

Putting the Pieces Together

Grantee Orientation

**Office for Victims of Crime
November 19, 2019**



Team of Presenters



Joel Hall



Bethany Case



Matt Kenyon



Doresa Payton



Yolanda
Gibson



Brian
Sass-Hurst



Shelby Jones
Crawford

Today's Goal



To inform participants and provide the **knowledge** and **resources** to successfully manage new Office for Victims of Crime (OVC) grant awards.



Learning Objectives

- Gain a greater understanding of OVC's mission
- Identify your key grant documents
- Understand the terms and conditions of your award, including reporting responsibilities
- Recognize your obligation to comply with federal requirements
- Become familiar with available resources



Webinar Presentation Outline

1. Overview of OVC
2. Breakdown of the award package
3. Reporting mechanisms
4. Monitoring tools
5. Tools for success

OVC Mission Statement



OVC is committed to enhancing the nation's capacity to assist crime victims and to providing leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime.

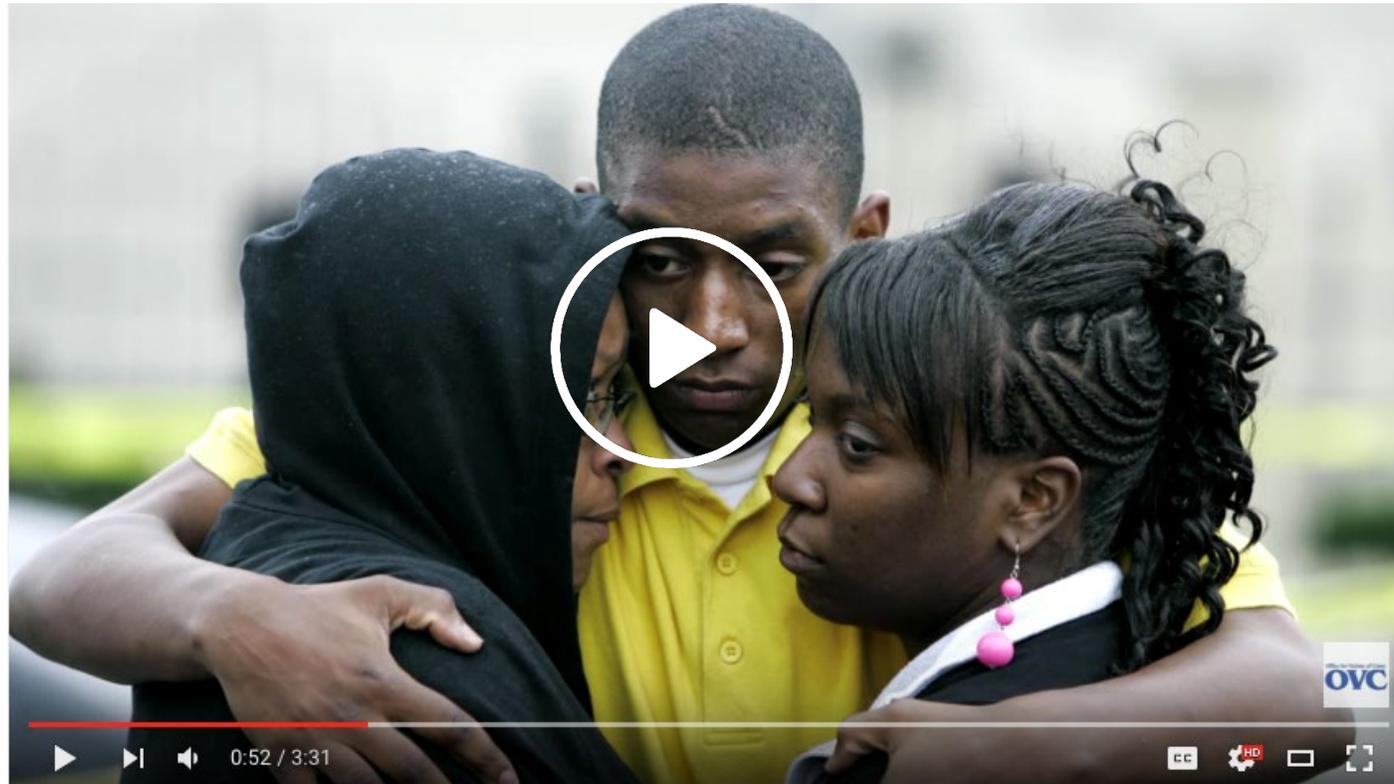
Message From OVC



Darlene Hutchinson, OVC Director



What is the Office for Victims of Crime?



Section 1



Overview of OVC

Presented by

Joel Hall

Victim Justice Program Specialist



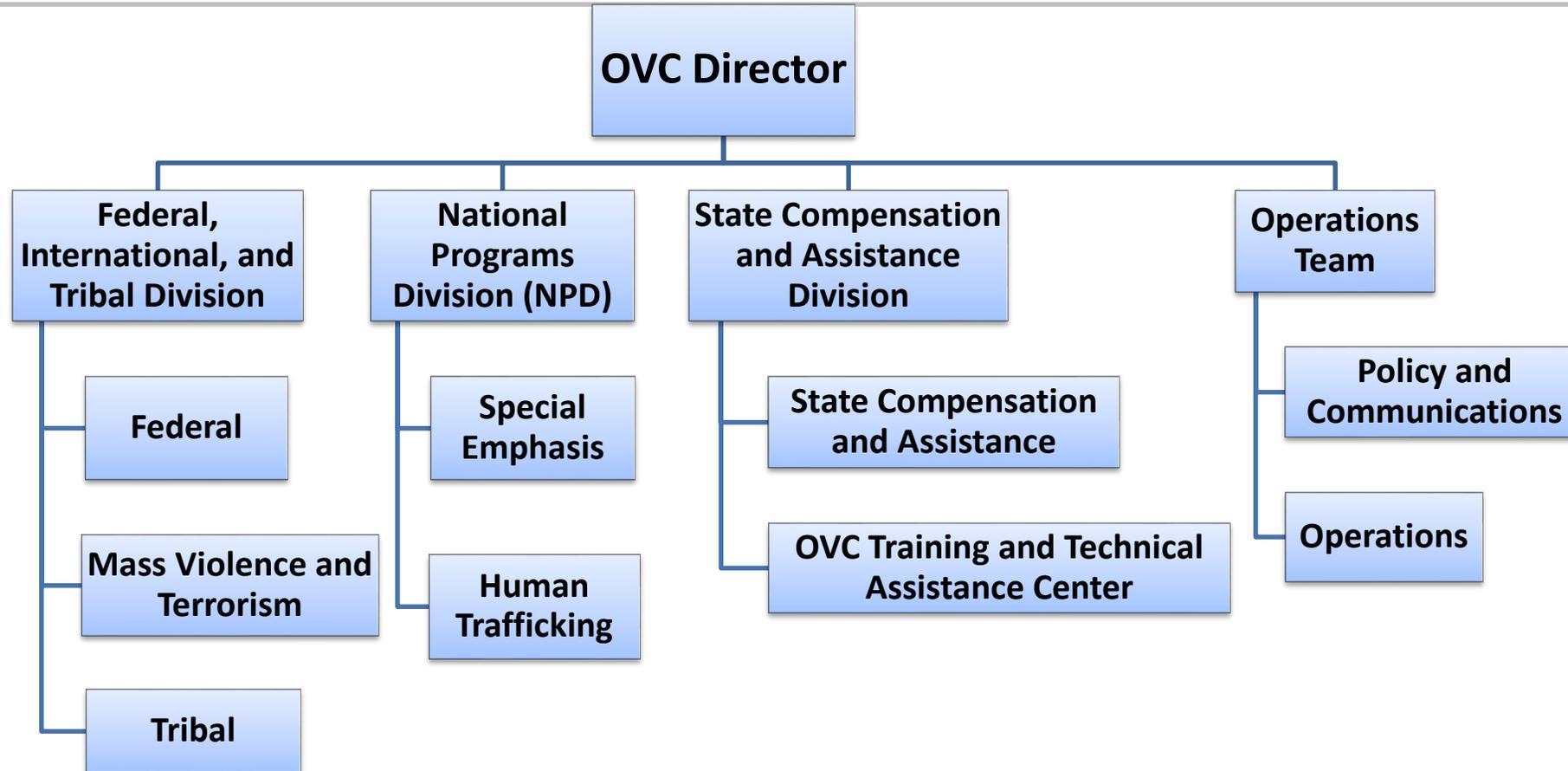
Polling Question



Is this your first OVC grant award?

