



*Helping Crime Survivors Find Their Justice*



# OVC Grantee Orientation: Putting the Pieces Together

October 17, 2024

The webinar will begin shortly.

# Overview of OVC/OJP – Section I



**Joel Hall**  
**Deputy Director**



*Helping Crime Survivors Find Their Justice*

# 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

- 1. Understand OVC's goals, requirements, and expectations for your award.**
- 2. Understand OVC's Mission and OJP's role.**
- 3. Know how to locate, understand and navigate DOJ systems.**
- 4. Know specific elements of the OVC grant award and helpful resources and support available.**

# Understanding How OJP Supports Your Grant

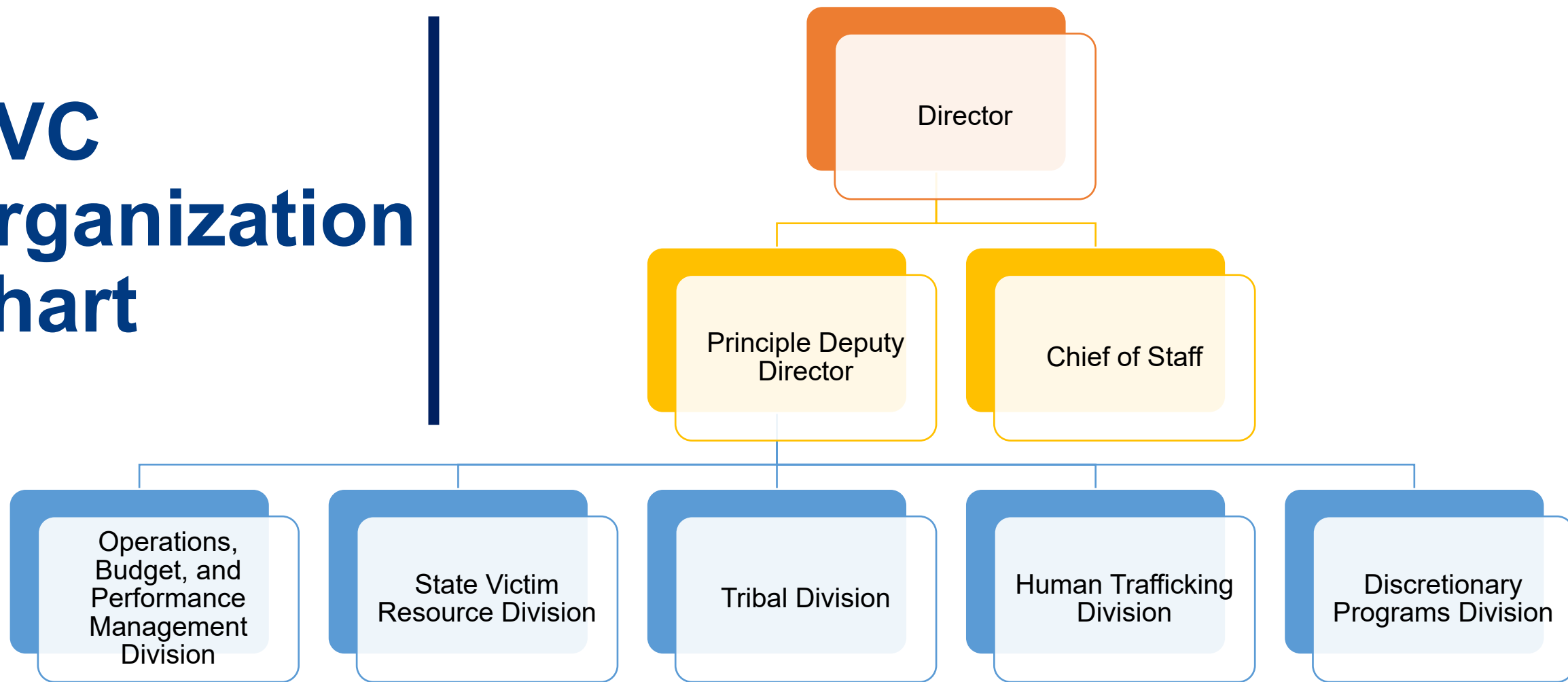




**OVC**  
Office for Victims of Crime

*Helping Crime Survivors Find Their Justice*

# OVC Organization Chart





# OVC – Grant Types

## Crime Victim Assistance (Formula)

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

## 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)

## 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)

## Tribal Victim Services Set-Aside (TVSSA)

- Supports American Indian and Alaska Native Communities
- Noncompetitive
- Formula Grants

## Human Trafficking Discretionary Awards

- Enhances capacity to identify, assist, and provide services to all victims of human trafficking
- Leads the nation in supporting victim-centered and trauma-informed programs, policies, and resources that promote justice, access, and empowerment in the human trafficking space





Questions?



# Poll Question

What did you not understand? What are you looking for from your GM?



# Grants Management 101 – Section II

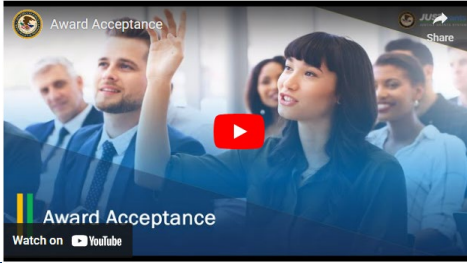


**Stacy Phillips**  
**Victim Justice  
Program  
Specialist**

# OJP Grants Life Cycle



[Video Link](#)



## DOJ Award Acceptance Checklist

Once notified of an award, entity users accept or decline the award in JustGrants through a two-step process:

- Entity Administrator confirms or assigns participants to the award.
- Authorized Representative(s) accepts or declines the award.

For additional guidance, visit the [JustGrants Award Acceptance webpage](#).



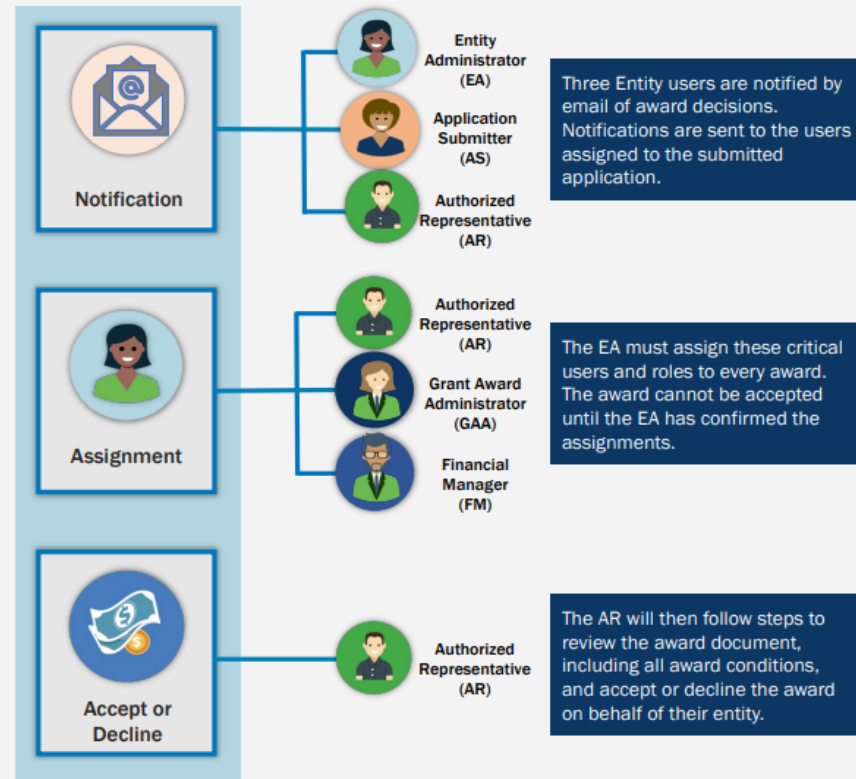
**Hot Tip!**  
Individuals assigned to the Authorized Representative role must have the legal authority to enter into contracts, grants, and cooperative agreements.

- **Confirm or Assign Award Participants**
  - **New Award – Complete the "Confirm/Assign Participants Task."**
  - **Supplemental Award" Complete "Verified Authorized Rep. Task."**
- **Accept or Decline Award**

★ If the EA has departed the entity, follow the [Change Entity Administrator guidance](#). Once the role of EA has been transferred to someone new, the task will transfer to the new EA's worklist.

# Award Acceptance Overview

This chart shows the process, roles, and responsibilities involved in Award Acceptance.



[Link](#)

# Award Acceptance

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Funded Award" and shows details for award (15)OVVW-24-AG-01300-STOP, which is in a "PENDING-AWARD ACCEPTANCE" status. The awarded entity is "JGII Test Org25".

