

Transcript from OVC's Putting The Pieces Together: A Grantee's Orientation webinar, which was held on November 19, 2019. The archived webinar can be found at: <https://www.ovc.gov/grants/webinars.html>.]

MARY JO GIOVACCHINI: Good afternoon, everybody. And welcome to today's webinar, Putting The Pieces Together: A Grantee Orientation, hosted by the Office for Victims of Crime. At this time, I would like to introduce you to today's presenters, Joel Hall, Bethany Case, Matt Kenyon, Doresa Payton, Yolanda Gibson, Brian Sass-Hurst, and Shelby Jones-Crawford.

Our goal for today's webinar is to provide you with knowledge and resources so that you could successfully manage your Office for Victims of Crime grant award.

We have several learning objectives that we would like to go over. We want you to gain a greater understanding of OVC's mission, help you identify key grant documents, understand the terms and conditions of your award, including the reporting responsibilities. We also want you to recognize your obligation to comply with federal requirements and become familiar with available resources.

We're going to start off the webinar with an overview of OVC. We are then going to break down the award package, talk about the reporting mechanisms, the monitoring tools that are available to you, and what tools you need to be successful.

OVC's mission. OVC is committed to enhancing the nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime.

Right now, we're going to take a look at a video to tell you a little bit more about the Office for Victims of Crime.

[VIDEO START]

MALE: My mother and my brother were murdered in front of me. I was 10.

FEMALE: My daughter-in-law looked through the glass and her eyes showed horror and she said, "Nana, what's happened to you?" And I said, "I've been raped, I've been raped."

MALE: I met a guy at a church and he want to be my friend. And instead, he assaulted me, and I felt very scared.

MALE: There is, behind every case that involves a crime of violence, a victim, a very real human being who has needs, and needs to be spoken to, and needs to have the system explained to them.

FEMALE: The Office for Victims of Crime was created in 1984 to enhance victims' rights and services for all victims across the United States.

FEMALE: The Office for Victims of Crime is a federal agency created by Congress that is a part of the Department of Justice.

FEMALE: It is the government funding agency for Crime Victims Compensation Programs and Victim Assistance Programs.

FEMALE: The Crime Victims Fund is distributed in a number of ways by the Office for Victims of Crime. Part of it goes to support other federal agencies who are providing services for victims; part of it goes to support model programs and practices. But the majority of the funding goes to the states.

FEMALE: The Office for Victims of Crime is not the provider of services, but they fund states, and then states can subgrant the money out to direct service providers. Each jurisdiction, each state, is going to be different, and by distributing the money to the states, they determine where the greatest need is and what the need is.

FEMALE: Victim service providers need very specialized programs to reach hard-to-find victims who are not always assured that they are going to find welcoming and accessible services when they do reach out for help.

FEMALE: The Office for Victims of Crime is very committed to the professionalization of the crime victim services field.

FEMALE: We do that through developing new programs, through training and technical assistance, and disseminating information about model programs that benefit victims of crime.

MALE: There's an intentional effort to get everyone together so we know how to share resources, we know how to work together.

FEMALE: The Office for Victims of Crime listens to the needs of the state administrators for victims' compensation and assistance, and then gives us the tools we need to provide assistance to victims of crime.

[VIDEO END]

MARY JO GIOVACCHINI: Our first presenter today is going to be Joel Hall, Victim Justice Program Specialist.

JOEL HALL: Good afternoon, everybody. My name is Joel Hall and I'm a program specialist who works for the State's Formula Compensates--Compensation and Assistance Grants. Before we start, I just want you to understand that to those who are in attendance that many different grant programs are represented throughout OVC. There's formula grants known through the state and compensation and assistance which I take care of but also tribal, trafficking, and many different varieties. This website is designed to be a more of a general orientation to help you understand of the conditions of your grants, some of it may apply to you, some of it may not. But we're here to help and hopefully this webinar will assist you in understanding those different types of things that you may not know.

So one, we're going to have poll questions and all you need to do is take a look onto your right side and answer yes or no. So, "is this your first OVC grant?" Once you put that down, many of you may have had OVC grants before, maybe not, so we will find out and we'll wait for the results. So the results are in. Thirty-six percent of you said "yes," this is your first OVC grant. Twenty-nine percent of you said "no." And 35 percent of you had no answer, but hopefully you'll have an answer after this webinar.

What you're looking at is OVC's organizational chart. OVC, again, is a large organization with many different facets and many different program office--programs--

specific programs that are providing grant funding to not only move forward the field, so to speak, but also to invent and create new innovative programs to assist victims for the 21st Century.

Types of programs that OVC supports are victims in troubled communities, victims of international terrorism and mass violence, victims of human trafficking, state victim compensation and assistance programs, national-scope demonstration and service projects, and general training and technical assistance and informational resources. We have many different programs that assist with that. So not only will we provide grants, we will help you understand your grants as well, and the victims that you're serving.

Funding caps. What is the funding caps? So the CVF, or what we call the Crime Victims Fund, is an amount that is built up over many, many years and has a certain amount of money. However, we can't spend all of that at once because it can be in the many billions of dollars and sometimes as high as 10 plus billion dollars. So Congress, in its wisdom, has designed what's known as funding caps--caps where they allow a certain percentage out, so that the cap--the fund remains--I guess the, you know, there's still money in the fund that allows enough to provide throughout the 50 states and territories. These caps vary. There's a lot of political reasons why, they go up and down over the years. 2016 it was three billion; '17, it went down; 2018, it went way up; 2019, we're kind of back in the middle. But this represents, kind of, what these caps are, and it changes, and why sometimes we have more grants and then we don't the following year.

VOCA-authorized activities. The statute, which is the VOCA statute, allows certain discretionary--or certain grant types. Formula is what I represent. You have the compensation and victim service grants. That represents most of our grants. We have also Set-Asides, which might be FBI or EOUSA, Executive Office for United States Attorneys for victim assistance or victim specialists. But five percent of that Crime Victims Fund can be used for discretionary grants. And many of the programs that may be listening are part of that discretionary grant program.

Now I'd like to introduce Ms. Bethany Case, one of my favorite Victim Justice Program Specialists. And thank you very much.

BETHANY CASE: Hello, everyone. I'm Bethany Case and I'm so pleased to be here with you today to help demystify your award package and your award special conditions. I was a direct service provider early in my career, an OVC grantee for 6 years, and now I've been an OVC Grant Manager for 5 years. No matter our current role, we all share the same purpose: to support crime victims. Today, I'll be drawing from my past experiences to do my best to translate these special conditions into plain language to help you get going along this very important journey as an OVC grantee.

There are some really important grant documents that will serve as your touchstone during your time as an OVC grantee. You'll need to keep these in your official grant files and reference them throughout the life of your grant. One of these critical documents is

your award package. We have a sample here, on the screen, to help remind folks of what these look like.

Ideally, here's what happens, your organization receives an email notification of your grant award. Your authorized representative then reads through this award package very carefully. Beginning with the congratulatory letter from OJP that you'll see on the screen to your far left, followed by the grant award agreement in the middle, and then multiple pages of special conditions. Your authorized representative then decides to accept this grant award on behalf of your organization. So they initial at the bottom of each page and return it to OJP as an acknowledgement that they have accepted the terms of the award. My colleague Yolanda will talk a bit more about award acceptance later in today's webinar. But think of this as similar to a contract. It's a little bit longer than a credit card application but it's shorter than a mortgage. Generally, grantees have from between 20 to 50 special conditions that guide their grant award. And your authorized representative, you can thank them; they have already committed you to following them all. So let's talk about some of the ones that sometimes cause confusion among our grantees.

