

Rural Program Guide



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How to use this Program Guide

This program guide is designed for grant recipients and sub-recipients of the Rural Program. It contains an overview of the key processes, requirements, and resources that you should know about to comply with your grant requirements and successfully implement your grant project.

The material in this program guide is drawn from our funding announcements, presentations at our Rural Grantee Orientation, and other sources at OVW. We hope you will find it useful to have this information compiled in one place. Throughout the program guide, you will find links to other helpful resources with more detailed information.

This is intended as a helpful reference point rather than a comprehensive resource. For the sake of brevity, it does not include everything you need to know about the Rural Program. For instance, throughout the guide you will find references to several important award conditions. More detailed information is provided in your signed award package, the solicitation or notice of funding opportunity you applied to, and the DOJ grants financial guide. Your OVW grant manager and other points of contact at OVW are always available to address questions and concerns in more detail.

Please keep this program guide on hand throughout your grant award period. We encourage you to share it with all staff and project staff who are involved in your grant project.

Key Terms and Acronyms

Term/Acronym	Meaning	Web page
Big Picture		
Office on Violence against Women (OVW)	Federal office in the Justice Department that administers grant programs, including CYEM.	https://www.justice.gov/ovw/history
Violence against Women Act (VAWA)	Federal legislation that authorizes OVW and its grant programs.	https://www.congress.gov/bill/117th-congress/senate-bill/3623/text
Violence against Women Act (VAWA) crimes	Domestic violence, dating violence, sexual assault, and stalking. CYEM also addresses sex trafficking.	https://www.justice.gov/ovw/our-focus-areas
Rural Program	OVW discretionary grant program that funds your Rural grant.	Office on Violence Against Women (OVW) Rural Program United States Department of Justice
Federal Digital Systems		
System for Award Management (SAM)	System used to register and maintain your Unique Entity Identifier (UEI).	https://sam.gov/content/help
JustGrants (JGS)	System used for your application and award management.	https://justicegrants.usdoj.gov/
Automated Standard Application for Payments (ASAP)	System used to transfer federal funds to grant recipients.	https://fiscal.treasury.gov/asap/
Project Implementation		
Notice of Funding Announcement (NOFO)	Formerly called “solicitation,” this document includes the program requirements and other key information about your award.	https://www.justice.gov/ovw/open-notices-of-funding-opportunities
Memorandum of understanding (MOU)	Formal agreement of responsibilities between the partners implementing your project.	https://www.justice.gov/sites/default/files/ovw/legacy/2008/10/21/sample-mou.pdf
Coordinated community response (CCR)	Community entities that meet regularly to design your implementation plan, discuss project goals and activities, review successes and challenges, and ensure project activities are coordinated across the community served.	https://www.justice.gov/ovw/media/1385821/dl?inline (page 4)
Grant award modification (GAM)	Process in JustGrants to modify your project scope and award period, personnel and partners, and budget.	https://justicegrants.usdoj.gov/training/training-grant-award-modifications
Training and Technical Assistance (TA)	Expert guidance and resources to support your work. The TA2TA resource center includes a calendar and library of all OVW-sponsored TA.	https://ta2ta.org/

Key Contacts

Contact	Function	Information
Rural mailbox	Emails to this mailbox will be directed to the appropriate person on the Rural team. This mailbox is good for: ✓ Time-sensitive matters about your Rural grant if you are unable to reach your grant manager.	OVW.Rural@usdoj.gov
Grants Financial Management Division (GFMD)	Emails to this mailbox will be received by an OVW financial analyst. This mailbox is good for: ✓ Questions on your budget, financial reporting, and federal cost principles.	OVW.GFMD@usdoj.gov
Performance, Assessment, Research, and Evaluation (PARE)	Emails to this mailbox go to an OVW team focused on reporting, research, and evaluation. This contact is good for: ✓ Clarifying questions about the IMPACT Tool.	OVW.Research@usdoj.gov
JustGrants (JGS)	Emails and calls will go to the OVW-specific support team for JustGrants. This contact is for: ✓ Technical questions about using JustGrants.	OVW.JustGrantsSupport@usdoj.gov or 866-655-4482
Violence against Women Act Measuring Effectiveness Initiative (VAWA MEI)	Emails and calls will go to the team that supports performance reporting. This contact is for: ✓ Support with your semi-annual performance reports.	vawamei@maine.edu or 1-800-922-VAWA (8292)

Program Description

The Rural Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program (Rural Program) seeks to enhance the safety of rural victims of sexual assault, domestic violence, dating violence, and stalking and support projects uniquely designed to address and prevent these crimes in rural areas. This program encourages collaboration among criminal justice agencies, victim services providers, social services agencies, health professionals, and other community organizations to overcome the problems of sexual assault, domestic violence, dating violence, and stalking in rural communities.