**Solicitation Details:**

Solicitation Title:	CB BF 256087 Test	Solicitation Category:	N/A
Project Title:	Testing	Federal Award Amount:	\$100.00
Project Period:	1/1/23 - 12/31/25	UE:	QPN9Y8GZ9PZ
Managing Office:	OVW	TIN:	****0000
DOJ Grant Manager:	GrantManaReOVW jgtsint		
Grant Award Administrator:	justgrants025.grantawardadmin jgtsent		
FAW Case ID:	FAW-352221		

**Approval Section:**

**Award Package Acceptance**

- > Award Letter
- > Award Information
- > Project Information
- > Financial Information
- > Other Award Documents
- > Award Conditions
- > Award Acceptance

Buttons: Cancel, Decline, Accept

**Case details:**

Last updated by: Mainul Islam (54m ago)  
Created by: Agent(System-Queue-ServiceLevel.ProcessEvent) (55m ago)

**DOJ Grant Manager:** GrantManaReOVW jgtsint  
**Phone:** 999-000-1111  
**Email:** GrantManaReOVW@ojo.doj.stg

**Participants (7):**

- justgrants025.grantawardadmin jgtsent Grant Award Administrator
- JohnElectronicBusinessPoc Doe Entity Administrator
- GrantManaReOVW jgtsint GrantManager
- justgrants025.financialmanager jgtsent Financial Manager
- justgrants025.authorizedrep jgtsent Authorized Representative

**Progress Bar:** FUNDED AWARD INITIAL SETUP > ACTIVE > INITIATE CLOSEOUT > PROGRAMMATIC CLOSEOUT > FINANCIAL CLOSEOUT > UFMS HANDOFF

[Training Resources](#)  
[Privacy Policy](#)



# Award Acceptance

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Funded Award (15JOVW-24-AG-01300-STOP) PENDING-AWARD ACCEPTANCE". Below this, it shows the awarded entity legal name as "JGII Test Org25" and the doing business as "JGII Test Org25".

The page is divided into several sections:

- Approval**: A red notification icon is present.
- Award Package Acceptance**: Includes expandable sections for "Award Letter", "Award Information", and "Project Information".
- Text**: "This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions."
- Table**: A table with columns for Solicitation Title, Application Number, and Awarding Agency. The "Grant Manager Name" row is highlighted in yellow.
- Table**: A table with columns for Project Title, Performance Period Start Date, Performance Period End Date, Budget Period Start Date, and Budget Period End Date.
- Text**: "Project Description: This is a test"
- Form**: A checkbox labeled "I have read and understand the information presented in this section of the Federal Award instrument." is checked.

The right sidebar contains "Case details" (last updated by Mainul Islam), "DOJ Grant Manager" (GrantManaReOVW\_jgitsint), and "Participants (7)" including Justgrants025.grantawardadmin, JohnElectronicBusinessPoc.Doe, GrantManaReOVW\_jgitsint, justgrants025.financialmanager, and justgrants025.authorizedrep.

# Award Acceptance

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

**Funded Award**  
(15)DVW-24-AG-01300-STOP **PENDING AWARD ACCEPTANCE**  
Awarded Entity Legal Name: (JGII Test Org25) Doing Business As: (JGII Test Org25)

**Award Acceptance**

**Declaration and Certification to the U.S. Department of Justice as to Acceptance**

By checking the declaration and certification box below, I--

A. Declare to the U.S. Department of Justice (DOJ), under penalty of perjury, that I have authority to make this declaration and certification on behalf of the applicant.

B. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this award acceptance: (1) I have conducted or there was conducted (including by applicant's legal counsel as appropriate and made available to me) a diligent review of all terms and conditions of, and all supporting materials submitted in connection with, this award, including any assurances and certifications (including anything submitted in connection therewith by a person on behalf of the applicant before, after, or at the time of the application submission and any materials that accompany this acceptance and certification); and (2) I have the legal authority to accept this award on behalf of the applicant.

C. Accept this award on behalf of the applicant.

D. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) 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 subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

**Agency Approval**

Title of Approving Official	Name of Approving Official	Signed Date And Time
--	Brittany Franklin	2/1/24 5:35 PM

**Authorized Representative**

Declaration and Certification

**Entity Acceptance**

Title of Authorized Entity Official  
Director IT

Name of Authorized Entity Official  
justgrants025.authorizedrep.jgitsext

Signed Date And Time  
9/9/2024 10:44 AM

[Training Resources](#)  
[Privacy Policy](#)

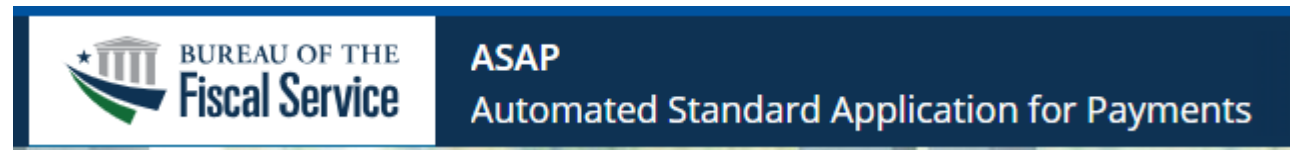
[Cancel](#) [Decline](#) [Accept](#)



# Accessing Funds

**Hot Tip - New To ASAP?** Avoid payment delays by enrolling in ASAP as soon as possible after your SAM.gov E-Business POC

- The **Automated Standard Application for Payments (ASAP)** is a completely electronic system that federal agencies use to quickly and securely transfer federal funds to recipient organizations.
  - Entities must complete the ASAP Account Enrollment in order to manage their award.
- Steps for the enrollment process:
1. POC receives the enrollment invitation in the form of two emails with credentials to login to ISIM
  2. POC changes the password
  3. POC completes security questions
  4. POC accepts the ASAP terms
  5. POC logs in to ASAP.gov and assigns all user roles

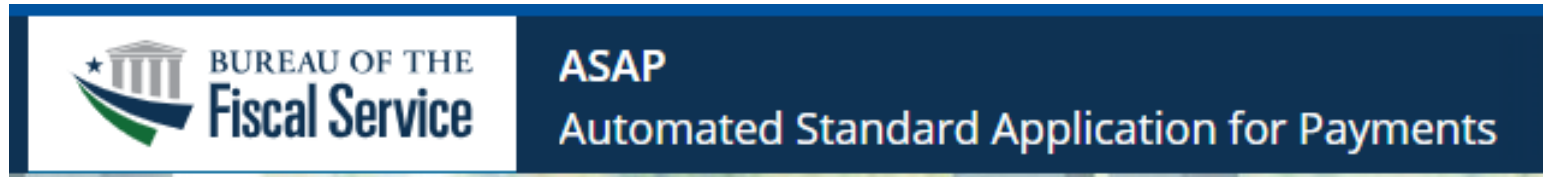


# Accessing Funds Cont.

The POC can fill all of the roles, assign multiple roles to one person, or assign each role to a different person.

➤ ASAP User Roles:

1. The Head of Organization (HOO) approves the user roles.
2. The Financial Official (FO) enters banking data for receiving payments.
3. The Authorizing Official (AO) adds the entity short name and Payment Requestor information.



\*Once the banking validation occurs, the federal agency creates the account, authorizes funding, and sends notification that the account has been created.

# Grant Award Modification (GAM) -

A Grant Award Modification (GAM) is created to update Award Details and used to modify detail(s) about the award.

- Project Period Extension
- Programmatic
  - Scope Change
  - Consultant Fees
- Financial
  - Budget Modification
  - Sole Source

\*All GAMs can be initiated in JustGrants by the grantee, each has specific fields and sub-types depending on the information needed.

