

Web- Based Financial Status Reports (SF 269)

<http://grants.ojp.usdoj.gov>

Questions and Answers

Updates to Questions and Answers will be periodically posted on the OC homepage on the OJP internet at www.ojp.usdoj.gov/oc and on the OC Intranet homepage.

**Office of the Comptroller
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Web- Based Financial Status Reports (SF 269)

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How To Become An Authorized User

1. Who can file an SF 269 on the Web?

“Authorized Users” are permitted to file an SF 269 on behalf of a grantee.

2. Who would be considered the authorized user of the Web SF 269 module?

The authorized user is designated by the grantee to submit the Web SF 269 on their behalf.

3. Who makes that determination?

The direct recipient grantee determines who is authorized from their organization.

4. Can a subrecipient submit their SF 269 through the Web-based system?

No. Only the direct recipients should submit their SF 269s through the system.

5. Does the person who applied for the grant need to be the same person designated to file an SF 269 on line?

No. The direct recipient grantee can designate a different individual to submit the Web SF 269.

6. How do grantees sign up to be authorized users?

Go to <http://grants.ojp.usdoj.gov> and select the option for the SF 269 on-line filing.

If questions or problems, contact the OC Customer Service Center by phone at 1-800-458-0786 (press 2) or by e-mail at askoc@ojp.usdoj.gov.

7. Can a grantee assign more than one user to one grant?

No. There can be only one User ID assigned per OJP-assigned Vendor Number.

8. Does the person who submits the Web SF 269 need to be the same as the person who draws down funds?

No. The grantee determines who submits the Web SF 269 and who draws down funds. The individuals do not have to be the same.

User Identification and Password

9. How do grantees sign up to be authorized users?

Go to <http://grants.ojp.usdoj.gov> and select the option for the SF 269 on-line filing. If questions or problems, contact the OC Customer Service Center by phone at 1-800-458-0786 (press 2) or by e-mail at askoc@ojp.usdoj.gov.

10. How does a grantee request more than one Vendor Number?

Only one User ID is allowed per Vendor Number.

11. What is the policy or protocol for changing or accessing a password when a new employee of the grantee needs to access the system to complete the SF 269?

Current users have the ability to change their own password in the web based SF 269 application by clicking on the "Change Password" link on the left side of the main page under the Users heading. If a user gets locked out of the application as a result of entering the incorrect password three times in a row, they will need to have their password reset by contacting the OC Customer Service Center.

12. Will a password be given to an authorized person in filing their Web SF 269s on-line?

Yes. When a direct recipient grantee uses the system for the first time, they will be given a generic password. Upon logging in, they will be immediately prompted to enter a new personalized password. This new password will be used by that user from that point on.

Filing Requirements

13. When are SF 269 reports due to be filed?

The due dates for on-line filing of SF 269s remain the same. The SF 269s must be submitted on-line not later than 45 days after the last day of each reporting quarter as follows:

<u>Reporting Quarter</u>	<u>Due not later than:</u>
Jan 1 - March 31	May 15
April 1 - June 30	Aug 14
July 1 - Sept 30	Nov 14
Oct 1 - Dec 31	Feb 14

The final SF 269 report is due 120 days after the end date of the award.

14. If the SF 269 is delinquent, can a past due one be filed online? If so, how?

Yes. The SF 269 system will recognize the SF 269 as past due, but it will still allow the SF 269 to be filed. The person filing the report will create the delinquent report in the same way that they would an on-time report. Box 9, "Period Covered by this Report," should reflect the specific past period dates which are delinquent.

15. On the Web SF 269 form, in Block 13, whose printed name and title is required to be listed on the Web SF 269? Is it the person who is submitting the SF 269 online, or someone else?

The "authorized certifying official" is to be the name and title of the person who is preparing the report.

SF 269 Report Submissions (Current, Previous, and Delinquent)

16. How will grantees submit delinquent Web SF 269s if a current SF 269 is already filed?

The grantees will be allowed to submit Web SF 269 reports for any period that has not been previously reported. They enter all reports in the same way by using the specific reporting period dates in which they are reporting.

17. What happens if an authorized user tries to enter a Web SF 269 more than once?

There are edits in the system that will not allow entry of more than one Web SF 269 for the same period dates. The user will receive an error message stating that they have tried to enter a Web SF 269 report for a period that has already been reported. The application will only allow a user to enter a new report for the period AFTER the last submission.

18. In filing my Final Web SF 269, will I be able to access previously reported information when the grant has expired several months or years ago?

Generally, previously filed SF 269 reports for all active grants will be available for viewing regardless of the expiration date.

19. If a grant ends in the middle of a quarter (e.g., February 17, 2004), will the payment systems recognize/accept the Web SF 269, or will the systems be looking for the March 31, 2004 end date?

When a final Web SF 269 is entered, the system will accept the actual grant end date as the period-to-date. If the Web SF 269 being submitted is not a final report, the period-end- date must coincide with the end of the reported quarter as follows:

First Quarter	Ends March 31
Second Quarter	Ends June 30
Third Quarter	Ends September 30
Fourth Quarter	Ends December 31

20. Will the system prevent grantees from skipping a quarter or will it warn them that their submission will skip a quarter?

No. As long as a grantee is submitting the Web SF 269 report with a valid reporting period dates, they can skip any number of periods in the past. However, grantees are advised to consolidate rather than skip quarters.

