

**APPENDIX A:**

**SAMPLE AWARD  
PACKAGE**

## APPENDIX A – SAMPLE AWARD PACKAGE

### TAB 1: SAMPLE REVIEW OF AWARD

**Preparedness Directorate’s Office of Grants and Training  
Office of Grant Operations  
Post Award Instructions for Office of Grants and Training Awards**

#### **1. Review Award and Special Conditions Document.**

Carefully read the award and any special conditions or other attachments. There is an original plus one copy of the award page.

**If you agree** with the terms and conditions, the authorized official should sign and date both the original and the copy of the award document page in Block 19. You should maintain a copy and return the original signed documents to:

Office of Justice Programs  
Attn: Control Desk - Office of Grants and Training Award  
810 Seventh Street, NW – 5th Floor  
Washington, DC 20531

**If you do not agree** with the terms and conditions, contact the awarding G&T Preparedness Officer as noted in the award package.

#### **2. Read Guidelines.**

Become familiar with the OGO Financial Management Guide, which is available by contacting OGO at 1-866-9ASKOGO. New award recipients are automatically placed on a mailing list to receive future Guides and their change sets.

Up to 5 copies of the Guide may be ordered at no cost through: <http://puborder.ncjrs.org>

You may also order the Guide by calling 1-800-851-3420. Select #2 for publications, select #1 to speak with a publications specialist.

## TAB 2: SAMPLE POST AWARD INSTRUCTION

Preparedness Directorate's Office of Grants and Training  
Office of Grant Operations  
Office of the Comptroller

### Post Award Instructions

OGO will provide fiscal support and oversight of the G&T grant programs, while the OJP OC will continue to provide support for grant payments. The following is provided as a guide for the administration of awards from G&T. Forms and other documents illustrating each step are attached.

#### Step 1. Review Award and Special Conditions.

**If you agree** with the terms and conditions stated in the award, sign and date the award document and the last page of the Special Conditions, and return to OJP. Notify an G&T Preparedness Officer when Special Conditions have been met (refer to Step 1 attachment);

**If you do not agree** with the terms and conditions as written, contact an G&T Preparedness Officer.

#### Step 2. Read Guidelines.

Read and become familiar with the OGO Financial Management Guide and related material

#### Step 3. Complete and Return Automated Clearing House (ACH) Form.

The ACH Vendor/Miscellaneous Payment Enrollment Form (refer to Step 3 attachment) is used to arrange direct deposit of funds into the designated bank account.

#### Step 4. Access to Payment Systems.

OJP uses two payment systems: Phone Activated Paperless System (PAPRS) and Letter of Credit Electronic Certification System (LOCES) (refer to Step 4 attachment). Current LOCES users will see the addition of new G&T grants on the LOCES grant number listing as soon as the G&T award acceptance has been received. PAPRS grantees will receive a letter with the award package containing their PIN to access the system and Grant ID information.

#### Step 5. Reporting Requirements.

Reporting requirements must be met during the life of the grant (refer to the OGO Financial Management Guide and the specific program guidance for a full explanation of these requirements, special conditions and any applicable exceptions). The payment systems contain edits which will prevent access to funds if reporting requirements are not met on a timely basis. Refer to Step 5 attachments for forms, due date information, and instructions.

## **Step 6. Questions about your G&T award?**

A reference sheet is provided containing frequently asked financial questions and answers. Questions regarding grant payments should be addressed to the OJP OC at 1-800-458-0786 or email [askoc@ojp.usdoj.gov](mailto:askoc@ojp.usdoj.gov). Questions regarding all other financial/administrative issues should be addressed to the OGO Information Line at 1-866-9ASKOGO (927-5646) or email at [ask-ogo@dhs.gov](mailto:ask-ogo@dhs.gov).