

Office on Violence Against Women
GMS GRANT MONITORING
USER GUIDE FOR GRANTEES

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INTRODUCTION

Welcome to the Grant Management System (GMS) Grant Monitoring User's Guide for grantees. This guide provides DOJ grantees with step-by-step instructions and screenshots to help you manage your grant monitoring site visits within the GMS Grant Monitoring Module and in compliance with federal monitoring requirements and deadlines.

Grant monitoring is a critical component of grant management because it allows grant managers to observe compliance with requirements and progress against project goals, identify opportunities to provide technical assistance, and ensure that adequate controls are in place to improve accountability of federal funds.

The GMS grant monitoring module was designed in an effort to support the full monitoring lifecycle, provide monitoring workflow, and enhance the communication between grant managers and grantees during site visit planning and follow-up.

KEY TERMS

Pre-Site Visit Letter: Letter sent to the grantee as a formal confirmation of the date of the on-site monitoring visit; also lists the awards associated with the scheduled visit.

Post-Site Visit Letter: Letter sent to the grantee upon completion of a site visit indicating that no issues were identified during the site visit. Upon receipt of this letter, no further action is required by the grantee.

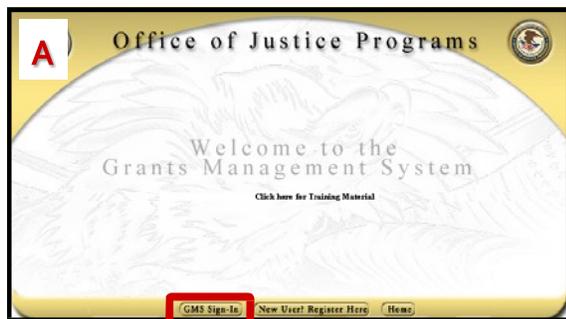
Post-Site Visit Letter with Issue(s): Letter sent to the grantee upon completion of a site visit indicating that issues were identified during the site visit. Upon receipt of this letter by the grantee, the grantee must respond with a plan to resolve the identified issue(s) ([see p. 6](#)).

Issues for Resolution: Issues identified by the grant manager that need to be resolved by the grantee. Issues for resolution are listed in the post-site visit letter and require both acknowledgement and resolution action by the grantee.

How To...

ACCESS THE GRANT MONITORING MODULE

1. Go to <https://grants.ojp.usdoj.gov>, the Grants Management System (GMS) main page (A). This page can be used to sign in and register as an applicant or financial point of contact.
2. Click the **GMS Sign-In** button (B) in lower left corner.
3. Enter your **user ID** and **password** (C) and click the **Sign-In** button (D). This will open the GMS Home page (E).
4. To access Grant Monitoring, click on the **Grant Monitoring** link (F) on left side bar. The system will display the site visit issues page and list all issues associated with the grantee.



E

Grant Management System Home

All programs you are currently participating in are listed below. To reduce the size of pro Official Seal of The Office of Justice Prog the following criteria and press the **Refresh** button.

Year: Solicitation: Refresh

Office 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](#).

OVC FY 08 VOCA Victim Assistance Formula

Year	Application No.	Status	Correspondence	Action
2008	2008-40517-ND-VA	<ul style="list-style-type: none"> Application submitted and last updated on 08/16/2008 	No Messages Compose message	View

OVC FY 08 VOCA Victim Compensation Formula

Year	Application No.	Status	Correspondence	Action
2008	2008-40115-ND-VC	<ul style="list-style-type: none"> Application submitted and last updated on 06/21/2008 	2 New Message(s) Compose message	View

OVC FY 07 VOCA Victim Assistance Formula

Year	Application No.	Status	Correspondence	Action
2007	2007-40354-ND-VA	<ul style="list-style-type: none"> Application submitted and last updated on 07/18/2007 	No Messages Compose message	View

F

5. Alternatively, click the **Awards link (G)** on the left sidebar. This will open a list of individual awards and actions that may be taken (H).
6. Select the **Grant Monitoring link (I)** to the right of the selected award.