1. Yes
2. No

OVC Organizational Chart



OVC Programs Support



- Victims in tribal communities
- Victims of international terrorism and mass violence (at home and abroad)
- Victims of human trafficking
- State victim compensation and assistance programs
- National-scope demonstration and service projects
- Training and technical assistance and information resources

Funding Caps for the Crime Victims Fund



Fiscal Year	Amount
2016	\$3.042 billion
2017	\$2.573 billion
2018	\$4.436 billion
2019	\$3.353 billion



VOCA-Authorized Activities

Crime Victim Compensation (formula)

- Direct payments for crime victims
- Reimbursement for crime-related expenses (e.g., medical, mental health counseling, funeral and burial, lost wages, loss of support)

Victim Assistance Services (formula)

- Community-based victim service programs
- Supports the delivery of direct services (e.g., counseling, shelter, advocacy, some legal services)

OVC Discretionary Activities

- National-scope training and technical assistance
- Demonstration and services programs
- Victim legal assistance
- Program evaluations
- Fellowships
- Services for victims of federal crimes (e.g., tribal victim assistance)

Section 2



Understanding Your Award Special Conditions

Presented by

Bethany Case

Victim Justice Program Specialist



Grant Award and Special Conditions



U.S. Department of Justice
Office of Justice Programs

Office of the Assistant Attorney General Washington, D.C. 20531

September 29, 2019

[Redacted]
[Redacted]
[Redacted]

Dear [Redacted],

On behalf of Attorney General William P. Barr, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 2019 Enhancing Community Responses to the Opioid Crisis: Serving Our Youngest Crime Victims in the amount of \$ [Redacted] or [Redacted]. The money for this award comes from the Crime Victims Fund, which is administered by the Office for Victims of Crime (OVC). It is derived not from tax dollars, but from fines, penalty assessments, and bond forfeitures of convicted federal criminal offenders. The U.S. Attorneys in each District play a critical role in securing these funds to benefit federal, tribal, state, and local crime victims' programs. This grant reflects the continuing commitment of the Department of Justice to improve the treatment of crime victims.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Bethany Case, Program Manager at (202) 307-3336; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

Katharine T. Sullivan
Principal Deputy Assistant Attorney General

Enclosures

U.S. Department of Justice Office of Justice Programs Office for Victims of Crime		Grant	PAGE 1 OF 15																
1. RECIPIENT NAME AND ADDRESS (including Zip Code)		4. AWARD NUMBER: [Redacted]																	
[Redacted]		5. PROJECT PERIOD: FROM 10/01/2019 TO 09/30/2022 BUDGET PERIOD: FROM 10/01/2019 TO 09/30/2022																	
2a. GRANTEE IRS/VENDOR NO.		6. AWARD DATE 09/29/2019	7. ACTION Initial																
2b. GRANTEE DUNS NO.		8. SUPPLEMENT NUMBER 00																	
3. PROJECT TITLE Enhancing Community Responses to the Opioid Crisis: Serving Our Youngest Crime Victims		9. PREVIOUS AWARD AMOUNT \$ 0																	
		10. AMOUNT OF THIS AWARD \$ [Redacted]																	
		11. TOTAL AWARD \$ [Redacted]																	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).																			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under 34 U.S.C. § 20103(c)(1)(A)																			
14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number) 16.582 - Crime Victim Assistance/Discretionary Grants																			
15. METHOD OF PAYMENT GPRS																			
AGENCY APPROVAL		GRANTEE ACCEPTANCE																	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Katharine T. Sullivan Principal Deputy Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL [Redacted]																	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL	19A. DATE																
		[Redacted]																	
20. ACCOUNTING CLASSIFICATION CODES		21. UVJPGT0254																	
<table border="1"> <thead> <tr> <th>FISCAL YEAR</th> <th>FUND CODE</th> <th>BUD. ACT.</th> <th>OFF.</th> <th>DIV. REG.</th> <th>SUB.</th> <th>POMS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>X</td> <td>G</td> <td>V3</td> <td>40</td> <td>00</td> <td>00</td> <td></td> <td>684496</td> </tr> </tbody> </table>		FISCAL YEAR	FUND CODE	BUD. ACT.	OFF.	DIV. REG.	SUB.	POMS	AMOUNT	X	G	V3	40	00	00		684496		
FISCAL YEAR	FUND CODE	BUD. ACT.	OFF.	DIV. REG.	SUB.	POMS	AMOUNT												
X	G	V3	40	00	00		684496												

U.S. Department of Justice Office of Justice Programs Office for Victims of Crime		AWARD CONTINUATION SHEET Grant	PAGE 2 OF 15
PROJECT NUMBER [Redacted]	AWARD DATE 09/29/2019		
SPECIAL CONDITIONS			
1. Requirements of the award; remedies for non-compliance or for materially false statements			
The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award. By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts all such assurances or certifications as if personally executed by the authorized recipient official.			
Failure to comply with any one or more of these award requirements – whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period – may result in the Office of Justice Programs (“OJP”) taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. The U.S. Department of Justice (“DOJ”), including OJP, also may take other legal action as appropriate.			
Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).			
Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.			
2. Applicability of Part 200 Uniform Requirements			
The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the “Part 200 Uniform Requirements”) apply to this FY 2019 award from OJP.			
The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2019 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2019 award.			
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 .			
Record retention and access: Records pertinent to the award that the recipient (and any subrecipient (“subgrantee”) at any tier) must retain – typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies – and to which the recipient (and any subrecipient (“subgrantee”) at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.			
In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.			



Special Conditions: Highlights

- Federal Regulations - 2 C.F.R. Part 200 Uniform Requirements
- Required financial management training
- VOCA statutory requirements “year of award plus three years”
- Reporting requirements
- Grants vs. cooperative agreement
- Conferences and trainings – pre-approval and post reporting
- Victim protections – confidentiality, privacy, background checks
- Publications developed with grant funds
- Final budget clearances

Want a deeper dive?



OJP Funding Resource Center

U.S. DEPARTMENT OF JUSTICE
Office of Justice Programs

Contact Us | Site Map | Careers at OJP | OJP Home

Search: SEARCH OJP

ABOUT US | NEWS CENTER | GRANTS/FUNDING | PARTNERSHIPS | RESOURCES | FOR CONGRESS | TRAINING & TA

Funding Resource Center

Welcome to OJP's Funding Resource Center. Whether you're looking for a funding opportunity or need an overview of OJP's grant process, the Center provides you with access to the information you need.

Updates

[Grants.gov Maintenance and Outage Schedule](#)

NEW for FY 2019

The Office of Justice Programs (OJP) has created an [FY 2019 OJP Grant Application Resource Guide](#). The provisions of the OJP Grant Application Resource Guide apply to only those applications submitted in response to OJP solicitations that expressly incorporate the Guide by reference. The OJP Grant Application Resource Guide provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding, and information that may help potential applicants making the decision whether to apply for funding. If a solicitation expressly modifies a provision of the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in the solicitation as to any such expressly-modified provision.

