Guide to Submitting Pre-Application in GMS (Due April 30, 2020)

Section 1—Register a new account in GMS (Already have an account in GMS? SKIP to Section 2)

---Go to the following website: https://grants.ojp.usdoj.gov/gmsexternal/
---Click the “First Time User” link under the green Sign-In button

First time user ?

---Select the option “I am registering as an applicant for a grant”, then click the “Submit” button.

- I am registering as an applicant for a grant.
- I am registering as a Financial Point of Contact to submit Financial Status Reports for existing grants

Submit  Cancel

---Complete all required fields on the “Registration Information” screen. We recommend that you enter your organization’s Authorized Representative’s contact information on this screen.

Your password must meet the following requirements:
- Your password must be at least 12 characters long
- Your password must contain at least three of the following four types of characters:
  - English uppercase
  - English lowercase
  - numeric
  - special
- Your password must not contain significant portions of your user ID or full name

Registration Information

- Dunn and Bradstreet DUNS Number:
- Employer ID Number (EIN):
- Legal Name (Legal Jurisdiction Name):
- Organizational Unit:
- Address Line 1:

---After completing all required fields, select the “Yes” radio-button for the question “Are you the Signing Authority?” at the bottom of the screen, then click the “Create Account” button.

- Secret Question:
- Secret Answer:
- Are you the Signing Authority?

Please make sure that all of the above information is correct before proceeding. Pressing Create Account will establish an account that will allow access to the on-line OJP Grant Management System.
--The “**Point of Contact**” pop-up window (shown below) will be displayed. If you don’t see the pop-up window, hold the “**Ctrl**” button on your keyboard while clicking the “**Yes**” button. *Note, the Point of Contact information may open in a new browser tab instead of in a pop-up window.*

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**Point of Contact**

*Mandatory Fields*

<table>
<thead>
<tr>
<th>Field</th>
<th>Input Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix:</td>
<td></td>
</tr>
<tr>
<td>Prefix (Other):</td>
<td></td>
</tr>
<tr>
<td>User First Name:</td>
<td></td>
</tr>
<tr>
<td>User Middle Initial:</td>
<td></td>
</tr>
<tr>
<td>User Last Name:</td>
<td></td>
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<tr>
<td>Suffix:</td>
<td></td>
</tr>
<tr>
<td>Suffix (Other):</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Title (Other):</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td>- - - Ext:</td>
</tr>
<tr>
<td>Fax Number:</td>
<td>- - -</td>
</tr>
<tr>
<td>E-Mail Address:</td>
<td>Email Help</td>
</tr>
</tbody>
</table>

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Please make sure all values are correct before proceeding.

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--Complete all required fields in the “**Point of Contact**” information, the click the “**Create**” button.

--The “**Your Information has been saved**” message will be displayed. Click the “**Close Window**” button to close the point of contact pop-up window or browser tab.

Your information has been saved.

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--You will be returned to the **Registration Information** screen. Make sure all required fields are complete, then click the “**Create Account**” button on the bottom of the screen.
--You will be logged into your new GMS account for the first time and will see the below message that there are no applications in GMS for you. Proceed to Section 3.

Section 2—Login to GMS

--Go to the following website: https://grants.ojp.usdoj.gov/gmsexternal/

--Enter your username and password, then click the green Sign-in button. If you are unable to login, please contact the GMS Helpdesk at 888-549-9901, option 3.

Username

Password

SIGN IN

--You will be logged into to GMS and will see the GMS Home/Applications screen. Proceed to Section 3.

Section 3—Register for the OVC FY 2020 Tribal Victim Services Set-Aside Formula Program Solicitation

--On the GMS Home/Applications screen, click the “Funding Opportunities” side link

Awards

Funding Opportunities

Grant Adjustments

--On the “Funding Opportunities” screen, select “Office for Victims of Crime” in the Program Office menu, then click the “Search” button
Office of Justice Programs has many other funding opportunities that you may be eligible for. Search for available solicitations multiple selections from the Program Office and Program Name Menu boxes.

<table>
<thead>
<tr>
<th>Program Office</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office for Victims of Crime</td>
<td>Apply online</td>
</tr>
<tr>
<td>OVC FY 2020 Tribal Victim Services Set-Aside Formula Program</td>
<td></td>
</tr>
</tbody>
</table>

--Click the “Apply Online” link for the “OVC FY 2020 Tribal Victim Services Set-Aside Formula Program” solicitation

--Note: You may click any of the below side links in your application to return to a particular screen in your application. Scroll below to begin working on your application on the “Overview” screen.

