-1515

2. GRANT NUMBER
2004-VF-GX-K014

3. PROJECT TITLE
State Victim Assistance Academy

4. ADJUSTMENT NUMBER
#

5. DATE
DEC 14 2005

6. GRANT MANAGER
Laura Schorlich

7. ACCOUNTING CLASSIFICATION CODE

FIELD	CODE	DESCRIPTION	AMOUNT
PERSONNEL	0 0 100 00	PERSONNEL	0 10,000.00
FRINGE BENEFITS	0 0 000 00	FRINGE BENEFITS	0 2,377.00
TRAVEL	0 0 000 00	TRAVEL	0 41,100.00
EQUIPMENT	0 0 000 00	EQUIPMENT	0 3,300.00
SUPPLIES	0 0 000 00	SUPPLIES	0 10,400.00
CONSTRUCTION	0 0 000 00	CONSTRUCTION	0 0.00
CONSULTANTS	0 0 000 00	CONSULTANTS	0 50,700.00
OTHER	0 0 000 00	OTHER	0 3,300.00
TOTAL COST			0 127,870.00
Non-Federal			0 38,000.00
Federal			0 89,870.00

14. THIS Grant Adjustment Notice provides for a final budget clearance from OJP on December 1, 2005, and allows for the removal of special conditions #17 on the grantee as stipulated on the approved budget listed below.

15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL
Barbara A. Walker
OF PUBLIC SAFETY (JOB # 9-07)

SIGNATURE OF AUTHORIZED OFFICIAL
Barbara A. Walker

DATE
12/13

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Grant Adjustment Notice (GANs)

Standard grant adjustment types

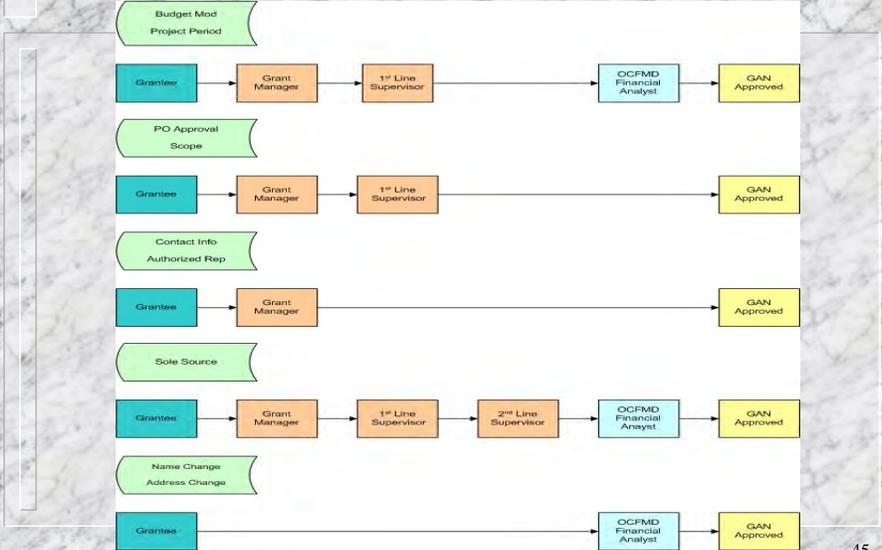
1. Project Budget Additions
2. Approve Sole Source
3. Change Grantee Authorized Signing Official
4. Change Grantee Contact Name or Key Staff
5. Change in approved budget categories
6. Change in OJP Grant Manager
7. Changes in Scope of Grant
8. Changes in Scope of Grant with Budget Implications
9. Contracting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

