Grants Management System (GMS) and Reports Training

- Grant Adjustment Notifications
- Semi-Annual Progress Reports
- Quarterly Financial Reports
- Payment Requests (GPRS)
- Sub-award Reporting (FSRS)
GMS Roles

Primary Point of Contact (POC)
- Award Acceptance
- Grant Adjustment Notices (GANs)
- Progress Reports
- Manage Financial Point of Contact Users
- Closeout

Financial Point of Contact (FPOC)
- Quarterly Financial Reports
- Request Draw Down of Funds

Authorized Signing Official

Alternative Point of Contact
- Neither roles have access to GMS
GAN Types

Common Types of Grant Adjustment Notifications

1. Budget Modification
2. Change Grantee Authorized Signing Official
3. Change Grantee Contact or Alternate Contact/Principal Investigator
4. Change Project Period
   • No Cost Extension
5. Program Office Approval
   • Project Deliverables
   • Training Requests
   • Strategic Plans
GAN Workflows

GANs have multiple levels of approval

Different GANs have different workflows with multiple layers of approvals both within and outside of OVW. The approval process can take some time.

The time of the year can impact the approval of GANs. It may take a little longer for a GAN to be processed when progress reports are being reviewed or applications are being processed.
https://Grants.ojp.usdoj.gov

1. Click the “GMS Sign-in” button.

2. If you do not know your GMS username and password, contact the OJP GMS HelpDesk at 888-549-9901 Option #3 or GMS.HelpDesk@usdoj.gov.
1. After signing into the Grants Management System you will arrive at the “Applications” screen.

2. To gain access to the GAN module click on the “Grant Adjustments” link to the left.
1. The system will default to the “All Active GANs” screen. All Active GANs are GANs that have been submitted for review.

2. Changed Requested, Approved, Denied or Draft GANs can be found using the links on the left.

3. To create a new GAN, click the “Create Grant Adjustment” link.

<table>
<thead>
<tr>
<th>ID</th>
<th>GAN Type</th>
<th>Multiple Awards</th>
<th>Program Office</th>
<th>Status</th>
<th>Award Number</th>
<th>Project Title</th>
<th>Date Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>80467</td>
<td>Project</td>
<td>No</td>
<td>BJA</td>
<td>Submitted</td>
<td>2005-WP-BK-0052</td>
<td>Clark County Sex Offender Management Task Force</td>
<td>03/05/2006</td>
</tr>
<tr>
<td>80595</td>
<td>Bud Mod</td>
<td>No</td>
<td>BJA</td>
<td>Submitted</td>
<td>2005-WP-BK-0082</td>
<td>Clark County Sex Offender Management Task Force</td>
<td>03/31/2006</td>
</tr>
<tr>
<td>80594</td>
<td>Bud Mod</td>
<td>No</td>
<td>BJA</td>
<td>Submitted</td>
<td>2005-WP-BK-0082</td>
<td>Clark County Sex Offender Management Task Force</td>
<td>03/31/2006</td>
</tr>
<tr>
<td>80592</td>
<td>Sign Off</td>
<td>No</td>
<td>OJJOP</td>
<td>Submitted</td>
<td>2005-MC-CX-0017</td>
<td>Continuation and enhancement of ongoing Internet Crimes Against Children Task Force responsible for conducting investigation, technical assistance, training and prevention for the state of Nevada</td>
<td>03/30/2006</td>
</tr>
<tr>
<td>80515</td>
<td>PO Approval</td>
<td>No</td>
<td>OJJOP</td>
<td>Submitted</td>
<td>2005-MC-CX-0017</td>
<td>Continuation and enhancement of ongoing Internet Crimes Against Children Task Force responsible for conducting investigation, technical assistance, training and prevention for the state of Nevada</td>
<td>03/30/2006</td>
</tr>
<tr>
<td>80504</td>
<td>Scope</td>
<td>No</td>
<td>NJ</td>
<td>Submitted</td>
<td>2004-CN-BK-0016</td>
<td>2004 Las Vegas Metropolitan Police Department Paul Cevernfield Project</td>
<td>03/30/2006</td>
</tr>
</tbody>
</table>
Creating a Grant Adjustment Notification