The Rural Program funds projects that implement, expand, and establish cooperative efforts among law enforcement officers, prosecutors, victim service providers, and other related parties to investigate and prosecute incidents of sexual assault, domestic violence, dating violence, and stalking; provide treatment, advocacy, counseling, legal assistance, or other victim services to victims in rural communities; or develop or strengthen programs addressing sexual assault, like Sexual Assault Response Teams and Sexual Assault Nurse Examiner Programs (SANEs).

Recognizing the unique challenges to addressing domestic violence in rural communities, Congress authorized the Rural Program in 1994 and has provided funding for the program since 1995; Congress expanded the program to include a focus on sexual assault in 2005. The program supports projects uniquely designed to address and prevent domestic/dating violence, sexual assault, stalking, and child sexual abuse in rural areas. Strategies Rural Program grantees employ—including victim advocacy, medical forensic exams performed by SANEs, transitional housing, and victim-centered prosecution—have been found through research to be effective.

The Rural Program encourages collaboration among justice system professionals, victim services providers, and the healthcare sector. These coordinated approaches result in around 13,000 victims receiving services every six months, thousands of investigations conducted, and cases accepted for prosecution each year, as well as hundreds of sexual assault medical forensic exams provided annually.

Rural criminal justice systems may struggle to respond to sexual assault. Resources may be limited and specialized training may be in short supply. In a rural setting, both perpetrators and victims may be “known” to law enforcement, social services, and healthcare providers, potentially influencing how a crime is handled. Furthermore, barriers to protecting privacy and anonymity, limited referral options, and social coercion to avoid criminal justice engagement are factors that can make some victims in rural areas reluctant to report violence they have suffered.

Sexual assault is a uniquely personal and traumatic crime. According to the Bureau of Justice Statistics (BJS), only about 23 percent of rapes and sexual assaults were reported

to law enforcement in 2020, making these the most underreported violent crimes by a significant margin. Victims cite many reasons for not reporting their victimizations, from feelings of shame and self-blame to fear of not being believed or of being accused of complicity in the crime.

In addition to encountering these and other barriers to reporting sexual assault, victims in rural communities may have worse psychosocial and physical health outcomes than their urban counterparts, due to challenges related to geographic isolation, lack of material resources, and social and cultural pressures that make it difficult to seek and obtain help.

Pursuant to 34 U.S.C. § 12341(d)(5), at least 75% of the total amount of funding made available for this program must be allocated to eligible entities located in “rural states.” The term “rural state” means a state that has a population density of 57 or fewer persons per square mile or a state in which the largest county has fewer than 250,000 people, based on the most recent decennial census. 34 U.S.C. 12291(a)(33).

Also, a minimum of 25% of total amount appropriated shall fund sexual assault services. Congress raised the Rural Program’s funding level by \$1.5 million in FY 2021, and again by \$3 million in FY 2022, bolstering OVW’s ability to finance strategies in rural communities for reducing barriers to reporting domestic violence/dating violence, sexual assault, and stalking.