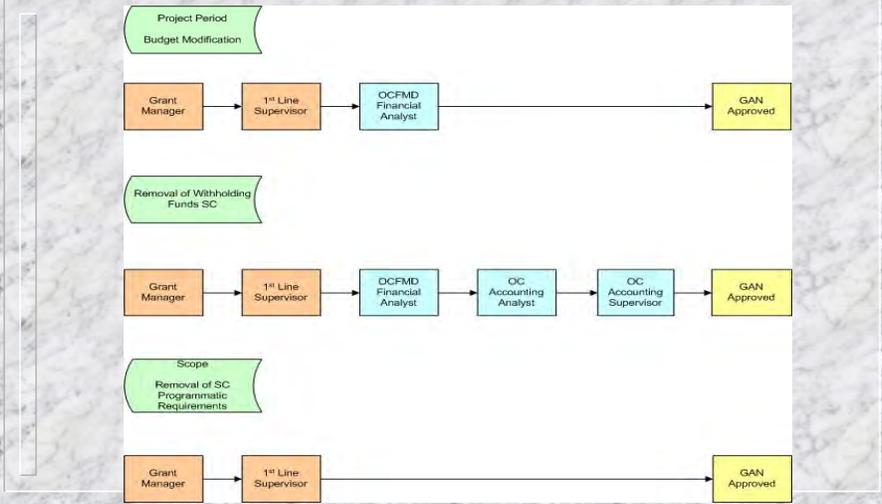
- **Grantee**
- Sole Source Approval
- Program Office Approvals
- Budget Modifications
- Change Grantee Authorized Signing Official
- Change Grantee Contact Name or Alternate Contact
- Change Grantee Name
- Mailing Address Change
- Change Project Period
- Change Project Scope
- **Program Office**
- 10. 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



