



Helping Crime Survivors Find Their Justice

Fiscal Year 2022 Grantee Orientation Webinar Series

Award Conditions

Thank you for joining. We will begin shortly.

Housekeeping Items



- **Q&A** - Please enter your questions into the Q&A feature at the bottom of your screen



- **Chat** - Please use the chat feature to communicate with the moderator, the speakers, and the other participants

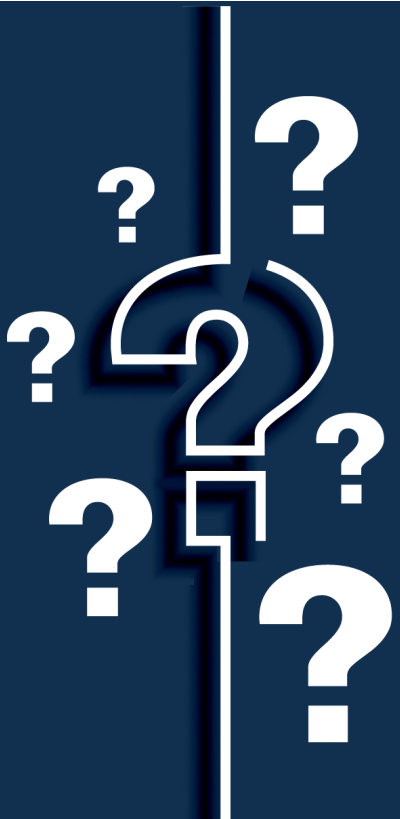


- **CC** - Please click on the CC icon to view closed captioning during this session



- Need tech support? Email support@t-vstta.org

Polling Question #1



What is your role under the FY 2022 TVSSA Award?

- Victim Service Director/Coordinator
- Victim Advocate
- Accountant
- Grants Officer or Grant Writer
- Other

Today's Goal

To provide **knowledge** and **resources** on the variety of award conditions that must be met in order to successfully manage your new Office for Victims of Crime (OVC) grant award.



Before We Start



There are things you need to know—

- The Award Conditions and language mentioned during this webinar are specific to **FY 2022 TVSSA Solicitation**.
- If you have grant-specific questions regarding award conditions, **please contact your OVC Grant Program Manager**.

What is an Award Condition?

Award Conditions are terms and conditions outlined in your grant award package.

The screenshot shows a web application interface with a navigation menu. The menu items are: Funded Award Information, Audit, Award Package, Award Conditions, Award Details, Award Attachments, and Performance Management. Below the menu, there is a list of items: > Award Letter, > Award Information, > Project Information, > Financial Information, and < Award Conditions. A dark blue arrow points from the right towards the 'Award Conditions' item.

Unlocking Your Award Conditions

Where can I find the Award Conditions?

- In your Award Package (your official grant document)

Who should read the Award Conditions?

- ALL STAFF involved in the award
- Read it, know what it says



Award Conditions – Active vs. Removable

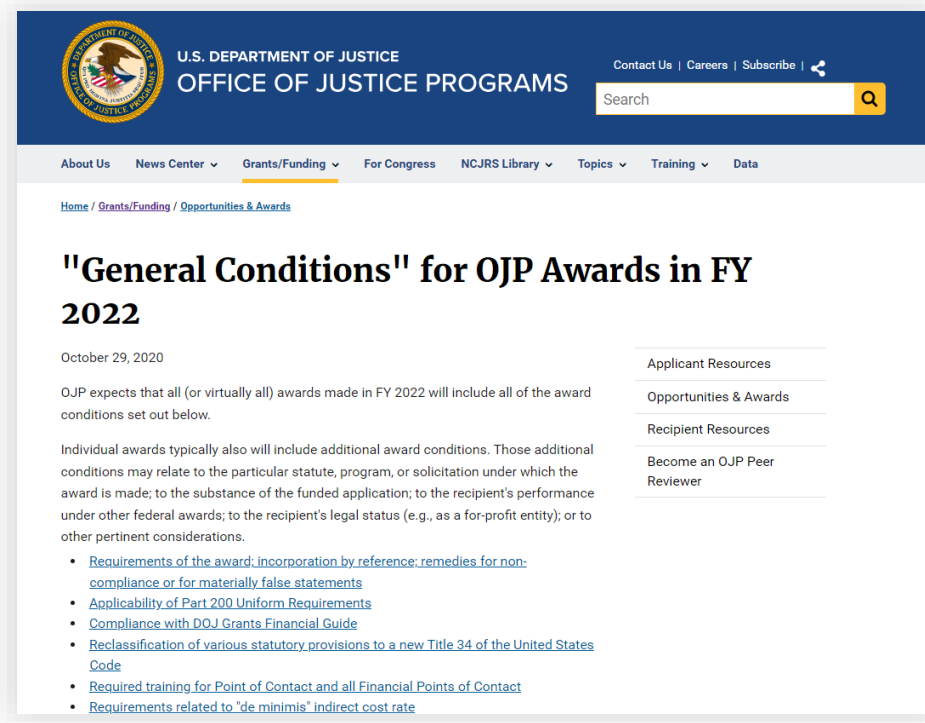
- **Removable** — Other conditions can be “removed” when they are met or if the requirement is no longer applicable.
 - Note: Some removable conditions “withhold funds” until satisfied.
- **Active** — Some conditions remain “active” throughout your project period.
- Read your award package, check in JustGrants, and talk to your OVC grant manager!
- At grant closeout, you must certify that all conditions were met.