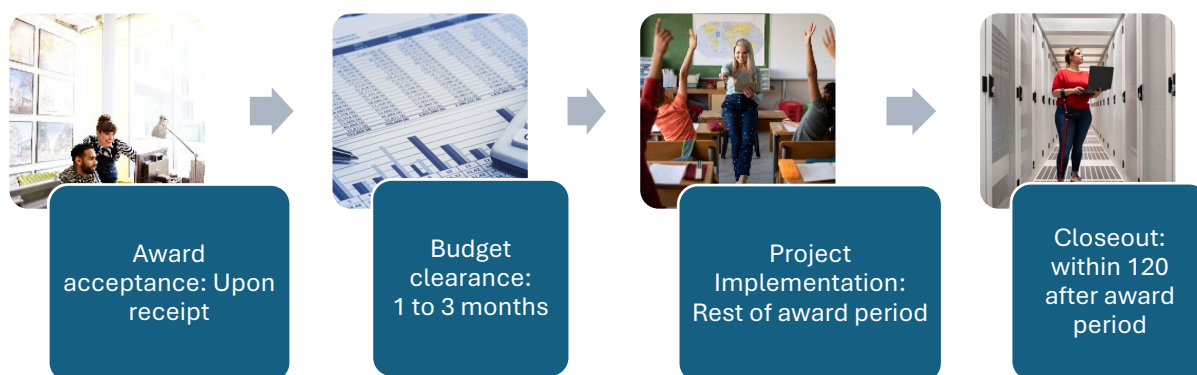
Purpose Areas

Pursuant to 34 U.S.C. § 12341, funds under this program must be used for one or more of the following purposes:

1. To identify, assess, and appropriately respond to child, youth, and adult victims of domestic violence, sexual assault, dating violence, and stalking in rural communities, by encouraging collaboration among domestic violence, dating violence, sexual assault, and stalking victim service providers; law enforcement agencies; prosecutors; courts; other criminal justice service providers; human and community service providers; educational institutions; and health care providers, including sexual assault forensic examiners;
2. To establish and expand nonprofit, nongovernmental, State, tribal, territorial, and local government victim services in rural communities to child, youth, and adult victims;
3. To increase the safety and well-being of women and children in rural communities, by (A) dealing directly and immediately with domestic violence, sexual assault, dating violence, and stalking occurring in rural communities; and (B) creating and implementing strategies to increase awareness and prevent domestic violence, sexual assault, dating violence, and stalking; and
4. To develop, expand, implement, and improve the quality of sexual assault forensic medical examination or sexual assault nurse examiner programs.

Grant timeline overview

The grant award timeline spans from accepting your award at the beginning of your award period to closing out your award at the end of this period. Understanding this timeline can help you meet your responsibilities during each phase.



Award acceptance

A notification about your award will be sent by email from JustGrants to the people you assigned to your application in JustGrants as the “entity administrator,” “application submitter(s),” and “authorized representative.” Typically, this happens by the end of the fiscal year on September 30. Your award will appear in your “Awards” section in JustGrants, and a copy of this notification will be stored in the “recent content” column in your JustGrants award page.

To accept your award, you must follow this two-step process in this order:

1. Your entity administrator confirms or [assigns participants to the award in JustGrants](#). Please make sure that the relevant people have access to the appropriate role in JustGrants, including your Grant Award Administrator and Financial Manager. You can also add an “alternative grant award administrator” as a back-up.
2. Your authorized representative accepts the award.

These [Award Acceptance Training Resources](#) from JustGrants provide more detailed instructions for accepting your award. The [DOJ Award Acceptance Checklist](#) also provides helpful guidance.

If you need any help with this process, please contact [JustGrants Support](#). They know the system inside and out and are there to help. For instance, if you have a new entity

administrator since you submitted your application, you may need support to [change your entity administrator](#) in order to accept the award.

Once you have accepted your award, please ensure that you are enrolled in the Automated Standard Application for Payments (ASAP). This system transfers your federal grant funds to you. This helpful [ASAP Enrollment Checklist](#) explains the process you should follow to enroll in ASAP.

After you have accepted your award and enrolled in ASAP, your award status in JustGrants will shift to “Pending-Acting.” Please reach out to your OVW grant manager with any questions during this phase.

Budget clearance

The budget that you submitted with your application is considered conditional, which means that OVW still must review and approve your budget. You will have access to \$10,000 as soon as you accept your award, which you can use to pay for staff attendance at required OVW virtual and in-person training. However, we must approve your budget before we can release additional funds.

Once you have accepted your award, please be attentive to emails from your OVW grant manager and the financial analyst in our Grants Financial Management Division (GFMD) who is assigned to your award. OVW may request revisions to your budget to ensure that it meets Rural programmatic requirements and federal cost principles.