PRE-SITE VISIT NOTIFICATION

When your OVW program specialist schedules a monitoring site visit, you will receive an email notification indicating that a letter has been posted in GMS. This letter will confirm that a site visit has been scheduled, indicate the date of the visit, and list the awards associated with the visit. To view the letter in PDF format, you will need to access it in GMS.

How To . . .

VIEW A PRE-SITE VISIT LETTER

1. After clicking on the **Grant Monitoring link** (or individual award Grant Monitoring link) the Grant Monitoring screen will appear (A).
2. The Issues for Resolution page will be the default. Click the **Letters link (B)** on the sidebar to access the Letter details.

3. A list of letters will appear (C). If the Grant Monitoring sidebar link was chosen, all letters for the current user will appear. If this list was accessed through an individual award, only letters for that specific award will be displayed.

The columns on the **Site Visit Letter listing** (C) identify information about the letter and associated site visit:

Letter ID: GMS generated number linked to the site visit letter.

Site Visit ID: GMS generated number for the associated site visit.

Site Visit Start/End Date: Start and end dates for the site visit.

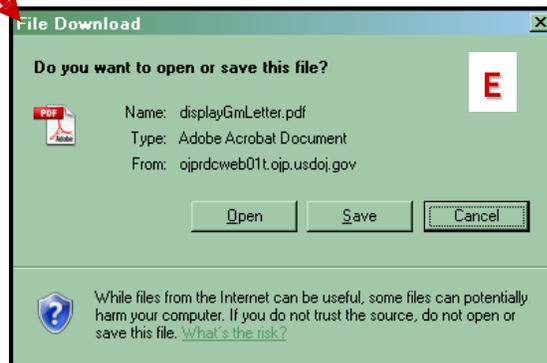
Letter Type: Pre-site visit letter, post-site visit letter, or cancellation letter (letter cancelling the site visit).

Posted/Approve Date: Date program manager posted/approved the letter.

4. Click on the **Letter ID link** (D) of the appropriate letter.
5. Follow the prompts (E) to open or save the PDF document.

C

Letter ID	Site Visit ID	Site Visit Start Date	Site Visit End Date	Letter Type	Posted/Approved Date
59	24334	03/25/2009	03/30/2009	Site Visit Cancellation Letter	04/03/2009
55	24336	03/30/2009	04/02/2009	Post-Site Visit Letter - Issues	04/02/2009
53	24336	03/30/2009	04/02/2009	Pre-Site Visit Letter	04/02/2009
27	24335	03/25/2009	03/30/2009	Pre-Site Visit Letter	03/25/2009
26	24334	03/25/2009	03/30/2009	Pre-Site Visit Letter	03/25/2009



SITE VISIT CANCELLATION

If your site visit needs to be cancelled or rescheduled, you will receive formal notification from your OVW program specialist in the form of a cancellation letter. This letter will be posted in GMS, and you will receive an email notification directing you to login and view the letter.

How To . . .

VIEW A VISIT CANCELLATION LETTER

1. After clicking on the **Grant Monitoring link** (or individual award Grant Monitoring link) the Grant Monitoring screen will appear (A).
2. The Issues for Resolution page will be the default. Click the **Letters link** (B) on the sidebar to access the letter details.

A

Grant Monitoring

Site Visit Issues

This handbook allows you to review issues for Grant Monitoring.

You are **required** to formally acknowledge all Issue(s) for Resolution* associated with your grants. Select the Issue ID to see the Acknowledgement page and submit a response to the issue.

