

Manage Your Award: Essential Information for OVC Award Recipients Transcript

Hello, everyone. Today's webinar, Manage Your OVC Award, will provide an overview on managing your federal award covering key processes, including accepting awards, accessing funds, meeting financial and performance reporting requirements, requesting award modifications, and understanding compliance obligations throughout the award.

Thank you for watching. Now let's begin. Welcome, OVC grantees. Whether this is your first award with OVC or you are a seasoned provider with a history of grants from OVC, we hope this overview will help you understand the basics of getting started and managing a new award. Next slide.

Our goal in this orientation is to help you become familiar with the basics of grants management at OVC, so you know what to expect and where to find help when you need it. Today, we'll walk through these critical topics so you'll know how to get started with your award, what your reporting requirements are, and where you can access resources and support throughout the award period.

Our discussion is just an overview of the basics. As we go through each topic, we'll tell you exactly where to go for in-depth training and resources. Next slide.

Before we get started, let's review some key terms and acronyms you'll see throughout this orientation and in your award materials. Your award is from OVC, the Office for Victims of Crime. OVC is a program office within OJP, the Office of Justice Programs, which is the grantmaking component of DOJ, the U.S. Department of Justice. As you manage your award, you'll primarily work with your OVC grant manager, who is your main contact for program questions, compliance, and reporting.

You'll also see references to OCFO, the Office of the Chief Financial Officer, which reviews grant budgets and provides financial guidance. Throughout this presentation and for the life of your OVC award, you're going to hear the term JustGrants a lot, but let's talk about it. The JustGrants system, or [JustGrants](#), is DOJ's official grants management system.

You might also hear us refer to JustGrants as DOJ's system of record for grants, which just means that it's the official, authoritative source for your award information. Next slide.

JustGrants provides an entity-level view, meaning that you, as the award recipient, can see all your entity's DOJ grants-related information in one place. This includes applications, awards, users, and points of contact. If you have grants from multiple DOJ offices, you can see all of those in JustGrants, making it easier to collaborate and communicate on your DOJ grants.

You'll notice that we use the term entity throughout today's discussion. This term refers to your organization, which is called an entity in federal rules and systems. JustGrants is also where you assign entity users to individual applications and awards and find your DOJ grant manager's contact information. For users assigned to individual awards, you will also complete assigned reports and request changes to your award.

So, let's talk about how you assign users and log in so you can begin using JustGrants if you haven't already. Next slide. To access JustGrants and complete work assignments, you will need these critical roles assigned to people in your entity. And when staff depart or take on different assignments, these roles need to be reassigned. Outdated assignments can block you from completing your grant requirements in JustGrants. For every award, you need users assigned to these five roles. Together, these users will ensure work is completed on time, and grant requirements are fully met in JustGrants.

First, each entity has one Entity Administrator in JustGrants. This person is critical to your success because they manage entity users and assignments, as well as maintain entity information and documents. This person should also be tracking that your entity's status in [SAM.gov](https://sam.gov) always remains active because this expires annually. If this one person goes on extended leave or departs your organization, they need to reassign the role to another entity user.

If the departure is unexpected, your entity will need to work with JustGrants support to onboard a new Entity Administrator using current SAM.gov contact information. The next critical user is the Authorized Representative. This person must have the legal authority to accept or decline the award. The Financial Manager completes required financial reports quarterly and at the conclusion of the award.

The Grant Award Administrator and Alternative Grant Award Administrator are responsible for everything else. Tracking and reporting award progress, submitting key deliverables and requesting modifications when needed. As we go through each topic today, we'll talk more about who does what and when in JustGrants. Next slide.

We don't expect you to understand everything perfectly today. And we have resources and support to assist you throughout your award. Our JustGrants Resources website has practical tools to support you as you prepare for and complete tasks in JustGrants. Explore these at your own pace and bookmark this site to return periodically. Our training and web teams make updates and improvements to the site regularly, so you can rely on this site as your source of truth for all JustGrants-related activities.

If you're ever working in JustGrants and need some extra support, our JustGrants support team is standing by to help. You can also find this information when you're logged into JustGrants. You can quickly link to training resources and contact support when you need it. Now, we'll go over how you accept your award. Next slide.

Before you can accept your award, it's important to understand how entity user management works. As we just talked about, your EA is the person designated by your organization to manage entity users and assignments. Entity management is performed using two intersecting DOJ systems:

[DIAMD](#), or Digital Identity and Access Management Directory, commonly referred to as DIAMD, and JustGrants. DIAMD is DOJ's user management system. It is where your EA identifies who should be an entity user and what roles that user should have, enabling those users to log in and take actions in the JustGrants system. If your EA needs to add someone new to DIAMD so they can assign a role on the new award, DIAMD sends an email to that user with instructions to register and log in to JustGrants.