Special Conditions: Highlights

- ❑ Federal Regulations - 2 C.F.R. Part 200
Uniform Requirements
- ❑ Required financial management training
- ❑ Reporting requirements
- ❑ Conferences and trainings – pre-approval
and post reporting
- ❑ Victim protections – confidentiality, privacy,
background checks
- ❑ Publications developed with grant funds
- ❑ Construction
- ❑ Final budget clearances

Want a deeper dive?

To learn more about General Conditions for OJP Awards in FY 22, please visit:
<https://www.ojp.gov/funding/exploration/legaloverview2022/mandatorytermsconditions>.



The screenshot shows the website header for the U.S. Department of Justice Office of Justice Programs. The main navigation menu includes: About Us, News Center, Grants/Funding (highlighted), For Congress, NCJRS Library, Topics, Training, and Data. A search bar is located in the top right. The breadcrumb trail reads: Home / Grants/Funding / Opportunities & Awards. The main heading is "General Conditions" for OJP Awards in FY 2022, dated October 29, 2020. The text states that OJP expects all awards made in FY 2022 to include specific award conditions. It also notes that individual awards may have additional conditions. A list of links is provided, including: Requirements of the award; incorporation by reference; remedies for non-compliance or for materially false statements; Applicability of Part 200 Uniform Requirements; Compliance with DOJ Grants Financial Guide; Reclassification of various statutory provisions to a new Title 34 of the United States Code; Required training for Point of Contact and all Financial Points of Contact; and Requirements related to "de minimis" indirect cost rate. On the right side, there is a sidebar with links to Applicant Resources, Opportunities & Awards, Recipient Resources, and Become an OJP Peer Reviewer.