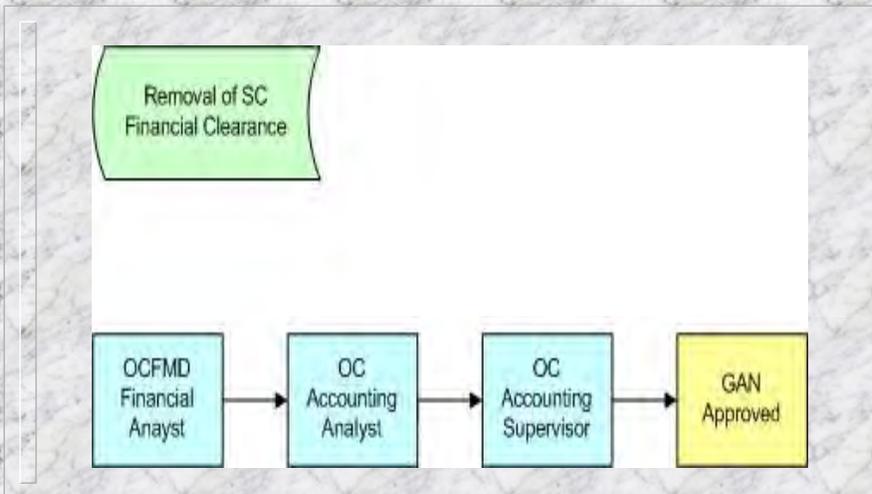
Grantee Initiated GANs



Grant Manager Initiated GANs

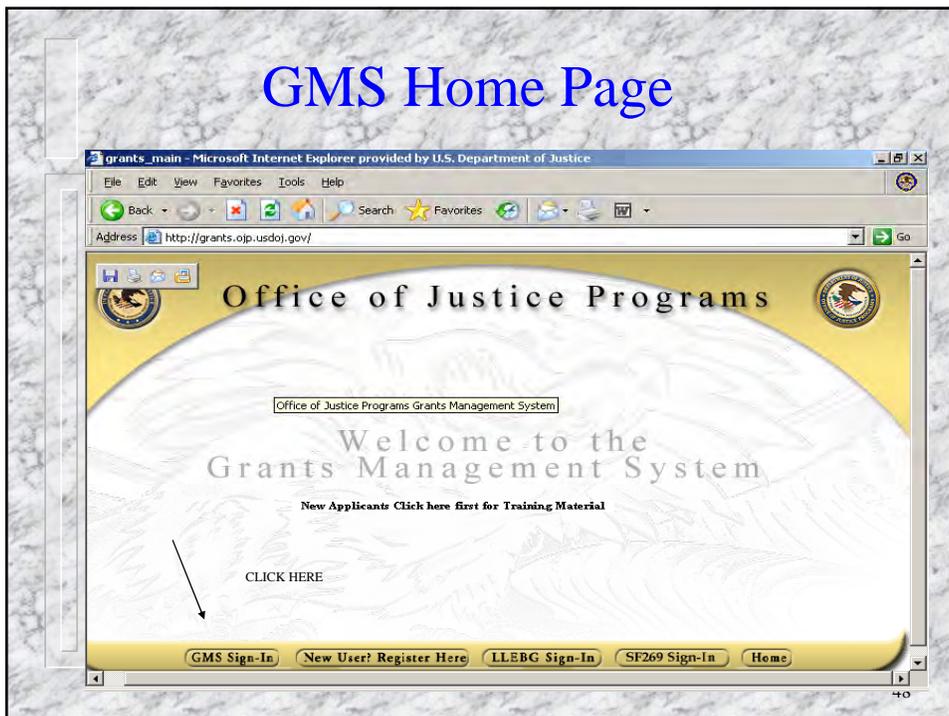


Financial Analyst Initiated GANs



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GMS Home Page



Applicant Sign In Page

Grant Management System

QVW Grantees: If you are having trouble downloading the PDF progress report form because you are using Adobe 7.0, please call the gms helpdesk at 888-549-9901 ext 3 or email at gms_helpdesk@usdoj.gov.

Applicant Sign In

User ID:

Password:

[First Time User?](#) [Forgotten your password?](#)

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 control or impact on actions of privacy. Any or all data 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. [Privacy, Security and Disclaimers](#)

Enter the User ID and Password

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GMS Home Page

Grant Management System Home

Applications

Alerts

Funding Opportunities

Dev/Adjustments

Reports

Profile

Change Password

Log Off

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.

Year: Solicitation:

Department 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](#)

FY 2006 Regional Information Sharing Support

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	X

Regional Information Sharing Support

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

Regional Information Sharing Systems (RISS)

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	X

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 Mchughal
Manager Start Date: 09/29/2009
Award Number Reference: 2009.EO-12372

Applicant

Legal Name: Arizona Department of Public Safety
Organizational Unit: Public Management Information Network
Address: 2500 N Central Avenue
Suite 1000
City: Phoenix
State: AZ
ZIP Code: 85004-1007

Application Number: 2009-0236-AZ-BS
Applicant Type: State
Federal EIN: 66-6296985
EXP Vendor Number: 66000385
DUNS Number: 50-491-5221

Point of Contact

Name: Betty J. Wilson-Clymer
E-mail: bettywilson@azdps.net
Phone: (602) 851-2920 x 128
Fax: (602) 851-2906

Authorized Representative

Name: David Pells
E-mail: david.pells@dps.az.gov
Phone: (602) 323-2422
Fax: (602) 323-1999

Executive Order / Federal Debt

EO 12372 Review: Program is not covered by E.O. 12372
Daily Federal Debt: No

Attachments

[02-01-2009]1. IRRMIN ON Grant App Budget File.xls (914)
[02-02-2009]1. IRRMIN ON Grant App Narrative.doc (19.79 MB)

These are the details that will be changed

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Grant Adjustments Type

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

- Budget Modification
- 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

- All Active
- Change Requested
- Approved
- Denied
- Draft
- Create Grant Adjustment
- 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

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-ES-CX-0001	Regional Information Sharing Support	ISA
<input type="checkbox"/> 2004-VA-GX-0010	FY 2004 Victim 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

Select

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

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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'

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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 Slid 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:	2001 N Central Avenue Suite 2000 Phoenix, AZ 85004	Project Officer:	NA
Grantee SSN Number:	09491233	Grant Manager:	Shirley S. Smith
Grantee EIN:	66-4206093	Application Number:	2004-FY02-AD-01 2004-FY02-AD-01
Project #:	04220005	Award Number:	4304-FY000004
Project Title:	State & Municipal Information Network (SMIN) - A 4000 Project	Award Amount:	\$2,051,343.00

Change Grantee Authorized Signing Official

Required documentation is required for all GANs. A copy of the signed GAN, if a project officer, can be the legal document that affects the status of a grant. If you are the project officer, you must sign the GAN. If you are not the project officer, you must have the project officer sign the GAN. If you are not the project officer, you must have the project officer sign the GAN. If you are not the project officer, you must have the project officer sign the GAN.