Because there are so many special conditions and some of them vary from award to award, we'll be highlighting the special conditions that we, as Grant Managers, are most frequently asked about. We've grouped these special conditions. As I mentioned, there are between 20 to 50 of these on each particular grant award document. And we've grouped them into nine topics that you'll see here on the slide. So what we'll be doing today, in my time with you, is walking through these, sort of, these groupings of special conditions, to talk a little bit more about them.

We also--because we'll be covering the--just the highlights today, we wanted to share two additional resources for those of you who would like to take a deeper dive into special conditions. You can visit these two resources, shown here on the screen. First, you could visit the OJP Funding Resource Center and select the appropriate legal overview section. When I say appropriate legal overview section, you'll be looking for the year of your grant award. And you can also watch a webinar from April of 2019 titled, Understanding Your Award Special Conditions, which includes explanations from OJP's Office of the General Counsel. Simply use your online search engine to do a keyword search to locate these publicly available resources.

There are a number of laws and federal regulations that guide the administration and management of federal grants. You'll see these cited throughout your special conditions. If you're not already familiar with 2 C.F.R. Part 200, otherwise known as Uniform Administrative Requirements, you will soon learn all about it as you manage your new OVC grant. The Uniform Administrative Requirements consolidated and updated many federal regulations in an effort to provide consistency across federal agencies.

DOJ did us all a favor by reviewing the Uniform Administrative Requirements and interpreting these into guidance that relates to all DOJ grants. This guidance is found in

the DOJ [Grants] Financial Guide and you'll see a little picture of the current cover here on this slide. It's updated periodically to reflect the most current federal regulations and DOJ policies. You can find the most current version of the guide online and it should be your first source when you have financial-related questions. Please also be sure to note that there are serious penalties associated with not complying with federal regulations and DOJ guidance. More information about those penalties can be found on page 128 of the guide.

We just talked about federal regulations and the DOJ Financial Guide--Grants Financial Guide. In an effort to be sure all grantees become familiar with these requirements, DOJ has imposed financial management training requirements. You can see the updates on this slide. The expansion includes who is required to take the training, what trainings will fulfill the requirement, and when the training must be completed. And this must be completed by existing contacts in the Grants Management System [GMS]. The person or persons that you have listed as the point of contact and all financial points of contact, and then this also applies to folks who change and--change out throughout the grant. And so new hires that come on board or, you know, differently assigned duties. If someone becomes a point of contact, either financial or programmatic in GMS, they must complete this training. And please note that according to the DOJ [Grants] Financial Guide, this training must be renewed every 3 years. If you'd like to go ahead and get a head start on this, you could go online. The link to the training is found in your award document. And you can send your training certificate to your Grant Manager. And just a note of caution that if you do not fulfill this requirement, your funds could be automatically frozen.

Another critical special condition applies to your award timeline. As all of you now know thanks to today's orientation, OVC's statutory authority is the Victims of Crime Act (VOCA). VOCA includes language that says that VOCA funds are available during the federal fiscal year of the award, plus the following three fiscal years. Because this timeline is dictated by the statute--the law, OVC does not have the ability to approve extensions beyond this time period. Please plan to complete your project within this time period. If you encounter issues such as startup delays, changes in staffing, and other unforeseen issues, you'll need to work with your OVC Grant Manager to determine what grant adjustments must be made to successfully fulfill your grant project within this time period.

This slide provides a snapshot of grant reporting requirements. As a recipient of federal funding, you are required to report on both the programmatic progress of your report--project, as well as the financial status of your award. These reports in combination with ongoing discussions with your OVC Grant Manager have a number of functions. These reports help you and OVC track your progress on an ongoing basis. They help to identify training and technical assistance needs so we can get you information and support to help you make the most of your grant project. It helps OVC identify promising practices that could be shared with the larger crime victims' field. And it helps contribute to OVC's Report to the Nation. My colleagues will be talking more about reporting later in today's webinar.

OVC awards funding to grantees in the form of grants and cooperative agreements. If you have a cooperative agreement, your award package will contain a number of additional special conditions that explain the expectation around OVC's involvement. In short, OVC elects to make awards in the form of cooperative agreement when the project is one that is developing or providing something new to the crime victims' field. Cooperative agreements enable OVC, through this particular legal instrument, to be more active partners in these projects.

We wanted to touch just a moment on conferences and training. Always be sure to consult the DOJ [Grants] Financial Guide for the most recent guidelines. Currently, the pre-approval requirements apply only to those with cooperative agreements. For those who don't have to seek pre-approval to host trainings, and meetings, and conferences, please be sure you still reference the DOJ [Grants] Financial Guide and follow all guidelines provided in that guide. One example is that food is not an allowable expense.

Within 90 days of the date of your award, you'll be submitting a couple of documents to your OVC Grant Manager. First, we'll touch a little bit on confidentiality and privacy. It's important as you all are working with crime victims and serving them directly, that you have policies and procedures in place to be sure that you are protecting their confidentiality and ensuring that you're protecting their personally identifiable information. So it's important that you share those policies and procedures with your grant manager. We want to include that as part of your official grant record and to know that you are indeed committed to providing confidential services for your clients.

A second victim protection special condition has to do with the suitability to interact with minors. And this is a newer special condition. This is new to awards this year. And this means that if any of you, any one on your staff, or any of the funding that you have received is going to be supporting staff working--or volunteers or anyone--working directly with minors, you also need to submit your policies and procedures for how you are making sure that those folks meet an extra set of protections and criteria. And this includes if you directly are working with minors or if any of your subawardees are working with minors. Anyone under the age of 18. There's--OJP has developed a lot of guidance around this particular newer requirement. And you can see a little picture of the website--the webpage that provides additional guidance. So please feel free to reference that.

Many of you will develop publications and training materials through your grant award. When you're developing these types of materials, please consider what special conditions may apply. So as you are, kind of, conceptualizing or discussing with your team, whether you'll be developing a--any of these kinds of written materials such as brochures, or training curricula, or really anything that's written and published in some way, or given out to folks, please look over your award's special conditions. You'll want to be sure that you use the proper disclaimer language, which says--which acknowledges that these materials were developed using OVC funding. And that disclaimer language is offered in one of your special conditions, word for word. So we

want to know what the timelines are that you have committed yourself to, to submit to OVC materials for advance review. And there are--there are certain timelines associated with that to make sure that DOJ and OVC have proper time to review, offer feedback, and for you then to incorporate that feedback. And there is also an OVC Publications Guide that provides additional guidance.

All of you are likely have questions about budget clearance. It's so exciting, you got your new grant award, and then you read the fine print. One of these special conditions says that you are not able to obligate, expend, or drawdown money until your grant has received a final budget clearance from DOJ's Office of the Chief Financial Officer. And this can take some time, particularly this year, since DOJ made a record amount of grant awards. The good news is that for many of you, there will likely be a special condition in your award package that says that you are able to obligate up to \$25,000 for certain purposes before this final clearance comes through. So I encourage you all to look at your award package, find the special conditions that relate to this, and make sure that you talk with your grant manager or email with your grant manager, share any missing documents that may be also holding your funds, and respond quickly if your grant manager reaches out to let you know that you have--had an initial budget clearance.

So now we're going to be moving onto a polling question. So your polling question is, "Conferences conducted by Cooperative Agreement recipients do not require prior approval." Thank you all so much for your responses. It looks like 92 percent of you got this right. It's correct. If you have a Cooperative Agreement, it does require you to get prior approval to host any type of training, conference, or meeting. And those parameters are defined in the DOJ [Grants] Financial Guide. Thanks everyone.

YOLANDA CURTIS GIBSON: Hi, everyone. I'm Yolanda Curtis Gibson. I am a Grants Management Specialist in the Federal, International, and Tribal Division at OVC. Most of the grants that I manage are direct victim service grants in tribal communities. But I also manage many of the inter-agency agreements that Joel mentioned earlier in the presentation.

