

Office for Victims of Crime
Putting the Pieces Together: Understanding Your Award Special Conditions
Questions and Answers from the April 30, 2019, Webinar

The archived webinar can be found at: <https://www.ovc.gov/training/index.html#granteewebinar>.

1. **Question:** Will we be notified if we need to take the Financial Management Training?

Answer: No, automatic notices are not sent out. If you are a point of contact in GMS or financial point of contact you will be required to complete the training. You are required to complete this training every three years, and will not be notified when it expires. It will be your responsibility to ensure that you are current on the requirement.

2. **Question:** We have two contracts with the U.S. Department of Justice and attended the Financial Management Training under the first contract. Do we still need to attend the same financial training under the second contract?

Answer: As long as you have completed the Financial Management Training within the past 3 years, you do not need to re-take the training. Just make sure you send your training certificate to your assigned program specialist.

3. **Question:** Our point of contact (POC) and financial point of contact (FPOC) completed the Financial Management Training in October 2016. Do they need to recomplete it by October 2019 to meet the 3 year requirement?

Answer: Yes, they would need to re-take the training by October 2019. Once completed, please submit their new training certificates to your assigned OVC program specialist.

4. **Question:** Does the Financial Management Training requirement apply to Alternate POCs?

Answer: Yes. Alternate POCs need to take this training. If there are multiple financial POCs, they all need to take the training. If you don't need to put someone down, don't. It's fine to have multiple financial point of contacts—a lot of times that is the case with large organizations—but you don't need to put down every level of supervisor. Put as many as you need to, not as many as you want.

5. **Question:** Is the U.S. Department of Justice Online Financial Management Training the same training/certification as the in-person Financial Management Training?

Answer: Yes. As an alternative to attending a live seminar, we encourage grantees to take advantage of the free online Grants Financial Management training course designed specifically for DOJ grantees. This online course covers the same topics as the live seminar and the completion of this course fulfills any requirement for training that is required by your grant. Both the live seminar and online course are designed for individuals responsible for the financial administration of discretionary and/or formula

grants awarded from federal grant-in-aid programs administered by various bureaus and offices at the Department of Justice, including the:

- Office of Justice Programs,
- Office of Community Oriented Policing Services, and
- Office on Violence Against Women.

6. **Question:** When will the first progress report be due for the OVC Victim Services Tribal Set-Aside Program? Is it due July 2019, or January 2020?

Answer: The first progress report under the Tribal Set-Aside Program will be due by July 30, 2019.

7. **Question:** If the project period began in April 2019, will the progress reports still be due in July 2019 and January 2020?

Answer: For discretionary grants like Tribal Set-Aside awards, which report on a semi-annual basis, the first report will be due July 30, 2019. For formula grantees, which report once per year, the first progress report will be due December 31, 2019.

8. **Question:** How do we know whether to use the [Trafficking Information Management System](#) (TIMS) or [Performance Measurement Tool](#) (PMT)?

Answer: Only OVC human trafficking grantees should report in TIMS. All other OVC grantees should report in PMT.

9. **Question:** Does 28 CFR Part 38 state anything about having to call faith-based leaders by their official title (example: Reverend or Pastor)? There have been occasions in the past where faith-based contracted leadership insist on being called by their official title and staff refuse.

Answer: No. 28 CFR Part 38 does not provide any guidance on the use of religious titles.

10. **Question:** Do you know when the 2019 State Allocation charts are going to be sent out?

Answer: No. OVC hopes to post them soon.

11. **Question:** Do Tribal Set-Aside awardees have to report award information to the Federal Funding Accountability and Transparency Act (FFATA)?

Answer: Only if your grant or cooperative agreement involves subrecipient(s).

12. **Question:** Who initiates the Office of the Chief Financial Officer (OCFO) budget clearance Grant Adjustment Notice (GAN)?

Answer: The Office of the Chief Financial Officer (OCFO) budget analyst initiates the GAN. Grantees are not responsible for doing that. We will initiate the GAN once the final financial clearance is done to remove the special conditions so that you may begin drawing down your funds.

13. **Question:** Is it correct that 2019 Applications (for compensation) cannot be completed until we have the amount allocated?

Answer: Yes.

14. **Question:** Does the cap on payment to consultants mean that, for example, they could make \$100 per hour as long as they did not go over \$650 per day?

Answer: The Office of Justice Programs does not permit grantees to pay consultants a rate of higher than \$650 per day, or \$81.25 per hour. That doesn't mean that every consultant on your award should be paid \$650 a day or \$81.25 per hour; it just means that's the cap, and you should pay consultants what they are worth for their services.

15. **Question:** For the Programmatic Special Condition that says access is granted to OVC to examine all records and documents, does that include confidential case notes about a client using services?

Answer: VOCA Victim Assistance funding is covered by the confidentiality provisions in the VOCA Final Rule, so OVC would not review or request to review personally identifying information or confidential case notes about clients.