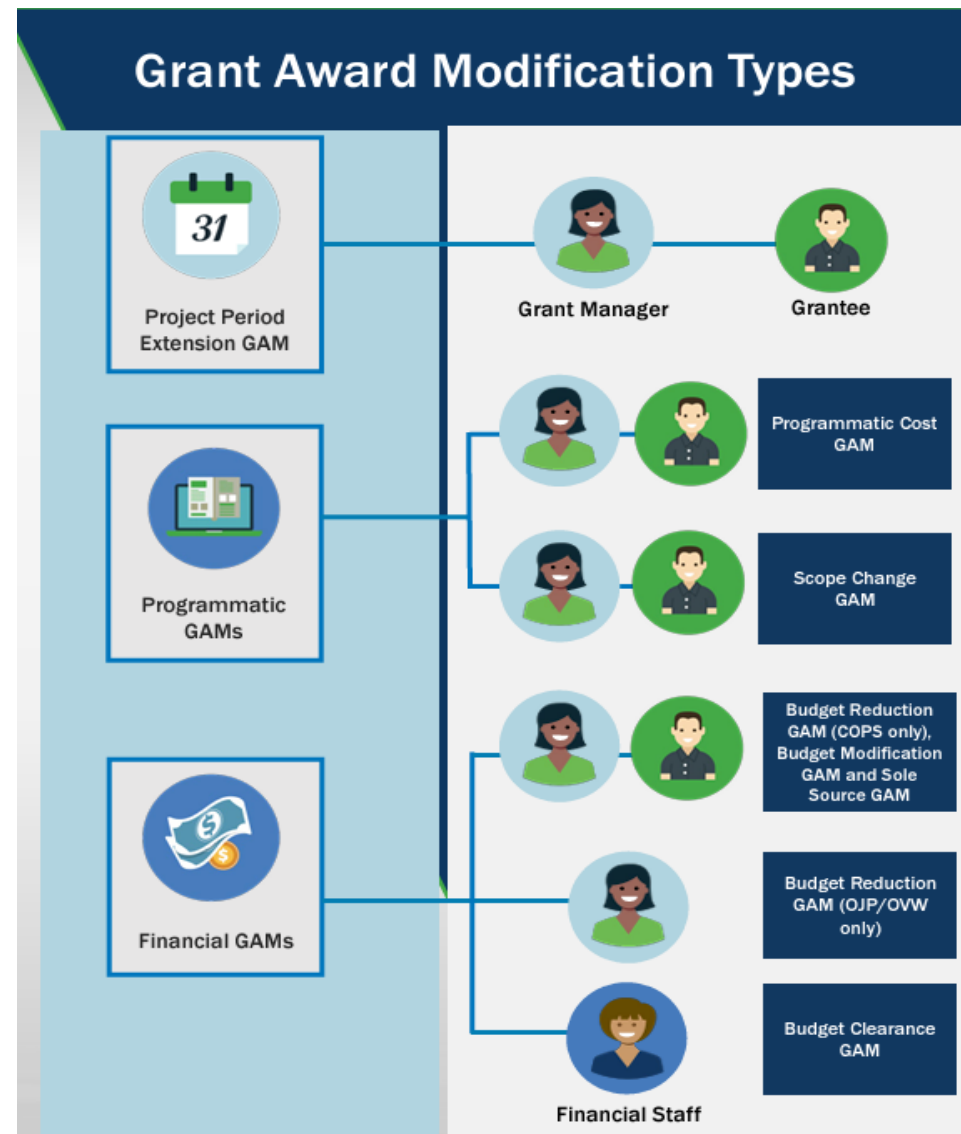


[Link](#)

# GAMS – Cont.

- The following actions are **not treated** as JustGrants GAMS:
  - An Entity Administrator (EA) can change the Grant Award Administrator (GAA) and Authorized Representative (AR).
  - GAAs can submit deliverables for review under Performance Management.
  - Users can update the Grantee name, address and establish a new Unique Entity Identifier (UEI) on SAM.gov.


# GAMs – Cont.



[Link](#)



# Initiating GAMs



- [Home](#)
- [Entity Profile](#)
- [Entity Users](#)
- [Entity Documents](#)
- [Applications](#)
- [Awards](#)
- [Monitoring](#)
- [Federal Forms](#)

### Active Funded Award

(15PBJA-24-GG-01228-AWAX) PENDING-ACTIVE

Awarded Entity Legal Name (New JGII Test QA Organization 26) Doing Business As: (New JGII Test QA Organization 26 Doing Business As)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title:	FY24 Formula Template (New Redesign)	Solicitation Category:	N/A
Project Title:	Alak Test	Federal Award Amount:	\$999.00
Project Period:	8/1/24 - 6/30/27	Program Office:	BJA
Managing Office:	OJP	UEI:	RKV2V7M6FJ03
DOJ Grant Manager:	Manjula Gone	TIN:	*****0000
Grant Award Administrator:	justgrants026.grantawardadmin@jgitsext		
FAW Case ID:	FAW-351175		

#### Award Information

DUE IN 2 YEARS 9 MONTHS FROM NOW

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

#### GAM Selection

Type of Award Change

Select

Create New GAM

∨ In Progress GAMs

GAM ID	Status	Type of Award Change	Award Change Subtype	Originated by	Last Modified Date
No Items					

∨ Completed GAMs

GAM ID	Status	Type of Award Change	Award Change Subtype	Originated by	Last Modified Date
<a href="#">GAM-220952</a>	Resolved-Completed	Financial	Budget Reduction	GrantManalniBJA@ojp.usdoj.stg	8/2/24 1:08 PM

# GAM Lifecycle



**GAMs are not officially approved until the grantee receives final notice in JustGrants**

# Required Reporting Requirements

- Performance reports (PR) —semiannual or annual depending on the program\*
- Federal Funding Accountability and Transparency Act (FFATA) (if applicable)
- Federal Financial Reports (FFR)—quarterly
- Performance Measurement Tool (PMT)—quarterly\*

\*Performance reporting requirements will look different across NOFOs.

# Monitoring

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

**Remote monitoring** allow grant managers the flexibility to verify grantee activities, validate reported information, and assess the status of project implementation for grantees who may be difficult to reach onsite.

**Onsite monitoring** allows 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



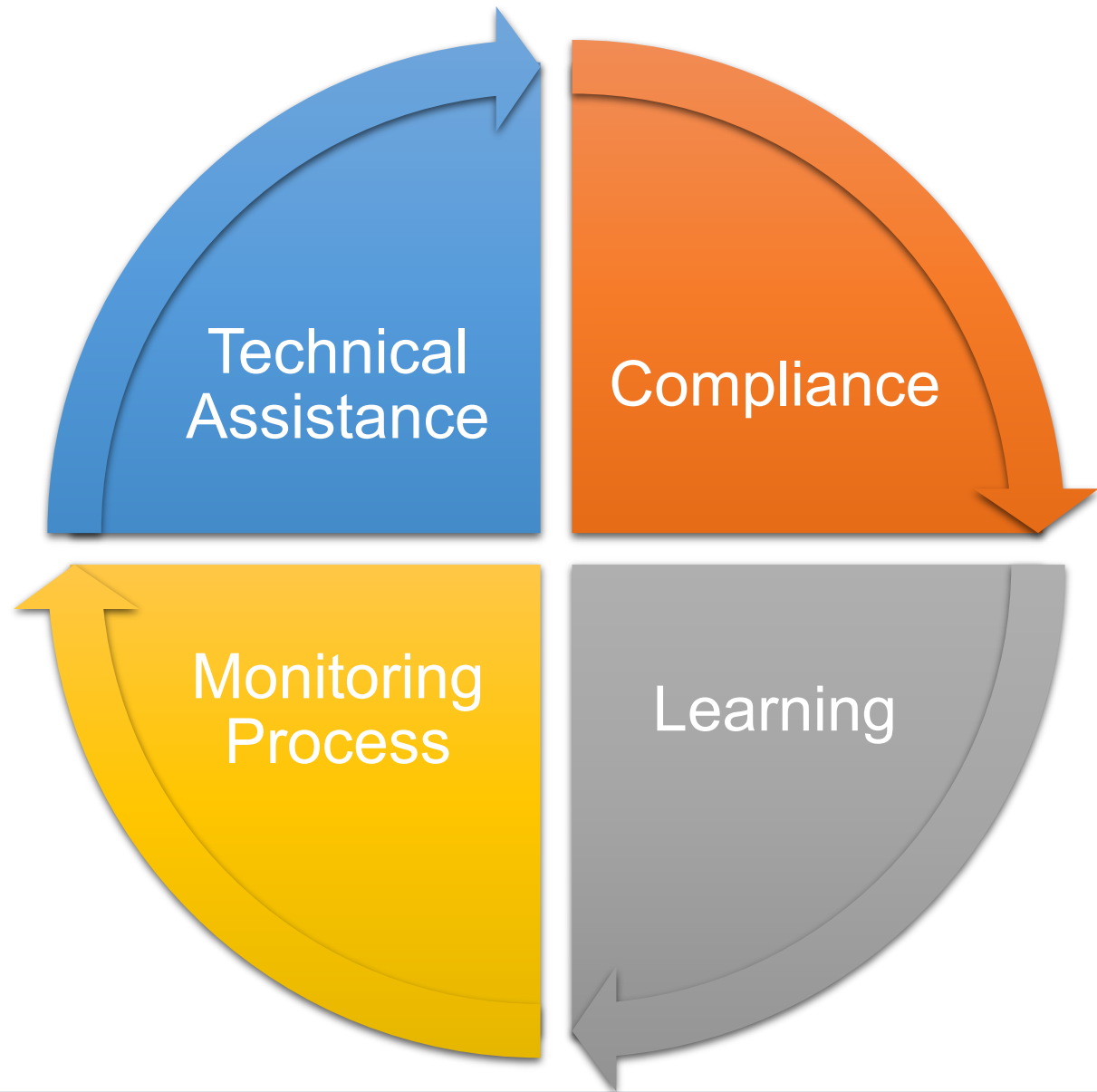
# How OVC Monitors

- Phone discussions
- Emails
- Participating in meetings and events
- Reviewing progress and financial reports
- Onsite or remote programmatic and/or financial site visits
- Desk reviews

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

# Purpose of Site Visits

**Hot Tip –**  
Don't forget to  
monitor  
subrecipients!



# Award Closeouts

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 into JustGrants, no later than 120 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.
- The role of the OVC grant manager is to help the grantee navigate the closeout process if necessary and address any outstanding or open special conditions of the award.



# Award Closeouts – Cont.

- To begin a closeout the grantee must submit the final Federal Financial Report (FFR) and Performance Report.
- Closeouts are automatically generated one day after the grant end date (e.g., 09/30/XX).
- Closeouts are automatically submitted by OVC 121 days after grant end date if the grantee fails to do so within 120 days.