On the screen is a visual of the general stages of OJP Grant Management, which starts with award package acceptance. And eventually ends with award closeout. Over the next few slides, we will provide more information about each stage.

The first stage of the OJP Grant Management process we'll discuss is award acceptance. In order to accept your award, you will need to follow the four steps noted on the screen. The first step is to complete your financial point of contact registration. OJP notifies grantees about awards by email through GMS. Those notifications are sent to the grant point of contact, and the authorized representative listed in GMS. Once the grant POC receives email notification about an award, they should go into GMS to assign the financial POC or point of contact. The grant POC won't be able to access the award until registration for at least one Financial Point of Contact is complete. After this is done you will want to make sure that everyone involved in the grant, so the program

POC, the Financial POC, authorized representative, and potentially others working on the program review all of the award document with a special focus on reviewing all of the special conditions. It's very important to review all special conditions to ensure compliance. And if your award includes subrecipients, to make sure that you pass many of those special conditions along to those subrecipients. After--excuse me, after review of the special conditions, the authorized representative will need to sign the award document and initial all of the special conditions pages. The award document then needs to be emailed to the email address on your screen [Acceptance.Acceptance@usdoj.gov]. As many of you know, OJP no longer accepts faxed award documents. If you fax your documents, you won't get notification about receipt and doing so could delay the start of your grant.

Once your award documents are signed, submitted, and accepted, you will need to register with the Grants Payment Request Systems or GPRS. This is the system you use to request payment of award funds, view your active award balances, and view your drawdown history. You can access the system using the link on your screen [<https://grants.ojp.usdoj.gov/gprs>]. If you are a first time grantee, you will need to get an Automated Clearing House [ACH] form, which we will discuss on the next slide. If you are already registered with GPRS, you will still need to make sure your new awards are included in the GPRS system. If you are unable to drawdown funds, this is often because a special condition on your award needs to be removed to allow this, you should contact your OVC Grant Manager for additional information if this is the case. Please also note that you will not be able to drawdown until your financial budget clearance has been approved.

The link where you can find the ACH Form is on this slide [<https://ojp.gov/funding/Apply/Resources/ACHVendor.pdf>]. Please note that if you have had an OJP grant in the past and your banking information has not changed, then you do not need to complete a new ACH Form. If you are a new grantee that has never submitted an ACH Form for an OJP grant, then you will need to complete one and this must be done before you register with GPRS. Please note that while you can access the form online, you cannot submit it online. You must fill it out and send to OJP by an overnight courier service, such as FedEx, or UPS, or certified mail, before GPRS will allow you to register. This general process can take up to a week or two, so I recommend that you fill this form out at the same time you receive notification that you will be awarded funds. The mailing address where you should send that document can be found on the document.

So, on this screen you might see a familiar image. This is the external screen for the Grants Management System, also known as GMS. You will use this system throughout the life cycle of your award to submit progress and financial reports, to make adjustments to your award, to close out your award, and much more.

So many of you are already familiar with GMS but for those of you that aren't, you might be wondering what exactly we use this system for. I mentioned some of this already, but generally speaking, you will use GMS to submit semiannual progress reports and

quarterly financial reports; request changes to your grant using Grant Adjustment Notices, also known as GANs; to respond to a site visit finding or recommendation; and to close out your grant.

When we discuss award acceptance earlier, I mentioned that all awards must have a Financial Point of Contact or FPOC assigned to them in GMS. There are some cases where the FPOC will be the same as the general or Program Point of Contact, also referred to as the POC on the award. But in most cases they are different people. The two points of contact have different roles. The primary or Program Point of Contact is, as you can tell, is responsible for the programmatic portion of the grant. This is usually the person that submits semiannual progress reports and GANs, and is usually responsible for completing the closeout package. The Financial Point of Contact is responsible for the financial administration of the award, which includes submitting quarterly financial status reports. While the two points of contact have different roles, it is important that they communicate with each other regularly to ensure that they both know what is going on with the grant.

So next we'll talk a little bit about Grant Adjustment Notices or GANs. A GAN is used to request a project change. This can be programmatic, administrative, or financial that's associated with the award. Types of GANs include change in scope, sole source approval, project period, signing authority, key personnel, budget modification, organization address or name change, and other prior approvals. All GANs must be requested electronically by the grant recipient through the GAN module in GMS. We strongly recommend that you discuss any GANs with your OVC Grant Manager prior to submitting in GMS to ensure you are on the same page and everything necessary for approval is included. This isn't necessarily required for point of contact or Financial Point of Contact changes, but if the POC change is a change in key grant personnel, you should have a conversation with your Grant Manager about that.

On the screen, you'll see a visual that shows the budget modification GAN lifecycle or approval process. Many GANs are not just approved by the Grant Manager and this is an example of one of those types which, as you can see, requires approval by your Program Manager, their Supervisor, and the Financial Analyst within OJP's Office of the Chief Financial Officer, or OCFO. The GAN approval process can sometimes take a few days to a few weeks, depending on the complexity of the GAN and how many people or offices it has to go through. GANs for point of contact changes will often move quicker than GANs that request scope or budget changes.

Next, we are going to discuss the various reporting requirements for progress reports, subaward reports, FFATA reporting, financial reports, and reporting in the Performance Measurement Tool, or PMT.

All progress reports should include whatever Performance Measures have been assigned to your award. Different OVC grants currently report into several different Performance Measurement Systems, which will be discussed in more detail a little later in the Performance Measurement section of this webinar. If you are unsure if your grant

has been assigned to a Performance Measurement System in addition to GMS, please contact your OVC Grant Manager.

Annual formula progress reports should include all four quarters of reports from OVC's Performance Measurement Tool, or PMT System, as well as the year-end annual PMT report. In addition to the required Performance Measures or previously generated Performance Measure reports covering the semiannual period, semiannual discretionary progress reports should include a narrative that uses the project's projected deliverables and time-task plan to discuss what was accomplished during the project period; whether activities are proceeding on schedule; if there is a problem, including what has been done to solve or mitigate the problem, if anything; and if any technical assistance is needed from OVC.

Discretionary grantees should also attach tangible deliverables to the semiannual reports in GMS, wherever possible, to illustrate and document the work on the grant. This can include publications, reports, evaluations, meeting minutes, or agendas, PowerPoint presentations, and curricula, among other documents. For deliverables that cannot be attached, it's helpful to provide a link or discuss where to access the deliverable in the report. Please note that if your progress reports are not submitted, your funds will be frozen until the report is submitted. And this is done automatically in GMS. The final progress report is due within 90 days at the end of the project period and should include information from that reporting period, as well as a summary of the award accomplishments from start to finish.

Next we will briefly discuss subgrantee reporting. Most awards do not have subawards, this mostly applies to formula grants but there are some exceptions. It is important to report subawards into the Subgrant Award Report, or SAR, within 90 days of making that subaward, not within 90 days of your prime grant award. If this applies to you, please check with your OVC Grant Manager to determine if you are required to report in the PMT or GMS.

Pass through entities that award \$25,000 or more to subrecipients are required to submit data in the Federal Funding Accountability and Transparency Act, or FFATA, Subaward Reporting System. Per 2 C.F.R. Volume 1, Section 170, and this covers reporting subaward and executive compensation information, prime grant recipients awarded a new federal grant greater than or equal to \$25,000 as of October 1, 2010 are subject to FFATA Subaward Reporting requirements as outlined in the OMB Guidance issued on August 27, 2010. The prime awardee is required to file a FFATA Subaward Report through the FFATA Subaward Reporting System, or FSRS, located at fsrs.gov, by the end of the month, following the month in which the direct recipient awards any subgrant greater than or equal to \$25,000.