*Issue(s) are synonymous with Issue(s) for Resolution in this module

Issue ID	Site Visit ID	Site Visit Start Date	Site Visit End Date	Associated Awards	Category	Status	Status Date
90	24336	03/30/2009	04/02/2009	2008-VC-GX-0005	Financial	Resolved	04/03/2009

B

Issues for Resolution

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3. A list of letters will appear (C). If the Grant Monitoring sidebar link was chosen, all letters for the current user will appear. If this list was accessed through an individual award, only letters for that specific award will be displayed.
4. Click on the **Letter ID link** (D) of the appropriate letter.
5. Follow the prompts (E) to open or save the PDF document.

Letter ID	Site Visit ID	Site Visit Start Date	Site Visit End Date	Letter Type	Posted/Approved Date
59	24334	03/25/2009	03/30/2009	Site Visit Cancellation Letter	04/03/2009
55	24336	03/30/2009	04/02/2009	Post-Site Visit Letter - Issues	04/02/2009
		03/30/2009	04/02/2009	Pre-Site Visit Letter	04/02/2009
		05/2009	03/30/2009	Pre-Site Visit Letter	03/25/2009
		5/2009	03/30/2009	Pre-Site Visit Letter	03/25/2009

C

D

E

File Download

Do you want to open or save this file?

Name: displayGmLetter.pdf
Type: Adobe Acrobat Document
From: oiprdweb01t.oip.usdoj.gov

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

POST-SITE VISIT ACTIVITIES

After the site visit, your OVW program specialist will complete a **post-site visit letter** in GMS summarizing the site visit and any follow up requirements. If there are any issues requiring resolution, these will be tracked individually through GMS.

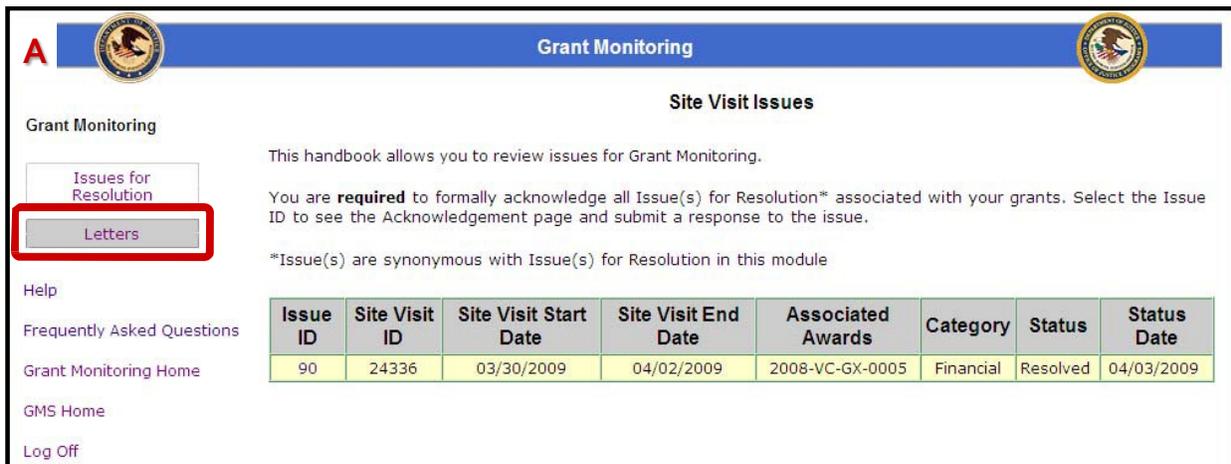
You will need to **view the post-site visit letter** and **acknowledge any issues for resolution** that have been identified. Once you have acknowledged any issues, you may be required to work with your grant manager to develop a **resolution plan**. Once the issue has been resolved, you will submit a **request for resolution** in GMS, and your grant manager will update the issue status accordingly.

Note: You will not be able to complete the **required closeout** for an award until all open issues have been resolved in GMS.

How To . . .

VIEW A POST-SITE VISIT LETTER

1. After clicking on the Grant Monitoring link (or individual award Grant Monitoring link) the Grant Monitoring screen will appear (A).
2. The **Issues for Resolution** page will be the default. Click the **Letters link (B)** on the sidebar to access Letter details.