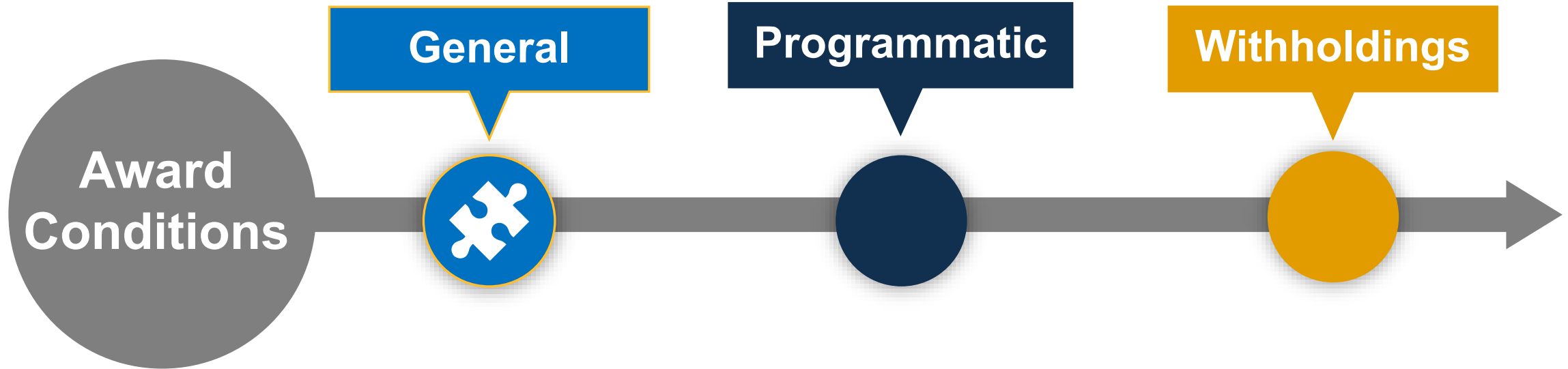
Polling Question #2



Have you reviewed your award conditions?

- Yes, I have!
- No, not yet.
- No, I was not sure where to locate the information.
- I'm not sure.

Award Condition Overview



“General Conditions” for OJP Awards in FY 2022

There are 29 General Conditions applied to each FY 2022 award.

Funded Award Information												Audit							
Award Package		Award Conditions		Award Details		Award Attachments		Performance Management		Funding Balance and Availability		Federal Financial Report (FFR)		Grant Award Modification (GAM)		Monitoring		Closeout	
Award Initial																			
Category	Type of Condition	Language	Document Submission Required	Description of Required Submission	Type of Compliance Check	ASAP Interaction	Type of ASAP Interaction	Amount or Percentage Withheld	Amount Withheld	Award in Compliance	Review Modifications								
1	General	Pre-populated	No	Compliance with general appropriations-law restrictions on the use of federal funds (FY 2022) The recipient, and any subreci...	No	No			\$0.00	Yes									
2	General	Pre-populated	No	Applicability of Part 200 Uniform Requirements The Uniform Administrative Requirements, Cost Principles, and Audit Requireme...	No	No			\$0.00	Yes									
3	General	Pre-populated	No	Requirement to report actual or imminent breach of personally identifiable information (PII) The recipient (and any "subreci...	No	No			\$0.00	Yes									
4	General	Pre-populated	No	OJP Training Guiding Principles Any training or training materials that the recipient -- or any subrecipient ("subgrantee") ...	No	No			\$0.00	Yes									

DOJ Grants Financial Guide

- The recipient agrees to comply with the *DOJ Grants Financial Guide*.
- Reference for all grant financial concerns and 2 C.F.R. Part 200 “Uniform Administrative Requirements”
- This should be your **first stop** for Grant Financial Management questions!
- Available at: <http://ojp.gov/financialguide/DOJ/index.htm>



DOJ Grants Financial Guide



UNITED STATES DEPARTMENT OF JUSTICE

OFFICE OF JUSTICE PROGRAMS
OFFICE ON VIOLENCE AGAINST WOMEN
COMMUNITY ORIENTED POLICING SERVICES



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General Condition: Reporting of Potentially Duplicative Federal Funding

If the recipient has other active awards of federal funds, the recipient must determine whether funds from any of those other awards **have been, are being, or are to be used** (in whole or in part) for one or more of the identical cost items for which funds are provided under the award.

DO NOT DUPLICATE

If needed, the recipient should—

1. Contact the assigned grant manager; and
2. Submit a budget-modification or change-of-project-scope (grant award modification) to eliminate any inappropriate duplication of funding.