# Initiating a Closeout

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms

**Active Funded Award**  
(15PBJA-24-GG-01228-AWAX) **PENDING-ACTIVE**  
Awarded Entity Legal Name (New JGII Test QA Organization 26) Doing Business As: (New JGII Test QA Organization 26 Doing Business As)

**ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.**

Solicitation Title:	FY24 Formula Template (New Redesign)	Solicitation Category:	N/A
Project Title:	Alak Test	Federal Award Amount:	\$999.00
Project Period:	8/1/24 - 6/30/27	Program Office:	BJA
Managing Office:	OJP	UEI:	RKV2V7M6FJ03
DOJ Grant Manager:	Manjula Gone	TIN:	*****0000
Grant Award Administrator:	justgrants026.grantawardadmin.jgitsex		
FAW Case ID:	FAW-351175		

**Award Information**  
DUE IN 2 YEARS 9 MONTHS FROM NOW

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

Award closeout has not yet been initiated.

[Closeout Award](#)

[Link](#)

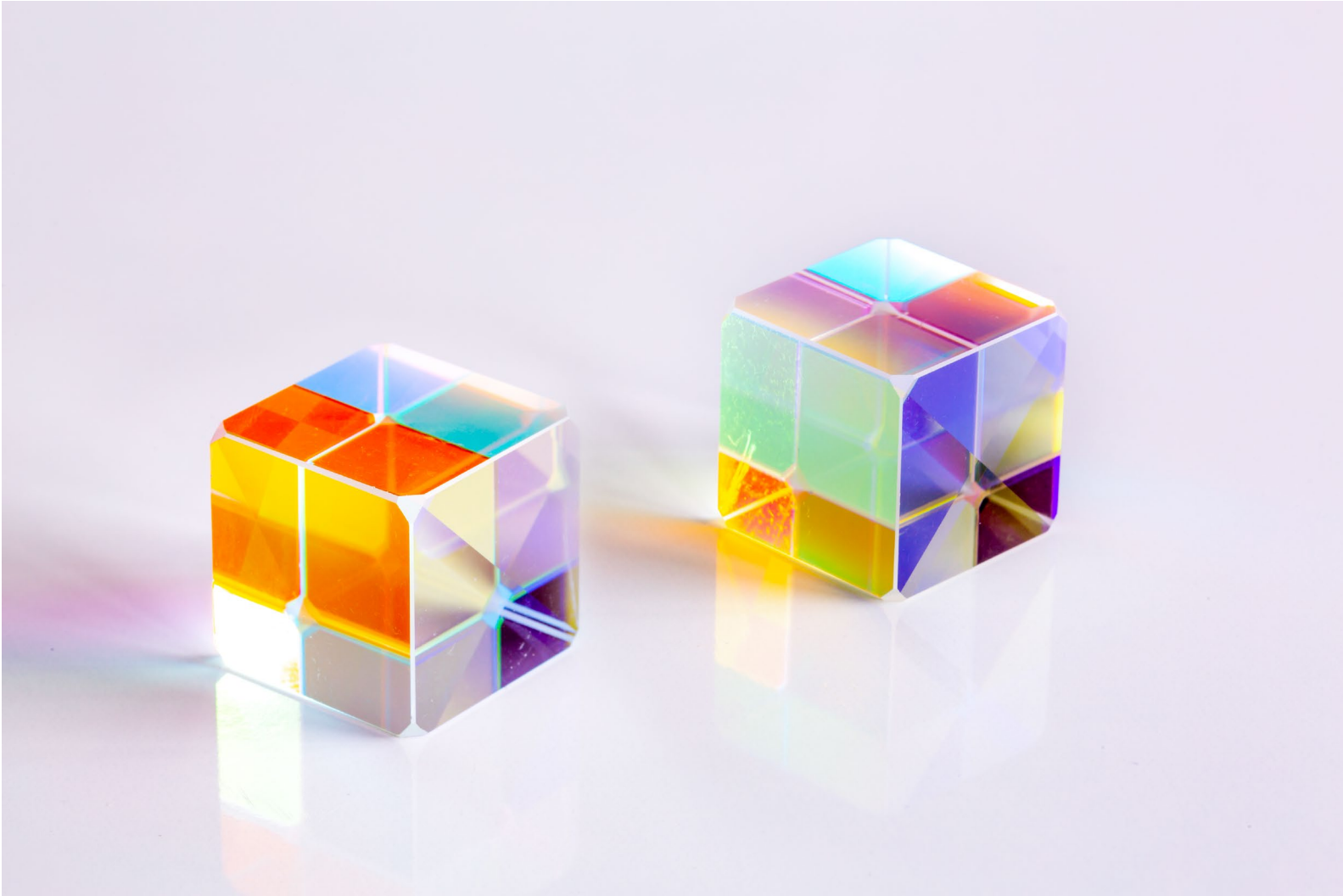
# Questions?



# Poll Question

What are the implications of late submissions of FFRs and PRs

- A. Freezing of program funds
- B. Impact on future funding considerations
- C. A and B
- D. No implications



# Understanding JustGrants – Section III

**Ramesa Pitts**  
**Grants  
Management  
Specialist**

# What is JustGrants?

- The Justice Grants System (JustGrants) is the grant application and award management system for all Department of Justice (DOJ) grant-making agencies—the Office of Community Oriented Policing Services (COPS Office), the Office of Justice Programs (OJP), and the Office on Violence Against Women (OVW).
- This website ([justicegrants.usdoj.gov](https://justicegrants.usdoj.gov)) includes resources to help users navigate the DOJ grant application and award management processes.



*Helping Crime Survivors Find Their Justice*

# Understanding Role Assignments

## Grant Award Administrator (GAA)

- GAAs serve as the primary POC for the grant award
- Responsible for Semi-Annual performance report and Grant Award Modification (GAM) submissions
- Should attend leadership/GAA specific trainings and TTA provider check-in's as necessary
- Required to complete the DOJ Grants Financial Management Training
- Make sure your TTA provider has the appropriate contacts information so that new staff are receiving important information
- Responsible for sharing OVC communications with program staff

## Financial Manager







- Financial Managers focus on training, reporting, timekeeping etc.
- Required to complete the DOJ Grants Financial Management Training
- Completes quarterly financial reporting
- Oversees timekeeping, invoicing, etc.

## Program Staff

- Program/direct service staff should be ready for work – know what clients are eligible, what services, what does your grant say?
- Sign-up for your TTA provider listserv to receive important information surrounding HT TTA Provider trainings, support opportunities, etc.
- Sign up for news and events on OVC's website [here](#).




# JustGrants User Role Matrix

Entity Administrator	Grant Award Administrator	Alternate Grant Award Administrator	Application Submitter	Authorized Representative	Financial Manager
Confirms Entity profile information is current. Confirms Authorized Representative has proper legal authority to accept or decline an award.	Edits and submits programmatic-related award requirements, including Performance Reports, certain GAMS, and portions of the Closeout.	Supports the Grant Award Administrator. Can initiate and submit programmatic-related award requirements, including Performance Reports and GAMS.	Completes and submits applications on behalf of an Entity, including Entity Assurances and Certificates.	Accepts or declines awards on behalf of the Entity. Must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity	Certifies and submits financial information and all Federal Financial Reports on behalf of an entity.
Number of Roles Allowed per Entity					
 One per Entity One Entity Administrator per Entity. If this person cannot carry out the duties (temporarily or permanently), the role can be transferred to another user.	 Multiple Allowed Assign this role to all current Grant Award Administrators, and any user that may perform this role in future.	 Multiple Allowed	 Multiple Allowed	 Multiple Allowed Assign this role to any user that may be required to accept or decline an award on behalf of an Entity.	 Multiple Allowed Assign this role to all current Financial Managers and any user that may perform this role in the future.

[Link](#)

# Entity Roles



- [Home](#)
- [Entity Profile](#)
- [Entity Users](#)
- [Entity Documents](#)
- [Applications](#)
- [Awards](#)
- [Monitoring](#)
- [Federal Forms](#)

### Users - New JGII Test QA Organization 26 New JGII Test QA Organization 26 Doing Business As

<a href="#">View</a>	Name	Phone	Email	Assigned Role(s)
<a href="#">View</a>	Alan Gemoets Alan Gemoets	<a href="#">301-235-8765</a>	alan.gemoets@gmail.com	AlternateGrantAwardAdministrato
<a href="#">View</a>	Amy Callaghan	--	justgrants26@gmail.com	ApplicationSubmitter
<a href="#">View</a>	Dunya AppSubmitter	<a href="#">202-616-3892</a>	dunya404newappsubmitter@gmail.com	ApplicationSubmitter
<a href="#">View</a>	JohnElectronicBusinessPoc Doe	<a href="#">(123) 123-1234</a>	justgrants026@gmail.com	AlternateGrantAwardAdministrato
<a href="#">View</a>	justgrants026.altgrantawardadmin jgitsext	<a href="#">202-382-3889</a>	justgrants026.altgrantawardadmin@gmail.com	AlternateGrantAwardAdministrato
<a href="#">View</a>	justgrants026.applicationsubmitter jgitsext	<a href="#">(123) 123-1234</a>	justgrants026.applicationsubmitter@gmail.com	ApplicationSubmitter
<a href="#">View</a>	justgrants026.authorizedrep jgitsext	<a href="#">(123) 123-1234</a>	justgrants026.authorizedrep@gmail.com	AuthorizedRepresentative
<a href="#">View</a>	justgrants026.financialmanager jgitsext	<a href="#">(123) 456-7890</a>	justgrants026.financialmanager@gmail.com	FinancialManager
<a href="#">View</a>	justgrants026.grantawardadmin jgitsext	<a href="#">(123) 123-4444</a>	justgrants026.grantawardadmin@gmail.com	ApplicationSubmitter, GrantAwardA
<a href="#">View</a>	justgrants026.multipleroles jgitsext	<a href="#">(345) 432-2323</a>	justgrants026.multipleroles@gmail.com	AlternateGrantAwardAdministrato

### Contacts

<a href="#">View</a>	Last Name	First Name	Email	Phone Number
<a href="#">View</a>	Bond	James	123@usdoj.gov	123-123-1321 Ext.
<a href="#">View</a>	Bond	James	test@suhd.gov	123-123-1231
<a href="#">View</a>	Test 232116	Test	test@test.gov	1232344567 Ext.