A

Grant Monitoring

Site Visit Issues

This handbook allows you to review issues for Grant Monitoring.

You are **required** to formally acknowledge all Issue(s) for Resolution* associated with your grants. Select the Issue ID to see the Acknowledgement page and submit a response to the issue.

*Issue(s) are synonymous with Issue(s) for Resolution in this module

B

Issue ID	Site Visit ID	Site Visit Start Date	Site Visit End Date	Associated Awards	Category	Status	Status Date
90	24336	03/30/2009	04/02/2009	2008-VC-GX-0005	Financial	Resolved	04/03/2009

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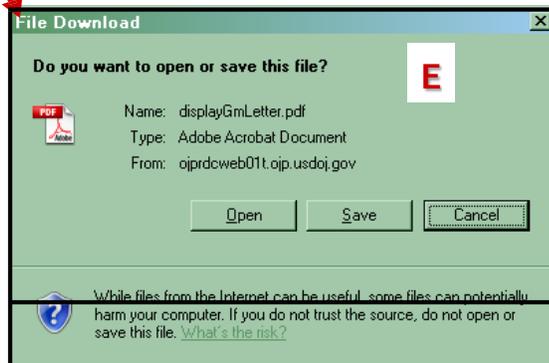
GMS Home

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- A list of letters will appear (C). If the Grant Monitoring sidebar link was chosen, all letters for the current user will appear. If this list was accessed through an individual award, only letters for that specific award will be displayed.
- Click on the **Letter ID link (D)** of the appropriate letter.
- Follow the prompts (E) to open or save the PDF document.

C

Letter ID	Site Visit ID	Site Visit Start Date	Site Visit End Date	Letter Type	Posted/Approved Date
59	24334	03/25/2009	03/30/2009	Site Visit Cancellation Letter	04/03/2009
55	24336	03/30/2009	04/02/2009	Post-Site Visit Letter - Issues	04/02/2009
53	24336	03/30/2009	04/02/2009	Pre-Site Visit Letter	04/02/2009
27	24335	03/25/2009	03/30/2009	Pre-Site Visit Letter	03/25/2009
26	24334	03/25/2009	03/30/2009	Pre-Site Visit Letter	03/25/2009



ACKNOWLEDGING AND RESOLVING ISSUES

Issues for Resolution are issues identified by the program specialist throughout the monitoring lifecycle that need to be resolved by the grantee. Issues for resolution are listed in the post-site visit letter, and require both **acknowledgement** and **resolution** action by the grantee using GMS. Both actions will be forwarded to the program specialist for review.

Issues for resolution can have the following statuses in GMS. Those with an asterisk (*) require action by the grantee.

***Open:** An issue has been created and the grantee receives first notification in the post-site visit letter. An issue also has an "Open" status when the grant manager change requests an acknowledgment requiring an additional or amended response from the grantee.

Acknowledged: The grantee formally acknowledges the issue and submits a preliminary response which should summarize a resolution plan and/or timeline.

***Accepted:** The program specialist has accepted the grantee acknowledgement, thereby approving the grantee's plan for resolving the issue. The issue then becomes available for the grantee to submit a request for resolution. An issue also has an "Accepted" status when the grant manager change requests a resolution submission.

Submitted: The grantee has submitted a response, signaling that they have taken action to resolve an issue.

Resolved: The program specialist has received sufficient documentation from the grantee and considers the issue resolved. An email will be sent notifying the grantee that the issue has been resolved.

How To...

ACKNOWLEDGE AN ISSUE FOR RESOLUTION

1. After clicking on the Grant Monitoring link (or individual award Grant Monitoring link) the Grant Monitoring screen will appear (A). The default screen will be Issues for Resolution.
2. Look for the issue associated with the appropriate award/site visit (the status should be Open), and click the corresponding **Issue ID** (B).
3. The Issues Acknowledgement page will appear (see p. 10), and the grantee will have to check the **Acknowledgement box** (p. 10, C), enter a **response** (p. 10, D), and click the **Submit button** (p. 10, E).

