



Office for Victims of Crime Tribal Division Reference Sheet

Grant Manager Contact Information

Name	Phone Number	Email Address
OVC Main Line	202-307-5983	OVCTribalSetAside@usdoj.gov
LeBretia White <i>Tribal Division Director</i>	202-305-5749	LeBretia.White@usdoj.gov
Kimberly Woodard <i>Sr. Tribal Affairs Specialist</i>	202-307-2952	Kimberly.Woodard@usdoj.gov
Alexis Polen	202 532-0114	Alexis.Polen@usdoj.gov
Barbara "Bonnie" Robertson	202-353-3775	Barbara.Robertson2@usdoj.gov
Carmen Santiago Roberts	202-598-3070	Carmen.Santiago-Roberts@usdoj.gov
Dawn Hill	202- 616-1704	Dawn.k.Hill@usdoj.gov
Jenny Stancell	202-307-3763	Jenny.Stancell@usdoj.gov
Jessica Andrew	202 598-6971	Jessica.Andrew@usdoj.gov
Lori Gardner	202-532-3447	Lori.Gardner@usdoj.gov
Mary Atlas-Terry	202-353-8473	Mary.Atlas-Terry@usdoj.gov
Ramesa Pitts	202-307-1521	Ramesa.Pitts@usdoj.gov
Tanya Miller	202-598-1156	Tanya.Miller4@usdoj.gov
Yolanda Curtis Gibson	202 353-5215	Yolanda.Gibson@usdoj.gov

Grant Reporting Requirements

Grantees are required to submit financial and performance reports to comply with Federal regulations and statutory requirements to ensure compliance with administrative, financial, and programmatic requirements of an award.

At a minimum, grantees will submit Federal Financial Reports (FFR) and Performance Reports (PR).

- FFRs are submitted quarterly, beginning with the project period start date, by the assigned Financial Manager into JustGrants.
- Performance data is due in the Performance Measurement Tool (PMT) on a quarterly basis. The Grant Award Administrator will then generate a Semiannual Performance Measures Report in the PMT that aggregates data from the prior 6 months into JustGrants. To comply reporting requirements, the report must be submitted into JustGrants, a separate reporting system, by July 30 and January 30.

Reporting Period	Due Date	What is Due and Where to Submit?
January 1 – March 31	April 30	<ul style="list-style-type: none"> • Quarterly Performance Measures using the PMT Platform • Quarterly FFR into JustGrants
April 1 – June 30	July 30	<ul style="list-style-type: none"> • Quarterly Performance Measures and Semiannual Narratives into JustGrants • Quarterly FFR into JustGrants
July 1 – September 30	October 30	<ul style="list-style-type: none"> • Quarterly Performance Measures using the PMT Platform • Quarterly FFR into JustGrants
October 1 – December 31	January 30	<ul style="list-style-type: none"> • Quarterly Performance Measures and Semiannual Narratives into JustGrants • Quarterly FFR into JustGrants

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Help Desk Resources	
JustGrants System	
Justice Grants System "JustGrants"	<p>If you need help with your account or logging on to the system, and you have not been able to resolve the issue contact:</p> <ul style="list-style-type: none"> • <i>JustGrants Email:</i> JustGrants.Support@usdoj.gov • <i>JustGrants Phone:</i> 833-872-5175 • <i>Log into JustGrants:</i> https://justicegrants.usdoj.gov/
Performance Measurement Tool	
Performance Measurement Tool (PMT)	<p>OVC Grantees must report the progress of your activities on specific performance measures (related to the award) into the PMT.</p> <p>If you have any questions about the performance measures or the OVC PMT, please contact:</p> <ul style="list-style-type: none"> • <i>OVC PMT Helpdesk Phone Number:</i> 1-844-884-2503 • <i>OVC PMT Helpdesk Email:</i> ovcpmt@usdoj.gov • <i>OVC PMT Website:</i> https://ojpsso.ojp.gov/ using your email and password
Financial Related Information	
Office of the Chief Financial Officer (OCFO)	<p>For help with financial aspects of an Office of Justice Programs administered grant, contact:</p> <ul style="list-style-type: none"> • <i>OCFO Helpdesk:</i> 800-458-0786 or 202-305-9988 • <i>OCFO Helpdesk Email:</i> Ask.OCFO@usdoj.gov
Automated Standard Application for Payments (ASAP)	<p>The <u>Automated Standard Application for Payments (ASAP)</u> is used for submitting payment requests and tracking the status of payment transactions.</p> <p>For help with ASAP please contact the ASAP Helpdesk.</p> <ul style="list-style-type: none"> • <i>ASAP Helpdesk:</i> 855-868-0151 (option 2 then option 3) • <i>ASAP Helpdesk Email:</i> asaphelpdesk@fiscal.treasury.gov • <i>Log into ASAP:</i> https://fiscal.treasury.gov/asap/
Federal Service Desk (FSD)	<p>The FSD is a free technical support service desk for the following systems (websites):</p> <ul style="list-style-type: none"> • System for Award Management (SAM) • Electronic Subcontracting Reporting System (eSRS) • Federal Procurement Data System (FPDS-NG) • FFATA Subaward Reporting System (FSRS) <p>For technical assistance, please contact 1-866-606-8220.</p>