

United States Department of Justice  
**Office on Violence Against Women**  
*Working Together to End the Violence*

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**Outreach and Services to Underserved Populations**

December 2022

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### OVW Program Specialist Assignments

Daisy Jones-Brown	Kara Moller	Sylvia Pauling
BRIDGES OREGON	BARRIER FREE LIVING INC.	ARAB AMERICAN FAMILY SUPPORT CENTER INC
JEWISH WOMEN INTERNATIONAL	MAZZONI CENTER	PEACE OVER VIOLENCE
MOUNTAIN COMPREHENSIVE CARE CENTER, INC.	NORCAL SERVICES FOR DEAF AND HARD OF HEARING	SEGO LILY CENTER FOR THE ABUSED DEAF
		WILLOW DOMESTIC VIOLENCE CENTER OF GREATER ROCHESTER, INC

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### Successful Grantees...

-  Maintain good record keeping!!!
-  Implement approved project activities according to their approved budget.
-  Coordinate with grant and community partners and include them in training and technical assistance opportunities.
-  Keep in touch with their OVW grant manager regarding proposed project changes.
-  Utilize technical assistance to support your project activities.

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## A Good Foundation is Critical

### Accounting

- Financial Management Systems
- Data Collection Systems
- Grant Administration training and succession planning

### Communicating

- Regular contact with your OVW grant manager and staff
- Progress Reports
- Financial Reports

### Training

- JustGrants
- ASAP
- Progress Reports
- Grant Administration
- Project specific training from OVW TTA providers

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## ASAP

- The Automated Standard Application for Payments (ASAP) is a completely electronic system that federal agencies use to quickly and securely transfer money to recipient organizations.
- Ensure your organization is registered and information is kept up to date in the ASAP system in order to prevent payment delays.
- Training resources: <https://fiscal.treasury.gov/asap/>
  - ASAP enrollment process: <https://justicegrants.usdoj.gov/sites/g/files/xyckuh2q6/files/media/document/training-user-guide-asap.pdf>.

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## Justice Grants System (JustGrants)

- DOJ launched a new online system, JustGrants in October of 2020 to manage all DOJ grants.
- They system is both **transactional** and **archival**. You will submit all documents that need to be approved in to JustGrants and the system will collect those documents and act as the official grant file for your award.
- Training resources: <https://justicegrants.usdoj.gov/training-resources/justgrants-training/grants-management-lifecycle>

**IMPORTANT: WHAT YOU PUT INTO THE JUSTGRANTS SYSTEM IS HOW YOUR WORK ON THIS PROJECT WILL BE RECORDED AND EVALUATED – SUBMIT YOUR BEST WORK!**

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## Award Conditions

Also referred to as Special Conditions, Award Conditions are the requirements you, and your subrecipients, must adhere to in order to be considered in compliance with your OVW award. They detail unallowable activities, *situations where OVW will withhold funds*, and required disclaimer for award deliverables.

A copy was provided to you with your Award Package and they are also detailed in JustGrants.

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## Unallowable Activities

1. Research projects
2. Activities/services for children under the age of 11
3. Legal services (limited only)
4. Sexual Assault Forensic Medical Examiner programs
5. Services unrelated to sexual assault/domestic violence
6. Training, outreach, education, prevention, and public awareness not directly linked to providing/enhancing services for victims of SA/DV.
7. Nationally or regionally focused projects.
8. Hosting, or presenting at, national or regional conferences.

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## GAMs - Grant Adjustment Modifications

Throughout the life of your grant, you will submit Grant Adjustment Modifications (GAMs) in the JustGrants System.

GAMs focus on true modifications to an award. They are not used for more routine updates to grant information that will not modify a fact about the award details.

Programmatic-Cost	Programmatic-Scope	Project Extension	Budget Modification
<ul style="list-style-type: none"> <li>• Non-Underserved funded TTA</li> <li>• Approving consultants/contractors not in the approved budget</li> </ul>	<ul style="list-style-type: none"> <li>• Altering programmatic activities/sites</li> <li>• Changes in key personnel</li> <li>• Contracting out and/or subawarding the services of a third party</li> </ul>	<ul style="list-style-type: none"> <li>• Extend the award project period</li> </ul>	<ul style="list-style-type: none"> <li>• Make changes to the award budget</li> </ul>

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## GAM Approvals – Plan Ahead

Your grant manager has 20 business days to review a GAM submitted in JustGrants.

Financial GAMs and Programmatic Project Period Extension GAMs move through multiple levels of approval.

You are not allowed to engage in activities requested in a GAM before it is approved (print materials, register for a conference, make budget changes) so submit your GAMs well ahead of start dates and/or deadlines.

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## Programmatic GAMs Scope

- Altering programmatic activities
- Changing the purpose of the project
- Changing the project site (including supervised visitation location)
- Experiencing or making changes to the organization or staff with primary responsibility for implementation of the award, including:
  - Changes in key personnel
  - Contracting out and/or subawarding (e.g., a project partner), if authorized by law, the services of a third party to perform activities which are central to the purpose of the award
  - Otherwise obtaining the services of a third party (if authorized by law) to perform activities which are central to the purpose of the award.

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## Programmatic GAMs Cost

- Consultant Rates in Excess of the Threshold Rate
  - \$650/day or \$81.25/hour
- Foreign Travel
- Costs Identified in the Award Package Requiring Prior Approval (for example: Non-Underserved Funded training and technical assistance requests)
- Changes to your award budget that is less than 10% of your total award.