Overview
Applicant Information
Project Information
Budget and Program Attachments
Assurances and Certifications
Review SF 424
Submit Application

Help/Frequently Asked Questions
GMS Home
Log Off

--On the Overview screen (shown below), select the applicable radio-button for “Type of Submission” (you should select “Application Non-Construction” even during the Pre-Application phase of this application), the applicable menu selection for “Type of Application” (Select “New”), and select the “No.
Program is not covered by E.O. 12372” radio-button for “Is this application subject to review by state executive order 12372 process?”

--Then click the “Save and Continue” button.

--On the “Applicant Information” screen (shown below), the organization’s information and the point of contact’s information are populated from your account profile. You should edit this information if any changes are needed.

--After completing all information on the “Application Information” screen, click the “Save and Continue” button (shown below).

--On the Project Information screen (shown below), enter the required information listed below the screenshot:
1) Enter a brief title into the “Descriptive Title of Applicant’s Project” text box
2) Enter the affected geographical areas into the “Areas Affected by Project” text box
3) Enter a one-year project period using the “Start Date” and “End Date” menus (note: please use January 1, 2021 for the Start Date)
4) Select the applicable districts in the “Congressional Districts of” menu to the right
5) Enter $1 into the Federal text box in the “Estimated Funding” section (note: this amount must be revised when you submit your full application)
6) Click the “Save and Continue” button to proceed to the next screen

--On the “Budget and Program Attachments” screen, you are required to complete and attach an FCQ form (Financial Capability Questionnaire). Follow Steps 1-6 described below the screenshot.

Note: If your organization has already completed an FCQ form in a prior application, it will already be displayed in the FCQ Attachment section as a link titled “Most Recently Submitted FCQ form” (shown below). If you’ve already completed your FCQ form, proceed to the instructions after Step 6 below.

1) You may download the FCQ pdf form by clicking the “FCQ form here” link and saving the pdf form to your computer
You can download the current FCQ form here.

2) After completing the FCQ form on your computer, click the “Attach” button (shown below) in the “FCQ Attachment” section

3) Click the “Choose File” button in the Attachment Description pop-up window (shown below) and locate the FCQ form on your computer

4) Select the FCQ form on your computer, then click the “Upload Your Document” button (shown above)

5) Click the “Close” button in the pop-up window (shown above)
6) Your FCQ form file name will be displayed (as shown above); you may click the “Delete” button to delete the current FCQ form and re-attach a new one.

--Follow steps 1-6 to attach the following required documents into the “Budget and Program Attachments” section: Population Certification (click the “Population Certification Fillable PDF” link at the following website: https://grants.ojp.usdoj.gov/TVSSA/) and Tribal Resolution or other Authority Documentation (Consortium and Designees only)

--Then click the “Save and Continue” button to proceed to the Assurances and Certifications screen.

--On the Assurances and Certifications screen (shown above), click the “1. Assurances” link.

--After reviewing the assurances statement, you should scroll to the bottom and click the “Accept” link (shown below) to accept the standard assurances, then click the “Close” button to close the pop-up window.

--Then click the “2. Certifications Regarding Lobbying” link, and after reviewing the certifications statement, you should scroll to the bottom and accept the standard certifications in the same manner.

--After accepting the standard assurances and certifications, check the “I have examined…” check box, then click the “Save and Continue” button to proceed to the Review SF-424 screen (shown below).
--The Review SF-424 screen displays all the information from prior application screens. Changes to the SF-424 information can only be made on prior screens. To make changes to your organization’s information, click the Applicant Information side link, then return by clicking the “Review SF-424” side link. To make changes to most other information, click the “Project Information” side link, then return by click the “Review SF-424” side link.

--When all information on the Review SF-424 screen is correct, click the Continue button to proceed to the Submit Application screen.

<table>
<thead>
<tr>
<th>Status</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete</td>
<td>Overview</td>
</tr>
<tr>
<td>Complete</td>
<td>Applicant Information</td>
</tr>
<tr>
<td>Complete</td>
<td>Project Information</td>
</tr>
<tr>
<td>Complete</td>
<td>Budget and Program Attachments</td>
</tr>
<tr>
<td>Complete</td>
<td>Certifed to the Assurances and Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Hatters; and Drug-Free Workplace</td>
</tr>
<tr>
<td>Incomplete</td>
<td>Submit Application</td>
</tr>
</tbody>
</table>

--On the Submit Application screen (shown above), all prior application steps should show as “Complete”. If any show as “Incomplete”, click the applicable side link to return to that screen to complete the required information. When all steps are complete, click the Submit Application button. The message shown below will be displayed to confirm that your application has been received by the Office for Victims of Crime.