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

Profile:	None	*Profile:	None
*Profile (Other):	None	*Profile (Other):	None
*First Name:	None	*First Name:	None
*Middle Initial:	None	*Middle Initial:	None
*Last Name:	None	*Last Name:	None
*Title:	None	*Title:	None
*Full Name:	None	*Full Name:	None
*Address Line 1:	None	*Address Line 1:	None
*Address Line 2:	None	*Address Line 2:	None
*City:	None	*City:	None
*State:	None	*State:	None
*Zip:	None	*Zip:	None
*Phone:	None	*Phone:	None
*Fax:	None	*Fax:	None
*Email:	None	*Email:	None

Required Justification for Change Grantee Authorized Signing Official

The user director has selected EXPIRING THE CURRENT SIGNATURE.

Attachments:

Attachment: [Upload Attachment]

Actions:

- 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?

Actions:

[Help/Frequently Asked Questions](#)

Completed GAN Notification All Active GANs

ID	GAN Type	Multiple Awards	Program Office	Status	Award Number	Project Title	Date Submitted
26492	Sign Official	No	BJA	Submitted	2004-R5-CX-0001	Rocky Mountain Information Network (RMIN)A RISS Project	02/21/2006

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The Internal Login Page

U.S. Department of Justice
Office of Justice Programs

Welcome - User? Please 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 implied 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. [Privacy, Security and Disclaimers](#)

Grantee Manager login page

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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: Lornis Maboug
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: 2820 N Central Avenue
Suite 1000
City: Phoenix
State: AZ
ZIP Code: 85004-1027

Application Number: 2005-F0236-AZ-R5
Applicant Type: State
Federal EIN: 06-0290305
OSP Vendor Number: 660290305
DUNS Number: 00-491-0001

Point of Contact

Name: Betsy J Nelson-Clymer
E-mail: bjoym@rms.rmsa.net
Phone: (602) 353-2320 x 128
Fax: (602) 353-2330

Authorized Representative

Name: John P. Smith
E-mail: jsmith@dos.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

00-01-2005 12MTH 26 Grant Aco Budget File.xls (15 Kb)
00-02-2005 12MTH 00 8450 50kz App Narrative.doc (6.70 Mb)

Authorized Signing Official has been changed

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Change Grantee Name

U.S. Department of Justice
Office of Justice Programs

Application Number: 2005-92027-AZ-DN Award Number: 2005-04-83-0018

Application Information

Assigned Grant Manager: Charles Hensch
Manager Start Date: 12/22/2005
Award Number Reference: 2005-04-83-0018

Applicant

Legal Name: Arizona Department of Public Safety
Organizational Unit: Sonnet's Analysis Bureau
Address: 2152 W. Edwards Boulevard
P.O. Box 6638
City: Phoenix
State: AZ
ZIP Code: 85005-6638

Application Number: 2005-92027-AZ-DN
Applicant Type: State
Federal EIN: 06-0290305
OSP Vendor Number: 660290305
DUNS Number: 00-491-0221

Point of Contact

Name: Toni S Wynn
E-mail: twynn@dos.state.az.us
Phone: (602) 223-2499
Fax: (602) 223-2924

Authorized Representative

Name: Cynthia Barrett
E-mail: cbarrett@dos.state.az.us
Phone: (602) 223-2484
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

00-09-2004 Total Budget Detail Pro.doc (3879 B)
00-09-2004 Total Program Narrative.doc (4444 B)
00-09-2004 Total Other Program Attachments.doc (2684 B)
00-11-2005 Budget Detail Worksheet.doc (6063 B)
00-11-2005 Budget Detail Worksheet and Budget Narrative.doc (6898 B)
00-12-2005 LAUNCH IIE (7996 B)
00-05-2005 10MTH 26 Grant Aco Budget File.xls (15 Kb)