Pass through entities should also carefully review 2 C.F.R. Section 200.330, titled "Subrecipient and Contractor Determinations," as it includes guidance to assist you in making an appropriate determination that is relevant not only to subrecipients reporting under FFATA, but also is key to the proper financial and programmatic administration

and management of federal award funds. Detailed information can be found on Page 125 of the DOJ [Grants] Financial Guide, and you can always reach out to your Grant Manager if you need additional assistance beyond what is provided in the guidelines about whether or not you need to report.

FSRS.gov also has a dedicated helpdesk to provide technical assistance, if needed at FSD.gov where you can submit a request for assistance online, or via live chat, or by phone at 1-866-606-8220.

This slide shows you the due dates for Federal Financial Reports which are due on a quarterly basis. Please keep in mind that your SF-425 Federal Financial Report, or FFR, should show the actual funds you have spent, which are expenditures; any bills you are going to pay, these are unliquidated obligations incurred; the money from your own organization, if match is applicable to your award; program income, if applicable; and indirect cost, if applicable for each project. Pages 121 through 123 of DOJ's Federal [Grants] Financial Guide provides more information in more detail on how to complete an FFR and includes important tips for your reference. Please keep in mind that for reporting deadline purposes, most of GMS is automatic. That means that even if your project has not started due to waiting for a budget clearance or some other delay, if the award has been made, you will have reports due in the system on these dates. It is sufficient to enter zeroes and note that the project has not yet started. On a related note, your Grant Manager does not have discretion to waive or move a due date for a report that is late. The system will automatically freeze funds if a report is delinquent and you will receive an email from the system. The release of funds, once the report is submitted, is also automatic. The final Financial Report is due within 90 days of the award end date, but can be submitted as soon as all funds have been expended.

So next, we will talk about the GMS award closeout process. No later than 90 days after your award end date, you as award recipients must submit all financial performance and other reports as required by the terms and conditions of your award. In addition to submitting those requirements, you must initiate a closeout package in GMS. Please keep in mind that the financial reconciliation portion of the closeout often takes 3 to 5 days to complete or go through, and your final progress report must be approved by your OVC Grant Manager before those activities in the closeout are marked as complete. Also note that special condition removal can take 3 to 5 days and must be done prior to submitting the closeout package. All of the sections of the closeout must be marked complete in order to hit the closeout submission button for a compliant closeout. If the submission is not completed by the due date, the system will automatically generate an administrative closeout that your OVC Grant Manager will need to complete.

So this concludes my portion of the webinar. I will now turn it over to my colleague, Matthew Kenyon.

MATTHEW KENYON: Hello, everyone. This is Matt Kenyon. I am the Performance Management Specialist here at OVC. I'm going to give you a really quick, high-level

overview of Performance Measure Reporting requirements. I would encourage every one of you to please attend one of the specific webinars for reporting in the PMT--if you're reporting the PMT and that will give you a lot more information about what you're reporting on and how to go about navigating the system and what your requirements are there.

But as you'll see from the slide, there are, right now, three ways the grantees can report performance data to OVC. Regardless of which system you're using, however, you will be uploading a report to GMS. So all performance reports are uploaded into GMS. For discretionary grantees, you'll be uploading that report every 6 months and for formula grantees, you upload an annual report. But the main system that most of our grantees use is the PMT, the Performance Measurement Tool. So our formula awards and almost every single one of our discretionary awards report into the PMT and this now includes all of our tribal awards. So for PMT reporting, we have a few different modules in there. We'll get to that in a little bit. But you'll report your data into the PMT quarterly and then you'll upload your report from the PMT into GMS, either semiannually or annually.

The second way that grantees can provide performance data is through the Trafficking Information Management System, or TIMS. So currently, all of OVC's human trafficking grantees will report data into TIMS and then every 6 months, you'll take a report from TIMS and upload it into GMS, and that counts as your progress report.

A few grantees, a very small number, still use data templates and these are for some specific programs that are not aligned with the measures we have in PMT or in TIMS. So a few of you might be doing this, but you'll have a template that's either a Word document or an Excel file that you will fill out and upload it into GMS on a quarterly basis.

If you're unsure which system you're supposed to be using, and where you're supposed to be reporting, you should talk to your Grant Manager and they'll be able to tell you. You can also look into the solicitation for your program, which will spell out which system you're supposed to report in, and give you details on the questions you're supposed to respond to. So let's look at each of these in a little more detail.

So first up is the Performance Measurement Tool, the PMT. Grantees report into PMT, you're asked to provide your data quarterly, as I said. The PMT system will then aggregate the data and create either a semiannual or annual report that you upload into GMS. So grantees reporting on our discretionary measures, which we call Transforming Victim Services or TVS, will need to create a semiannual report in January and July of each year. And the victim assistance and victim compensation, our formula grantees will need to create an annual report at the end of each fiscal year.

Besides being a place to report your data, PMT also contains a wealth of information on performance reporting. So anyone who's reporting in PMT, when you log in, you should click on the Need Help page which is going to have a bunch of information that's going

to be helpful for you. You can download copies of the questionnaire and frequently asked questions, we have a user guide, and we also have a series of webinar trainings, some of those are going on right now. During the fall, we also redo our webinars. But if you missed one of those webinar trainings, we have recorded webinars available on the OVC webpage, and you can access them through the PMT or you can just simply do a search for OVC Performance Measurement Tool webinars and you'll be taken--we have a page on ovc.gov where you can see any of the webinars and learn about the Performance Measurement Tool.

One of the questions we get very frequently from new grantees is, "When will I get access to the PMT?" Your first reporting period in the PMT, if you're a brand new grantee, will cover the October through December quarter, and that reporting will start on January 1st. And we usually give grantees access to the PMT in the week or so before they start reporting. So you will not have access right now unless you have a previous OVC award, so you will get access to that. If you don't have access when it start--when it comes--time for you to actually report, then I would ask that you contact the PMT helpdesk and they can figure out why your account was not created. But if you don't have access yet, don't worry, that will be coming in late December.

If you ever have problems with the PMT, whether it's technical difficulties or just questions regarding your Performance Measures or how you're supposed to report, or what counts, please contact the PMT helpdesk. You see their phone number is listed there on the screen [844-884-2503], the email address, ovcpmt@usdoj.gov, and I also have listed the PMT website [<https://ovcpmt.ojp.gov>], which is where you will go to log into the PMT.

For the human trafficking grantees, as I've said, you'll be reporting in the Trafficking Information Management System, or TIMS. Unlike the other systems that OVC uses, TIMS collects case level data on the services received by individuals. So all the other systems we have collect aggregate data, but TIMS does it a little bit differently. And because TIMS collects case level data, it's expected the grantees will regularly update data in the system with new individuals and with the services provided. So instead of reporting on, let's say, quarterly basis, you're expected to go into the system regularly and update what services have been provided. Just like with PMT, every 6 months, in January and July, you will create a report in TIMS, which you will upload into GMS. Grantees who report in TIMS also have access to data collection sheets and training materials on the TIMS website. So if you're a human trafficking grantee, please check out the tims.ovcttac.gov and you could always call or email them at humantrafficking@ovcttac.org.

Finally, template reports. So as I said, very few grantees will use templates for their reporting. If you are supposed to be using a template for your reporting, your Grant Manager will send you the template that you're supposed to fill out. You'll fill out these templates and you will upload them to GMS every 6 months, again, in January and July. The--I will mention that some grantees might actually report in multiple ways. So we do have some grantees, a very small number, that might either report in PMT, or TIMS,

and additionally report through a template. So that might be the case. Again, if that is your situation, your Grant Manager will let you know and send you that template.