General Condition: Required Financial Management Training

Who: JustGrants grant award administrator and all financial managers

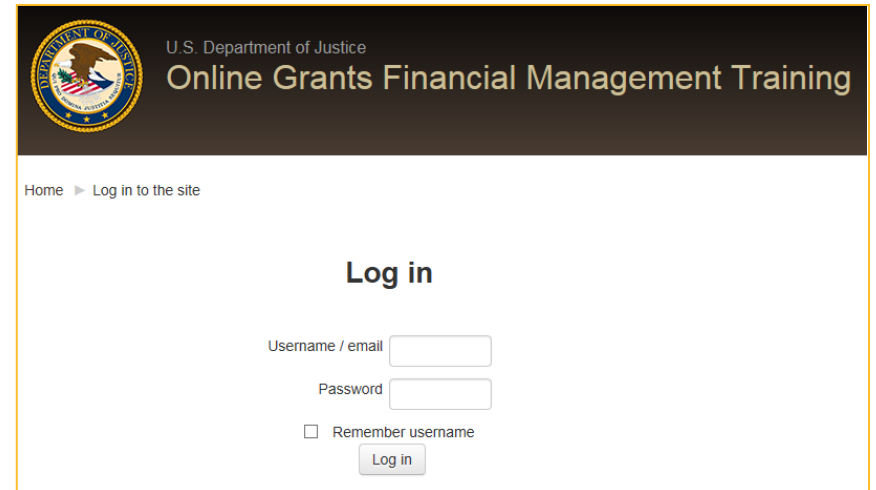
When: Training must be completed within 120 days after the date of award acceptance AND within 120 days of a POC change.

How Often: Must complete every 3 years!*

*Successful completion of the training on or after October 15, 2020, will satisfy this condition.

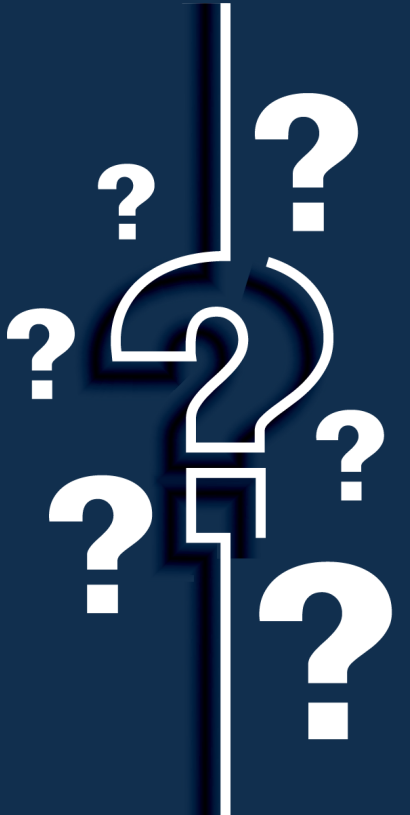


The screenshot shows the top of a website page. At the top left is the U.S. Department of Justice seal and the text "U.S. DEPARTMENT OF JUSTICE Office of Justice Programs". To the right are links for "Contact Us | Site Map | Careers at OJP | OJP Home" and a search bar. Below this is a navigation menu with "ABOUT US | NEWS CENTER | GRANTS/FUNDING | PARTNERSHIPS | RESOURCES | FOR CONGRESS | TRAINING & TA". A sidebar on the left lists "OJP TOPICS" with categories like "American Indian & Alaska Native Affairs", "Civil Rights", "Corrections", "Courts", "Community Based & Neighborhood Partnerships", "Juvenile Justice", "Law Enforcement", "Research, Statistics & Evaluation", "Substance Abuse & Crime", "Technology to Fight Crime", and "Types of Crime". The main content area is titled "OJP Grants Financial Management and Grant Administration Training" and contains text explaining the training's purpose and a list of participating offices: Office of Justice Programs, Office of Community Oriented Policing Services, and Office on Violence Against Women. It also mentions that the training is available online and provides a link to take the training.



The screenshot shows a login page for the "U.S. Department of Justice Online Grants Financial Management Training". It features the U.S. Department of Justice seal and the text "U.S. Department of Justice Online Grants Financial Management Training". Below this is a navigation bar with "Home" and "Log in to the site". The main content area is titled "Log in" and contains a form with fields for "Username / email" and "Password", a checkbox for "Remember username", and a "Log in" button.

Polling Question #3



Have you taken the DOJ Financial Management Training within the last 3 years?

- Yes
- No
- I've taken the course; however, I am not sure if my certification is current.
- Unsure
- I'm not required to take the course.

Tribal Grants Financial Management Training (TGFMT)

Developed specifically for OVC tribal grantees, the TGFMT provides essential financial management training to support grantees as you successfully manage your TVSSA awards fulfilling the DOJ training requirement with content relevant to victim service providers. The training offers—

- **Live virtual sessions** – 5 consecutive weekly trainings held later this summer.
- **Interactive learnings** to review at your own pace.
- A desk reference **study guide** that reinforces concepts, compiles resources, and provides space for notes, reactions, and questions to support your success.