# Entity Documents

**Documents - New JGII Test QA Organization 26 New JGII Test QA Organization 26 Doing Business As**

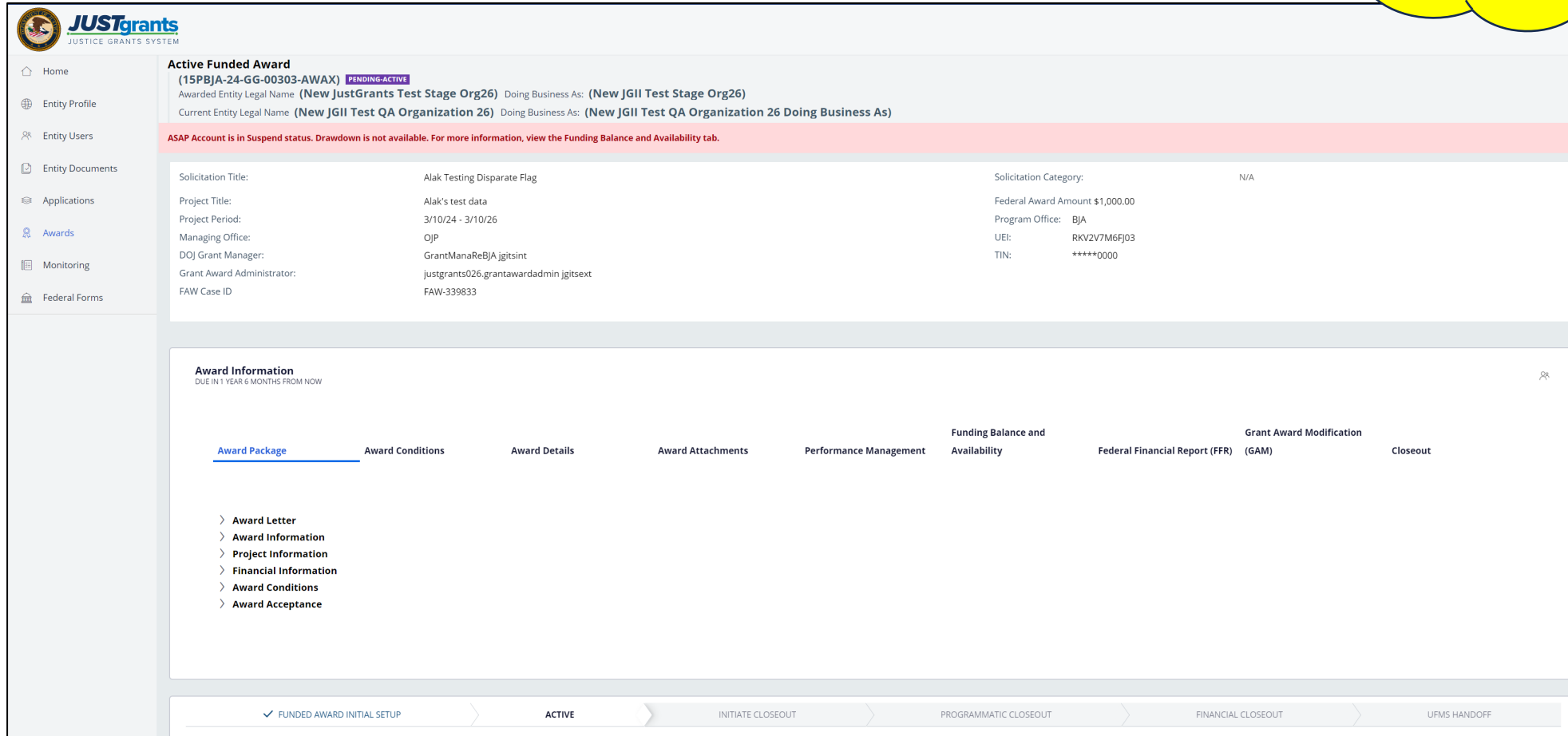
This location stores Entity documents that may apply to all applications and awards (e.g., indirect cost agreements, financial capability questionnaires). Contact your Entity Administrator for questions about these documents.

File Name	Category	Begin Date	End Date	Federal Fiscal Year	Created Date	Uploaded By
<a href="#">Procedural Improvements to Updating JARG.docx</a>	Budget Indirect Cost Rate Agreement	11/28/2023	11/28/2023		11/28/2023	JohnElectronicBusin
<a href="#">Stage-228583 (1).docx</a>	File				10/12/2023	JohnElectronicBusin
<a href="#">CWC_OS_241812.docx</a>	File				10/12/2023	JohnElectronicBusin
<a href="#">CWC_OS_241812.docx</a>	File				10/12/2023	JohnElectronicBusin
<a href="#">UTR_232401 (1).docx</a>	File				10/12/2023	JohnElectronicBusin
<a href="#">CWC_OS_241812.docx</a>	File				10/12/2023	JohnElectronicBusin
<a href="#">Data Creation_updated (1).docx</a>	File				10/12/2023	JohnElectronicBusin
<a href="#">QA-236487 (1).docx</a>	File				10/12/2023	JohnElectronicBusin
<a href="#">CWC_OS_241812.docx</a>	File				10/12/2023	JohnElectronicBusin
<a href="#">QA-237295 (1).docx</a>	File				10/12/2023	JohnElectronicBusin

\*How-to-Video on [Maintaining Entity Documents](#). Entity Management [Job Aid](#).


# Active Award Screen

Hot Tip – See Award Management Job Aid [here!](#)



The screenshot displays the 'Active Award Screen' in the JUSTgrants system. The interface includes a left-hand navigation menu with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows details for an 'Active Funded Award' (15PBJA-24-GG-00303-AWAX) with a 'PENDING-ACTIVE' status. It lists the awarded and current entity legal names, a warning about the ASAP account status, and a table of award details including solicitation title, project title, period, managing office, DOJ grant manager, grant award administrator, and FAW case ID. Below this is an 'Award Information' section with a due date of 1 year 6 months from now and a list of tabs: Award Package, Award Conditions, Award Details, Award Attachments, Performance Management, Funding Balance and Availability, Federal Financial Report (FFR), Grant Award Modification (GAM), and Closeout. A list of expandable items under 'Award Package' includes Award Letter, Award Information, Project Information, Financial Information, Award Conditions, and Award Acceptance. At the bottom, a progress bar shows the award is currently in the 'ACTIVE' stage, with previous stages like 'FUNDED AWARD INITIAL SETUP' and future stages like 'INITIATE CLOSEOUT' and 'PROGRAMMATIC CLOSEOUT'.

# Award Conditions



- Home
- Entity Profile
- Entity Users
- Entity Documents
- Applications
- Awards
- Monitoring
- Federal Forms

**Active Funded Award**  
 (15PBJA-24-GG-00303-AWAX) PENDING-ACTIVE  
 Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)  
 Current Entity Legal Name (New JGII Test QA Organization 26) Doing Business As: (New JGII Test QA Organization 26 Doing Business As)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title:	Alak Testing Disparate Flag	Solicitation Category:	N/A
Project Title:	Alak's test data	Federal Award Amount:	\$1,000.00
Project Period:	3/10/24 - 3/10/26	Program Office:	BJA
Managing Office:	OJP	UEI:	RKV2V7M6FJ03
DOJ Grant Manager:	GrantManaReBJA.jgitsint	TIN:	*****0000
Grant Award Administrator:	justgrants026.grantawardadmin.jgitsint		
FAW Case ID:	FAW-339833		

**Actions** ▼

- Refresh
- Closeout Direct Deobligat... >
- Closeout Programmatic Rev... >
- Print Award Package PDF
- Close

**Award Information**  
DUE IN 1 YEAR 6 MONTHS FROM NOW

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

Award(Initial)

	Language	Document Submission Required	Description of Required Submission	Amount Withheld	Award in Compliance
1	TEST	Yes	TEST	\$1,000.00	Yes
2	TEST	No		\$0.00	Yes
3	TEST	No		\$0.00	Yes

# Award Conditions


**Hot Tip** – External Part  
200 Uniform  
Requirements training  
Tuesday, October 22.  
[See link in chat for details](#)

- Federal Regulations - 2 C.F.R. Part 200 Uniform Requirements
- Required financial management training
- Grants vs. cooperative agreement
- Conferences and trainings – pre-approval and post reporting
- Suitability Determinations
- Publications developed with grant funds
- Final budget clearances