Explore

- [Current Funding Opportunities](#)
- [Past Funding Opportunities](#)
- [Legal Overview - FY2018 Awards](#)
- [Legal Overview - FY2019 Awards](#)
- [Legal Overview - FY2020 Awards](#)
- [DOJ Program Plan](#)
- [OJP Award Data](#)
- [Legal Notices](#)

Apply

- [Grants 101](#)
- [OJP Grants Overview](#)
- [Frequently Asked Questions](#)
- [DOJ Grants Financial Guide](#)
- [2014 OJP Financial Guide](#)
- [Other Application Requirements](#)
- [Grant Performance Measurement and Progress Reporting Information](#)
- [2019 OJP Grant Application Resource Guide](#)

Implement

- [OJP Grants Overview](#)
- [Post-Award Instructions](#)
- [GMS Training and Technical Assistance](#)
- [Whistleblower Protections for Employees of OJP Recipients](#)
- [Grant Performance Measurement and Progress Reporting Information](#)

Can't find the information you need? Contact us.

April 2019 Recorded Webinar

OFFICE OF JUSTICE PROGRAMS

Recursos en Español | FAQs | Site Search GO

OFFICE FOR VICTIMS OF CRIME

JUSTICE FOR VICTIMS • JUSTICE FOR ALL

Topics A-Z | News & Features | Providers/Community Leaders | Help for Crime Victims | Grants & Funding | Library & Multimedia | Crime Victims' Rights | Public Awareness | About OVC

Home | [Providers/Community Leaders](#) | Victims of Crime Act (VOCA) Administrators

Text size: Feedback

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ADDITIONAL RESOURCES

- FAQs
- Visit the [VOCA Administrators FAQs](#) page for answers to frequently asked questions.
- Laws and Policies
- Meeting Summaries

RELATED RESOURCES

- [Match Waiver Template](#)
- [Innovative Practices for Victim Services](#) (Full Report)

OVC's Putting the Pieces Together Webinar on Special Conditions

April 17, 2019; Updated May 30, 2019

The Office for Victims of Crime (OVC) held a webinar for all OVC discretionary and formula grantees about [Understanding Your Award Special Conditions](#) on April 30, 2019.

This webinar provides grantees with knowledge and resources on the variety of special conditions that must be met to successfully manage their OVC grant award (s).

Programmatic Points of Contact and Financial Points of Contact for all Fiscal Year 2018 OVC discretionary grantees and Victims of Crime Act (VOCA) Assistance and Compensation formula administrators are encouraged to view the webinar.

View a recording of the [Understanding Your Award Special Conditions](#) webinar.

[Share](#) [Tweet](#) [SEND](#)

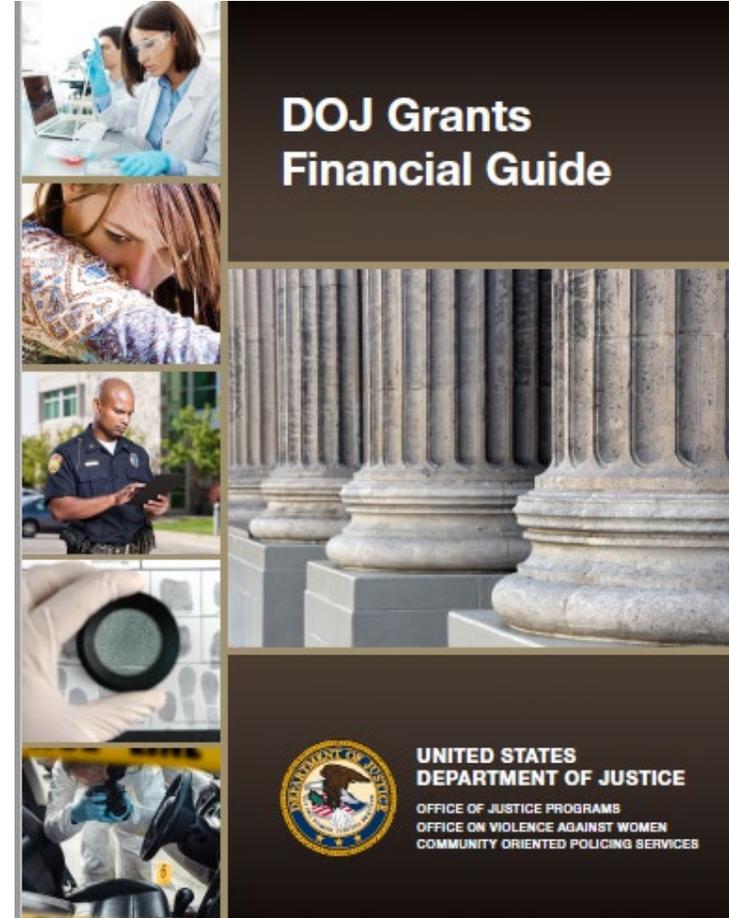
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OVC GRANTEE WEBINAR SERIES
PUTTING THE PIECES TOGETHER

Special Conditions: Federal Regulation Requirements



- 2 C.F.R. Part 200—
“Uniform Administrative Requirements”
- DOJ Grants Financial Guide
- Failure to comply =
penalties!



Special Conditions: Required Financial Management Training



Who: Grants Management System (GMS)—
Point of Contact (POC) and all Financial Points of Contact (FPOC)

What: DOJ's online or in-person training

When: Training must be completed by 120 days after the date of award acceptance and within 120 days of POC and FPOC changes.

How often: Every 3 years (per DOJ Financial Guide)

Special Condition: VOCA Statutory Requirement



VOCA funds are available during the federal fiscal year of the award, plus the following 3 fiscal years.

Example: *VOCA funds awarded in **fiscal year 2019** are available for use through the end of **fiscal year 2022****.*

****OVC cannot approve any project extensions once the federal appropriation has expired.**

Special Conditions: Reporting Responsibilities



Programmatic Progress Reports

- Varies by program
- **Quarterly** performance measurement reporting
- **Semiannual** reporting in GMS
- Due within 30 days of each period ending

Financial Status Reports

- **Quarterly** reporting in GMS
- Due within 30 days of each quarter ending

Final Report

- Cumulative progress report and final financial report due no later than 90 days after the award end date

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



Special Conditions: Cooperative Agreements



- Higher level of involvement. **We are in this together!**
- Joint coordination between OVC and the grant recipient
- Day-to-day conduct—that's you!
- General oversight and redirection by OVC, if necessary:
 - Reviews and approves all documents, deliverables, project-generated documents, and major plans
 - Provides guidance on significant project plans
 - Participates in project-related trainings or meetings
 - Provides technical assistance
- **Keep grant managers in the loop—CC us, reach out!**

Special Conditions: Conferences and Training



- Follow the DOJ Grants Financial Guide
 - allowable expenses, pre-approvals, and post event reporting requirements
- Pre-approval for Cooperative agreements
 - meetings/trainings/conferences that you are hosting—plan ahead, prepare for the **pre-approval process!** (10-question checklist!)

Special Conditions: Victim Protections



- Confidentiality and Privacy
 - ❑ Policies and procedures
- Suitability to interact with minors
 - ❑ Policies and procedures

A screenshot of the U.S. Department of Justice Office of Justice Programs website. The page header includes the U.S. Department of Justice logo, the text "U.S. DEPARTMENT OF JUSTICE Office of Justice Programs", and navigation links: "Contact Us | Site Map | Careers at OJP | OJP Home". A search bar is present with the text "Search:" and "SEARCH OJP". Below the header is a navigation menu with links: "ABOUT US | NEWS CENTER | GRANTS/FUNDING | PARTNERSHIPS | RESOURCES | FOR CONGRESS | TRAINING & TA". The main content area features a "Funding Resource Center" sidebar with an "Explore" button and a list of links: "Current Funding Opportunities", "Past Funding Opportunities", "Legal Overview - FY2018 Awards", "Legal Overview - FY2019 Awards", "Legal Overview - FY2020 Awards", "DOJ Program Plan", "OJP Award Data", and "Legal Notices". The main content area displays an "Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors". Below this heading is a paragraph: "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.)". The "Award Condition:" is "Determination of suitability required, in advance, for certain individuals who may interact with participating minors". The condition is detailed in two numbered points: "1. Advance determination regarding suitability. The recipient (and any subrecipient at any tier) may not permit any covered individual to interact with any participating minor in the course of activities under the award, unless the recipient or subrecipient first has made a written determination of the suitability of that individual to interact with participating minors, based on current and appropriate information as described in paragraph 3.E., and taking into account the factors and considerations described in paragraph 4." and "2. Updates and reexaminations". Subpoint A states: "A. The recipient (or subrecipient) must, at least every five years, update the searches described in paragraph 3.E. 1. and 2., reexamine the covered individual's suitability determination in light of those search results, and, if appropriate, modify or withdraw that determination." Subpoint B states: "B. The recipient also must reexamine a covered individual's suitability determination upon learning of information that".