Journey with us! Email TFMC@OVCTMFC.org to learn more and to be notified of upcoming offerings.



General Condition: Prohibited Conduct Related to Trafficking in Persons

EVERYONE (recipient, and any subrecipients at **ANY TIER**) must report any conduct related to trafficking in persons.

<https://www.ojp.gov/funding/explore/prohibitedconduct-trafficking>



General Condition: Award Requirements; Remedies for Noncompliance or for Materially False Statements

Any materially false, fictitious, or fraudulent statement to the federal government related to the award (or concealment or omission of a material fact) **may be the subject of criminal prosecution and also may lead to imposition of civil penalties and administrative remedies for false claims** or otherwise.



KNOW and **FOLLOW** all award conditions (award requirements) outlined in the award package.



OJP may **withhold award funds, disallow costs, or suspend or terminate the award** if one or more of these award requirements are not followed.

General Condition: Audits — Effects of Failure to Address Audit Issues

DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements if the recipient **does not satisfactorily and promptly address outstanding issues** that arise in connection with audits, investigations, or reviews of DOJ awards.



General Condition: Applicability of Part 200 Uniform Requirements

Uniform Guidance includes provisions to—

- Eliminate duplicative and conflicting guidance
- Increase accountability standards for non-federal entities
- Promote the efficient use of information technology
- Provide for the consistent and transparent treatment of costs
- Support key policy reforms surrounding allowable costs
- Strengthen oversight of federal awards

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>

General Condition: Grant Reporting Responsibilities

Performance Measures Reporting

- Quarterly reporting in the PMT
- Due within 30 days of each quarter

Progress Report

- Semiannual reporting in JustGrants
- Due January 30 and July 30

Financial Status Report

- Quarterly reporting
- Due within 30 days of each quarter

Final Report

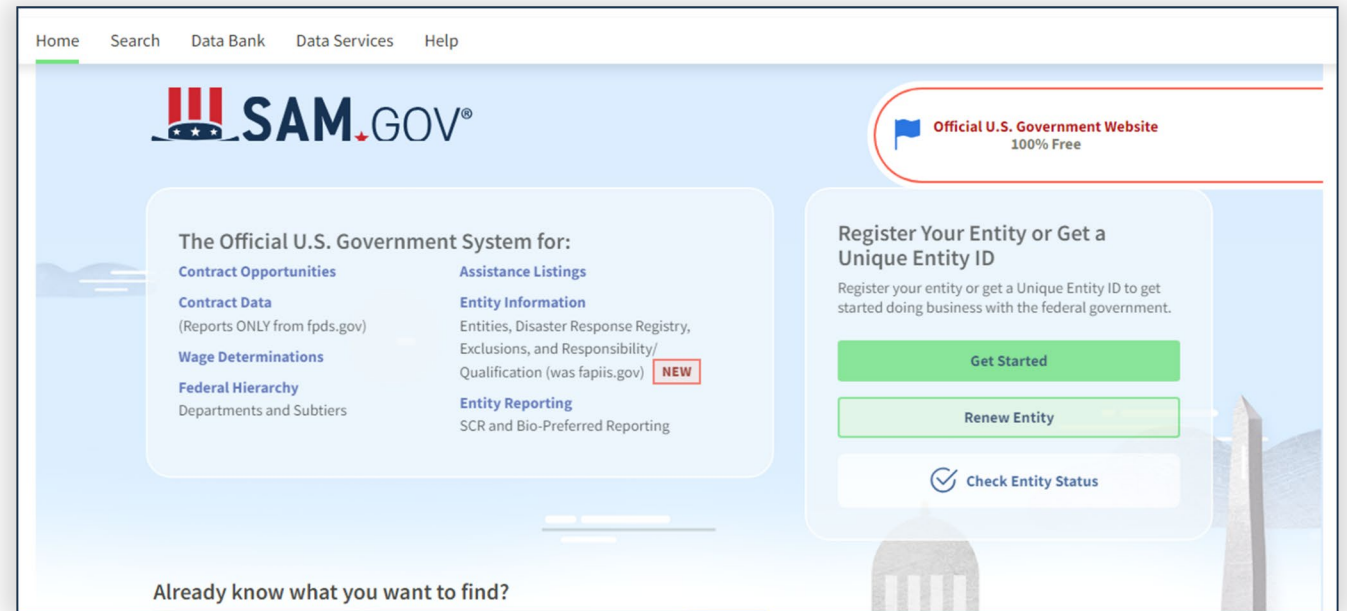
- Due no later than 120 days after the award end date

Funds will be automatically frozen if you fail to submit your report by the deadline.

