

**United States Department of Justice**  
2006 Annual Report to Congress on Implementation of Public Law 106-107

To comply with the requirements of The Federal Financial Assistance Management Improvement Act of 1999 (Public Law 106-107, “the Act”), the United States Department of Justice (DOJ) hereby submits this annual report. This report is intended to outline the DOJ specific efforts and progress in implementing Public Law 106-107 thus far. The DOJ grant making entities include the Office of Justice Programs (OJP), the Office on Violence Against Women (OVW), and the Office of Community Policing Services (COPS).

**Participation in the Government-wide Streamlining and Grants.gov Efforts**

The DOJ has designated numerous individuals to participate in the P.L. 106-107 and the Grants.gov initiatives. DOJ is a voting member of the Grants Executive Board. Other DOJ individuals actively participate in the Grants Policy Committee, five designated interagency work groups (Pre-Award, Mandatory, Post-Award, Audit Oversight, and Training/Certification) responsible for the streamlining and simplification process, as well as several sub-groups and specially formed teams. The efforts and accomplishments of these work groups are discussed in more depth in the government-wide portion of this report.

**DOJ Accomplishments in This Reporting Period**

- Grants.gov
  - 100% of our application packages for discretionary grant opportunities were posted at Grants.gov FIND and APPLY.
  - 88 discretionary grant opportunity synopses were posted.
  - 22 mandatory grant opportunity synopses were posted
  - 5,397 applications were received through Grants.gov (3<sup>rd</sup> highest among all 26 Federal grant making agencies).
  - Participated in the Grants.gov Executive Board, Stakeholders, and Users Group meetings.
  - Provided a ramp up schedule to the Grants.gov Project Management Office.
  - Routinely provided information in response to Grants.gov Project Management Office data calls in order for them to meet their reporting requirements.
  - In conjunction with the E-Authentication E-Gov initiatives and the Grants.gov Project Management Office, provided training on and facilitated the movement of DOJ staff to the utilization of e-authentication verification services for access to Grants.gov. All DOJ staff now uses one of two e-authenticators to access Grants.gov.
  - DOJ employees participated in the procurement of services for the Grants.gov system integrator.
  - Developed a brochure entitled **REGISTERING WITH GRANTS.GOV IS AS EASY AS 1, 2, 3** to market the Grants.gov system to DOJ applicants and grantees.
  - Participated with the Grants.gov PMO’s usability assessment of the Grants.gov

- system.
  - Facilitated Grants.gov outreach efforts at 10 DOJ sponsored grantee events.
- Grants Management Line of Business
  - Submitted to the GMLOB PMO to be a consortia lead.
    - The Community Partnership Grants Management System (CPGMS) currently provides services to DOJ and Department of Homeland Security's Office of Grants and Training (DHS G&T).
    - Continue to work on a gap analysis with COPS to explore the feasibility of establishing one DOJ grant processing system.
    - Work continues to explore other potential partners and provide information to interested agencies.
  - Routinely provided information in response to Grants.gov Project Management Office data calls in order for them to meet their reporting requirements.
- Title 2 of The Code of Federal Regulations
  - Internal working groups continue to consolidate and standardize agency guidance for grants and agreements.
  - DOJ's OJP released revisions to its Grant Managers Manual during this reporting period.
  - OJP's Office of the General Counsel is working to identify all agency specific regulations that can be moved to Title 2.
- Replacing Common Rules with Adoptable Guidance
  - DOJ staff participated with the Pre-Award Work Group and the Interagency Suspension and Debarment Committee and is prepared to replace agency specific rules with the common rules once finalized.
- Reporting
  - DOJ's OJP released their Enterprise Information Gateway and companion Enterprise Reporting Tool to improve the access to data.
  - Work continues to make improvements to the CPGMS's progress, performance, and subgrant reporting modules.
  - Working with the Post-Award Working Group, DOJ staff provided feedback on the various standard reporting formats.
  - DOJ continues to work with the Office of Management and Budget (OMB) to implement the recently passed Federal Funding Accountability and Transparency Act of 2006.
- Other Accomplishments
  - Established a Grants Executive Board (the Board) to advise the Assistant Attorney General on all aspects of grants policy and management for all grant programs administered by OJP. It also advises the Information Technology Investment Board (ITIB) on proposed investments in grant-related systems. The Board includes members from OJP, OVW, and DHS G&T. The Board fosters

and promotes enterprise-wide efficient and economical administration of grant programs OJP-wide from announcement through closeout. It also ensures compliance with the laws, regulations, and policies of the Federal government and the Department of Justice related to grants management.