All right. So now, I think we have a polling question for everyone. Okay. The polling question is, "A new Automated Clearinghouse (ACH) form must be submitted for each new OJP award. True or false?" Go ahead and answer now.

JOEL HALL: Oh, all right, everybody. I'm not sure if the poll is working, but I'll answer the question, ahead of time. Must an Automated Clearinghouse form, if you were paying attention, be submitted for each new award? And the answer is no. Basically, one OJP vendor, so if you're a new vendor, you need to fill this form out and you don't need to do it for every individual grant that you receive. All right. Now, I'd like to present Brian Sass-Hurst.

BRIAN SASS-HURST: Hey, good afternoon, everyone. My name is Brian Sass-Hurst. I'm a Grants Management Specialist here at the Office for Victims of Crime and I work in the State Compensation and Assistance Division where we manage the VOCA Victim Assistance and Victim Compensation Formula Awards. And so I'll join us on the next slide.

So what I'm going to be talking about today is monitoring, and monitoring contains a number of different functions and so we'd like to start by talking about Programmatic Monitoring. But Programmatic Monitoring is what OVC does to ensure compliance with the regulations, terms, and conditions of your award. If you receive an award--any really--any federal government award, you should assume that you will be monitored in some way at some point. When OVC monitors, we examine your programmatic progress, we validate the information that's been reported to us through progress reports, through the PMT, through financial reports, and we also use it as an opportunity to identify when technical assistance is necessary and to provide additional assistance to make sure that your award is successful.

Monitoring from OVC can really be a whole slew of different ways. Monitoring could be phone calls, emails, participating in meetings, and events, reviewing your progress and financial reports, up to conducting site visits and desk reviews, where we would actually come on site and meet with you, go through documentation, conduct some interviews, and really get a hands-on view for how the product is working and how we can assist. On cooperative agreements, as was discussed earlier by my colleagues, those whose awards are cooperative agreements could expect additional direction and oversight from their OVC Grant Manager, as compared to grantees.

Monitoring in terms of in-depth monitoring is really going to come in one of three different ways. First there are desk reviews, which is kind of the smallest picture, per se. Well, a desk review is your OVC Grant Manager conducting a review of all the materials that are available to us to ensure the administrative financial and programmatic compliance. Most of the time, our grantees don't know when we do a desk review. We typically don't need to reach out for additional information just by the nature of a desk

review. If there are concerns or risks identified in the desk review, you know, at that point, we would probably reach out to talk to you about it, but generally speaking, desk reviews are based on the totality of the information available to us.

An Enhanced Programmatic Desk Review, or an EPDR, is very similar to an onsite monitoring visit or a site visit where it's a much more involved, sort of, process as compared to a desk review and it allows Grant Managers to follow up on issues to try to identify it and get--dig a little more into the grantee activities.

And then finally, an onsite monitoring visit is where your OVC Grant Manager would come to you and to your office to meet with you and to discuss any specific issues related to your implementation. Monitoring doesn't mean a lot of bad things are happening, it doesn't mean you've done anything wrong. We do annual risk assessments to determine who we're going to go see and really monitoring's a great way for our grantees to get to know us--to get to know their Grant Managers and to really get a hands-on view for the progress of the award and understand what comes next.

In the next slide, we're going to be talking about, sort of, what types of things we do while we're conducting monitoring, specifically onsite monitoring. First, we would review your policies and procedures. What is it that you say that you do in terms of the functions of your award? How do you treat clients, how do you handle financial expenses? Are--Do you have enough written policies to provide assurance to OVC that the award is progressing appropriately? You should also expect your Grant Manager to conduct a sample of your financial transactions where they would select specific expenses and request supporting documentation to confirm that A, it follows your policies and procedures, that the--that the expenses are aligned with the goals of the award, and that everything was conducted adequately when considering the DOJ Grants Financial Guide and your accounting policies.

If you have any subawards, we would--definitely we'll figure processes and procedures for subawards all the way from application, to monitoring, to close out. If you are covered under the conference cost regulations, as mentioned earlier, everyone's covered on the cost principles and the cost thresholds, and the cooperative agreement recipients have additional conference cost regulations. We would assess to make sure that you followed those policies. We would validate your programmatic data. If you--if you report data to us, we would want to review onsite some additional information so that we can have assurance that the information being reported in either PMT or TIMS, or whatever is accurate. We'd look at any equipment that was purchased with the grant. We'd probably want to see that it's still there. We'd talk about procurement policies, and then we would assess the special conditions of the award to ensure that everything being done on the award is in accordance with the terms and conditions of that award.

So we'll move on to the next slide where we'll talk about the Purpose of Site Visits. And site visits--I really like this graphic. The site visits are a never-ending, sort of, process, right? Which is how do we assess the goals and objectives of the award? How does

OVC support you as a grantee? And then how do you support us by helping us be good to our--all of our grantees, right? So we learn about how the project is working, what the goals and objectives are, we conduct the monitoring process, we provide technical assistance as needed, we assess compliance and take steps to bring everyone into compliance, and then we keep going. So, it really is a continuous process at OVC.

And now we'll move on to the next slide where we talk about high-risk status. Some organizations are designated as a so-called high-risk grantee and that's a technical term. If you're designated as a high-risk grantee, you'll receive a letter from the Department of Justice, spelling out exactly why you were designated as a high-risk grantee. Generally speaking, the organizations that receive a high-risk designation are those that have had a history of unsatisfactory performance, some financial instability, inadequate financial management systems, there's some documented noncompliance with the terms and conditions of the awards, or they're otherwise nonresponsible. One of the major reasons that an organization gets designated as high-risk is if they have audit reports that have recommendations that haven't been closed in more than 1 year, that's a very common reason someone would be referred to be on our high-risk list.

So we'll move on to the next slide where I list some of the other reasons why you might be referred. Other basically automatic high-risk grantees are those that were required to create a corrective action plan by an audit, but within 105 days, that corrective action plan has not been submitted. If you have questioned costs in excess of \$500,000, if your collection--if you owe funds to a federal entity and you are referred to the Department of the Treasury for recovery, or if you're suspended or debarred. Those are reasons why an organization would be put on the high-risk list. And like I said earlier, as we move on to the next slide, if you are designated a high-risk grantee, you'll be told exactly why and what corrective action needs to take place in order to be lifted from that list.

And on the next slide, the special conditions. When you're designated a high-risk grantee, that comes with certain special conditions. So, we discussed special conditions earlier in the presentation, but some additional conditions are added to awards, specifically for high-risk designated grantees. On the basic end of things, we'll say that upon request, you have to provide certain documentation. You may have additional financial or programmatic monitoring onsite, so you--one could expect to have a little more monitoring. Your funds could be frozen pending certain tasks. We could, instead of permitting drawdowns on an ad hoc basis, the special condition could say that you need to provide source documentation and then we'll reimburse you, or we may require more detailed or more frequent financial or programmatic reporting as a way to assure that the--that the services, the funds were intended to are being provided.

And so on the next slide is getting off the high-risk list. If you are currently a high-risk designee and you are not quite sure why or what it is you need to do. So really, the first step is going to be to speak to your Grant Manager. They'll have access to the--they could provide a copy of that letter to you if you don't have it, and they can help explain the ins and outs of the special conditions that you have on your award and what it is you

need to do. Another couple things, just double check that all of your reports have been submitted, make sure that you're in compliance to any audit findings and if you have corrective action plan items outstanding, you should work on those.