You have to log in to JustGrants before the EA can assign you an award. This only happens for new users. JustGrants is where entity users complete DOJ grant-related activities. The EA assigns users and roles to specific awards in JustGrants. Once assigned to an award, users receive assignments and can take actions based on their assigned role.

This two-system process is important to understand because your Entity Administrator must assign critical award roles before you can accept your award. We'll talk about the acceptance process in the next slides. Detailed training on entity management, including how to invite users and assign roles, is available through JustGrants training resources. Next slide.

After you receive notice of a new award, you must formally accept or decline that award in JustGrants. The act of award acceptance itself is important because it binds your entity to all the conditions outlined in the award package in JustGrants.

Your Entity Administrator will use two different DOJ systems, DIAMD and JustGrants, to assign critical user roles. Each award must have an assigned Authorized Representative, Financial Manager, and Grant Award Administrator. The Authorized Representative must have legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of your entity.

Be sure to review the responsibilities and permissions for each role before assigning them. While one user may hold multiple roles, we strongly recommend assigning different people to each role whenever possible. This ensures continued access to your award if someone leaves your organization or is unexpectedly unavailable.

After step one is complete, your Authorized Representative must accept or decline the award. We encourage recipients to accept or decline their new award within 45 days of award notification. If you need more time, email your OVC grant manager to let them know.

When the Authorized Representative accepts the award, they must review and certify each section of the award package, including all award conditions. This acceptance legally binds your organization to comply with all terms and conditions of the award. More information about how to assign user roles and accept or decline your award can be found on the JustGrants Training webpage. Our JustGrants Resources website has dedicated resources to help guide the Entity Administrator and Authorized Representative through the award acceptance process. Next slide.

Each award, also known as a funded award, has an award package in JustGrants. The award package contains critical details including award information, project and financial information, and award conditions. To find it in JustGrants, navigate to your awards, scroll to funded award information, then you will see the award package. Your Authorized Representative must review the entire award package during award acceptance, but everyone involved in carrying out your award should also review the award package and award conditions.

You might consider printing and reviewing the award package together as a team and discussing how it applies to your day-to-day work. If something is confusing, ask your OVC grant manager to help clarify. When new staff join your team, review and discuss the package and conditions again. Remember, if you fail to comply with award conditions, OJP may withhold funds, disallow costs, or terminate your award. Next slide.

Award conditions are legally binding requirements specific to your grant. Every grant has conditions, but they vary by program and award. Award conditions are not suggestions. They are legally binding requirements. Some conditions withhold funds until you take certain actions, like submitting required documentation or completing mandatory training. Others require you to meet specific deadlines or comply with federal regulations. It's important to understand which conditions block access to funds and which ones require immediate action so you can prioritize accordingly.

Common award conditions include submitting required documentation, such as MOUs, partnership agreements, or certifications; completing mandatory training like financial management training or program-specific training; meeting reporting deadlines for performance and financial reports; and complying with federal regulations, such as confidentiality requirements, procurement standards, and civil rights laws. You must comply with all conditions of your award.

Failure to comply can result in serious consequences. OJP may withhold funds, disallow costs, suspend or terminate your award, or take other appropriate legal action. This is why understanding and complying with your award conditions is critical.

Read your conditions carefully when you receive your award package and refer to them regularly throughout your project period. Don't just read them once and forget about

them. They will guide you throughout project implementation. If you're ever unsure about what a condition means or how to comply with it, reach out to your grant manager. Next slide.

Understanding the notice of funding opportunity, or NOFO, associated with your award is fundamental to your success. The NOFO outlines what your program must accomplish and how you must manage the award. The NOFO contains critical information, including program requirements, goals, objectives, and deliverables; whether you have a grant or cooperative agreement, which affects OVC's level of involvement; detailed guidance on allowable and unallowable costs specific to your program; and reporting requirements and deadlines.

NOFOs are not just for applying for a grant. Rather, they should be reviewed alongside your approved application materials regularly throughout your project period. Together, these documents guide your implementation. The NOFO reminds you of what you were asked to do, your application reflects what you committed to accomplish, and the award conditions previously discussed are the parameters you must work within.

You can find the NOFO on the OVC website. Go to ovc.ojp.gov. Select funding and awards. Then expired funding opportunities. Search for your specific program and award year. Next slide. After you accept your award, you'll need to take some actions before you can access your grant funds. Next slide.

First, you'll need to get set up in a system called [ASAP](#). The Automated Standard Application for Payments, or ASAP, is an electronic system managed by the U.S. Department of the Treasury to securely request and receive grant funds. Federal agencies establish an account for each grant in ASAP. If your entity already uses ASAP for other federal grants, you'll simply link your DOJ account to your existing profile.