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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 Approval
- Solo Source Approval

Grantee highlights and clicks on the desired change action

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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-YR-GX-0010	Tribal Victim Assistance Discretionary Grant Program	OVC
		NIJ
		OVC
		OVC
		NIJ
	National Forensic Sciences Improvement Act	NIJ
2003-VA-GX-0018	FY 2003 Victim of Crime Act (VOCA) Crime Victim Assistance	OVC
2004-DN-BX-K062	Forensic Casework DNA Backlog Reduction Program Formula Grant Announcement FY 2004	NIJ
2004-DN-BX-K262	DNA Capacity Enhancement Program Formula Grant Announcement, FY04	NIJ
2004-RS-CX-0001	Regional Information Sharing Support	BJA
2004-VA-GX-0010	FY 2004 Victims of Crime Act (VOCA) Crime Victim Assistance	OVC
2005-DA-BX-K007	DNA Capacity Enhancement Program	NIJ
2005-DN-BX-K018	Solving Cold Cases with DNA	NIJ
2005-DN-BX-K056	Forensic Casework Backlog Reduction Program	NIJ
2005-VA-GX-0036	FY 05 VOCA Victim Assistance Formula	OVC

A Notification box will appear, advising the grantee of the implications of the 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
2001-RC-CX-1007	National Institute of Justice Congressionally Directed Awards	NIJ
2001-VA-GX-0004	Victim of Crime Act (VOCA) Crime Victim Assistance	OVC
2002-VA-GX-0004	Victim of Crime Act (VOCA) Crime Victim Assistance	OVC
2003-DN-BX-1020	National Forensic Sciences Improvement Act	NIJ
2003-VA-GX-0018	FY 2003 Victim of Crime Act (VOCA) Crime Victim Assistance	OVC
2004-DN-BX-1063	Forensic Casework DNA Backlog Reduction Program Formula Grant Announcement FY 2004	NIJ
2004-DN-BX-1252	DNA Capacity Enhancement Program Formula Grant Announcement, FY04	NIJ
2004-RS-CX-1009	Regional Information Sharing Support	AIA
2004-VA-GX-0010	FY 2004 Victims of Crime Act (VOCA) Crime Victim Assistance	OVC
2005-DA-BX-1007	DNA Capacity Enhancement Program	NIJ
2005-DN-BX-1015	Solving Cold Cases with DNA	NIJ
2005-DN-BX-1056	Forensic Casework Backlog Reduction Program	NIJ
2005-VA-GX-0036	FY 05 VOCA Victim Assistance Formula	OVC

Select

Grantee must click on the 'Select' button to continue

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Change Grantee Name

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 6438 Mail Drop 1300 Phoenix, AZ 85006
 Grantee DUNS Number: 804916221
 Grantee EIN: 88-0884791
 Vendor ID: 840280395

Award Numbers:
 1991-VA-GX-0004
 1991-VR-GX-0010
 2001-RC-CX-1007
 2001-VA-GX-0004
 2002-VA-GX-0004
 2003-DN-BX-1020
 2003-VA-GX-0018
 2004-DN-BX-1063
 2004-DN-BX-1252
 2004-RS-CX-1009
 2004-VA-GX-0010
 2005-DA-BX-1007
 2005-DN-BX-1015
 2005-DN-BX-1056
 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 notarized (signed) by a proper officer 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: * Organization Name:

For OJP Use Only
 Current Legal JPMS Name: New Legal JPMS 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.

Justification for the Grantee Name Change is required before the grantee may proceed

Change Grantee Name

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

Completed GAN Notification All Active GANs

ID	GAN Type	Multiple Awards	Program Office	Status	Award Number	Project Title	Date Submitted
26492	Sign Official	No	BJA	Submitted	2004-R5-CX-0091	Rocky Mountain Information Network (RMIN)A RISS Project	02/21/2006

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Closeout Requirements

- Grantees must submit a completed closeout package via the Grants Management System (GMS) 90 days after the end date of the grant.
 - A final progress report
 - A final SF 269
 - The submission of any additional reporting requirements
 - The financial reconciliation form.

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