General Condition: System for Award Management and Universal Identifier Requirements

The System for Award Management (SAM) is an official website of the U.S. Government. Award recipients must—

- Register to do business with the U.S. Government
- Update or renew your entity registration annually



General Condition: Civil Rights and Nondiscrimination Compliance

Compliance with DOJ regulations pertaining to civil rights and nondiscrimination —28 CFR Parts 38, 42, and 54

NO discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice and sex in certain "education programs."

Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors

The following award condition is incorporated by reference into many OJP awards, starting in calendar year 2019. (Please refer to the terms and conditions that accompany the award document.)

Award Condition:

Applicant Resources

Opportunities & Awards

Recipient Resources

Become an OJP Peer

For more information and resources on this condition, see the OJP website at <https://www.ojp.gov/funding/explore/interact-minors>.

General Condition: High Risk Designation



Award Conditions or restrictions may include—

- Payment on a reimbursement basis;
- Requiring additional, more detailed financial reports;
- Additional project monitoring;
- Less notice of monitoring;
- Requiring the grantee or subgrantee to obtain technical or management assistance; or
- Establishing additional prior approvals.

General Condition: May Not Restrict Reporting of Fraud, Waste, and Abuse to Federal Government

No recipient or subrecipient ("subgrantee") may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.



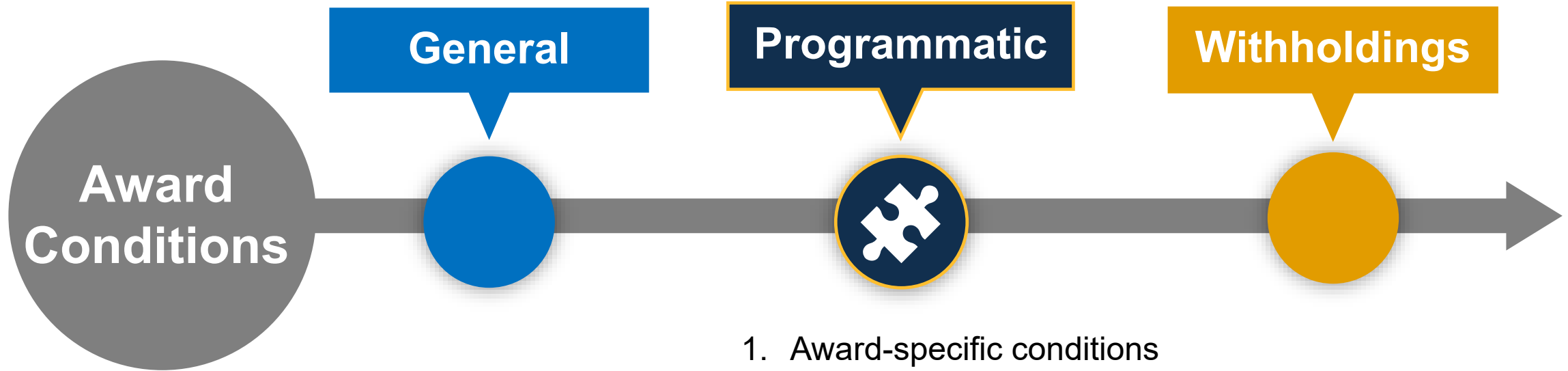
Potential fraud, waste, abuse, or misconduct involving or relating to DOJ funds under an award should be reported to the Office of the Inspector General (OIG) by the DOJ OIG hotline: 800-869-4499 (phone). Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.



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Programmatic Award Conditions

Award Condition Overview



1. Award-specific conditions
2. Active through the life of the award

Programmatic Condition: Access Rights



The recipient authorizes OJP **access to** and **the right** to examine all records, books, papers, or documents related to this grant.