A

Grant Monitoring

Site Visit Issues

This handbook allows you to review issues for Grant Monitoring.

You are **required** to formally acknowledge all Issue(s) for Resolution* associated with your grants. Select the Issue ID to see the Acknowledgement page and submit a response to the issue.

*Issue(s) are synonymous with Issue(s) for Resolution in this module

Issue ID	Site Visit ID	Site Visit Start Date	Site Visit End Date	Associated Awards	Category	Status	Status Date
46	24326	04/24/2009	04/24/2009	2008-RT-BX-0009	Programmatic	Resolved	04/24/2009
47	24326	04/24/2009	04/24/2009	2008-RT-BX-0009	Administrative	Accepted	04/24/2009
48	24327	04/24/2009	04/24/2009	2008-RT-BX-0009	Programmatic	Open	04/24/2009
50	24327	04/24/2009	04/24/2009	2008-RT-BX-0009	Administrative	Open	04/24/2009
52	24327	04/24/2009	04/24/2009	2008-RT-BX-0009	Financial	Open	04/24/2009
51	24327	04/24/2009	04/24/2009	2008-RT-BX-0009	Financial	Open	04/24/2009
49	24327	04/24/2009	04/24/2009	2008-RT-BX-0009	Financial	Open	04/24/2009
45	24320	04/23/2009	04/23/2009	2008-RT-BX-0009	Programmatic	Resolved	04/23/2009

B

Grant Monitoring

Issues Acknowledgement

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Instructions: This process tracks responses and resolutions to issues for resolution* identified during programmatic monitoring of your organization's grant(s). On this page you are **required** to formally acknowledge any individual issue(s) associated with grant(s) by selecting the *Grantee Acknowledgement* checkbox and providing a response. After submitting a response, the grant manager will formally accept the response or submit a change request. If your response is accepted by your grant manager, you will then have the ability to submit documentation to resolve the issue.

*Issue(s) are synonymous with Issue(s) for Resolution in this module.
 Note: You must complete this process for each issue for resolution identified.

Issue ID:	50
Site Visit ID:	24327
Site Visit Start Date:	04/24/2009
Site Visit End Date:	04/24/2009
Associated Awards:	2008-RT-BX-0009
Description:	test3

***Grantee Acknowledgement:** I hereby acknowledge that I have received and thoroughly read the above-referenced issue. I understand that acknowledgement of this issue does not indicate agreement with the issue. I further understand that I must provide either a plan to correct the issue identified or provide a response to document concerns with this issue in the text box provided below.

Instructions: Prior to submitting your acknowledgement, please include a narrative in the text box below that includes anticipated action (i.e., a corrective action plan) and a proposed timeframe for resolving this issue. You may wish to include other relevant details at this time.

If you have concerns about this issue, please document those concerns in the text box below

Upon completion of this required submission and acceptance by the grant manager you will have the option to submit your issue and any related attachments for resolution.

***Grantee Response**
You have **500** characters left.

D

Actions:

Audit Trail:

Description:	Role:	User:	Timestamp:	Note:
Open	Program Manager	Lawery, Torrance	04/24/2009 11:47 AM	View Note

How To . . .

SUBMIT A RESOLUTION

1. After clicking on the Grant Monitoring link (or individual award Grant Monitoring link) the Grant Monitoring screen will appear (A). The Issues for Resolution page will be the default screen.
2. Look for the issue associated with the appropriate award/site visit (the status should be Open), and click the corresponding **Issue ID (B)**.
3. This will re-open the Issues Acknowledgement screen (see p. 12).
4. If you believe the issue has been satisfactorily resolved, select the **checkbox** in the Submit for **Resolution** section (C). Enter a **response** in the space provided (D) and add any additional attachments (E) needed to support your response. If relevant, you should reference the response you submitted when acknowledging the issue.
5. Click the **Submit button (F)** to send the resolution to the program specialist for review.
6. If you are not ready to submit your response to the program specialist, click the **Cancel button (F)**. This action will delete the information you have entered and you will need to re-enter your response and attachments before submitting.