Special Conditions: Publications and Training Deliverables



- Use the disclaimer language
- Submit to OVC for advance review
 - Correct product in response to DOJ comments
- Follow OVC Publication Guidelines

OVC Publishing Guidelines
FOURTH EDITION
Innovation • Partnerships
Safety • Neighborhoods

NCJ 249930 / JULY 2016 | About OVC | Message From the Director

- Home
- Submission Deadlines
- Submission Requirements
- Publishing Process
- Product Types
- Writing Tips
- Developing an E-Pub
- Producing a Video
- Copyright & Policy Requirements

Introduction

Welcome to the Office for Victims of Crime's (OVC) *Publishing Guidelines*—your guide for creating concise, easy-to-read, and effective products, including documents, videos, and online publications.

This guide outlines OVC publishing policies and submission requirements, effective writing principles for various publication types, video production tips, and copyright policies, including examples of plagiarism, to help you navigate the publishing process and share the results of your hard work with others in the field. Review these guidelines carefully *while your project is in the early planning stage* to save everyone involved—including yourself—time and money as you collaborate with OVC to bring your project to successful completion. These guidelines are not intended to be exhaustive; make sure to check with your grant manager for guidance on preparing specialized products.

We update these guidelines periodically, as requirements and best practices change. Check back for revised recommendations before starting a new product.

If you have questions or suggestions regarding the publishing process, contact [AskOVC](#). Include "Publishing Guidelines" in your subject line so your email is addressed appropriately.

If you have questions about your specific product, please contact your grant manager.

[Printer-Friendly Version](#)

[OVC Home](#) | [OVC Publications](#) | [Web Site Links](#) | [Disclaimer](#) | [Site Map](#)

Special Conditions: Budget Clearance



- DOJ's Office of the Chief Financial Officer (OCFO) must issue a final clearance
- Obligate up to \$25,000 for certain purposes
- Withholding conditions
 - Application missing documents
 - Current Indirect Cost Rate agreement
 - Unresolved audit findings

Polling Question



Conferences conducted by Cooperative Agreement recipients do not require prior approval.

- A. True
- B. False

Section 3



Grant Management 101

Presented by

Yolanda Gibson

Grant Management Specialist

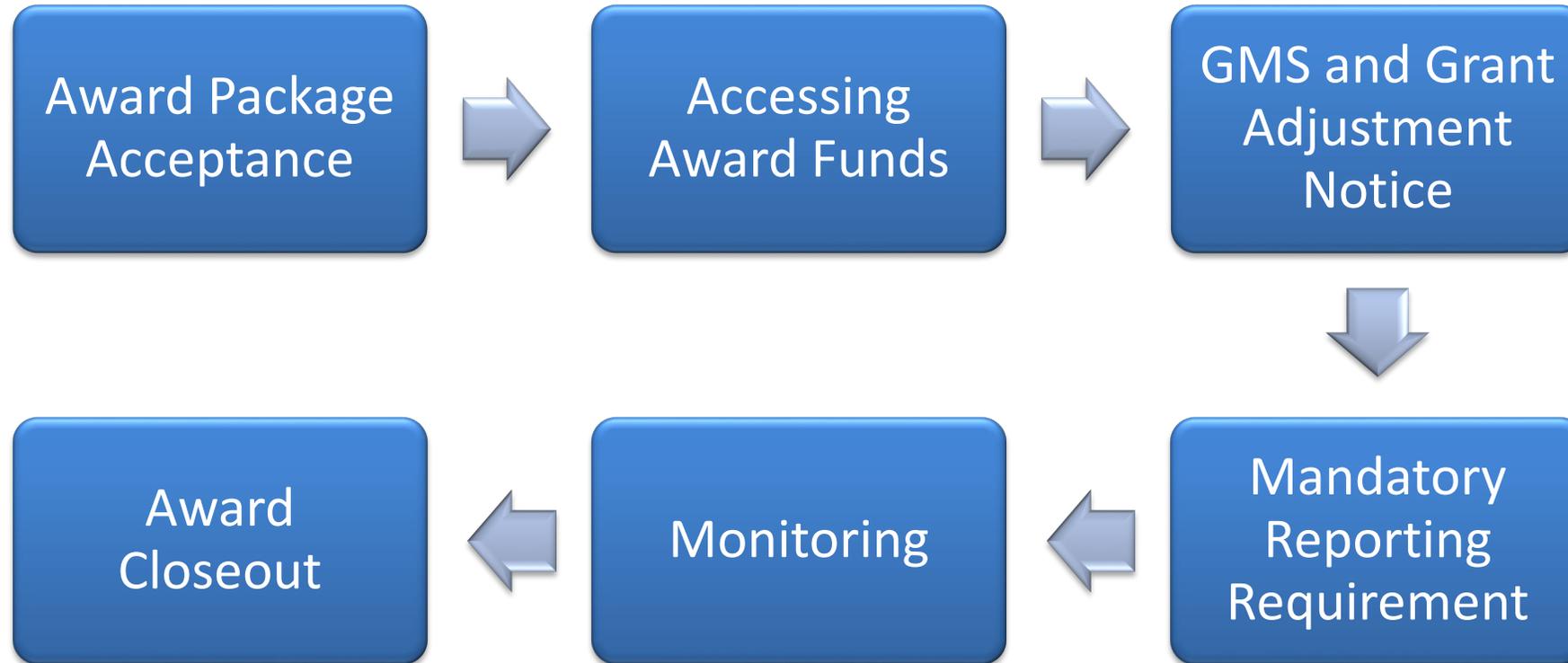
and

Matthew Kenyon

Performance Management Manager



OJP Grants Management 101



Award Acceptance



1. Complete Financial Point of Contact registration
 2. Review award and special conditions
 3. Authorized representative signs award document
 4. **Email acceptance documents to Acceptance.Acceptance@usdoj.gov**
- OJP/OVC no longer accepts faxed award documents!**

Grants Payment Request System (GPRS)



- Online system for requesting payment of award funds
- View active award balances and history of drawdowns
- Benefits:
 - View and print award transaction history
 - Summary of award information
 - Hold amount
 - Cancel pending payment
 - Secure individual login

Access at <https://grants.ojp.usdoj.gov/gprs>



Accessing Award Funds

Find the Automated Clearing House Form (ACH) at

<https://ojp.gov/funding/Apply/Resources/ACHVendor.pdf>

- New grantees who have never submitted an ACH form for an OJP grant
- Changes to banking information
- Must be mailed by certified mail or FedEx

Grants Management System (GMS)



The screenshot shows the homepage of the Office of Justice Programs Grants Management System (GMS). The background is a light yellow with a large, faint, stylized eagle graphic. At the top, the text "Office of Justice Programs" is displayed in a serif font. Below this, the main heading reads "Welcome to the Grants Management System". Underneath the heading is a link that says "Click here for Training Material". At the bottom of the page, there are three buttons: "GMS Sign-In", "New User? Register Here", and "Home". The Office of Justice Programs seal is visible in the top left and top right corners of the page.