1. A drop-down menu will appear for your choice of several types of GANs.
GAN – Creating a Budget Modification

1. Select “Budget Modification” to make necessary changes to your current budget.

2. Click the “Create” button.

Note: Budget Modification GANs are required if
- the cumulative changes are more than 10% of your award,
- you are allocating funds to a new, previously unapproved category,
- your Indirect Cost Rate has changed, or
- the Scope of the project has changed
Choose Award for Budget Modification

1. A list of awards will be presented to you. Select the bullet to the left of the award number.

2. Click the “Select” button.
Enter Requested Changes to Approved Budget

1. The “Budget Modification” screen will appear.
2. Enter the necessary changes in the “Requested Changes to Budget” column.
1. Enter the changes in the “Requested Changes to Budget” column.
2. A Justification is required in the box below.
3. Click the “Save” button to save your information or click the “Submit” button to submit your GAN for Program Office Review.
GAN – Change Award Project Period

1. To create a no cost extension GAN select from the drop down, “Change Project Period”.
2. Click the “Create” button.

Note: Change Project Period, or No Cost Extension GANs, can be created in GMS up to 30 days before the end of your grant. It is recommended that you contact your program specialist and submit the GAN 60 to 90 days before the end of your grant period.

You will need to include a letter on official letterhead signed by the Authorized Representative documenting your remaining funds, new end date, goals and activities, etc.
Select Award

1. A list of awards will be presented to you. Select the bullet to the left of the award number.

2. Click the “Select” button.

<table>
<thead>
<tr>
<th>Award Number</th>
<th>Solicitation</th>
<th>Program Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000-MC-CX-K006</td>
<td>FY 2003 OJJDP Discretionary Continuation Programs - Child Protection</td>
<td>OJJDP</td>
</tr>
<tr>
<td>2002-GP-CX-0339</td>
<td>2002 Project Safe Neighborhoods Media Outreach and Community Engagement Program</td>
<td>BJA</td>
</tr>
<tr>
<td>2002-RG-CX-0003</td>
<td>Alaska's Integrated Justice Information Systems</td>
<td>BJA</td>
</tr>
<tr>
<td>2003-DD-BX-0258</td>
<td>FY 2003 BJA Congressionally Mandated Awards</td>
<td>BJA</td>
</tr>
<tr>
<td>2003-DD-BX-0007</td>
<td>FY 2003 BJA Congressionally Mandated Awards</td>
<td>BJA</td>
</tr>
<tr>
<td>2004-DD-BX-1451</td>
<td>FY 2004 BJA Congressionally Mandated Awards</td>
<td>BJA</td>
</tr>
<tr>
<td>2004-DD-BX-1472</td>
<td>FY 2004 BJA Congressionally Mandated Awards</td>
<td>BJA</td>
</tr>
<tr>
<td>2004-DN-BX-0206</td>
<td>PAUL COVERDILL FORENSIC SCIENCE IMPROVEMENT GRANTS GRANT ANNOUNCEMENT FISCAL YEAR 2004</td>
<td>NIJ</td>
</tr>
<tr>
<td>2004-DN-BX-K053</td>
<td>Forensic Casework DNA Backlog Reduction Program Formula Grant Announcement FY 2004</td>
<td>NIJ</td>
</tr>
<tr>
<td>2004-DN-BX-K204</td>
<td>DNA Capacity Enhancement Program Formula Grant Announcement, FY04</td>
<td>NIJ</td>
</tr>
<tr>
<td>2005-DA-BX-K058</td>
<td>DNA Capacity Enhancement Program</td>
<td>NIJ</td>
</tr>
<tr>
<td>2005-DN-BX-0068</td>
<td>Covandell Forensic Science Improvement</td>
<td>NIJ</td>
</tr>
<tr>
<td>2005-DN-BX-K084</td>
<td>Forensic Casework Backlog Reduction Program</td>
<td>NIJ</td>
</tr>
<tr>
<td>2005-MC-CX-K117</td>
<td>OJJDP FY05/ACAC</td>
<td>OJJDP</td>
</tr>
<tr>
<td>2005-WP-BX-0002</td>
<td>Sex Offender Management Discretionary Grant Program</td>
<td>BJA</td>
</tr>
</tbody>
</table>
1. Enter in a “New Project End Date” in the boxes to the right.
2. A Justification is required in the box below.
3. Attach the letter on official letterhead.
4. Click the “Save” button to save the information or the “Submit” button to submit it for review.
Other GAN Details