A

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Site Visit Issues

Grant Monitoring

This handbook allows you to review issues for Grant Monitoring.

You are **required** to formally acknowledge all Issue(s) for Resolution* associated with your grants. Select the Issue ID to see the Acknowledgement page and submit a response to the issue.

*Issue(s) are synonymous with Issue(s) for Resolution in this module

Issue ID	Site Visit ID	Site Visit Start Date	Site Visit End Date	Associated Awards	Category	Status	Status Date
46	24326	04/24/2009	04/24/2009	2008-RT-BX-0009	Programmatic	Resolved	04/24/2009
B 47	24326	04/24/2009	04/24/2009	2008-RT-BX-0009	Administrative	Accepted	04/24/2009
48	24327	04/24/2009	04/24/2009	2008-RT-BX-0009	Programmatic	Open	04/24/2009
50	24327	04/24/2009	04/24/2009	2008-RT-BX-0009	Administrative	Open	04/24/2009
52	24327	04/24/2009	04/24/2009	2008-RT-BX-0009	Financial	Open	04/24/2009
51	24327	04/24/2009	04/24/2009	2008-RT-BX-0009	Financial	Open	04/24/2009
49	24327	04/24/2009	04/24/2009	2008-RT-BX-0009	Financial	Open	04/24/2009
45	24320	04/23/2009	04/23/2009	2008-RT-BX-0009	Programmatic	Resolved	04/23/2009

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Issues Acknowledgement

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*Issue(s) are synonymous with Issue(s) for Resolution in this module.
Note: You must complete this process for each issue for resolution identified.

Issue ID:	47
Site Visit ID:	24326
Site Visit Start Date:	04/24/2009
Site Visit End Date:	04/24/2009
Associated Awards:	2008-RT-BX-0009
Description:	test2
*Grantee Acknowledgement:	<input checked="" type="checkbox"/> I hereby acknowledge that I have received and thoroughly read the above-referenced issue. I understand that acknowledgement of this issue does not indicate agreement with the issue. I further understand that I must provide either a plan to correct the issue identified or provide a response to document concerns with this issue in the text box provided below.

Instructions: Prior to submitting your acknowledgement, please include a narrative in the text box below that includes anticipated action (i.e., a corrective action plan) and a proposed timeframe for resolving this issue. You may wish to include other relevant details at this time.

If you have concerns about this issue, please document those concerns in the text box below

Upon completion of this required submission and acceptance by the grant manager you will have the option to submit your issue and any related attachments for resolution.

*Grantee Response	test
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Instructions: When you are ready to submit documentation to resolve this issue, select the 'Submit Issue for Resolution' checkbox. You must enter a response and may upload an attachment to support your submission. You may wish to contact your grant manager directly to discuss the issue or potential resolutions beyond those reported on this page.

Note: This information will be carefully reviewed by the grant manager assigned to this grant, and GMS will send a follow-up notification once the issue is considered closed.

*Submit for Resolution: Based on the response provided and any associated attachments, I believe this issue has been addressed and would like the issue to be considered for resolution.

*Grantee Response:
You have **500** characters left.

D

Attachments:

Add Attachment

Actions:

F
Submit
Cancel
G

Description:	Role:	User:	Timestamp:	Note:
Accepted	Program Manager	Lawery, Torrance	04/24/2009 11:40 AM	View Note
Acknowledged	External Drawdown Role	Brackett, Timothy	04/24/2009 11:40 AM	View Note
Open	Program Manager	Lawery, Torrance	04/24/2009 11:22 AM	View Note