If OVW does request budget revisions, we will contact you by email with detailed instructions. You will then send your revised budget as an email attachment to OVW.

As soon as OVW approves your budget, it will appear as a “budget clearance” grant award modification (GAM) in your performance management tab on your award page in JustGrants. If you make changes to your budget during your award period, you will submit a GAM that includes a revised version of this approved budget.

OVW provides a [Sample Budget Narrative](#), which is a helpful reference point as you make any revisions to your initial budget. It shows the cost categories that you should use and the amount of detail that we expect. Don’t hesitate to contact your OVW grant manager and GFMD with questions.

Project implementation

As soon as OVW has approved your budget in JustGrants, we will release your full grant funds. At this point, you may begin project implementation and begin spending grant funds on project activities.

During this phase, you will implement your approved project activities. Project implementation accounts for the bulk of your grant timeline and concludes at the end of

your grant award period. OVW and the TA providers for the Rural Program are here to provide support throughout this phase.

During this phase, you must stay in compliance with all OVW requirements. These include:

- ✓ Submitting project deliverables for review and approval before they are implemented
- ✓ Submitting grant award modifications (GAMs) as needed for changes to your staff and project partners, project activities or scope, budget, and project period
- ✓ Submitting semi-annual performance reports and quarterly financial reports on time
- ✓ Attending any required OVW-sponsored training events
- ✓ Responding in a timely manner to outreach from OVW

For any questions and concerns about these requirements, we encourage you to reach out to your OVW grant manager as soon as possible. We're here to support your work.

Closeout

After your award period ends, you must officially close out your award within 120 days. To do so, you must take the following actions in JustGrants.

- ✓ Submit your final performance report. This is the typical performance report, but you must mark it as "final" in the drop-down menu when you submit it.
- ✓ Submit your final quarterly financial report, which must also be marked as "final."
- ✓ Ensure that there are no pending GAMs that have been change requested to you or are awaiting approval from OVW. If there is a pending GAM, please communicate with your OVW grant manager and address this right away. Otherwise, we cannot close out your award.
- ✓ Ensure that you have submitted all award deliverables for OVW approval. If any deliverables have been change requested to you in JustGrants, please revise and resubmit them for OVW approval right away.

Once you are ready to initiate the close out of your award, go to your task list in JustGrants. There, you can open the closeout task. This task will appear the day after the end of your award period. Please take the following actions to complete this task:

- Under the "Requirements" section, make sure your final financial report and final performance report are marked as complete.
- Under the "Requirements" section, review your financial reconciliation for accuracy.
- Under the "Funded Award" section, check the award conditions tab to ensure that all award conditions are marked as "yes" under the "Award in Compliance" column. If any are marked "no," please contact your OVW grant manager.

- Once you have reviewed everything and addressed any issues, click the “submit” button in the lower right. OVW will then review your close out and contact you with any questions.

For a short video and a more detailed document describing the process, please visit [this JustGrants training page](#).

Continuation awards

In the final year of your award period, you are welcome to apply for a continuation award. Continuation funding is not guaranteed.

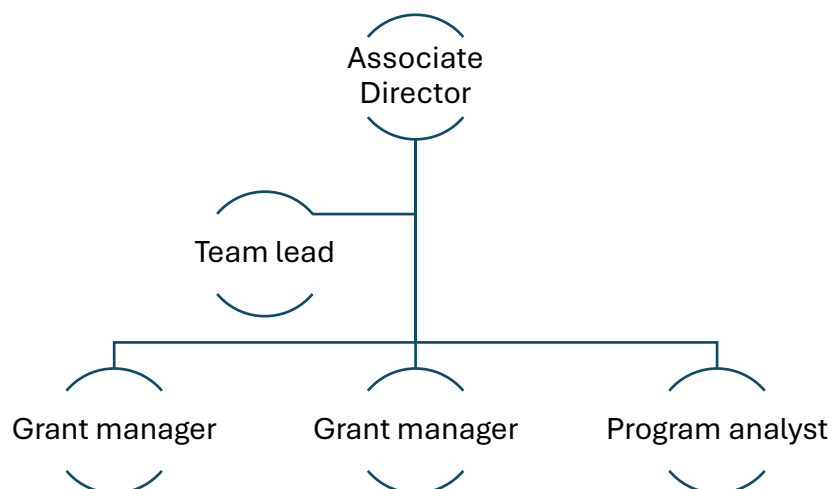
The funding announcement typically explains that current grantees with 50% or more of unobligated funds from their current project may not be considered for funding or may receive a reduced amount if selected. If you wish to apply for continuation funding, please consult the funding announcement for these details.