Change Grantee Authorized Signing Official

Change Grantee Contact or Alternate Contact/Principal Investigator
If the POC or Authorized Representative changes during the life of the grant, these changes must be reflected in GMS via a GAN.

Program Office Approval
If an adjustment doesn’t fit into a defined GAN, the Program Office Approval GAN can be used. Examples include Project Deliverables, Training Requests, and Strategic Plans. Contact your program specialist if you’re not sure of the type of GAN that you should create.
The Office on Violence Against Women

Grants Management System (GMS)

Progress Reporting
1. After signing into the Grants Management System you will arrive at the “Applications” screen.

2. To gain access to the Progress Reporting Tool please click on the “Awards” link to the left.

*NOTE* - If you do not see the Awards link, you are not logged in as programmatic user. Financial user accounts do not have access to submit semi-annual progress reports.
1. After clicking on the Awards link you will arrive at the “Awards” homepage. The “Awards” page shows all awards that you have received and are associated with this GMS account.

2. To start your progress report click on the “Semi-Annual Progress Reporting” link on the right hand side in the “Action” column.

*NOTE* - If you do not see a specific award, it is associated to a different programmatic user account.
1. Clicking on the “Semi-Annual Progress Reporting” will take you to the Progress Reports homepage. You will see each progress report for the life of your grant.

2. To start the first progress report click on the “Create” or “Update” button. The “Update” button will allow you to make changes to your form.

3. Please note that the “View” button is only for reviewing previously submitted reports only. If you click the “View” button, you will not be able to submit new progress reports.
1. Clicking on the “Create” button will take you to the “Report Overview” page.

2. Most of the information is pre-populated and is view only. You are required to choose from the drop down the “Report Type”.

3. You will have two choices. You can choose either a “Regular” report or a “Final” report.

4. After making your selection please click the “Save and Continue” button
1. To download your PDF form please click on the solicitation name link located at the center of the screen (ex. Campus Program).
Opening PDF

1. A pop-up box will appear that will give you three choices. It is recommended that you click “Open” to make sure that your form appears.
1. Your Adobe should open displaying the PDF, which should resemble the screen above.
Saving the PDF

1. To save your document click on “File” link at the top left side of your screen.
2. Go to the “Save as” section to choose where to save your document.
1. After your document is saved you are ready to work on your form. Please read the brief instructions first.
Form Information

1. The current Reporting Period Date, Grantee Name, and Grant Number will pre-populated on the form and will not be editable.

**Please ensure you are working with the form for the correct dates!**
Form Validation

1. Once complete, you must validate the form before uploading it into GMS. The form must be validated after every correction or edit. To validate the form simply click on the “Validate” button located on the last page of every form.
1. If your information is incomplete or inaccurate, you will receive a notification that you must correct your responses. You will not be able to upload your report in GMS until the responses are corrected.
1. If your information is complete and accurate you will receive a notification that your form has been successfully validated. Otherwise an error message will notify you of where corrections are necessary.

2. **You must re-save your form after completing the validation.**
1. Click on “Upload PDF” link to upload your completed form in PDF.
1. To Upload your saved PDF please click on the “Upload” button.
1. After clicking on the "Upload" button a "Upload Description" box should appear.

2. To find your saved PDF please click "Browse".
1. Once the system has finished uploading your report you will receive confirmation.

2. Please click the “Close” button to shut the window.
1. Your file will then be given a generic name and listed on the left hand side. You can click on the file name to open up the form that you’ve uploaded. If you have accidentally uploaded the incorrect form, you may override your previous form by clicking the “Update” button and following the same steps.