- 21. I have discovered that an expense reported on a previous submitted SF 269 was incorrectly reported on my DOJ grant stratus report.. What is the process for correcting this error? Do I submit a revised Web SF 269 for that quarter or deduct the expense from my next Web SF 269?**

If the mistake was made on the most recently submitted Web SF 269 , then you can edit the report and re-submit. If the error occurred in an earlier period, then the expense must be deducted from the next Web SF 269 and a explanation would be required in box 12D.

- 22. I have recently discovered that an expense was added twice to a Web SF 269 submitted previously. Can I subtract the expense that was added twice from the "previously reported" Web SF 269 to the one we are sending for the current up- to- date period, or do I need to submit a corrected Web SF 269 for previous period?**

If the mistake was made on the most recently submitted Web SF 269, then you can edit the report and re-submit. If the error occurred in an earlier period, then the expense must be deducted from the next Web SF 269 and a explanation would be required in box 12D.

- 23. I would like to know if it is necessary to submit a Web SF 269 even when we had zero cash outlay for the quarter.**

Yes. grantees are required ti submit quarterly Web SF 269 regardless of the cash outlay amount for that quarter.

Frequently Asked Questions

24. How different is the format of the Web SF 269 from the paper version of the SF 269?

No difference.

25. How will the Office of Justice Programs be certain that other grantees cannot view or change my grant information?

The Web SF 269 contains security features that allow the Office of Justice Programs to restrict access to only those grants and system features which are applicable to that grantee.

26. Will grantees be able to access their closed grants?

Yes. However, when the new on-line system is deployed on April 1, 2004, only active status grants will be uploaded into the system. Generally, Grants closed prior to April 1, 2004 will not be viewable. However, all Web SF 269s for grants closed from April 1, 2004 and thereafter will be available for viewing and printing.

27. Where do I report multiple Indirect Expense (rates and bases) for block 11? Will there be a remarks area to report these multiple recordings?

Block 11 only allows for one Indirect Expense (rates and bases) to be entered for each SF 269. Block 12 provides a space for remarks.

28. Who do I notify to update my e-mail notification contact when a new person takes over the filing of Web SF 269s for my organization?

Contact information, including e-mail notification, can be updated in the web based SF 269 application by the user at any time by clicking on the "Change e-mail" link at the left side of the screen under the "User" heading.

29. Is there a "required" field forcing the answer to the question "Do you have program income to report?"

No. There is no requirement that forces users to verify whether or not they have program income to report.

30. Is there a required field forcing a match to be reported?

No. There is no field requiring a match to be reported.

31. Can an authorized user enter an Web SF 269 for multiple quarters? If so, is there a limit as to how many quarters one Web SF 269 can cover?

Yes. A user may enter multiple SF 269s. As long as a user submits a Web SF 269 report using any valid period from date and any valid period to date, the report can span any number of periods. No there is no limit.

32. Who will be authorized to delete a Web SF 269?

Only authorized Office of Justice Programs Administrators will be allowed to delete a Web SF 269. Grantees will NOT be able to delete reports.

33. Where do I report the interest earned on my grant?

Cumulative interest income is entered in Block 12D and of that amount, the expended amount is entered in Block 12E and the unexpended is Block 12F. Thus, blocks 12E and 12F will equal 12D.

34. How long does it take for the payment systems to be updated with the most recent Web SF 269 Report?

Twenty-four hours.

Notifications to Users

35. What type of e-mail notices will grantees receive concerning the Web SF 269?

Direct recipient grantees will receive an e-mail confirmation when they complete the filing of their Web SF 269. They will also receive an e-mail confirmation whenever they change their Web SF 269. Reminder notices will be sent to direct recipient grantees 15 days prior to the due date. Delinquent notices will be sent one day after the due date and again within 30 days after the due date.

36. How will users of the web application know when a grant has been closed?

Close out procedures will continue as normal. Direct recipient grantees will receive letters and other communication from the Office of Justice Programs which will alert them to the status of grants that are being considered for closure.

How to fix an error

37. What should I do if, after I enter my Web SF 269, it will not save?

If your report **will not** save for some reason, then please contact the Customer Service at 1-800-458-0786 (select menu option 2) or e-mail them at askoc@ojp.usdoj.gov.

38. If I erroneously marked and saved a Web SF 269 as Final, can I still change it?

If the mistake was made on the most recently submitted Web SF 269, then you can edit the report and re-submit. If the mistake was made in an earlier submission, then the grantee must contact the OC Customer Service Center.

39. If the Total Federal Funds Authorized differs from the amount I have in my records, what do I have to do?

The Total Federal Funds authorized listed in the Web SF 269 application is the current amount in Office of Justice Program's system as of the period entered on the SF 269. If this amount is believed to be incorrect, the grantee should contact the OC Customer Service Center.

40. If a SF 269 is deleted, will the grantee receive an e-mail?

No. The grantee will not receive an e-mail, but no Web SF 269 report should be deleted without the grantee's prior knowledge. If the grantee logs into the system and believes a Web SF 269 report may have been inadvertently deleted, they should contact the OC Customer Service Center.

How To Contact the Customer Service Center

For assistance with questions or problems with the SF 269 system, contact the OC Customer Service Center at 1-800-458-0786 (press 2) or send them an email at askoc@ojp.usdoj.gov.

Staff are available to provide assistance Monday through Friday, from 9:00 a.m. to 6:00 p.m.