

December 2022

OVW Program Specialist Assignments

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

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.

A Good Foundation is Critical

Accounting

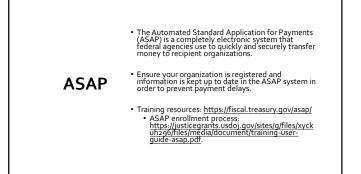
> Data Collection Systems

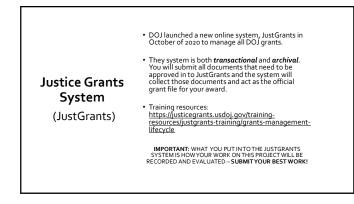
Training

- > JustGrants
- Financial Management Systems
 Regular contact with your OVW
 Data Collection Systems
 grant manager and staff Progress Reports

Communicating

- Grant Administration training and succession planning > Financial Reports
- ➤ ASAP
 - Progress Reports
 - Grant Administration
 - Project specific training from OVW TTA providers





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.

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
- 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.

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
Non-Underserved funded TTA Approving consultants/ contractors not in the	Altering programmatic activities/sites Changes in key personnel	Extend the award project period	Make changes to the award budget
approved budget	 Contracting out and/or subawarding the services of a third party 		

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.

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:
- 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.

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.

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.

Financial GAMs Budget Modification

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

- Your total request (this request plus previous requests) is more than 10% of your total award.
- 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.

Financial GAMs Sole Source

A GAM must be initiated to request permission to enter into a noncompetitive 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.

GAM Questions?

Award Deliverables & Products

Any written or visual materials *created with, printed with, or distributed with* OVW 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 OVW 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 OVW Disclaimer to be found in your Award Conditions.

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

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.VAWAMEL.org

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

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
 <u>OVW.GFMD@usdoj.gov</u>

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

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.

Contacts Payment System related questions 855-868-0151 or asaphelpdesk@fiscal.treasury.gov Kara Moller, OVW Grants Manager Primary Contact and all Grant Related Questions Primary Contact and all Grant Relat Kara.Moller@usdoj.gov JustGrants Grant System related questions 866-655-4482 or ► Daisy Jones-Brown, OVW Grants Manager Primary Contact and all Grant Related Ques Daisy Jones-Brown@usdoj.gov OVW.JustGrantsSupport@usdoj.gov ► GFMD Finance-related questions and Financial Reports (888) 514-8556 or OVW.GEMD@usdoj.gov Muskie Sylvia Pauling, OVW Grants Manager Primary Contact and all Grant Related Questions Sylvia.Pauling@usdoj.gov ► Progress Reports 1-800-922-VAWA (8292) or <u>vawamei@maine.edu</u>

