

Key Contact Descriptions for Grantees

Division of Payment Management (<http://www.dpm.psc.gov/>): office that provides grant and grant-like payments, cash management, and grant accounting support services to Federal agencies. The Division of Payment Management runs the Payment Management System (PMS), a full-service centralized grants payment and cash management system. The PMS is fully automated to receive payment requests, edit them for accuracy and content, transmit the payment to either the Federal Reserve Bank or the U.S. Treasury for deposit into the grantee's bank account, and record the payment transactions and corresponding disbursements to the appropriate account(s). The main purpose of this system is to serve as the fiscal intermediary between awarding agencies and the recipients of grants and some types of contracts.

Federal Project Officer (FPO): the Operating Division (OPDIV) official responsible for the programmatic, scientific, and/or technical aspects of assigned applications and grants. The FPO's responsibilities include, but are not limited to, development of programs to meet the OPDIV mission; preparation of funding opportunity announcements; provision of programmatic technical assistance; post-award monitoring of project/program performance, including review of progress reports and making site visits; and other activities complementary to those of the Grants Management Specialist. The FPO and the GMS work as a team in many of these activities. At least one FPO is assigned to each grant cluster and will provide the personal contact, relationship building, and content expertise required to ensure quick start up and ongoing program accountability among the assigned grantees.

Grants Management Specialist (GMS): an employee of a particular OPDIV with assigned responsibility for the day-to-day management activities of a portfolio of grants in terms of the business and fiscal management and other non-programmatic aspects of the grants. The GMS's activities include, but are not limited to, evaluating grant applications for administrative content and compliance with statutes, regulations, and guidelines; negotiating awards; providing consultation and technical assistance to applicants and recipients, including interpretation of grants administration policies and provisions; and administering and closing out grants. The GMS reports to the agency's Grants Management Officer (GMO) who receives and acts on requests for prior approval or for changes in the terms and conditions of an award. The GMO is the only official authorized to obligate the OPDIV to the expenditure of Federal funds or to change the funding, duration, or other terms and conditions of an award.

GrantSolutions.gov (www.grantsolutions.gov): a Federal website that allows grantee involvement in key stages of the grant process, including application submission, revision requests, official correspondence tracking, and report submissions. The GrantSolutions.gov user manual and other training materials can be found at <https://www.grantsolutions.gov/cf/display/GranteeUsers/Home>. Grantees also can contact GrantSolutions User Support at 202.401.5282, 866.577.0771, or help@grantsolutions.gov.