# Award Conditions – Cont.

- Limited English Proficiency
- Consultant Rates
- Key Personnel Clause: Personnel Changes
- Copyright and Data Rights

# Performance Reports



**Active Funded Award**  
 (15PBJA-24-GG-00303-AWAX) PENDING-ACTIVE

Awarded Entity Legal Name: (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)  
 Current Entity Legal Name: (New JGII Test QA Organization 26) Doing Business As: (New JGII Test QA Organization 26 Doing Business As)

**ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.**

Solicitation Title:	Alak Testing Disparate Flag	Solicitation Category:	N/A
Project Title:	Alak's test data	Federal Award Amount:	\$1,000.00
Project Period:	3/10/24 - 3/10/26	Program Office:	BJA
Managing Office:	OJP	UEI:	RKV2V7M6FJ03
DOJ Grant Manager:	GrantManaReBJA jgitsint	TIN:	*****0000
Grant Award Administrator:	justgrants026.grantawardadmin.jgitsex		
FAW Case ID:	FAW-339833		

**Award Information**  
DUE IN 1 YEAR 6 MONTHS FROM NOW

Award Package	Award Conditions	Award Details	Award Attachments	<u>Performance Management</u>	Funding Balance and Availability	Federal Financial Report (FFR)	Grant Award Modification (GAM)	Closeout
<b>Performance Reporting</b>								
Report Number		Type of Report		Reporting Period		Due Date of Report		Status
<a href="#">PR-416666</a>		Regular		Mar 10, 2024 to Mar 31, 2024		Apr 30, 2024		PR-Delinquent
<a href="#">PR-417841</a>		Regular		Apr 1, 2024 to Jun 30, 2024		Jul 30, 2024		PR-Delinquent
<a href="#">PR-421181</a>		Regular		Jul 1, 2024 to Sep 30, 2024		Oct 30, 2024		New

**Award Deliverables**

Case ID	Name	Category	Comment	Uploaded By	Last Updated	Status
No attachments						



# Performance Reports

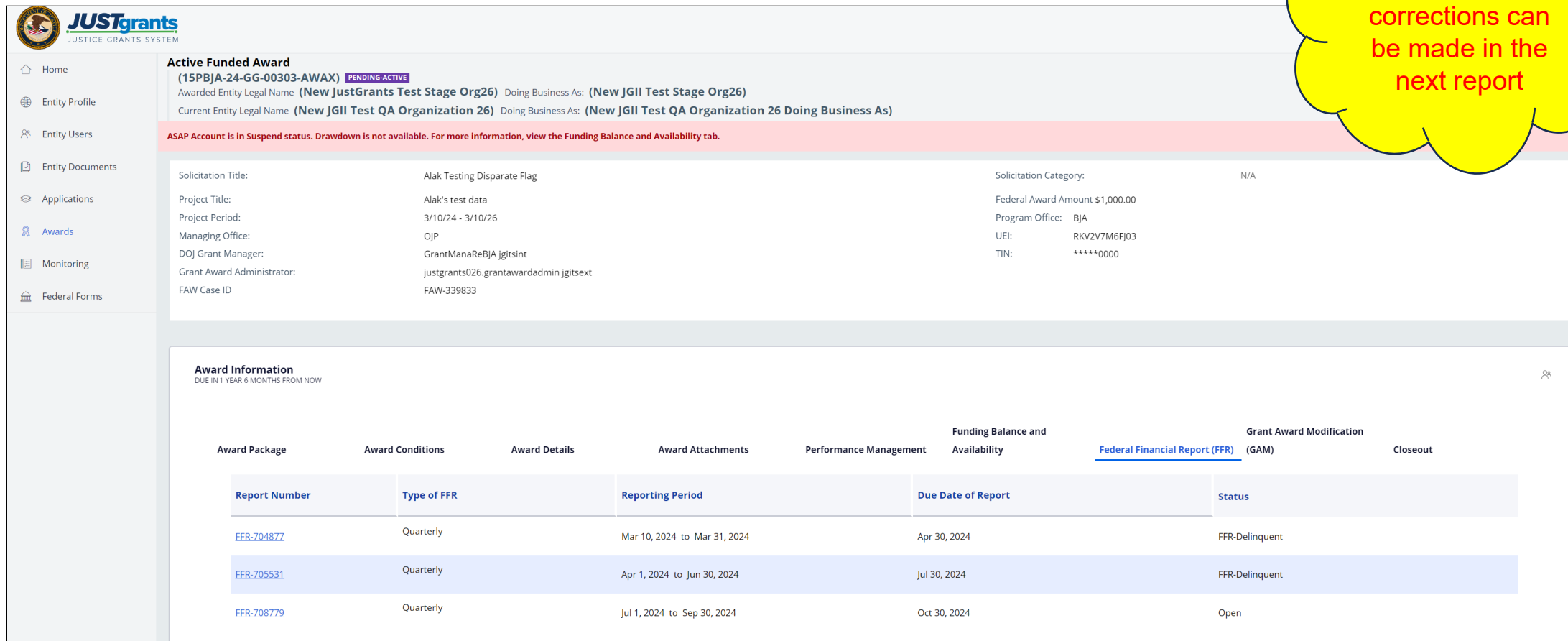
- Performance Reports (PR) are due semi-annual or annual depending on the specific grant requirements.
- It's important to remember that PR submission is a TWO-STEP process (finalize AND submit).

Quarterly Reporting in PMT				Annual Reporting in JustGrants			
Reporting Period	Submission Period	Content	Deadline	Reporting Period	Submission Period	Annual PMT Report	Deadlines
October 1–December 31	January 1–February 15	Performance Measures	February 15	October 1–September 30	October 1–December 30	Performance Measures & Narrative Questions	December 30
January 1–March 31	April 1–May 15	Performance Measures	May 15				
April 1–June 30	July 1–August 15	Performance Measures	August 15				
July 1–September 30	October 1–November 15	Performance Measures & Narrative Questions	November 15				

**Hot Tip – If your PRs are late, JustGrants will automatically suspend the funds.**

# Federal Financial Reports (FFRs)

**Hot Tip – FFRs are cumulative meaning corrections can be made in the next report**



**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms

**Active Funded Award**  
(15PBJA-24-GG-00303-AWAX) **PENDING-ACTIVE**  
Awarded Entity Legal Name: (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)  
Current Entity Legal Name: (New JGII Test QA Organization 26) Doing Business As: (New JGII Test QA Organization 26 Doing Business As)

**ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.**

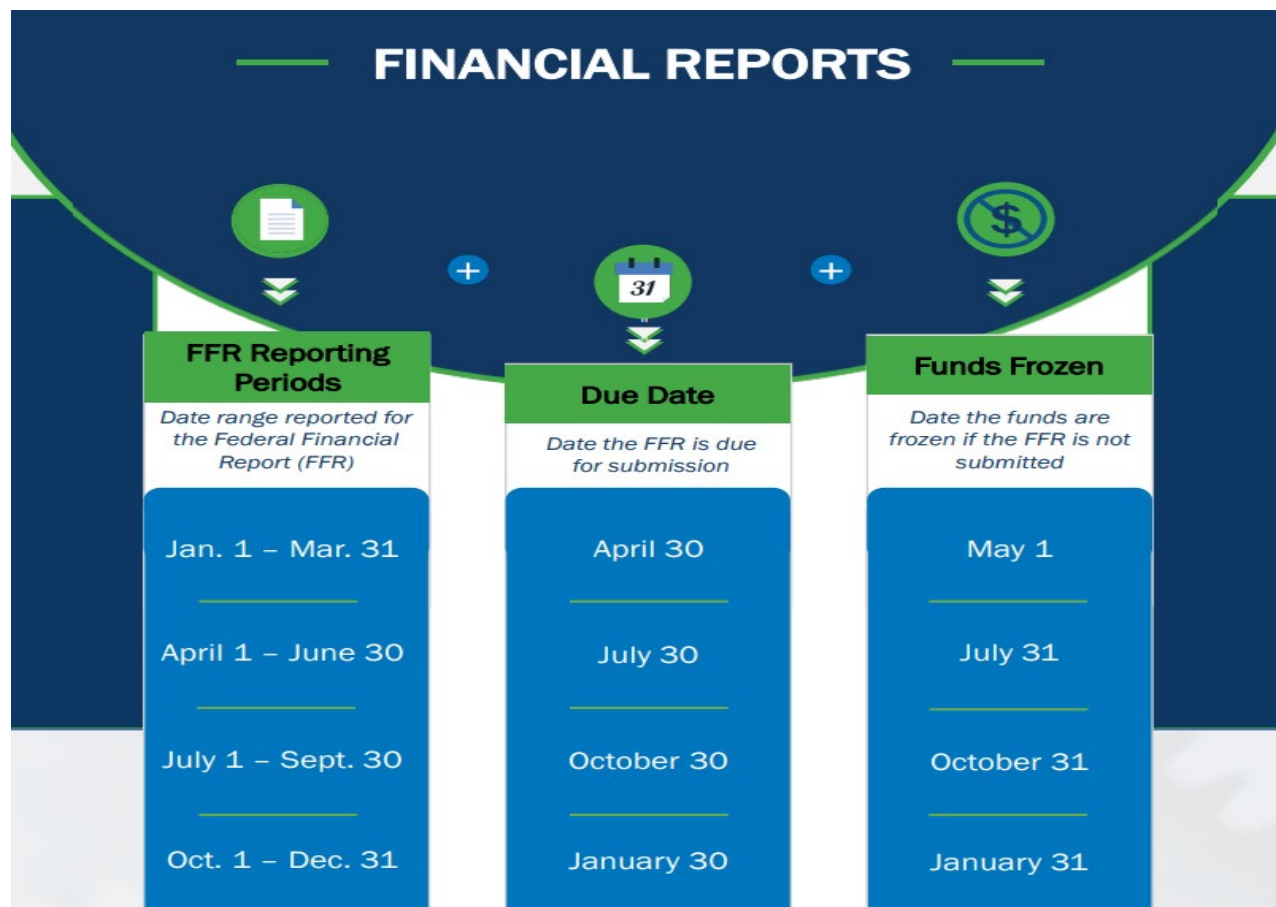
Solicitation Title: Alak Testing Disparate Flag  
Project Title: Alak's test data  
Project Period: 3/10/24 - 3/10/26  
Managing Office: OJP  
DOJ Grant Manager: GrantManaReBJA jgitsint  
Grant Award Administrator: justgrants026.grantawardadmin jgitsext  
FAW Case ID: FAW-339833