2. To move forward click the “Continue” button.
Adding Attachments

1. Clicking “Continue” will move you to the “Attachments” section. To add an attachment please click the “Attach” button.

** Please note that OVW does not want additional information attached. They would like all information about the grant entered on the PDF form.
1. To check the status of your requirements you may click on the “Submit Report” link. Currently status shows everything “Complete” except for the “Certification” section of the report.

2. To go back to the “Certification” screen please click on either the “Incomplete” link or the “Certification” link at the left.
1. Please verify that the information listed in the Certification section is correct. Please read the text at the bottom before accepting these certifications. If everything is complete and accurate please click the “Accept and Continue” button.
1. After clicking “Accept and Continue” you will move to the “Submit Report” section.

2. If everything is complete you will receive a “Submit Report” button with one final status of “Incomplete”. To submit the report, you must click the “Submit Report” button.

3. Once your report is submitted you will no longer be able to make edits to your report unless your grant manager requests corrections.
1. Once the report is submitted a confirmation screen will appear.
1. Your progress report will then have a status of “Submitted”.
1. If changes are requested by your grant manager then you will see a status of “Change Requested”. Only then will you be able to make corrections to this report. Click the “Update” button.

2. Program Managers notes will appear on the Correspondence tab.

<table>
<thead>
<tr>
<th>Report Number</th>
<th>Reporting Period</th>
<th>Type</th>
<th>Status</th>
<th>Last Edited</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01-Jul-2007 - 31-Dec-2007</td>
<td>Regular</td>
<td>Change Requested</td>
<td>22-May-2008</td>
<td>View</td>
</tr>
<tr>
<td>2</td>
<td>01-Jan-2008 - 30-Jun-2008</td>
<td>Regular</td>
<td></td>
<td>22-May-2008</td>
<td>View</td>
</tr>
<tr>
<td>3</td>
<td>01-Jul-2008 - 31-Dec-2008</td>
<td>Regular</td>
<td></td>
<td>22-May-2008</td>
<td>View</td>
</tr>
<tr>
<td>4</td>
<td>01-Jan-2009 - 30-Jun-2009</td>
<td>Regular</td>
<td></td>
<td>22-May-2008</td>
<td>View</td>
</tr>
<tr>
<td>5</td>
<td>01-Jul-2009 - 31-Dec-2009</td>
<td>Final Report</td>
<td></td>
<td>22-May-2008</td>
<td>View</td>
</tr>
</tbody>
</table>
1. Once your report has been reviewed and approved by your grant manager you will receive a status of “Approved.”

2. You cannot make any changes to an Approved report, and therefore can only “View” it.
The Office on Violence Against Women

Grants Management System (GMS)

Federal Financial Report
How to Create a Financial User

*Note: If you do not see above side links, you are NOT in the programmatic account and cannot perform the programmatic functions.
• Manage FPOC – Shows the programmatic POC all active and inactive Financial Accounts for your awards.
# GMS – Manage FPOC

## Manage Users

<table>
<thead>
<tr>
<th>Manage Users</th>
<th>Pending Registration</th>
<th>Manage FPOC</th>
<th>Create FPOC</th>
<th>GMS Home</th>
<th>Log Off</th>
</tr>
</thead>
</table>

## Grant Management System Home

Please view the user profile information for the registration FPOC to ensure it is accurate.

### FPOC Profile

- **Date Registered:** 07/22/2013
- **Organization Name:** Gov't Dept of Public Safety
- **Name:** Mrs. Jennifer Rodriguez
- **Title:** Accounting Tech II
- **Address:** P.O. Box 111200
  
  Usa
  
  Juneau, AK 99811 1100
- **Phone Number:** 907-465-5499
- **Fax Number:** 907-465-3769
- **E-mail Address:** jennifer.rodriguez@alaska.gov
- **User ID:** GSFCDVSAZ

The registering FPOC has requested permission to administer the following award(s) for your organization. If you wish to deny the registering FPOC access to one or more of the requested awards you may select Denied from the drop down list. To approve a FPOC's request for access to an award select Assigned. This will allow you the ability to approve a FPOC for a portion of the awards they have requested permission to administer while denying them permission for others.