When To Use GMS

Use GMS to—

- Submit progress reports and financial reports
- Submit a Grant Adjustment Notice
- Respond to site visit findings and recommendations
- Close out grants

Access at <https://grants.ojp.usdoj.gov/gmsexternal>

GMS Overview



Point of Contact (POC) vs. Financial Point of Contact (FPOC)

- POC completes grant activities in GMS for the applicant
- POC submits GANs, progress reports, closeout package, etc.
- POC account is created at the time of the application
- POC should communicate regularly with the grant manager, both within GMS and outside of GMS

- FPOC is responsible for financial administration of the grant funds
- FPOC submits financial status reports
- FPOC must be designated for the recipient to qualify for the grant award
- FPOC should communicate regularly with the POC to receive any relevant updates for the grant manager

Grant Adjustment Notice (GAN)



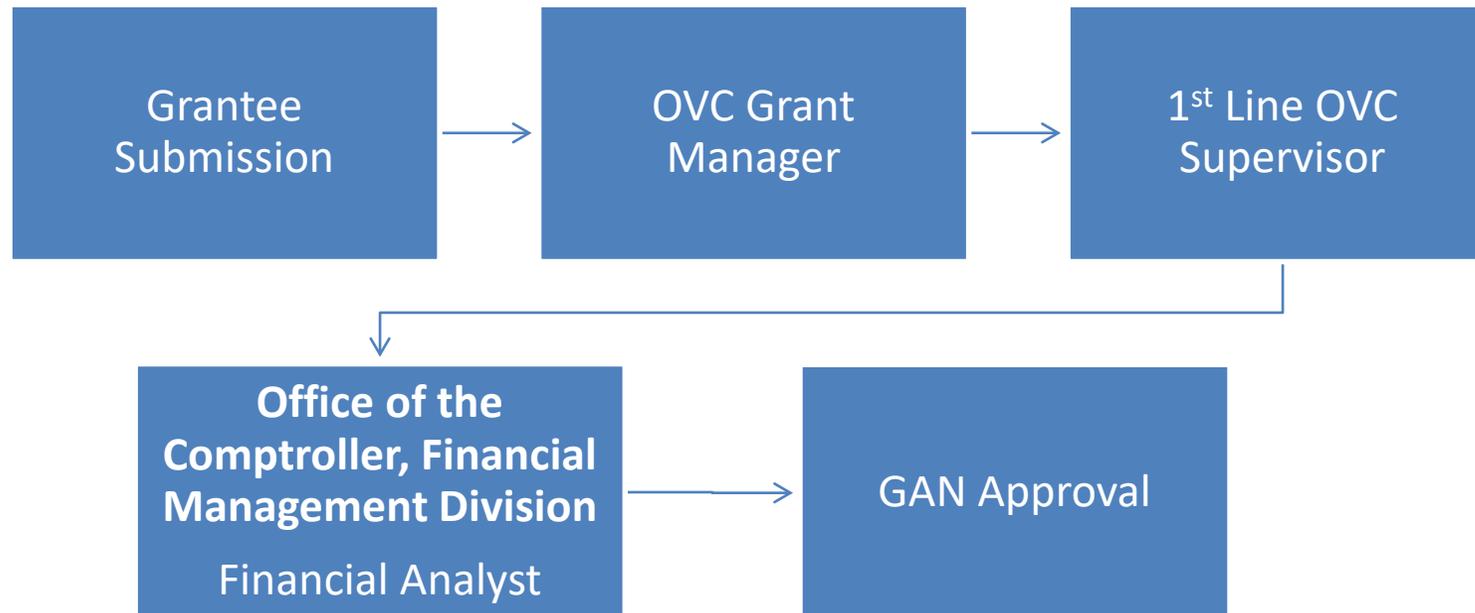
What type of GAN can I initiate?

- Change in scope
- Sole source approval
- Project period
- Signing authority
- Key personnel
- Budget modification
- Organization address/
name change
- Other prior approvals

GAN Lifecycle



Example of a budget modification GAN lifecycle:



GANs are not officially approved until the grantee receives final notice in GMS

Mandatory Reporting Requirements



- Progress reports—semiannual
- Subaward Award Reports (SAR)
- Federal Funding Accountability and Transparency Act (FFATA)
- Federal Financial Reports (FFR)—quarterly
- Performance Measurement Tool (PMT)—quarterly

Progress Reports



- Formula award recipients must submit an **annual progress report** in GMS by December 29
- Discretionary award recipients must submit a **semiannual progress report** in GMS by July 30 for the period covering January–June, and by January 30 for the period covering July–December

Subgrantee Reporting



Grantee agrees to submit a Subgrant Award Report (SAR) for each subgrantee of the VOCA victim assistance funds within 90 days of awarding funds to subgrantees.

Check with your OVC grant manager to determine if you are to report in the PMT or GMS.

Federal Funding Accountability and Transparency Act (FFATA)



The FFATA Subaward Reporting System (FSRS) is the reporting tool that federal prime awardees (i.e., prime contractors and prime grants recipients) use to capture and report subaward and executive compensation data regarding their first-tier subawards to meet the FFATA reporting requirements.

Quarterly Federal Financial Report (FFR)



The quarterly SF-425 FFR must be submitted online no later than 30 days after the last day of each quarter, as shown in the table below.

SF-425 Federal Financial Reports—Due Quarterly		
Reporting Period	Due Date	Delinquent After
October 1–December 31	January 30	January 30
January 1–March 31	April 30	April 30
April 1–June 30	July 30	July 30
July 1–September 30	October 30	October 30

***Financial reporting questions should be directed to the OCFO**

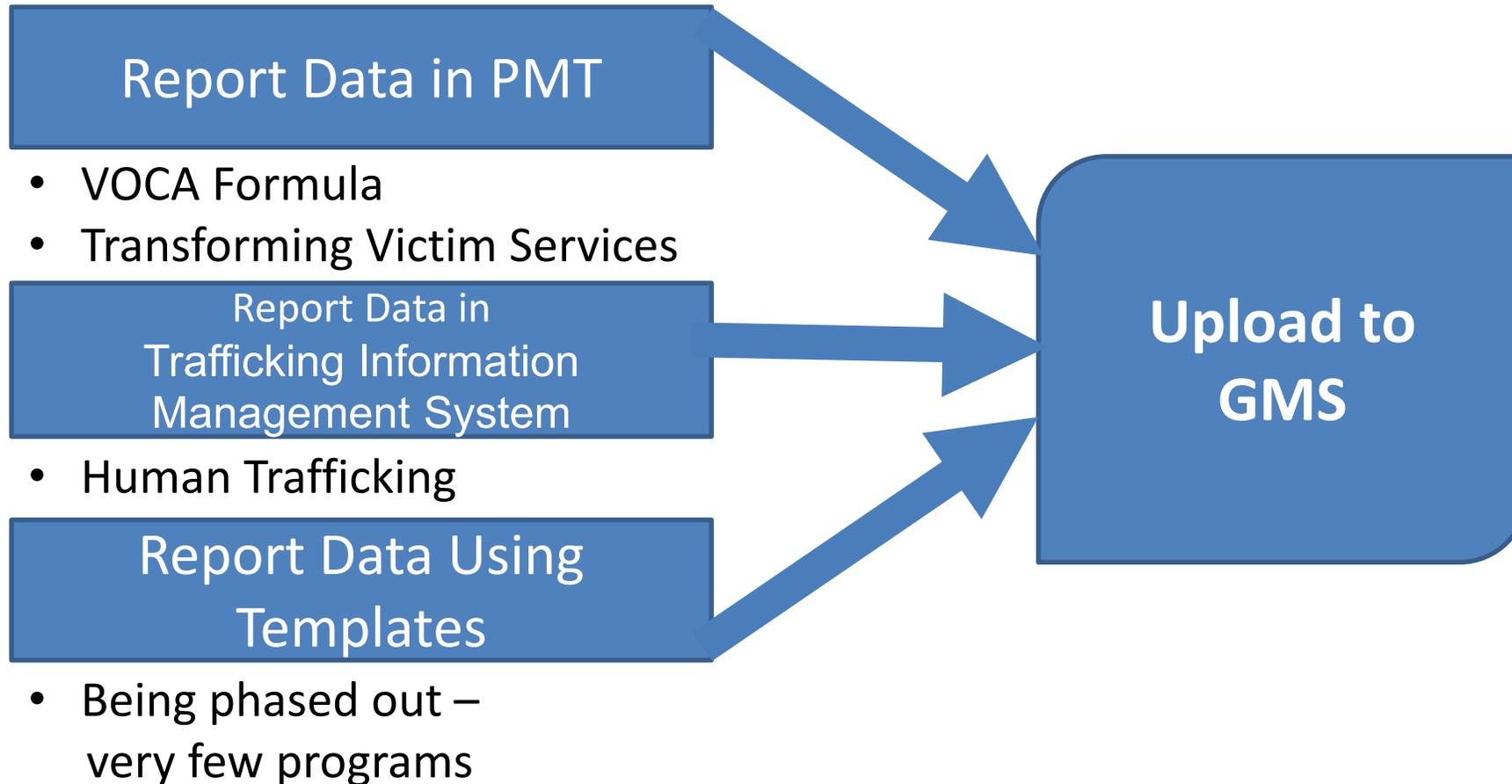


GMS Award Closeout

Closeout is a process in which the awarding agency determines that all applicable administrative actions and all required work of the award have been completed by the recipient and the awarding agency.