And on the next slide, we're going to talk specifically about monitoring from our grantee's perspectives when they have subgrantees. So some grantees of OVC do something called subawarding where they subgrant funds to another entity. And that organization helps carry out a portion of the scope of the work described in your grant application. And so if you are an organization that does this, the subgrants at the funding, then you have a responsibility to monitor your subrecipients for compliance. If you do subgrant award funds, you are required to develop systems, policies, and procedures to ensure that the subrecipients' activities are conducted in accordance with federal program and grant requirements, laws, and regulations.

And on the next slide, we'll talk about the specifics. So as a grantee with a subrecipient, you are required to evaluate each subrecipient's risk of noncompliance and then use that risk assessment to determine the appropriate monitoring of that subaward. You're required to consider imposing specific conditions when appropriate, and you're also required to ensure that subrecipients who expend more than \$750,000 in federal funds in 1 year, are required--or receive their audits.

On the next page, we'll talk about what your monitoring requirements are. And this is obviously quite broad, but when you do monitoring of your subrecipients, you are required to review the financial and performance reports. Just follow up with the subrecipients to ensure that timely and appropriate action is taken on any deficiencies that you detect. And you're required to issue a management decision for any audit findings, as required by 2 C.F.R. 200.

On the next slide, we'll talk about one item that comes to be tricky for grantees, and that's trying to decide when you are extending grant funds to another entity, whether you are entering into a subaward or a subcontract. And regardless of what the legal document that you execute with this other entity says, the determination of whether that contract is a subaward or a procurement contract is based on the substance of the activity. If you delegate program activities to another entity, that's generally indicative of a subaward. If you purchase goods or services, then that's probably indicative of a procurement contract. And there's additional definitions and resources for making these determinations in 2 C.F.R. 200, as well as the DOJ Grants Financial Guide. And if you have questions about the specifics on--if you have a circumstance is difficult, your OVC Grant Manager would be a great resource for you.

We'll move on to the next slide to note that beyond OVC, there are other entities that do monitoring. The Office of the Chief Financial Officer, the OCFO, they conduct financial monitoring, which is going to be more in-depth than the monitoring OVC would do. And again, that would be through desk reviews, emails, phone calls onsite monitoring. And then also the Office of the Inspector General, the OIG, they conduct audits. Lately, they've done a lot of audits on VOCA victim assistance and victim compensation

recipients. And on their website, you can actually read the audits that they've issued, if you're someone that's curious to know what sort of findings and issues have been raised in Department of Justice grants.

And so now we'll move on to a poll. So the question is, "The Point of Contact and the-- all Financial Points of Contact for the award must re-certify their compliance with the Financial Management Training every 2 years for online training and every 3 years for the in-person training. Is this true or false?"

Did you know? While you all answer these questions, every year, the National Crime Victims' Rights Week issues awareness documentation that you can use to spread awareness of crime victims' rights. And we have lots of free resources available online, and there's a great mailing list. As someone who used to work for a grantee, I know we used to get posters sent to us in the mail from NCVRW that we could hang up to help spread the word about Crime Victims' Rights Week and rights for crime victims.

And it looks like the answers came in, and the majority of you are correct that the correct answer was false. All Points of Contact and Financial Points of Contact are required to redo their compliance every, I believe, 3 years, whether that's online or in person, there's no difference in the timing, based on whether you do the Financial Management Training online or in person, so a little bit of a trick question. And I'll send it back to--send it back to the room. Thanks.

DORESA PAYTON: Hi. Good afternoon, everyone. My name is Doresa Payton. I'm a Grants Management Specialist who works in the Program Division on the Human Trafficking Team. I'm responsible for managing and monitoring grants funded under several national programs, including Human Trafficking, Law Enforcement-Based Victim Specialists, Enhancing Language and Other Access to Services, and Field Generated. I have worked for the Department of Justice for 7.5 years, including 3 years with OVC. The topic of my presentation today is Understanding Your Grant.

When can work begin? The first step is to review your award package. The award package includes your congratulatory letter signed by Katharine Sullivan, the Principal Deputy Assistant Attorney General; the grant award notification documents, including your special conditions; and a number of relevant documents and letters related to your new grant award. The project period or program period start and end dates for your grant are included in your award package. The start and end dates inform you when your grant starts, and when your grant ends. It's imperative to note project work cannot be begin until the grant agreement has been fully executed, that means that it's signed by the grantee and countersigned by the Secretary of the Attorney General or the Deputy Secretary. Expenses cannot be incurred nor matching funds used until the grant has been fully executed. Funds spent before the grant has been fully executed will not count toward project matching and will not be considered part of the project. Exceptions are granted on a case-by-case basis, only with the approval of the Grants Administrator. And expenses cannot be incurred until the final budget is approved. The only exception

is if your award includes a special condition, allowing you to use funds for travel and operational costs.

Expectations for Grantees. The following bullets highlight the expectations for grantees. Grantees must access the award package in the Grants Management System and sign and return the award document. Review the special conditions on the award document and determine what your organization needs to do to be in compliance with them. Manage the project according to requirements, standards, and guidance contained in the grant terms and conditions, including the OJP Financial Guide [DOJ Grants Financial Guide] in the award special conditions. Submit all required reports including the quarterly status report and programmatic progress reports in accordance with the frequency established in the special conditions of the award document. Complete all deliverables as stated in your application, the solicitation, or in a special condition. Do not obligate or expend funds until you receive final budget clearance.

Expectations for Grant Managers. Review the grant terms--excuse me. Expectations for Grant Managers. There are also expectations for Grant Managers. We must review the grant terms, objectives, conditions, and grantee organization, and key personnel. Contact the grantee to discuss requirements of the grant. Many of you have received a welcome email or have already had conversations with your Grant Manager. Monitor grantee compliance with programmatic, administrative, and fiscal requirements of relevant statutes, regulations, policies, guidelines, and with grantee-stated objectives and implementation plan. Perform desk reviews and enhanced desk reviews or site visits. Approve progress reports. Approve modifications to awards. And for cooperative agreements or high-risk status, Grant Managers may provide additional direction and oversight, including more frequent conference calls to discuss the grant award, and the review and approval of additional grant-related documents.

Common Misconceptions. Here are a few of the common misconceptions that must be addressed. You can change the scope of work or use of funds without the Grant Manager's permission. Prior approval is required to change the scope of work or use grant funds for any item not approved in your approved award budget. Grantees must be good stewards of grant funds. Grant funds were awarded for the purpose to provide compensation, assistance, and services to victims of crime.

The next common misconception is all awards are "grants." Contracts are legal instruments used to purchase property, goods, or services needed to carry out the project or program under a federal award, whereas a Cooperative Agreement is a discretionary grant that involves substantial government involvement and their coordination, day to day conduct, and oversight and review of the implementation of the grant.

The next misconception is there's a "pool of money" with an award. You do have a grant award for a sum of money for the project period, but grant funds are not paid in a lump sum. You must register with the Grant Payment Request System to draw down grant funds based upon immediate disbursement and reimbursement requirements. Grant

funds are disbursed over time as project costs are incurred or anticipated. If you draw down funds for unallowable expenses, you will have to reimburse OJP for unallowable expenses.

The next slide is Mechanics of Your Award. Here's a visual of the critical documents that will always be reviewed and referred to throughout the life of your grant award. Number one is the Solicitation, also known as funding opportunity announcement and request for proposal, which provides an in-depth overview of the program. The Approved Budget is the Budget Detail Worksheet and Budget Narrative that has been or will be reviewed and approved by the Office of the Chief Financial Officer. And lastly, is the Project Narrative. The Project Narrative is the document that you submitted with your application for the grant that includes the goals, the objectives, project design, and the implementation plan for your grant award.

Start Building Your Grant File. If you are an existing grantee with a new OJP grant award, you may be familiar with the documents that must be available in an official grant file for onsite review. The signed award document, including the initial Special Conditions; progress reports; financial reports; the approved application; correspondence with the OJP Grant Manager; and copies of approved Grant Adjustment Notices.