The application process for a continuation award is essentially the same as for a new award. You must submit the same application materials, which will be assessed during the peer review process according to the same criteria. The only difference is that your performance on the previous award will be taken into consideration when OVW makes funding decisions.

If you receive a continuation award, you must complete and close out your previous award before you begin the continuation award.

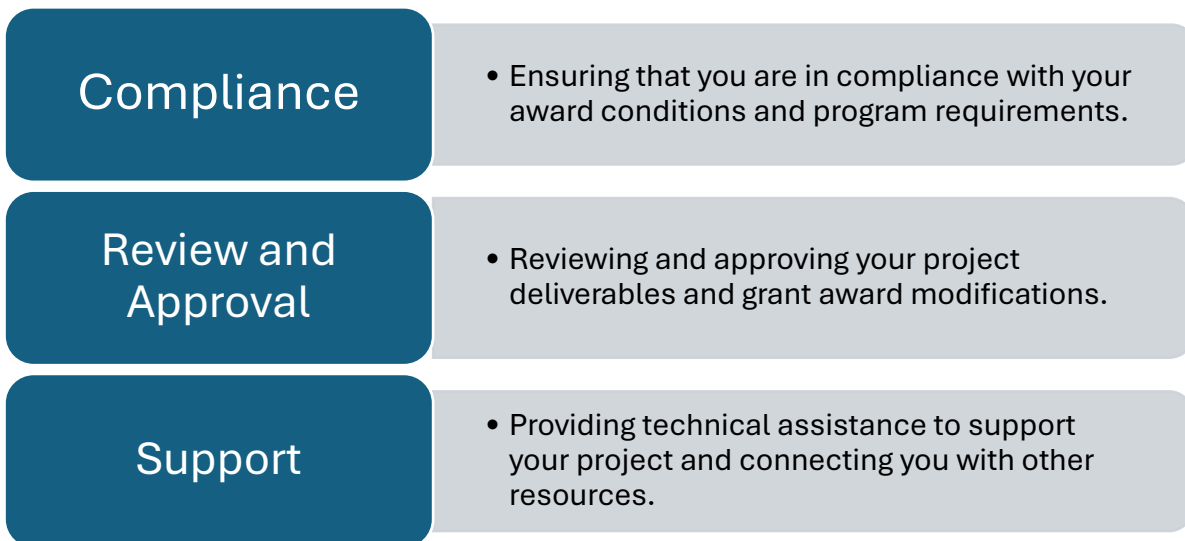
Working with OVW

The Rural Program is managed by a team that includes an associate director, a team lead, grant managers, and a management analyst. We are all here to support your important work.



As a grant recipient, your primary point of contact is the grant manager assigned to your award. Your grant manager will be in regular communication with you throughout your project period. In your JustGrants award page, you can also find the name of your grant manager and their contact information.

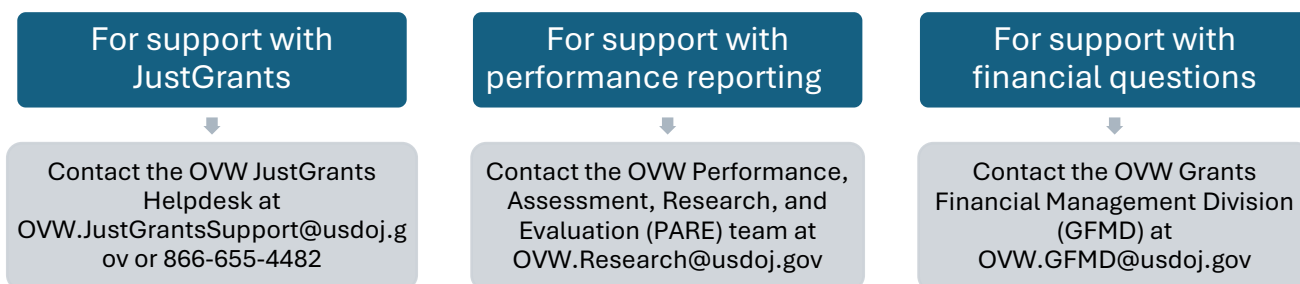
Your grant manager has several responsibilities related to your grant project:



