



BJA FY 20 Coronavirus Emergency Supplemental Funding Program 2020-VD-BX-1241


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Acceptance Instructions

Congratulations. You have been awarded a grant by the Office of Justice Programs of the Department of Justice (DOJ). Accepting your award is a two step process.

Step 1. Designate a Financial Point of Contact (FPOC) for your award. To designate a FPOC please follow these steps:

1. Log into GMS.
2. Click the "Awards" link on the navigation bar on the left hand side.
3. Click the "View Award Instructions" link to the right of the award you want to accept.
4. A new page displays with this message near the top: "The FPOC designation must be submitted before the Award Package can be accessed." The page contains text boxes highlighted in yellow to capture the FPOC registration information.
 - a. If information for the FPOC of this award already exists in GMS, the first table entry will contain a box with the text "Available Financial Points of Contact". There is a box with a dropdown arrow to allow the selection of the FPOC. Select the name and click the "Load POC" box. GMS will populate the data entry fields with information from the user Profile. Click the button near the bottom of the page labeled "Submit".
 - b. If the name of the FPOC is not one of the choices using the dropdown arrow, type the appropriate information in each of the fields. Fields with an asterisk (*) are required. Click the button near the bottom of the page labeled "Submit". The FPOC will receive an email requesting them to complete the FPOC registration.
5. Click "Yes" on the confirmation page.
6. You are allowed to assign more than one FPOC to each award. You are able to change the FPOC under the "Manage Users" link on the GMS home page.

NOTE: If you come to the Financial Point of Contact designation screen, and the information in the fields is already grayed out, and no "Submit" button is available, then the Financial Point of Contact has already been chosen. You will have to accept your award and await confirmation, before you can change this designation. If, at that time, you need instructions on how to proceed, you can review the "Creating a financial point of contact instructions" or contact the GMS Helpdesk for assistance.

Step 2. Complete the acceptance process by following these steps:

Click on the "Award Document" link and download the award documents. If you choose to accept the award and ALL the special conditions, you may use either the physical signature process or the electronic signature process as outlined below:

1. Print (or, if signing electronically, download) the Award Document and Special Conditions.
2. Have the Award Document signed by the Authorized Grantee Official. (Note: In Box 18 of the Award Document, the name and the title of the authorized grantee official is preprinted. The person named as the official in Box 18 should sign the Award Document in Box 19 and enter the signature date in Box 19A.)

Recipients may use an electronic signature for award acceptance (instead of downloading and signing/initialing the award document with an ink pen). Any of the electronic signature processes available in Adobe Acrobat Reader, or similar software, are generally acceptable (e.g., a signature and/or initials image applied to the PDF award package, or a digital credential.) See [here](#) for more information.

3. Have the Authorized Grantee Official initial the bottom right corner of each page listing any Special Conditions of the Award Document. (If signing electronically, ensure that electronic initials (or a full electronic signature) are applied to each page.)
4. Return BOTH the Award Document and the Special Conditions pages to the Office of Justice Programs, Control Desk by email to acceptance@usdoj.gov.

Recipients shall not modify the text of the Award Document or Special Conditions. If you choose not to accept the award, OR if you do not agree with the terms/conditions of the award and would like to discuss options, then please contact your OJP program manager.

If the Authorized Grantee Official named on the Award Document is no longer authorized to accept this award on behalf of your organization, do not alter the pre-printed name in box 18. Please go to the Grant Adjustment Notice (GAN) link and request an adjustment to the name of the authorized official. This GAN must be approved before you can accept the award. Once the GAN to change the name of the authorizing official has been approved, you should:

- Print (or download, for electronic signature) the approved GAN;
- Print (or download, for electronic signature) the original award document;
- have the new approving official sign the acceptance next to the former official's name and initial the special conditions page(s);
- email the signed acceptance, special conditions, and the approved GAN to the Control Desk as noted above in #4;

Contact Information

- If you have programmatic questions contact Wendy Y. Rose, at (202) 514-7842.
- For financial questions contact OCFO Customer Service at 1-800-458-0786.
- For questions about retrieving or printing these documents, designating a Financial Point of Contact, or creating a Grant Adjustment, please contact the GMS Help Desk:

Phone: 1-888-549-9901 option#3 or email them at

Email: GMS.HelpDesk@ojp.usdoj.gov