Prior Approval. Title 2 Code of Federal Regulations, Part 200.407 require that grantees not incur certain costs without obtaining prior written approval. Examples of costs that require prior approval includes compensation for consultant services in excess of the current OJP consultant rate maximum limit, which is \$650 per day; sole source requirements in excess of \$250,000; publication plans; purchase of Automatic Data Processing equipment and software; costs incurred prior to the date of the subaward period; and foreign travel.

The next slide is the polling question. Wait, let me give you a minute to try to get to the polling question but I will begin reading it. The polling question is, "OVC provides training and technical assistance (TTA) to grantees. What type of TTA would your program benefit from? Financial, programmatic, expanding knowledge on victim services, program and staff sustainability, grant compliance."

We'll give you a moment to answer the question, but this leads to the end of my presentation. I want to thank you, guys, for listening to me, and after the polling question, I will be turning it over to my colleague, Shelby Crawford.

SHELBY JONES CRAWFORD: Thanks, Doresa. Hello, everyone. I'm Shelby Jones Crawford, a Program Manager and Contracting Officer's Representative at OVC. And my role is that I have oversight for OVC's Training and Technical Assistance Center, which we call TTAC. What I want to do today, briefly, is to talk about TTAC's philosophy and approach behind the work that they do, and tell you about the resources that TTAC offers.

For the purposes of the work that TTAC does, capacity building involves the process of identifying the internal and external barriers that inhibit effective service delivery to all crime victims then building on existing strengths, enhancing skills, and providing new tools to overcome those barriers. Or more simply put, focusing on activities that measurably support or contribute to sustainability and effective practice. TTAC's Training and Technical Assistance Specialists conduct a thorough needs assessment to maximize the use of OVC's resources to build capacity. So as the graphic shows, outreach, collaboration, engagement, and relationship-building all work, we hope, towards capacity building.

Several years ago, OVC TTAC began delivering trainings to build capacity among victim service providers in an online blended format. These trainings include a live facilitated webinar each week, along with other participant activities including watching a video, reading an article, or completing a written assignment. Instructors review each written assignment and provide written feedback. OVC TTAC, by the way, is an International Association of Continuing Education and Training authorized provider of continuing education units. This association ensures that among other things that providers will deliver high quality instructions. So you're getting some very good training with quality instructions.

Here are some examples of training and technical assistance that's offered through the Effective Management Series, for example. I can tell you that Developing and Managing a Board and the Financial Management Training are two of TTAC's most popular. Typically, they sell out in just hours after announced. So when you see the announcement, register quickly.

Victim Assistance Online, or VAT Online as we call it, is a foundational web-based Victim Assistance Training Program that offers victim assistance providers and allied professionals the opportunity to acquire the essential skills and knowledge they need to more effectively assist crime victims. This training was funded by OVC, and developed by OVC TTAC, working very closely with a group of nationally known subject matter experts, who combine theory with practical expertise. Both OVC staff and subject matter experts determine the range of topics to include in this training.

So VAT is updated every 2 years and it currently has four sections. It has Basics, Core Competencies and Skills, Crimes, and Specific Considerations for Providing Victim Services. The Basics section includes information that all victim service providers should know, including victim--victims' rights and justice systems, which provides a foundation for victim services. And Core Competencies and Skills section includes modules such as basic communication skills, confidentiality, and advocacy. The Crimes section includes the characteristics and prevalence of crime, and other information about crimes including sexual assault, elder abuse, and child abuse. The Specific Considerations for Providing Victim Services section includes, but is not limited to, information and skills to serve population, such as campus and university victims of crime, LGBTQ populations, and victims of sexual assault in the military.

Each module in VAT Online is taught using interactive methodologies, case studies, exercises, and other suggested activities to enhance the user's learning. The intended audience is new victim service providers with less than 3 years of experience working with victims of crime. The training also will serve as a refresher course for more experienced victim service providers. So VAT has about 43 hours' worth of training. It doesn't have to be all completed in one sitting. In fact, it's divided into various modules and sections, so that the user can review it at his or her own pace, and bookmark the last module reviewed. Each module takes about 30 to 90 minutes to complete, and learners can complete all modules, or can complete specific modules, based on their learning needs.

OVC TTAC uses a network of consultants and experts in the victim services field to design and deliver customized technical assistance on a wide range of topics to address your organization's most pressing needs and to build your capacity to better serve victims. So, who's eligible for technical assistance? Well, victim service providers, criminal justice professionals, and allied professionals like mental health professionals, and medical, and clergy folks who work in communities, or state agencies, nonprofits, tribal organizations, and other institutions that serve victims of crime. And these folks may apply for technical assistance support.

So let me tell you a little bit about the criteria for evaluating technical assistance applications. OVC reviews and makes funding decisions on all technical assistance applications. Key criteria for evaluating these applications include, we look at things like the organization applying for assistance is an established public or private, nonprofit organizations with an existing track record of providing services to victims of crime. The assistance will be--will be used to expand the capacity of the organization to effectively address the needs of victims in the community or in a geographic region that it serves. We look at whether or not the requested assistance is not provided by another federal organization including, you know, a recent or ongoing grant. The requested assistance falls within the mission and funding priorities identified by OVC. And the organization applying for assistance will contribute resources or funds towards the delivery of the requested assistance.

OVC, through OVC TTAC, provides an array of standardized face-to-face trainings on topics relevant to victim service providers and allied professionals. Trainings range from 1 to 3 days. And OVC offers these trainings to build skills in a particular topic for providers in the community, in the state, or in a region. Some topics are delivered through blended learning, a combination of virtual and face-to-face training. So, at no cost to you, OVC TTAC can provide two instructors, onsite--an onsite coordinator, an instructor, instructor's training materials, and participant manuals for each participant. OVC TTAC will identify the approved instructors for the requested training. And these improved--approved instructors are familiar with the curricula, and in many cases, help to deliver--help to develop and deliver some of these materials. You will be responsible for covering any cost for the training facility, or any, sort of, audiovisual or other types of equipment. And we also require that all participants to attend in person.

So OVC TTAC also works closely with VOCA Administrators across the nation to provide training and technical assistance that supports and builds their capacity, and the capacity of subrecipients. The support includes a dedicated section on OVC TTAC's website. It's like a one-stop site that offers direct access to all of the resources. The Mentoring Program is also available for VOCA administrators and staff of both Crime Victim Compensation and Assistance Grants. And this is an opportunity for peer consultants between administrators from one state to another who need technical assistance to, sort of, get together. A broad range of assistance is available. OVC reimburses travel expenses so that there's no cost to either party, and it's available at any time.

And finally, this is the homepage of the OVC website when it comes up. I have some good news: OVC TTAC's webpage was selected by the Academy of Interactive and Visual Arts to receive a 2019 Silver Award for best government website. So, the website contains easily locatable tools and resources, there's an access to a variety of self-service materials. And there is also the ability to request specialized and customized training right online. So, I hope you'll please stop by and visit awhile. I'm certain that you'll find something very useful to your work. The web address is www.ovcttac.gov.

I'd like to thank you for your time. Now, I'll turn this over to Mary Jo for the next section and you're on the homestretch for now. Thank you.

MARY JO GIOVACCHINI: Hi, everybody. The last couple of slides are going to just be for informational purposes. I wanted to let you know that the National Criminal Justice Reference Service is here to support you and your grant initiatives with OVC. They have a trained staff of information specialists that are ready to answer your questions. There's also a library of over 30,000 victim-related documents that you can search and use as a resource. They have a comprehensive Q&A database. And you also have the ability to order OVC publications and videos from them. You can subscribe to their e-newsletters to find out information about upcoming grant releases or grant opportunities, announcements from OVC, as well as OVC partner agencies. Their website is www.ncjrs.gov.