- All award recipients must submit, no later than 90 calendar days after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the award
- If the award recipient does not submit all required reports within 90 calendar days of the project period end date, OJP/OVC will begin the closeout process
- Closeouts must be initiated

Performance Measure Reporting



Performance Measurement Tool (PMT)



- Report data quarterly to PMT; upload reports to GMS semiannually Transforming Victim Services (TVS) or annually (VOCA)
- Access questionnaires, FAQs, and user guides on the “Need Help?” page
- Access recorded training webinars
- For PMT questions, contact:
 - 844–884–2503
 - ovcpmt@usdoj.gov
 - <https://ovcpmt.ojp.gov>

Trafficking Information Management System (TIMS)



- Report data regularly to TIMS; upload report to GMS semiannually
- Access data collections sheets and training materials
- For TIMS questions, contact:
 - 866–682–8822
 - humantrafficking@ovcttac.org
 - <https://tims.ovcttac.gov>

Template Reports



- Report data regularly in template documents (Word, Excel, or fillable PDF); upload documents to GMS semiannually
- For any questions, contact your OVC grant manager

Polling Question



A new Automated Clearinghouse (ACH) form must be submitted for each new OJP award.

1. True
2. False

Section 4



Monitoring

Presented by

Brian Sass-Hurst

Grants Management Specialist





Programmatic Monitoring

- Assess and ensure compliance with the regulations, terms, and conditions
- Examine programmatic progress
- Validate information that has been reported through progress reports, performance measurement tools, and financial reports
- Provide technical assistance as necessary



How OVC Monitors

Monitoring may include:

- Phone discussions
- Emails
- Participating in meetings and events
- Reviewing progress and financial reports
- Site visits
- Desk reviews

*For cooperative agreements, grant managers may provide additional direction and oversight

Monitoring



Desk reviews include a comprehensive review of materials available in the grant file to determine administrative, financial, and programmatic compliance, and grant performance.

Enhanced programmatic desk reviews (EPDR) allow grant managers to follow up on any issues identified during the desk review, verify grantee activities, validate reported information, and assess the status of project implementation.

Onsite monitoring visits allow grant managers to go onsite to meet with the grantee to discuss specific issues related to implementing the program, observe grant activities, review relevant materials/documents, and assess planned versus actual progress.



Typical Procedures

- Review policies and procedures
- Sample financial transactions
- Subaward processes and procedures
- Conference cost regulations
- Validation of programmatic data
- Procurement and equipment inventory
- Compliance with special conditions

Purpose of Site Visits





High-Risk Status

- Applied to organizations (often those with a history of unsatisfactory performance, financial instability, inadequate financial management system, nonconformance to terms and conditions of previous awards, or otherwise non-responsible grantees)
- Audit reports with recommendations open for more than 1 year



High-Risk Status (cont.)

- Corrective action plan required by audit but not submitted within 105 days
- Questioned costs in excess of \$500,000
- Collection referral to the U.S. Department of the Treasury
- Government-wide suspension or debarment recommendation



High-Risk Special Conditions

- Documentation upon request
- Additional financial and programmatic onsite monitoring
- Withholding of funds
- Reimbursement with source documentation
- More detailed or more frequent financial or programmatic reporting



Getting Off High-Risk Status

- Contact your program manager to determine why your agency is high risk and what special conditions have been initiated
- Turn in outstanding reports or audit findings
- Complete any corrective action plans



Subgrantee Monitoring

- Subawards are used when the intent is to have another organization help carry out a portion of the scope of work described in your award application
- As part of your organization's subrecipient monitoring process, you need to develop systems, policies, and procedures to ensure that subrecipient activities are conducted in accordance with federal program and grant requirements, laws, and regulations



Subgrantee Monitoring (cont.)

- Grantees must—
 - Evaluate each subrecipient’s risk of noncompliance for the purpose of determining appropriate monitoring
 - Consider imposing specific conditions, if appropriate (see 2 C.F.R. § 200.207)
 - Verify subrecipients receive required audits, as described in 2 C.F.R. § 200.501

Subgrantee Monitoring (cont.)



- Monitoring must include:
 - Review of financial and performance reports
 - Follow up to ensure timely and appropriate action is taken on detected deficiencies
 - Issuance of management decisions for audit findings as required by 2 C.F.R. § 200.521



Subaward or Contract?

- Determination made by the grantee based on the **substance of the activity**, NOT the legal document executed
- **Delegating program activities** to another entity is generally indicative of a subaward
- **Purchasing or procuring goods or services** is generally indicative of a contract
- See 2 C.F.R. § 200.22, § 200.92, and § 200.330

Additional Monitoring



- Financial monitoring from the Office of the Chief Financial Officer (OCFO)
- Audits and reviews by the Office of the Inspector General (OIG)

Polling Question



The POC and all FPOCs for the award must re-certify their compliance with the financial management training every 2 years for Online Grants Financial Management Training and every 3 years for the in-person OJP Financial Management Training.

1. True
2. False

Did You Know?

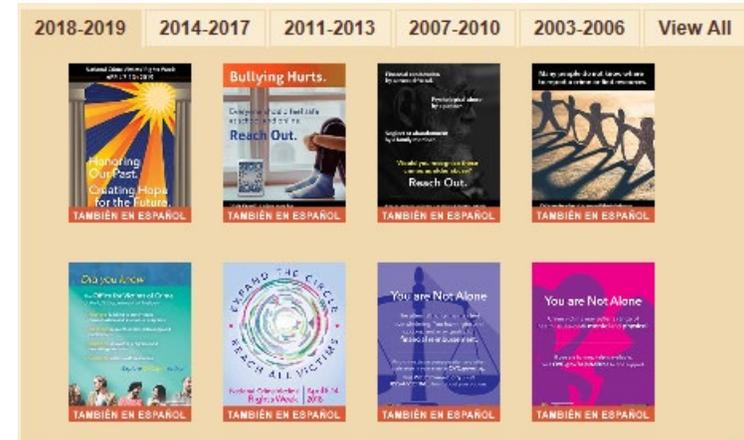


You can help promote awareness of crime victims issues by using the posters and other media content in our NCVRW gallery.

Posters can be personalized with local contact information.

Subscribe to the mailing list with this link:

https://puborder.ncjrs.gov/Listservs/Subscribe_NCVRW.asp



Section 5



Understanding Your Grant

Presented by

Doresa Payton

Grants Management Specialist





When Can Work Begin?

START and **END** dates are important!

