

Program Reporting

Your progress reports are semi-annual and are due in the Grants Management System (GMS) no later than January 30 and July 30 of each year. Your progress report must contain two (2) attachments:

1. The narrative Categorical Assistance Progress Report (CAPR) report that explains progress toward your goals.
2. A copy of the Performance Measures Tool (PMT) report.

For questions about how to complete your PMT report contact: ojdppmt@usdoj.gov. Toll free technical assistance is provided at 1-866-487-0512

Online training is also available to support access to the GMS at: <https://ojp.gov/gmscbt/>
For help with the GMS: (including problems with passwords or finding information in the system) call the Helpdesk: 888-549-9901.

Please remember that if your progress report is late, your funds may be automatically blocked in the GMS.

Financial Reporting

Financial reports are due Quarterly: January 30/April 30/July 30/October 30

For support and to link to online financial management training visit

<https://ojpfgm.webfirst.com/login/index.php>

For help with drawing down funds or other issues related to finances contact the Office of the Chief Financial Officer (OCFO) Customer Service Center at 800-458-0786

Special conditions that will block your funding

Please review all your grant's withholding special conditions listed in the grant award. Noncompliance with the requirements of these conditions may result in a block on grant funds.

- Review any required financial management training. The financial point of contact and the program point of contact should review any training requirements that are due in the first 120 days of the grant award. Please review and complete training. A link to the online training is <https://ojpfgm.webfirst.com/login/index.php>
- Special conditions (25% Prohibition of funds expenditure/milestones) require the completion of a strategic plan that is submitted in the GMS system no later than September 5, 2019. Please work the Training and Technical Assistance Coordinator and your OJJDP Program Specialist to review and ensure understanding of any grant requirements related to special conditions. See the Quick Reference Guide on page 2 for important OJJDP/DOJ helplines and web resources.



Tribal Youth Resource Center

Phone: (323) 650-5467

Email: TribalYouth@tlpi.org

Web: www.TribalYouth.org



This is a guidance document only. Please review all federal guidance related to your funded project.