Programmatic Condition: Confidentiality Requirements, Privacy Certificate

Confidentiality requirements are applicable to the collection, use, and revelation of data or information.

Privacy certificates must fully describe the procedures for the following—

- Ensuring data confidentiality
- Ensuring the physical and administrative security of data
- Subject notification or justification for waiver
- Final disposition of data
- (OVC has a template and approval process for the [Privacy Certificate](#).)



Programmatic Condition: Grantee Fails to Initiate Activity

OVC reserves the right to take appropriate action in instances when the grantee **fails to initiate activity** on the grant or misses multiple time task lines.

OVC action may include, but is not limited to, termination or suspension of the grant.

Programmatic Condition: Confidentiality Policies and Procedures

- Must have written policies and procedures documenting:
 - How you will maintain confidentiality of victim names, addresses, telephone numbers, and other identifying information
 - Procedures for information sharing among partners
- Must submit a signed written certification that data privacy and sharing protocols comport with confidentiality and privacy rights to your OVC grant manager.

Programmatic Condition: Construction

- All construction/renovation projects are required to comply with the National Environmental Policy Act (NEPA).
- NEPA requires federal agencies to consider the effects that a proposed action (including awarding grants) may have on the environment and any related social and economic effects.
- OVC has hired a contractor to work with you to ensure your project complies with NEPA and any related environmental laws.

Programmatic Condition: Consultant Rates

- Written Prior Approval must be obtained for some costs specified in 2 C.F.R. Part 200
- Compensation for consultant services in excess of the grant-making component's maximum hourly or daily rate for an 8-hour day — currently \$650.00 or \$81.25 per hour.
- An 8-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance.
- Please note, however, that this does not mean that the rate can or should be the maximum limit for all consultants.

Programmatic Condition: Prior Approval

Some costs require prior written approval (as specified in 2 C.F.R. § 200.47 and discussed in the DOJ Grants Financial Guide, Chapter 3.6: Costs Requiring Prior Approval).

Examples of costs that require prior approval include—

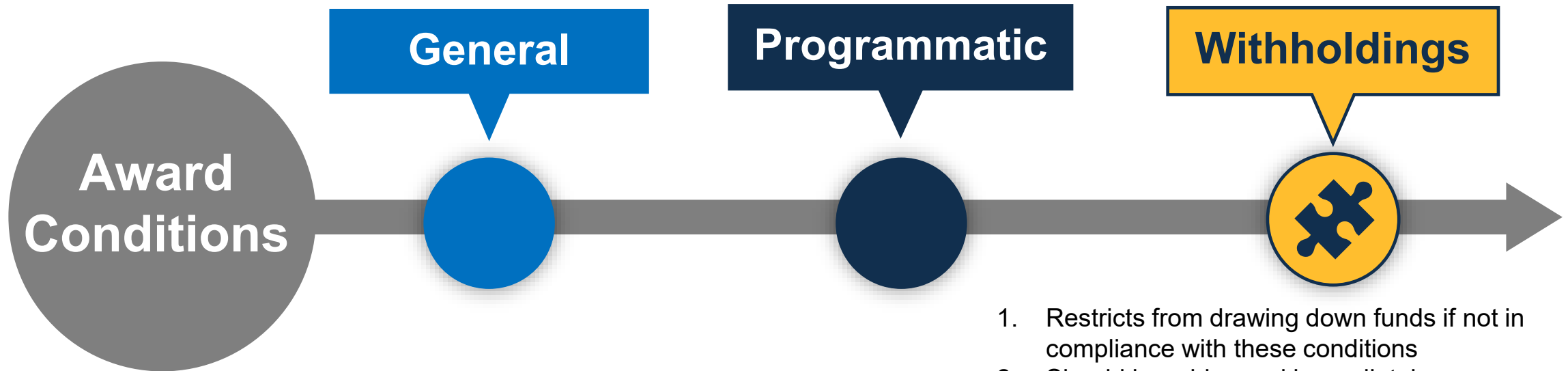
- Compensation for consultant services in excess of the current OJP consultant rate maximum limit
- Sole source procurements in excess of \$250,000 (limited use)
- Publication plans
- Purchase of Automatic Data Processing equipment and software
- Costs incurred prior to the date of the subaward period



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Withholding Award Conditions