If your entity is new to ASAP, you'll complete an enrollment process. Your SAM.gov electronic business point of contact will receive an enrollment email and serve as your initial point of contact. Once they enroll, your team will assign required user roles and enter banking information. You'll then receive notification that funds are authorized and available, and you can begin requesting payments. Next slide.

When you request payments, be sure you are following your entity's established policies and procedures for payment requests. You'll need to provide a payment justification for each request to explain how the expenses are tied to your DOJ-approved grant budget and allowable activities. Remember that ASAP is for requesting payments. You'll still submit your federal financial reports through JustGrants, not through ASAP.

It's important to keep your ASAP account information up to date. Keep user roles and banking information current and update users in ASAP immediately when staff changes.

If key users leave your organization and you haven't assigned replacements, you may lose access to the system. Next slide.

DOJ must thoroughly review and approve all award budgets. Oftentimes, a review for conditional clearance is performed until a more thorough review can be completed.

DOJ carefully reviews each proposed grant budget to ensure federal grant funds will be used for the purposes they were awarded. When there are questions or changes needed, DOJ will send a grant award modification to you in JustGrants.

Before you begin to incur project expenses, determine whether your budget has received final clearance. When DOJ staff asks you to provide additional documents or revise your budget, do your best to act quickly. Your DOJ grant manager can help you navigate the budget clearance process. Please note that budget clearances do not apply to state formula grant programs. Remember, even after you receive final budget clearance, some of your award funds may still be withheld based on specific award conditions.

For example, certain funds might be released only after you submit required documentation or complete mandatory training. Your award conditions will specify if any funds are withheld and what you need to do to access them. Next slide.

The [DOJ Financial Management Training](#) is a mandatory award condition for all OVC grants. The training must be completed by your Grant Award Administrator and all Financial Managers within 120 calendar days from award acceptance or from when a person is newly assigned to one of these roles. If someone on your team has already completed an OJP Financial Management Training, it may count toward this requirement.

Your award conditions will specify a cutoff date, usually about 3 years before your award acceptance date. You have two options to complete this training: online or in person. The online training is the most common option and offers the most flexibility. The in-person option consists of instructor-led sessions. However, in-person trainings have very limited availability and require advance registration. This training requirement applies to all OJP awards, but be sure to check your specific award conditions. Sometimes, your access to funds can be limited or a portion frozen until the training has been completed and certificates have been added in JustGrants. Check with your grant manager if you have questions about your award requirements.

Next slide. Now we'll talk about your financial reporting requirements. Next slide. Early in this orientation we mentioned the Financial Manager role. This is the person that completes financial reports, also known as the SF-425, each quarter in JustGrants. No matter your role on your grant, you should know your Financial Manager, the person assigned to your award, and work with them to ensure they have current information about grant expenditures.

All awards follow the same financial reporting schedule, which aligns with the federal fiscal year, October 1 through September 30. After each quarter ends, a new financial report is created and assigned to the Financial Manager. The Financial Manager must complete the report within 30 days of the end of the quarter. Be sure your financial reports are submitted on time.

Late FFRs automatically freeze your access to grant funds. Access is restored when the delinquent report is submitted. Next slide. Your quarterly financial reports provide a snapshot of your grant expenditures to date from the start of your project through the end of each reporting period. Your internal financial accounting system, or general ledger, should track your grant separate from other funding.

Financial records should align your accounting system and the amounts in your financial reports. Keep supporting documentation for all grant expenditures and be prepared to share those if requested. [DOJ's Grants Financial Guide](#) provides deeper guidance on topics such as adequate accounting systems, separate tracking of awards, and more details about federal financial reports, including how to report indirect costs for each quarter. Next slide.

Now we'll talk about tracking and reporting your programmatic progress. From the start of your award, you'll need to track your progress, meeting the goals and objectives of your grant program. At a high level, here are some ways to help you establish and maintain strong progress reporting practices.

Every grant program has designated performance measures. You're required to track your progress on those measures in the report every 6 months in JustGrants. That information is then rolled up into larger reports that help to demonstrate the impact of federal grant funds.

From the start, you'll want to establish a plan for who will collect, track, and report on your progress. Routinely check in with your team to discuss what you're learning from the data you're collecting. Your project has a public benefit, and everyone wants you to succeed in achieving the goals of your program. You may encounter challenges, but your grant manager can help you navigate those so that the public benefits as much as possible. Next slide.

OVC sets program goals and collects performance measures data that demonstrate grantees' achievements. All OVC funding recipients are required to collect and report performance measures data that demonstrate the result of funded activities. However, performance reporting requirements vary by program, so it's important to check your specific NOFO for the details. Your NOFO will tell you the reporting frequency, the method you'll use to report, the due dates, and the program-specific measures you need to track.

You can find the performance measures specific to your program at ovc.ojp.gov/funding/performance-measures. Review these measures early so you can set up your data collection system from the beginning of your project. Delinquent reports may also impact your ability to receive federal funds in the future, so stay current with submissions. For detailed guidance on how to find and submit your performance metrics, we have more training available. Next slide.