### Requested Awards (Pending and Denied)

<table>
<thead>
<tr>
<th>Requested Awards (Pending and Denied)</th>
</tr>
</thead>
<tbody>
<tr>
<td>No items to display</td>
</tr>
</tbody>
</table>

Listed below are all awards for which you are the Programmatic point of contact, within your organization, that are currently active and require Financial Status Reports to be submitted. All currently assigned FPOCs are also listed for each award. You may assign any of these awards to the registrant to administer by selecting Assigned from the drop-down list.

### Available Awards

<table>
<thead>
<tr>
<th>Available Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>No items to display</td>
</tr>
</tbody>
</table>

Listed below are all the awards for which you are the Programmatic point of contact, within your organization, that are currently active and require Financial Status Reports to be submitted and are assigned to the current Financial Point of Contact. All currently assigned FPOCs are listed along with the award information. You may remove the current FPOCs access to these awards at anytime by selecting Unassign from the drop-down list and selecting submit.

### Assigned Awards

<table>
<thead>
<tr>
<th>Award Number</th>
<th>Project Title</th>
<th>Project Period From</th>
<th>Project Period To</th>
<th>Programmatic Point of Contact</th>
<th>Current Financial Point of Contact</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2102-VA-DK-00102</td>
<td>Crime Victim Assistance Grant Program</td>
<td>10/01/2001</td>
<td>09/30/2005</td>
<td>Morton, Lauree (907) 465-5555</td>
<td><a href="mailto:jennifer.rodriguez@alaska.gov">jennifer.rodriguez@alaska.gov</a></td>
<td>Assigned</td>
</tr>
<tr>
<td>2105-VA-DK-00102</td>
<td>FY 2005 VOCA Victim Assistance Grant Program</td>
<td>10/01/2005</td>
<td>09/30/2009</td>
<td>Morton, Lauree (907) 465-5555</td>
<td><a href="mailto:jennifer.rodriguez@alaska.gov">jennifer.rodriguez@alaska.gov</a></td>
<td>Assigned</td>
</tr>
<tr>
<td>2109-SG-03-00992</td>
<td>Recovery Act-VOCA FY 08 VOCA Victim Assistance Formula Grant Program</td>
<td>03/01/2009</td>
<td>09/30/2013</td>
<td>Morton, Lauree (907) 465-5555</td>
<td><a href="mailto:jennifer.rodriguez@alaska.gov">jennifer.rodriguez@alaska.gov</a></td>
<td>Assigned</td>
</tr>
</tbody>
</table>

**Note:**
- The table above shows the FPOC profile information for Mrs. Jennifer Rodriguez along with the requested and assigned awards.
- Each award has a specific project period, programmatic point of contact, and current financial point of contact.
- The status indicates whether the FPOC has been assigned or denied access to the award.
- Users have the option to approve or deny the FPOC's request for access to the award(s) listed.

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**OVW**

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**GMS – Manage FPOC**
GMS – Create FPOC

Please select an existing Point of Contact (POC) to serve as a Financial Point of Contact (FPOC) by selecting Grantee POC. Selecting this option will populate the form below with the Grantee POC’s information. Alternatively, you may designate a new FPOC by entering their information in the form below. Once you submit the FPOC information, an email notification will be sent to the designated FPOC to complete the registration process.

Available Awards

<table>
<thead>
<tr>
<th>Award Number</th>
<th>Project Title</th>
<th>Project Begin Date</th>
<th>Project End Date</th>
<th>Financial Point of Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002-VA-GK-0002</td>
<td>Crime Victim Assistance Grant Program</td>
<td>10/01/2001</td>
<td>09/30/2013</td>
<td>Jennifer Rodriguez 907-465-5499</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:jennifer.rodriguez@alaska.gov">jennifer.rodriguez@alaska.gov</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Christine Spence 907-266-5359</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:christine.spence@alaska.gov">christine.spence@alaska.gov</a></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:jennifer.rodriguez@alaska.gov">jennifer.rodriguez@alaska.gov</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Christine Spence 907-266-5359</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:christine.spence@alaska.gov">christine.spence@alaska.gov</a></td>
</tr>
</tbody>
</table>
1. **You must be signed in as a Financial Point-of-Contact to submit quarterly financial reports.**

2. Click the Financial Status Reports side link.
1. All awards assigned to the FPOC will be displayed.
2. Click the Financial Status Reports link on the right to submit reports.
1. You can click Create or Update to enter new or revised Financial Status Reports.