- Established a CPGMS Users Group. The Users Group advises the Board and the ITIB on issues and matters related to the development, enhancement, deployment, and management of the CPGMS and its impact on the grant process and its users.
- Continued with the Business Process Improvement (BPI) team efforts. The goal of BPI is to improve cost effectiveness, level of employee burden, timeliness, and customer satisfaction by creating standard business architecture for common, repeatable processes in OJP, while capitalizing on the incremental improvements included in the current CPGMS build-out. The BPI effort, led by OJP and inclusive of OVW and DHS G&T, encompasses a variety of business processes including Grant Adjustment Notifications (GAN), Grant Closeouts and Peer Review. For each process, teams document and/or develop the “as is” condition, recommendations for improved processes, functional requirements, and policies and procedures.
  - **Grant Adjustments** - A GAN is an official notification to the grant recipient that incorporates changes to the initial award, e.g., change in project period, retirement of special conditions, changes in the approved budget, and etc. The GAN effort resulted in a recommended process with standard grant adjustment processing across all CPGMS users, full automation, expedited processing time, instant communication between Program Offices, Office of the Comptroller and the customer, real-time tracking capability to increase internal and external customer satisfaction. Moreover, the group also recommended a streamlined process that reduced the number of Grant Adjustment types from 25 to 13; and a standardized process that eliminated unnecessary levels of approval. Development of the Grant Adjustment module improved core business processes by streamlining and simplifying existing manual and complex processes, reducing burden on staff by eliminating redundant tasks and better delineating responsibilities and automating processes while improving tracking and monitoring of grant adjustments. In April 2006, OJP released the GAN module in CPGMS. Previously, the average time to process a paper GAN was 26 days. During the first six months of implementation, the average time to process a GAN in CPGMS was 16 days.
  - **Closeouts** - The Closeout effort is currently underway and the goal of this project is to design a streamlined Grant Closeout Process that brings standardization, efficiency and automation to OJP, OVW and DHS G&T. An automated process will result in a more efficient process by maintaining an electronic record of closeout packages, allowing for electronic deposits, and by eliminating hand-offs, redundant checks and non-value added process steps. The recommendations also include standardized approvals. The functional requirements and preliminary

design review is completed. The new module in CPGMS is scheduled to be released in Spring 2007.

- **Peer Review** - The Peer Review process is integral to how Bureaus and Program Offices fund grant programs, yet the current module in CPGMS has several operability issues that limit its effectiveness as a tool for Peer Review. The recommended Peer Review process provides a beginning-to-end workflow and creates a more efficient process by improving existing functionality and adding new functionality. An enhanced automated solution facilitates the tasks required to be performed by the Program Offices, the centralized contractor, and peer reviewers. Improving existing functionality and adding new functionality will increase efficiency by automating workflow, providing improved information management, streamlining scheduling capability and improving peer review panel management. These recommendations have been approved and are currently being implemented through a consolidated procurement and modifications to the module in CPGMS.
- **Application Lifecycle** - The Application Lifecycle BPI team, comprised of members from every OJP program and support office, and representatives from the OVW, and DHS G&T, was established to look at the issues surrounding the applications lifecycle. This examination included reviewing the information technology (IT) systems supporting this process, recommending actions to address the issues and proposing an implementation strategy. The overall goal of this working group was to make the current automated grants process easier and more usable for DOJ's grantees and more efficient for internal staff. Recommendations are currently with DOJ leadership for final approval with implementation planned for FY 2007.
- The Director of the Grants Policy Office is the designated P.L. 106-107 policy official for the DOJ and continues to brief DOJ leadership on all current and future initiatives of the grants streamlining and simplification process, as appropriate.
- The DOJ keeps grant recipients informed of any new requirements through its Regional Financial Management Seminars, Grant Management Conferences, and various newsletters, listserves, and publications.
- OJP continuously looks for ways to streamline process to better account for program activities (e.g. GMS and Web269), to make payments, to perform funds control, and to create financial reports to support key management decisions based on electronically reported Grantee activity. OJP utilizes this data to support key management analysis such as report metrics for grant closeouts, cash management, and grant accruals to obtain a comprehensive financial picture of Grants across OJP programs. By constantly streamlining and improving our process, users of the Grantee reported data are given added assurance of the integrity of financial data for program monitoring, oversight, Federal financial reporting, and improving internal controls.

- Activities Underway or Planned
  - The final module (closeouts) needed to make the CPGMS a complete end-to-end system is scheduled to be released in Spring 2007.
  - DOJ is currently considering replacing its legacy grantee payment system. DOJ is determining the feasibility of utilizing the drawdown functions of ASAP.GOV, the Department of Treasury's payment system, as well as other Federal Agencies payment systems that are considered "Centers of Excellence" for grants management by OMB. In 2006, DOJ streamlined the number of payment systems into one legacy payment system (Phone Activate Paperless Request System – PAPRS).
  - DOJ continues to work towards a unified financial management system. To facilitate the transition to the DOJ Unified Financial Management System (UFMS), OJP will migrate from its current financial system to the DOJ financial system that supports many other DOJ components. COPS and OJP's migration to the Financial Management Information System 2 (FMIS2) is scheduled for March 2007.
  
- Looking Ahead

DOJ remains committed to the vision of P.L. 106 – 107 to streamline and simplify the grants process. DOJ will continue to look at ways to consolidate internal grant activities and ensure consistent application of rules and regulations. DOJ will continue to provide the highest quality of services to our existing partners and potential new partners through our Community Partnership Grants Management System. DOJ looks forward to working with P.L. 106-107 Training and Certification Work Group and to establish core competencies, common job series, training opportunities and other tools for maintaining a professional grant management work force and exemplarily customer service.

DOJ continues to support the work of P.L. 106 – 107 through its sunset in November of 2007. If the Act is not extended, DOJ plans on continuing the work begun and to search out like minded partners throughout the Federal Government in order to ensure that the grants management process is easily accessible to the public and that we are the best stewards of taxpayer dollars as possible.