OVC created the Vicarious Trauma Toolkit. And this toolkit is here to support those that are in public service, first responders who are experiencing trauma vicariously through their job. The toolkit has over 500 resources, that includes policies, procedures, and practices. There's also a websites, podcasts, and videos, literature, and new tools that are available. It's actually a great resource. I talk about it all the time when I'm out on the road and I highly recommend it.

OVC also created the Mass Violence Toolkit in partnership with the Federal Bureau of Investigation. This toolkit is set up to help communities prepare and respond to victims of mass violence and terrorism. It includes lessons that are learned and materials to help aid communities in responding to victims.

Here's a couple of websites that'll be a resource to you. Some of these have been mentioned throughout the webinar. The OVC website itself is www.ovc.gov. We have the Grants DOJ--excuse me, the DOJ Grants Financial Guide. I'm not going to read that URL off because it's quite long [<https://www.ojp.gov/financialguide/DOJ/index.htm>]. The OVC Training and Technical Assistance Center, which is www.ovcttac.gov. And the Grants Management System [<https://grants.ojp.usdoj.gov/>].

You can also go to the Grants Payment Request System [<https://grants.ojp.usdoj.gov/gprs>]. The Performance Measurements Tool [<https://ovcpmt.ojp.gov>]. The Trafficking and--Information Management System [<https://tims.ovcttac.gov>]. And, again, NCJRS [www.ncjrs.gov]. So these two slides, kind of, are a collection of all the URLs that were mentioned throughout the webinar. It'll give you an easy reference.

Before we begin the Q&A portion, I will remind you that the slides, the transcript, and a recording will be posted to the OVC website probably in a little more than 10 days. We're going to try clean it up since we had some technical difficulties. We have been answering many of your questions throughout the webinar. We are going to read a couple aloud and answer them verbally at this time.

BETHANY CASE: Hi, everyone, this is Bethany. I've been trying to answer some of your questions as we go. Some common things that are coming up of folks, obviously, understandably, are eager to know about the timeline for--that we expect the budget clearances will be come--coming through. And unfortunately, we are not able to provide a timeline. We know that our colleagues in the Office of the Chief Financial Officer are busy, and they're working really diligently reviewing each and every grant budget that has been processed by the Department of Justice this year, at the same time.

Last year, it took an average of 3 to 6 months, so we might base some expectations on that time period, but unfortunately, we do not know. We--There have been grant budgets that have been reviewed and cleared. So, we know that it's moving forward, and there have been budgets, grant budgets, that have been reviewed and the budget analyst is requesting changes. So, what we can encourage you all to do is be on the lookout for an email from your Grant Manager because once that budget, your budget gets the initial review, oftentimes, the budget analyst asks for some changes, some clarifications, and you want to be able to respond to that as quickly as you possibly can. I would suggest to everyone, you might want to look at the grant budget that you've submitted, and, you know, do a fine-toothed comb review. If you have not already submitted your indirect cost rate agreement, your current indirect cost rate agreement, you should absolutely do that now because that's a common hold up for budget approval.

And, yeah, other than that, generally, if we didn't answer any of your questions, sometimes if it--if there--it was a nuisance question or something that needed some additional context, we are encouraging all of you to reach out to your assigned OVC Grant Manager. You can find out who your assigned OVC Grant Manager is by looking

in the Grants Management System, GMS. And go ahead and get nice and comfy with GMS because you're going to be using it for a lot, at least for the next year. We may be transitioning to a new, better, improved system moving forward that consolidates a lot of our--a lot of these little systems, but it--this is going to be your lifeline and your communication tool. And this is considered the official grant record, the Grants Management System and the documents contained herein.

So, a few things that's, you know, just commonly we would recommend to everyone is that right now, it's a great news that you got your grant award, read over those special conditions and that award document with a fine-toothed comb. Ask questions directly to your Grant Manager, if you need clarification. Participate in these online webinars. You may want to listen to it again. I know it was likely painful, but it's just so important. What was the other point I wanted to say? Also, reread the grant application that you've submitted, and re-familiarize yourself with what you all said you were going to do. And work with your partners and your staff to develop a plan to be able to successfully execute this.

Remember that you are not permitted to get time extensions on these grants; that's a statutory restriction. So you'll have to adjust in other ways to complete the project and to make up for those delays. And those delays do include, you know, budget review delays.

JOEL HALL: All right. I have a couple of questions on here, we'll try to answer and then we'll leave. One of the things is about PMT. Why do we have to bother going into PMT or TIMS, TVS? What's GMS for? Well, Bethany hit on that. We're creating a new system that'll actually go live October 1, 2020. And you will no longer need to go into those systems. But until that time, you will need to do that. Why the two separate systems? Basically, GMS was created probably starting in 2000, and it went live in 2003. So, it's an old system that didn't interact well with some new types of systems, so that's why we have two separate ones. But we're working on it. OJP has heard your complaints, and in the future, we will have one automated system to put many different things. It'll all be consolidated, so it should help save you a lot of time in the future.

BETHANY CASE: Uh-hmm. And us some time. And the pain of explaining multiple systems. And I...

BETHANY CASE: Go ahead.

JOEL HALL: Oh, another question, some people have--we talked about--Go ahead, please.

DORESA PAYTON: Okay. I just want to clarify one point. If you are a human trafficking grantee, if you are, you will be required to use TIMS, the Trafficking Information Management System. If you are not a human trafficking grantee, you are not required to use TIMS.

JOEL HALL: So, we're getting a lot of questions about the Financial Management Training questions, so the answer is 3 years. So that was it.

The second one, we've received a lot of questions about, is "will those be posted or will we get an email?" This will be posted online. It'll take several weeks, but we have our past presentations currently online, if you want to review those, but this new one will be presented in 2 or 3 weeks on OVC, www.ovc.gov.

BETHANY CASE: Wendy Abramson, it depends on what your funding source is. One person said that projects could be extended to 2020. I have not heard a single person in OVC talk about project extend--period extensions. I would suggest that you reach out directly to your OVC Grant Manager and you get those answers in writing.

JOEL HALL: Well, I think that's about it. We're kind of out of time. I'm trying to see if I don't see--"Has the orientation training date in Washington DC?"

BETHANY CASE: So there--some grant programs have grantee orientation meetings, some do not. We have--we face a lot of barriers in holding conferences and trainings and meetings in person. So, reach out to your assigned Grant Manager to check and see if there is an orientation, an in-person orientation or meeting associated with your grant program.

JOEL HALL: Well, I want to thank everybody for participating on the webinar. We had, at our max, a total of 426.

MARY JO GIOVACCHINI: Where do they find the links for the Financial Training?

JOEL HALL: The financial training is in the PowerPoint, there's a link four of that. But also if you go to OJP.--www.ojp.gov and go to our main website, you can look under Trainings and you can find Online Financial Management Training. What I do to make my life easier is I just use Google and say OJP Online Financial Management Training, and it pops up in two seconds. So, that makes life a little easier.

DORESA PAYTON: And also, if you refer to your special conditions, the special condition, as it relates to the Financial Management Training, and actually look at the language there. It includes the website where you can go to; to take the training, and all the additional information that you need to know, as it relates to that training.

JOEL HALL: Yes. So that--again, this wraps this up. We thank you all again for participating. This will be posted in 2 to 3 weeks, give or take. And we look forward to having a long successful grant career with you. And please make sure you stay in regular contact with your Grant Manager, because we pay not only, you know, we pay attention to all your needs and try our best to help you the best we can. Thank you very much and have a good day.