- Project work **cannot begin** until the grant agreement has been “fully executed” (signed by the grantee and countersigned by the Secretary of the Attorney General or the deputy Secretary)
- Expenses **cannot be incurred** nor matching funds used until the grant has been fully executed
- Funds spent before the grant has been fully executed **will not count** toward project matching and will not be considered part of the project
- Exceptions are granted on a case-by-case basis, only with the approval of the grants administrator
- Expenses cannot be incurred until the final budget is approved



Expectations for Grantees

- Access the award package in GMS and sign and return the award document
- Review the special conditions on the award document
- Manage the project according to requirements, standards, and guidance contained in the grant terms and conditions
- Submit all required reports
- Complete all deliverables as stated in your application, the solicitation, or in a special condition
- **Do not obligate or expend funds until you receive final budget clearance.**



Expectations for Grant Managers

- Review the grant terms, objectives, conditions, and grantee organization and key personnel
 - Contact the grantee to discuss requirements of the grant
 - Monitor grantee compliance with programmatic, administrative, and fiscal requirements of relevant statutes, regulations, policies, guidelines, and with grantee-stated objectives and implementation plan
 - Perform desk reviews/enhanced desk reviews or site visits
 - Approve progress reports
 - Approve modifications to awards
- * For cooperative agreements or high-risk status, grant managers may provide additional direction and oversight



Common Misconceptions

- You can change the scope of work or use of funds without the grant manager's permission
 - Must be good stewards of the funds; they were given for a purpose
- All awards are “grants”
 - Contracts vs. cooperative agreements
- There is a ‘pool of money’ with an award
 - Most cash is received on an expenditure reimbursement basis
 - **You may have to reimburse OJP for unallowable expenses**

Mechanics of Your Award





Start Building Your Grant File

The following documents must be available in an official grant file (electronically or as hard copies) for onsite review:

- Signed award document, including initialed Special Conditions
- Progress reports
- Financial reports
- Approved application (budget, program narratives, other required documentation)
- Correspondence with OJP grant manager
- Copies of approved GANs

Prior Approval



Incurring of Certain Costs, Which Require Program Office Approval

Some costs require prior written approval (as specified in the applicable Title 2 Code of Federal Regulations [Part 200.407]). 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
- Foreign travel



Polling Question

OVC provides training and technical assistance (TTA) to grantees. What type of TTA would your program benefit from?

1. Financial
2. Programmatic
3. Expanding knowledge on victim services
4. Program and staff sustainability
5. Grant compliance

Section 6



OVC Training and Technical Assistance Center

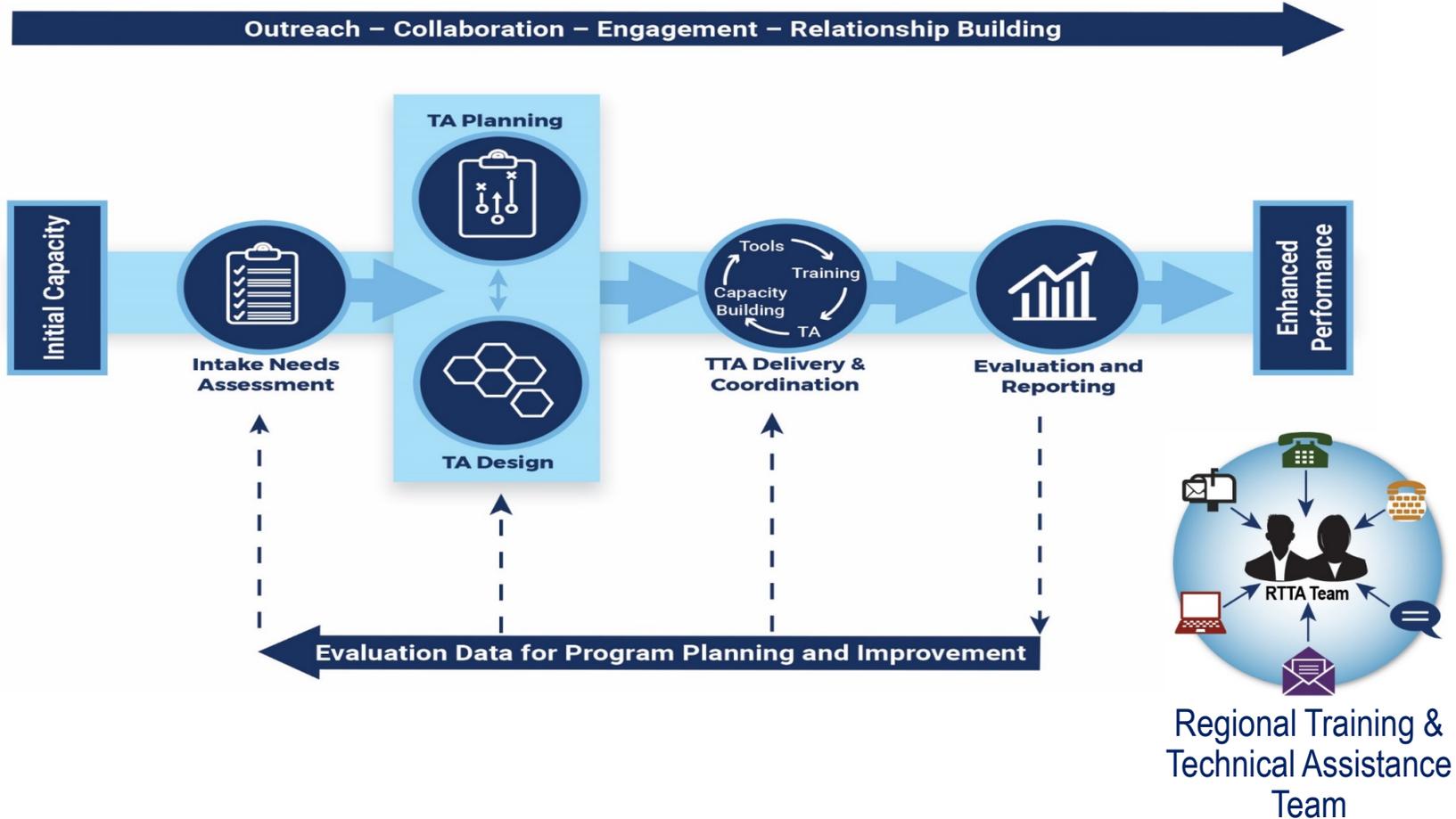
Presented by

Shelby Jones Crawford

Program Manager and Contracting
Officer's Representative



Approach to Training and Technical Assistance



Online Blended Training



- Trainings that combine self-paced work with live webinars
- Delivered over 3 – 11 weeks
- Range of topics relevant to victim service providers and allied professionals
- CEUs awarded for full participation

“I want to thank you for this education. I have done a few different Board training sessions yet this was the easiest and best one to date thank you”

“I participated in the NVAA Financial Management Training... I was able to use what I learned and share the great tools and resources with the board to help them understand the budget process and their role, and it has made a tremendous difference in the creation and overall process this year.”

“This has been the best online training that I have ever participated in. There wasn't anything about it that I did not enjoy. It was very well presented. The on screen presentation was awesome. I loved how we got to interact with the other participants.”

Online Blended Training Topics



- Leadership Institute
- Building Trauma-Informed Organizations
- Pathways to Victim Services
- Advanced Trainer Institute

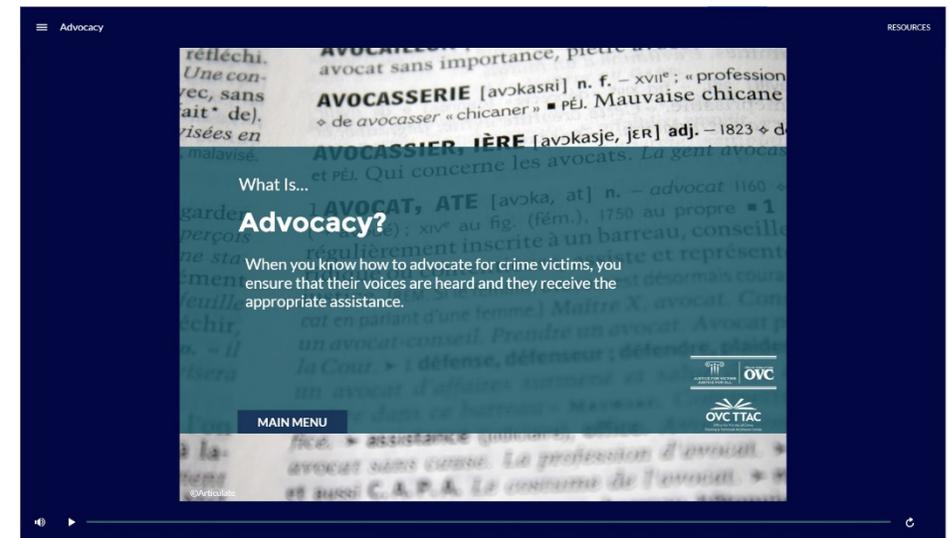
• Effective Management Series

- Developing and Managing a Board
- Implementing the Model Standards
- Financial Management
- Program Evaluation
- Succession Planning
- Strategic Planning
- Building and Managing Volunteers
- Building Resiliency
- Collaboration
- Outreach and Marketing