Solicitation Category: N/A  
Federal Award Amount: \$1,000.00  
Program Office: BJA  
UEI: RKV2V7M6FJ03  
TIN: \*\*\*\*\*0000


**Award Information**  
DUE IN 1 YEAR 6 MONTHS FROM NOW

Award Package	Award Conditions	Award Details	Award Attachments	Performance Management	Funding Balance and Availability	Federal Financial Report (FFR) (GAM)	Grant Award Modification	Closeout
<a href="#">Report Number</a>	<a href="#">Type of FFR</a>	<a href="#">Reporting Period</a>			<a href="#">Due Date of Report</a>	<a href="#">Status</a>		
<a href="#">FFR-704877</a>	Quarterly	Mar 10, 2024 to Mar 31, 2024			Apr 30, 2024	FFR-Delinquent		
<a href="#">FFR-705531</a>	Quarterly	Apr 1, 2024 to Jun 30, 2024			Jul 30, 2024	FFR-Delinquent		
<a href="#">FFR-708779</a>	Quarterly	Jul 1, 2024 to Sep 30, 2024			Oct 30, 2024	Open		

# Federal Financial Reports



# Budget Clearances



**Active Funded Award**  
(15PBJA-24-GG-00303-AWAX) PENDING-ACTIVE  
Awarded Entity Legal Name: (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)  
Current Entity Legal Name: (New JGII Test QA Organization 26) Doing Business As: (New JGII Test QA Organization 26 Doing Business As)

**ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.**

**Award Information**  
DUE IN 1 YEAR 6 MONTHS FROM NOW

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

**Award Information**

**Application Number**  
GRANT00810767  
**Funding Instrument Type:**  
Grant

Assistance Listings Number	Assistance Listings Program Title
16.031	Emmett Till Cold Case Investigations Program

**Award Number**  
15PBJA-24-GG-00303-AWAX  
**Supplement Number**  
00  
**Award Acceptance Date**  
03/12/2024 07:21 AM EDT

**Statutory Authority**  
34 U.S.C. 20103(c)(1)(A); 34 U.S.C. 30507

**Current Authorized Representative**

Title of Authorized Representative  
--  
Name of Authorized Representative  
David Gaetani

**Solicitation Information**

**Solicitation Title**  
2024 Alak Testing Disparate Flag  
**Project Title**  
Alak's test data  
**Project Description**

**Project Budget Summary**

Final Budget Clearance

[Training Resources](#)  
[Privacy Policy](#)



## OVERVIEW

If a budget needs revisions, the Department of Justice (DOJ) Financial Grants Management Initiator will create a Budget Clearance Grant Award Modification (GAM) and change request the GAM to the entity's Grant Award Administrator (GAA), who will access the GAM from JustGrant's *My Worklist*.

When the GAM is displayed, it will contain one of two main budget structures: one for applications with web-based budgets, or one for applications with budget attachments. The structure of each budget format can be found on pages two (2) and ten (10).

Once the GAA makes the necessary changes to the budget and submits the Budget Clearance GAM, the GAM is routed through the DOJ approval process. This guide provides step-by-step instructions for editing the budget once the Budget Clearance GAM has been change-requested.

## IN THIS GUIDE

This guide provides step-by-step instructions for editing both a web-based budget and a budget attachment (manual budget) once the Budget Clearance GAM has been issued. Additionally, this guide provides a list of the sections found in both budget formats.

August 5, 2024

Budget Clearance Change Request QRG | 1

# Budget Clearances



# JustGrants Resources



Click on each link for additional information and training videos from JustGrants.

# Questions?



## Poll Question

Where can you find your award Notice of Funding Opportunity (NOFO)?

- A. In ASAP
- B. In JustGrants
- C. Contact OCFO
- D. In the DOJ Financial Guide





# Understanding Your Grant – Section IV

**Janet Routzen**  
**Tribal Grants  
Management  
Specialist**

# When Can Project Work Begin?

To begin project work, several steps must take place prior at any work starting:

- i. Close Withholding Special Conditions
- ii. Receive Final Budget Clearance
- iii. Take Financial Management Training.

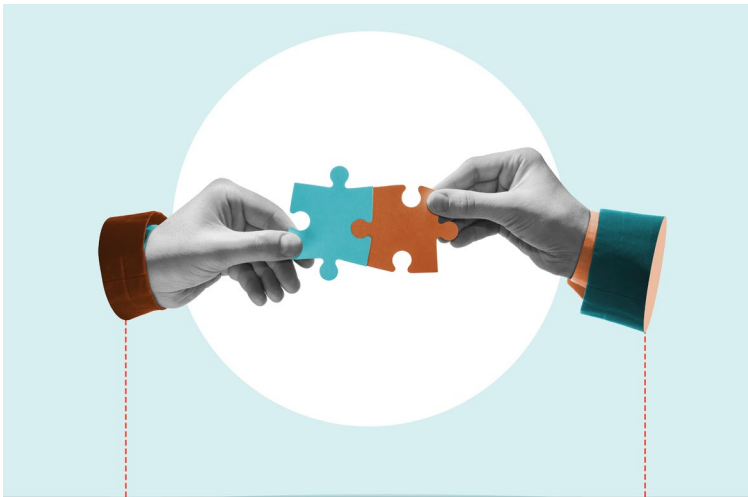
# OJP Financial Management Training

**Hot Tip –**  
Be mindful  
of staff  
transitions

The Financial Management Training Seminars are designed for individuals responsible for the financial administration of discretionary and/or formula grants awarded from Federal grant-in-aid programs administered by the Bureaus and Offices of DOJ OJP.

- This can be accomplished through [Online Grants Financial Management Training](#) or in person but must be completed within 120 calendar days from the date of the recipient's acceptance of the award.
- Grant Award Administrators and all Financial Managers are required.

# Tips for Success



# Understanding your Notice of Funding Opportunity (NOFO) is a key to your success!

## Where to find the NOFO?

The screenshot shows the OVC website's 'Expired Funding Opportunities' page. The header includes the OVC logo and navigation links. The main heading is 'Expired Funding Opportunities'. Below this, there is a search filter section and a list of funding opportunities. The first opportunity listed is 'OVC FY24 National Joint Training Conference for VOCA Victim Assistance and Victim Compensation Administrators (2022-2024) – Invited to Apply'. The page also features a sidebar with a list of navigation links.

Office for Victims of Crime  
Help for Victims | Help for Victims of Mass Violence | Search

About OVC | News & Events | Library & Multimedia | **Funding & Awards** | Programs | Topics

Home / Funding & Awards

## Expired Funding Opportunities

© Number1411 / Shutterstock.com (see reuse policy)

This page presents expired funding opportunities from OVC. Use the search filters below to find specific solicitations. Click on a solicitation title to see details about the solicitation along with any resulting awards.

Use Search Filters +

< Previous 1 2 3 ... Next >

**OVC FY24 National Joint Training Conference for VOCA Victim Assistance and Victim Compensation Administrators (2022-2024) – Invited to Apply**

**Date Posted:** March 1, 2024  
**Closing Date:** March 18, 2024  
The National Joint Training Conference for VOCA Victim Assistance and Crime Victim Compensation Program Administrators brings staff of administering agencies from

- Funding & Awards
- Current Funding Opportunities
- Funding Webinars
- How to Apply for Funding
- OVC Awards List
- Performance Measures
- Managing Grants
- Types of Funding
- Apply to be a Peer Reviewer
- Expired Funding Opportunities**

# Types of Awards

- OVC generally employs two types of federal funding; grants and cooperative agreements. The main difference between the two is the level of involvement from the federal government:
  - **Grants** -A financial award from the federal government to a recipient, such as a state or local government. The purpose of a grant is to support a public purpose, and the federal government's involvement is usually minimal.
  - **Cooperative Agreement** - Similar to a grant, but with more involvement from the federal government. The federal government's involvement is typically described in specific terms. Cooperative agreements are legal instruments that transfer something of value from the federal government to recipients for a public purpose.