2. You will not be able to enter information if you click the View button.
Financial Report Section 1

1. Question #5 is optional.

2. Question #6 will be pre-populated as Not Final (except on final report). This can be changed if you are closing the grant prior to the project period end date.

3. Question #7 can be selected on Report #1 only. It will be pre-populated on the remaining reports.
1. Question 10e. Enter the amount of federal expenditures for the current reporting period.

2. Question 10f: Enter the amount of unliquidated obligations.

3. Question 10i and 10j: Only applicable if recipient match is required.

4. Question 10l and 10n: Only applicable if program income is earned.
1. Question 12: Add any applicable remarks.
2. Question 13: Certify your submission.
3. Click Submit.
Submit your reports on time!

All “Regular” financial and programmatic reports are due 30 days after the end of the reporting period. Final reports are due 90 days after the end of the period of performance.

Failure to submit your financial or progress reports in a timely manner will result in a hold on your grant funds.

An automatic system-generated GAN will be created and you won’t be able to access your funds.

The earlier you can submit the reports, the better.
The Office on Violence Against Women

Grants Payment Request System (GPRS) Training
To log in go to https://grants.ojp.usdoj.gov/gprs/login
To view the GPRS User Guide go to http://www.ojp.gov/about/pdfs/gprsuserguide.pdf

1. **You must be assigned as a FPOC in GMS to be able to register in GPRS.
2. Click the “New GPRS User Registration for GMS” link.
3. Browser Selection – Issues with Internet Explorer 11
GPRS New Users Registration

You are attempting to access a protected resource
Please identify by entering your Username.
Username: [Enter Username]

[Continue]
[Forgot Password]

Disclaimer
You are accessing a U.S. Government information system, which includes:
(1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network.
This information system is provided for U.S. Government-authorized use only.

- Unauthorized or improper use of this system may result in disciplinary action, and civil penalties.
- By using this system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. At any time, the government may monitor, intercept, search and/or seize data originating or stored on this information system.
- Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose.

For all Grant Payment Request System (GPRS) access issues please contact the GMS Help Desk at 1-888-649-9901, Option 3.

For all Bullatproof Vest Partnership (BVP) issues, please call toll-free at 1-877-758-3787 or by email at vests@usdoj.gov

1. Enter your GMS FPOC Username and Password.
2. Click Continue.
1. Confirmation Screen will be followed by an email the address registered in GMS.
1. 4 Tabs – Active Award List, User Profile, Transaction History, & Create Payment Request
GPRS Transaction History

1. **Cancel button** available for pending transactions only.
2. **Print/Export button** located top right hand corner.
1. Select Award Number.

2. Enter Draw Type, Expense Claim Begin & End Date, and Requested Payment Amount.

3. Click Submit.
The Office on Violence Against Women

Federal Funding Accountability and Transparency Act Sub-award Reporting System (FSRS)

Sub-Award Reporting Requirements
Introduction to FSRS

All federal grant recipients are required to submit all sub-award greater than $25,000 electronically on FSRS.gov.

- Recipients will have until the end of the month plus one additional months after a sub-award is obligated to fulfill the reporting requirement.
- For example, if a sub-award is made on October 15, 2014, the recipient has until November 30, 2014 to report the sub-award information.
Introduction to FSRS

Please go to FSRS.gov to view the online training for sub-award reporting or to download the FSRS Awardee Guide.
Contacts

OVW GMS Support
866-655-4482
OVW.GMSsupport@usdoj.gov

GMS Password Reset
888-549-9901, Option 3
GMS.HelpDesk@usdoj.gov

OVW GFMD Hotline
888-514-8556
OVW.GFMD@usdoj.gov