

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-423-09-6</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>6/26/09</i>	
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Office of Justice Programs (OJP)			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Martha Jackson	5 TELEPHONE NUMBER (202) 616-9457	DATE <i>Sept 10</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>9/26/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>John Harpe</i> JOHN HARPE		TITLE ASSOCIATE DIRECTOR OF ADMINISTRATION
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>Community Partnership Grants Management System (CPGMS) [formerly known as Grants Management System (GMS)]</b>  SEE ATTACHED		

## **Appendix to SF-115: Community Partnership Grants Management System (CPGMS) Office of Justice Programs, U.S. Department of Justice**

The Office of Justice Programs (OJP) of the U.S. Department of Justice (DOJ) provides innovative leadership to federal, state, local, and tribal justice systems by disseminating state-of-the-art knowledge and practices across America, and by issuing grants for the implementation of these crime fighting strategies. Because most of the responsibility for crime control and prevention falls to law enforcement officers in these states, cities, and neighborhoods, the federal government can be effective in these areas only to the extent that it can enter into partnerships with these officers. Therefore, OJP does not directly carry out law enforcement and justice activities. Instead, OJP works in partnership with the justice community to identify the most pressing crime-related challenges confronting the justice system and to provide information, training, coordination, and innovative strategies and approaches for addressing these challenges.

The Federal Financial Assistance Management Investment Act of 1999 and the E-Grants Initiative both authorize OJP's CPGMS to collect the information as described below. CPGMS was developed in part to satisfy requirements of the Federal Financial Assistance Management Involvement Act of 1999 and additional functionality was added in an effort to address the intent of the E-Grants Initiative.

The Community Partnership Grants Management System (CPGMS) is the application utilized by the Office of Justice Programs, Department of Justice since 2002 to record and manage information related to the solicitation, application, award, management and closing of financial grants offered by the department (excluding grants by the department's sub-agency COPS). It is a web-based, data-driven application that provides end-to-end support for the Grants lifecycle. CPGMS also provides the capacity for decision makers to expeditiously obtain available results of (external) peer or internal reviews of applications and supports an efficient grant-funding process.

The CPGMS provides cradle-to-grave support for the application, award, and management of grants at OJP. The CPGMS covers the full grant lifecycle from announcement to closeout, and supports OJP's public safety and emergency response mission that requires a variety of grant types, including discretionary competitive, non-competitive discretionary, research, construction, and formula and block grants serving state, local and tribal governments, non-government organizations and individuals. Additionally, GMS interacts with several related applications which also facilitate the grant process. CPGMS currently serves seven internal bureaus and offices and two external customers, including OVW and FEMA. CPGMS consists of several modules: application, award, peer review, progress report, financial report, sub grantee reporting, grant adjustment, monitoring and closeout.

### **1. Inputs**

The primary source of data (grant applications—424 package) is through an information exchange with Grants.gov (2006 to present), owned by the Department of Health and Human

Services (HHS).

Other system-to-system information exchanges

- DOJ's Financial Management Information System – 2 (FMIS2), typically three (3) times daily
- Phone Activated Paperless Request System (PAPRS), real-time
- Closeout Packages, submitted 90 days after the end date of the Grant

**Disposition:** TEMPORARY. Delete when ~~data~~ have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later **(GRS 20.2(b))**

## 2. Master File

The information which CPGMS collects may include an applicant's full legal name, Point of Contact, alternate POC, address, phone number, Employer Identification Number (EIN) or Social Security Number (SSN) if the application is for an individual, Dun and Bradstreet Number (DUNS #), name of the Signing Authority (authorized representative), principal investigator (conditional), e-mail address, OJP vendor number and the CPGMS user ID. Once an applicant has established an account on CPGMS, additional information is collected from the applicant via CPGMS request forms. Additionally, CPGMS collects the Catalog of Federal Domestic Assistance Number, congressional districts, applicant identifier, state application identifier, and federal identifier for applicants. Successful grant applications include progress reports, grant adjustment notices, monitoring reports and closeouts. Applications and awards include the narrative attachment, a budget attachment, and any other required documentation.

### 2a: Successful Grants

**Disposition:** TEMPORARY For successful grants, closeout is after period of performance. Cutoff at close of fiscal year in which action is completed. File in appropriate grant case file at the time the grant is awarded Destroy 4 years after cutoff.

### 2b: Unsuccessful Grants

**Disposition:** TEMPORARY. For unsuccessful grants, closeout (admin) is when grant is denied. Cutoff at close of fiscal year in which action is completed. Destroy 3 years after cutoff. **(GRS 3.13)**

## 3. Outputs

Records contained in the system are used for a variety of reports used internally by OJP as well as forwarded to external oversight agencies and public facing information services (USASpending.gov). Reports, SF-269 data, award documents, Grant Applications, progress reports, grant adjustment notices, monitoring reports and closeouts. Financial status reports include detailed information regarding how much money was obligated in the quarter. Applications and awards include the narrative attachment, a budget attachment, and any other required documentation. An Official Award Letter from the Assistant Attorney General is included in the award package.

**Disposition:** TEMPORARY. Destroy when no longer needed. (GRS 20.4/5)

#### **4. System Documentation**

Detailed documentation is available including ERD, data dictionary, Concept of Operations, Use Cases, User Guide, Operations Guide, Interface Control Documents, Test Plans, Training Guides, and a full Configuration Management Library of source code.

**Disposition:** TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference. (GRS 20.11a(1))