**Help &  
Support**

# Role of the OVC Grant Manager (1)

- Help your organization successfully navigate the onboarding process.
- Answer administrative and programmatic questions and concerns about award conditions.
- Review all Grant Award Modifications (GAMs) in JustGrants, address any concerns, and move forward for final OVC approval.
- Work with you to ensure programmatic and/or financial changes are appropriately documented.



## Help & Support

# Role of the OVC Grant Manager (2)

- Work with your TTA provider to ensure you are receiving requested training and technical assistance.
- Inform you of OVC events and online resources to support your programmatic requirements.
- Consult with your team on any programmatic changes, such as change of scope, key personnel changes, etc.
- Refer you to helpful training, resources, guidance, and websites.
- To highlight your grant's successes and be an active support system.

# EXPECTATIONS vs. REALITY

## OVC Expectations for Grantees

- Understand the NOFO and specific award conditions and requirements for your award.
- Be familiar with your project's goals, objectives, activities, deliverables, and application materials.
- Work with your Grant Manager to successfully administer the grant award .
- Know how to navigate the different DOJ systems and locate existing supporting resources, guidance, and supports.







# Prior Approval Requirements

- Conference Costs Approval– Cooperative Agreement Only
- Compensation Range for Consultant Services
- Costs Incurred Prior to the Date of the Award
- Grant Award Modifications (GAM)
  - Budget Modifications
  - Project Period Extensions(PPE)
  - Scope Change

# Conference Cost Approvals

**Hot Tip** – Conference costs approval must be submitted 120 days prior in advance to the start date

- All conferences (defined broadly to include meetings, retreats, seminars, symposia, events, and group training activity) conducted by Cooperative Agreement recipients or contractors funded by OJP must receive written prior approval.
- To conduct or host a conference as a grant recipient of OJP funds, you must ensure that it is consistent with its approved grant budget and is reasonable and necessary to achieve the goals and objectives of the grant.

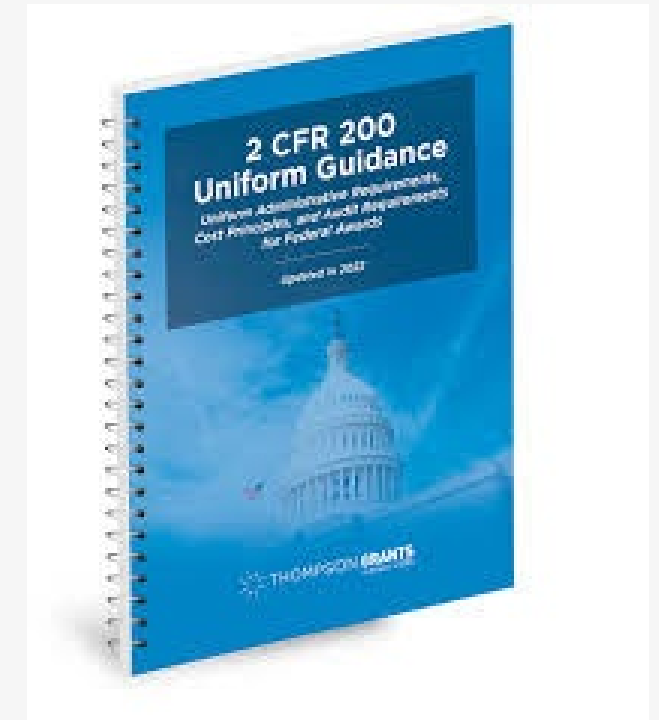
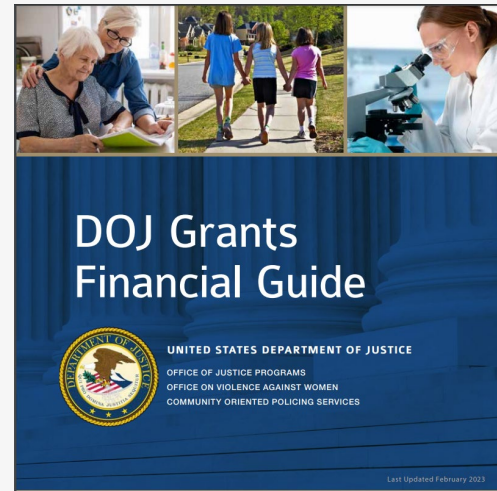
# Conference Cost Approvals

- Conferences conducted by **GRANT** recipients do not require prior approval. However, grant recipients must ensure compliance with the food/beverage, meeting room/audio-visual, logistical planner, and programmatic planner limitations and cost thresholds.



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# Resources



# Questions?



# Poll Question

What is not a role of a OVC Grant Manager?

- A. Help your organization successfully navigate the onboarding process.
- B. Work with you to ensure programmatic and/or financial changes are appropriately documented.
- C. To assign entity roles in DIAMD/JustGrants.
- D. To highlight your grant's successes and be an active support system.





# Training and Technical Assistance – Section V

Amanda Wilson  
Grants  
Management  
Specialist

# TRAINING & TECHNICAL ASSISTANCE



## What is Training and Technical Assistance?

### Training

### Technical Assistance

- Individualized and customized support.
- Provided as one-to-one or group consultation, coaching, or training.
- Provided in-person, via phone or email, virtually, or as a combination

**OVC has 52  
National TTA Partners**



# Program Specific TTA

Join your division specific orientation session to learn more about specific TTA providers and partners available through the life of your award.



The screenshot shows the top portion of the OVC website. At the top left is the Department of Justice seal and the text "Office for Victims of Crime" and "OVC". To the right is a search bar with the text "Search" and a magnifying glass icon. Below the header is a navigation menu with links: "About OVC", "News & Events", "Library & Multimedia", "Funding & Awards", "Programs", and "Topics". A "Home" link is also visible. The main banner features a green background with a blurred image of hands typing on a keyboard and the text "Training & Technical Assistance" in white.

## Overview [↗](#)

OVC facilitates training through the [OVC Training and Technical Assistance Center](#) (OVC TTAC), grantees, and cooperative agreements with partner organizations, to assist the field in building its collective capacity to serve crime victims. Learn more about how your organization can build its capacity to serve crime victims below.



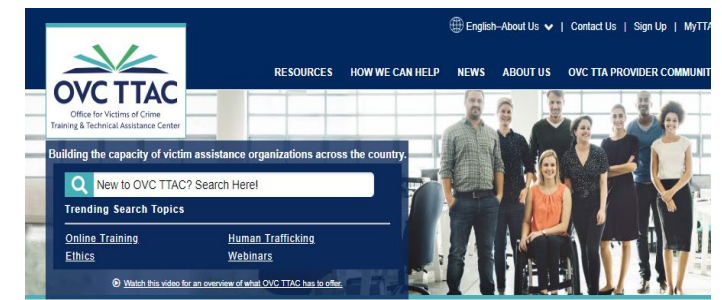
*Helping Crime Survivors Find Their Justice*



# Training and Technical Assistance Center

- Customized TTA for victim serving organizations and allied professionals.
- Virtual or in-person.
- Utilize subject matter experts with lived experience on a variety of topics.
- Highlights Include...
  - National Victim Assistance Academy
  - Vital Subjects and Expert Q&A Webinars
  - Tools and resources for all professional developmental levels

**To request TTA from OVC TTAC, visit their website and complete an online request.**



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## RESOURCES



[See All Resources](#)

## HOW WE CAN HELP



## SPECIAL FOCUS AREAS



*Helping Crime Survivors Find Their Justice*

# Financial Management TTA



## Financial Management Resource Center

Offers no-cost financial management training and technical assistance to OVC human trafficking and discretionary grantees.

### We Want to Hear From You

Do you have questions about the financial management of your OVC award? Financial specialists are available to provide support. To connect, call [202.572.9500](tel:202.572.9500) or:



## Tribal Financial Management Center

Building Organizational Financial Management Capacity

### Technical Assistance

Financial specialists are available to provide services (at no cost) to tribal grantees including onsite and offsite requests for technical assistance and general questions through the Virtual Support Center. Email TF with your request [TFMC@usdoj.gov](mailto:TFMC@usdoj.gov) and one of our specialists will respond within two hours during hours of operation.

[Request Assistance](#) [703.462.6900](tel:703.462.6900)

#### TFMC Virtual Support Center Hours (Monday-Friday)



[Financial Management Resource Center \(FMRC\) | Office of Justice Programs \(ojp.gov\)](#)

[Tribal Financial Management Center | Office of Justice Programs \(ojp.gov\)](#)

**To request TTA from OVC FMRC and TFMC, visit their website and complete an online request.**



*Helping Crime Survivors Find Their Justice*

# Homework!



**Bookmark these two websites.**

OVC Website -

<https://ovc.ojp.gov/training-and-technical-assistance>

OVC TTAC Website –

[www.ovcttac.gov](http://www.ovcttac.gov)



Join OVC TTAC's mailing list to get notices of upcoming TTA events.



Connect with your OVC Grant Manager about your training needs so they can help guide you through the TTA process.

To submit a question, use the Q&A Box and select all presenters.