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### Programmatic GAMs Project Period Extension

- A Project Period Extension GAM is used to extend the length of the funded award.
- Submit 90 days of the Project Period End Date and must include:
  - Request extension on agency letterhead, signed by the Authorized Representative. Content must contain the length of the extension request and the newly requested end date. An explanation of the need for the extensions as it relates to continued work in addressing your goals and objectives and a statement of your unobligated award balance.

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### Financial GAMs Budget Modification

You will only need to submit a Budget Modification GAM if:

1. Your total request (this request plus previous requests) is more than 10% of your total award.
2. You need to move funds to a line-item that currently does not have any expenses allocated.
3. The budget modification is so substantial it changes the scope of your project.

If the Budget Modification GAM is approved, the new budget becomes your official budget in JustGrants.

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### Financial GAMs Sole Source

A GAM must be initiated to request permission to enter into a non-competitive contractual relationship with a contractor under a grant where the contracted cost exceeds the simplified acquisition threshold.

Additional requirements apply so refer to the DOJ Financial Guide and speak with your Grant Manager before submitting a Sole Source GAM.

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## GAM Questions?

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## Award Deliverables & Products

Any written or visual materials *created with, printed with, or distributed with* OVV funds must be submitted in the JustGrants system to be approved by your grant manager **PRIOR** to printing and/or distribution. This includes items created by and/or distributed by staff funded with your OVV award along with direct printing/production costs.

- Training Materials (PowerPoint presentations, handouts, case studies)
- Videos
- Podcasts
- Social Media Posts
- Reports

All Award Deliverables must include the OVV Disclaimer to be found in your Award Conditions.

Deliverables will be reviewed and either "change requested" or "approved" in JustGrants. Your grant manager has **20 business days** to review your award deliverable materials so be sure to plan accordingly – **unapproved materials cannot be used.**

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## Progress Reports

Reporting Period	Due Date
January 1 – June 30	July 30
July 1 – December 31	January 30

Muskie Underserved Report and Tools  
<https://www.vawamei.org/grant-program/underserved-program/>

Questions about the Progress Report?  
[www.VAWAMEI.org](http://www.VAWAMEI.org)

Contact Muskie School of Public Service at 1(800)922-8292 or [vawamei@usm.maine.edu](mailto:vawamei@usm.maine.edu)

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## Federal Financial Reports (FFR)

- FFRs (SF 425) are submitted in JustGrants every quarter and should include the **ACTUAL** expenditures charged to your award (not budget amounts).
- Late FFRs will result in frozen funds.
- Questions about the content of your report?
  - Grants Financial Management Division (GFMD) 1.888.514.8556 or [OVW\\_GFMD@usdoj.gov](mailto:OVW_GFMD@usdoj.gov)

Reporting Period	Due Date
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30
October 1 – December 31	January 30

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## Budget Clearance – Withholding Funds Special Condition

- Many of you do not have a "cleared" budget from our Grant Financial Management Division (GFMD).
- You are only permitted to engage in grant activities that include orientation activities such as participating in this Grantee Orientation.
- Should you choose to engage in additional grant activities, you do so at your own risk.
- Be prompt in your responses to GFMD regarding your budget as we are working diligently to get them approved so you can start your projects.

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## Contacts

<ul style="list-style-type: none"> <li>▶ <b>Kara Moller, OVW Grants Manager</b> <ul style="list-style-type: none"> <li>▶ Primary Contact and all Grant Related Questions</li> <li>▶ <a href="mailto:Kara.Moller@usdoj.gov">Kara.Moller@usdoj.gov</a></li> </ul> </li> <li>▶ <b>Daisy Jones-Brown, OVW Grants Manager</b> <ul style="list-style-type: none"> <li>▶ Primary Contact and all Grant Related Questions</li> <li>▶ <a href="mailto:Daisy.Jones-Brown@usdoj.gov">Daisy.Jones-Brown@usdoj.gov</a></li> </ul> </li> <li>▶ <b>Sylvia Pauling, OVW Grants Manager</b> <ul style="list-style-type: none"> <li>▶ Primary Contact and all Grant Related Questions</li> <li>▶ <a href="mailto:Sylvia.Pauling@usdoj.gov">Sylvia.Pauling@usdoj.gov</a></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▶ <b>ASAP</b> <ul style="list-style-type: none"> <li>▶ Payment System related questions</li> <li>▶ 855-868-0151 or <a href="mailto:asaphelpdesk@fiscal.treasury.gov">asaphelpdesk@fiscal.treasury.gov</a></li> </ul> </li> <li>▶ <b>JustGrants</b> <ul style="list-style-type: none"> <li>▶ Grant System related questions</li> <li>▶ 866-655-4482 or <a href="mailto:OVW_JustGrantsSupport@usdoj.gov">OVW_JustGrantsSupport@usdoj.gov</a></li> </ul> </li> <li>▶ <b>GFMD</b> <ul style="list-style-type: none"> <li>▶ Finance-related questions and Financial Reports</li> <li>▶ (888) 514-8556 or <a href="mailto:OVW_GFMD@usdoj.gov">OVW_GFMD@usdoj.gov</a></li> </ul> </li> <li>▶ <b>Muskie</b> <ul style="list-style-type: none"> <li>▶ Progress Reports</li> <li>▶ 1-800-922-VAWA (8292) or <a href="mailto:vawameil@maine.edu">vawameil@maine.edu</a></li> </ul> </li> </ul>
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**Questions?**

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