Victim Assistance Training *Online*

- 53 modules, 43 hours of online training
- Provides basic skills and knowledge to victim service providers with 0–3 years of experience
- Key sections:
 - Basics
 - Core Competencies and Skills
 - Crimes
 - Specific Considerations for Providing Victim Services



Customized In-Person Training & Technical Assistance



Customized In-Person Training

- Tailored content and length to address specific needs/interests of an organization, community, or region
- Delivered by subject matter expert at no cost to agency
- Focused on building capacity
- Recent customized topics:
 - Trauma-Informed Leadership
 - Domestic Violence: Systems Change and Collaboration



Customized Technical Assistance

- Focused on building the capacity of an organization, community, or region
- Provided in person, virtually, via phone, or a combination of all three
- Proactive Technical Assistance provided to OVC Human Trafficking grantees
- Recent technical assistance:
 - Vicarious Trauma Toolkit: Courthouse VT Response Program Development
 - Improving response to victims of labor trafficking.





Curriculum-Based Training

- An array of standardized, in-person trainings
- Range of topics relevant to victim service providers and allied professionals
- 1 to 3 days, depending on training selected
- OVC TTAC provides:
 - expert instructors
 - training materials
 - participant manuals
 - CEUs



Top 5 Most-Requested Trainings

- Sexual Assault Advocate/Counselor Training
- Compassion Fatigue/Vicarious Trauma
- Building Resiliency in Child Abuse Organizations
- DNA in Sexual Assault Cases: The Role of Law Enforcement, SAFE/SANE Nurses, and Victim Advocates
- Leadership In Victim Services

Support for VOCA Administrators



State assistance and compensation administrators' technical assistance needs are supported via:

Digital Outreach and Services	Customized Technical Assistance
<ul style="list-style-type: none">• MyVOCA Resources<ul style="list-style-type: none">• a dedicated section on OVC TTAC's website for VOCA administrators• VOCA TTA Listserv<ul style="list-style-type: none">• Email to provide information on upcoming TTA events by state and other helpful updates	<ul style="list-style-type: none">• VOCA Mentoring Program• Targeted online blended training for administrators on leadership and strategic planning• Training at the national VOCA Training Conference





OVC TTAC Website

RESOURCES

Instructor Materials **Online Training** **Webinars**

Tools and Searchable Databases **Victim Law**

NEWS

Learn about resources for National Public Awareness Intelligence Month at the UNAMA Briefing, OVC TTAC, October 22, 2019

Attend the October 2019 Webinar: Domestic Violence Flight Risk Training, October 22, 2019

Learn about National Domestic Violence Awareness Month resources from the OVC TTAC, October 22, 2019

Resources **How We Can Help** **About Us** **Office for Victims of Crime: Training and Technical Assistance Center**

Web Based Training
Tools and Searchable Databases
Special Focus Areas
National Library
Expert Q&A
TTA Network Resource Directory
MYOCCA Resource

Training
Customized Technical Assistance
Specialized Support
National Victim Assistance Academy
Professional Development Scholarship

Contact Us
FAQs
Accessibility
Accessibility Statement
Send Feedback
Site Map

5001 Lee Highway, Fairfax, VA 22031-5200
Phone: 1-888-OVC-11AC (1-888-462-8522)
TTY: 1-402-426-3900
Fax: 703-225-2233
Email: TTAC@ovc.tta.org

The Office for Victims of Crime Training and Technical Assistance Center is a component of the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice.
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Last updated on: October 22, 2019

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22,880
online
interactive
training
registrations



709,542
website visits



757,989
participants
served



50,340
downloads



www.ovcttac.gov

National Criminal Justice Reference Service (NCJRS)



NCJRS, which operates the OVC Resource Center, offers:

- Trained information specialists to answer your questions
- A searchable library of 30,000+ victim-related documents
- A comprehensive Q&A database
- The ability to order OVC publications and videos
- Subscriptions to e-newsletters about new releases and other announcements from OVC and partner agencies

www.ncjrs.gov

OVC Resources to Address Vicarious Trauma



**THE VICARIOUS TRAUMA
TOOLKIT**

Vicarious trauma is an occupational challenge for the fields of victim services, emergency medical services, fire services, and law enforcement, as well as allied professionals who work for or with these agencies.

Is your organization vicarious trauma-informed?

 **www.ovc.gov/vtt**

You can find out by accessing OVC's free, online resource—the *Vicarious Trauma Toolkit (VTT)*.

Learn more about the impacts of vicarious trauma and find tools to help you strengthen your agency's response.

Over 500 Resources:

- Policies, procedures, practices and programs
- Websites, podcasts, and videos
- Research literature
- New Tools

Please visit: www.ovc.gov/vtt

Mass Violence Toolkit



OFFICE FOR VICTIMS OF CRIME

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JUSTICE FOR VICTIMS • JUSTICE FOR ALL

Helping Victims of Mass Violence & Terrorism

PLANNING, RESPONSE, RECOVERY, AND RESOURCES

MESSAGE FROM THE DIRECTOR

ABOUT THE TOOLKIT

PARTNERSHIPS & PLANNING

RESPONSE

RECOVERY

TOOLS

About the Toolkit

August 2015 • NCJ 248647

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- [Purpose of the Toolkit](#)
- [Who Should Use the Toolkit?](#)
- [How To Use the Toolkit](#)
- [Acknowledgments](#)

Purpose of the Toolkit

The Office for Victims of Crime (OVC)—in coordination with the Federal Bureau of Investigation's Office for Victim Assistance and the U.S. Department of Justice's Office of Justice for Victims of Overseas Terrorism—developed this toolkit to help communities prepare for and respond to victims of mass violence and terrorism in the most timely, effective, and compassionate manner possible.

Lessons learned from past incidents indicate that through advanced planning (which includes the establishment of victim assistance protocols), and by developing and maintaining multidisciplinary partnerships, communities are better prepared to engage a holistic approach to victim assistance to ensure that each victim's needs are met. However, this toolkit also contains materials that will aid communities' responses to victims even if they have not planned for an incident.

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Who Should Use the Toolkit?

We developed this toolkit primarily for the following professionals, but it can be used by any individual or organization responsible for planning and responding to incidents of mass violence and terrorism.

- State Victims of Crime Act (VOCA) administrators: compensation and assistance.
- Emergency planning managers.
- Law enforcement officials.
- Prosecutors' offices.
- Victim service providers.
- Health care providers (including mental health).

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Important Websites

- Office for Victims of Crime - www.ovc.gov
- DOJ Grants Financial Guide - <https://ojp.gov/financialguide/DOJ/index.htm>
- OVC Training and Technical Assistance Center - www.ovcttac.gov
- Grants Management System - <https://grants.ojp.usdoj.gov/>



Important Websites (cont.)

- Grants Payment Request System - <https://grants.ojp.usdoj.gov/gprs>
- Performance Measurement Tool - <https://ovcpmt.ojp.gov>
- Trafficking Information Management System - <https://tims.ovcttac.gov>
- National Criminal Justice Reference Service - www.ncjrs.gov



To submit a question, use the [Q&A Box](#)  and select [all presenters](#).