Award Condition Overview



1. Restricts from drawing down funds if not in compliance with these conditions
2. Should be addressed immediately
3. May be added when information is missing from the application

Award Package	Award Conditions	Award Details	Award Attachments	Performance Management	Funding Balance and Availability	Federal Financial Report (FFR)	Grant Award Modification (GAM)	Monitoring	Closeout
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Suspensions

Description	Date	Comments
Expired SAM registration	06/05/2023	

Hold

Description	Amount	Date	Comments
Award Condition Number 39	\$347,240.00	01/30/2023	
Award Condition Number 40	\$347,240.00	01/30/2023	
Award Condition Number 41	\$312,516.00	01/30/2023	
Award Condition Number 42	\$347,240.00	01/30/2023	

[Print Funding Balance and Availability](#)

Financial Withholding: Conditional Clearance



If your budget is still under review by OCFO, you can only obligate, expend, or draw down funds up to 10%.



Prior to final budget clearance, OCFO may change request your budget for revisions or clarification of expenses.



Before uploading the revised budget in JustGrants, it is highly recommended to address all issues identified by OCFO and ensure the budget is free of mathematical errors and totals the **exact amount** of your award.



Email a copy of your revised budget to your Grant Manager for review.

Financial Withholding: Indirect Costs

Indirect Costs: Withholding for indirect costs — version 2 — for awards with a conditional budget clearance (OCFO)

To address this condition—

- Email a copy of your new Indirect Cost Agreement to your assigned grant manager!
- If your rate has changed (increased or decreased) you will need to submit a budget modification GAM.

Withholdings Condition: Single Audit [as applicable]

The Federal Audit Clearinghouse requires all grant recipients (expend over \$750K in one year) to submit form SF-SAC and the Single Audit Report package online using the Internet Data Entry System (IDES):

<https://harvester.census.gov/facides/account/login.aspx>



For questions about submissions, call 800–253–0696 or email govs.fac@census.gov

Financial Withholding: Award Conditions [as applicable]

Disclosure of Pending Applications

Financial Management Training

Missing SF-LL Lobbying Form

No Valid UEI Number

Program Strategy/Budget

Expired SAMs Claim Number

How to Satisfy a Withholding Award Condition

1. Take Action:

Email the required documents to your OVC grant manager!

2. Removal of the Withholding Award Condition:

Only your OVC grant manager can submit a GAM to retire a Withholding Award Condition.

3. Notification of Withholding Award Condition Removal:

The POCS in JustGrants will receive an automated notification once the condition has been removed. This may take several days to weeks depending on the condition.

Helpful Tips



- Successful grant management takes a TEAM—financial, administrative, programmatic!
- Review and re-review your grant documents, ask questions, and get answers!
- Meet with your team periodically to discuss the grant's status.
- Communicate and coordinate with your team and your OVC Grant Manager!

Key Takeaways

1. Review your Award Conditions.
2. Take action if you have a withholding Award condition.
3. Your Grant Manager is here to help!
4. Take the Financial Management Training.
5. Know the Reporting Requirements.
6. Training and Technical Assistance is available at no cost to you!



Important Websites/Resources

- **OVC Tribal Division Web Page:** <https://ovc.ojp.gov/program/tribal/tribal-victim-services-set-aside>
- **DOJ Grants Financial Guide:** <https://ojp.gov/financialguide/DOJ/index.htm>
- **System for Award Management SAM:** www.sam.gov
- **JustGrants:** <https://justicegrants.usdoj.gov/>
- **DOJ Grants Financial Management Online Training:** <https://onlinegfmt.training.ojp.gov>

Useful Contact Information

OVC Mainline:

202-307-5983 or
OVCTribalSetAside@usdoj.gov

JustGrants Help Desk:

833-872-5175 or
JustGrants.Support@usdoj.gov

OVC PMT Help Desk:

844-884-2503 or
ovcpmt@usdoj.gov

OCFO Customer Service Center

800-458-0786 or
ask.ocfo@usdoj.gov



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SHARE YOUR

THOUGHTS



TVSSA Grantee Orientation Webinar Series



Effective Financial Management

Tuesday, June 27

2 p.m. to 4:00 p.m., eastern time

[Register here](#)