Some OVC awards include hosting conferences, trainings, and meetings as part of their project deliverables. If your award includes any of these activities, this section applies to you. Conference reporting requirements differ depending on your award type. Check your award package to see if you have a grant or cooperative agreement. If you have a cooperative agreement, you must obtain written prior approval before the conference takes place.

An approved budget is not sufficient. You'll need to submit a formal request in advance. No contracts with hotels, venues, or audiovisual providers can be signed until you receive written approval. For conferences that cost more than \$20,000, you must report actual conference expenses within 45 days of the last day of the event. Delinquent reports can result in a hold on your ability to draw down funds, so don't miss this deadline.

If you have a grant, you don't need prior approval. However, you must comply with federal cost thresholds for meeting space, audiovisual services, and planner fees. You'll also need to maintain documentation for monitoring and audit purposes. Note that food and beverage costs are generally not allowed. If you're planning to host a conference, training, or meeting, reach out to your grant manager early.

They can help you navigate the approval and reporting process. Next slide.

Now, we'll discuss what to do when you need to make changes to your award.

Next slide. There may be times when you need to change, modify, or update your award. This is called a grant award modification, or GAM. However, not all changes require a formal GAM. Some changes need only notification or documentation. Always consult your grant manager before initiating a GAM to determine if prior approval is required. Next slide.

When a GAM is required, there are three types: programmatic GAMs for changes to scope, key personnel, or deliverables; financial GAMs for budget modifications; and project period extension GAMs to extend your award end date.

When you submit a GAM, remember that it's not officially approved until you receive final notice in JustGrants. Do not assume approval and proceed with changes before receiving official notification. Next slide.

Now that you understand the award setup process, let's talk about managing your award successfully throughout its lifecycle. Next slide.

As you get started with your award, here are some things to remember. First, stay familiar with your project goals, objectives, reporting requirements, and award conditions. Know what you committed to accomplish and keep those goals front and center as you implement your program. It's important to establish compliance checks throughout the life of your award. Staff and circumstances may change over time, but you are still bound to the original award agreement and conditions.

Here are some questions you might consider during your internal checks.

Are we carrying out the project as it was approved by OJP? And if we modified the project, did we receive written OJP approval? Are we submitting all reports and deliverables? Are we documenting and tracking all award-related expenditures? Do those align with our progress and financial reports? Are there areas in which we need additional guidance and assistance? If so, have we contacted our grant manager?

We also recommend investing time in learning the various electronic systems, including JustGrants and ASAP, as you'll use these throughout your grant period.

Finally, work collaboratively with your grant manager through open communication. Keep them informed of changes, challenges, and successes so that they can provide appropriate support. Next slide.

Your grant manager oversees the entire lifecycle of your award and is your go-to resource at OVC. They bring subject-matter expertise in victim services and grant implementation to support your program. Grant managers actively monitor your compliance and progress through regular communication, reviewing reports, and conducting monitoring visits. They'll review and approve any programmatic or financial modifications to your award.

If you're struggling to meet a deadline or facing implementation challenges, contact your grant manager immediately. Don't wait until the deadline passes. They can help you problem solve, request extensions, or adjust your approach. Your grant manager's contact information is in JustGrants. Don't hesitate to reach out with questions, whether about allowability, changes, or resources.

Your grant manager is here to help you succeed. Next slide.

Before we wrap up, here are a few essential resources you'll need throughout your grant period. The OVC website is your home base for program information and victim services resources. It can be accessed at ovc.ojp.gov.

The [DOJ Grants Financial Guide](#) has critical information on financial management requirements, allowable costs, and budget guidance. When you have questions about

expenses or financial management, start here. It can be found at www.ojp.gov/funding/financialguidedoj.

JustGrants training offers detailed modules on every aspect of the system. The information presented here is a high-level overview for new awardees. Use these JustGrants trainings for step-by-step guidance on specific tasks. JustGrants training can be found at justicegrants.usdoj.gov/training. Next slide.

Throughout your grant period, you'll need support for both technical and programmatic issues. Here's where to get help. For technical issues with JustGrants, like system access, navigation, or report submissions, visit justicegrants.usdoj.gov/user-support. This page has current contact information, hours of operation, FAQs, and troubleshooting resources. For ASAP issues, recipients should contact the OCFO Customer Service Center at Ask.OCFO@usdoj.gov or 1-800-458-0786. For help with SAM.gov, visit sam.gov/content/help.

For questions about your specific award, allowable costs, modifications, compliance requirements, or programmatic guidance, contact your OVC grant manager. You can find their contact information in JustGrants under your award details. Your grant manager is your primary contact for questions, but having these resources easily accessible will help you successfully manage your award. Thank you for watching, and best of luck with your important work.