We encourage you to stay in active communication with your grant manager throughout your award. Please do not hesitate to reach out by email or phone to ask questions, schedule a video meeting to discuss your project, or share updates about the important work you are doing. Your grant manager is here to help you implement your project.

Working with other OVW points of contact

In addition to your Rural grant manager, you may also contact these OVW teams for support.



Making the most of TTA

TTA resources for Rural grantees and project partners

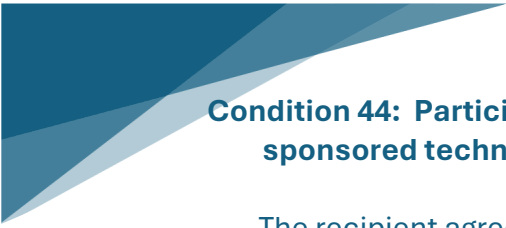
Rural has a primary training and technical assistance (TA) provider. This TA provider brings an array of expertise related to victim-focused approaches to addressing violence against women, providing services in rural communities, coordinated community responses, advocacy, and much more. You do not need to pay to access this TA. The Rural TA provider will actively communicate with you throughout your project.

Both grantees and project partners are welcome to make the most of these Rural TA resources. To take just a few examples, the Rural TA team will offer:

- Individual and ongoing technical assistance
- Monthly Office Hours
- In-person training
- National webinars
- Collective learning cohorts
- The Rural Digest: Bi-monthly newsletters
- Rural Connect: Learning opportunities with leaders in the field
- Rural Restore: Candid conversations about advocate wellness

In addition to this primary Rural TA provider, our program also has several targeted TA providers. These targeted TTA projects are led by organizations with expertise on specific issues, such as sexual assault response teams, addressing rural teen dating violence, engaging faith leaders in addressing domestic violence and sexual assault, and more! They also host events and offer resources that you and your project partners are welcome to access.

Beyond this Rural-specific TA, OVW has cooperative agreements with numerous organizations that provide training and technical assistance to support OVW grant recipients and project partners. To learn more, explore TA2TA.org. This resource center includes a directory of OVW TTA providers, a calendar of their events, and a library of recorded trainings and other materials.



Condition 44: Participation in OVW-sponsored technical assistance

The recipient agrees to attend and participate in OVW-sponsored technical assistance. Technical assistance includes, but is not limited to, national and regional conferences, audio conferences, webinars, peer-to-peer consultations, and workshops conducted by OVW-designated technical assistance providers.

Accessing TA Resources

To make the most of these TA resources, we encourage you to do the following:

- 
- Stay informed about Rural TA opportunities shared via email by the TA team and your OVW grant manager.
 - Share relevant resources and event announcements with your staff and project partners.
 - Reach out to the Rural TA team when you would like their support or ask your OVW grant manager about TA.
 - Become familiar with the TA2TA.org calendar of trainings, directory of OVW TA providers, and library of resources.

It is important to us that these TA resources are as relevant and supportive as possible for your projects. To help us continue to improve these resources, please always feel welcome to contact your grant manager with feedback, requests, and suggestions related to TA.

Grant Requirements

The requirements that you must meet as you implement your project are detailed in two key documents: your award conditions and the solicitation or notice of funding opportunity (NOFO) that you applied to. You can reference the award conditions in your JustGrants award page and find the link to your funding announcement at the end of this guide.

This section of the program guide includes an overview of these requirements. Whenever you have questions about program requirements, out-of-scope activities, or unallowable costs, please contact your grant manager.

Program Requirements

All Rural grantees must meet the following program requirements. These are also detailed in the “program requirement” section of your funding announcement.

Participate in OVW-sponsored TTA.

Collect and report on performance indicators.

Provide services within statutorily defined rural areas and communities.

Participate in an assessment or evaluation (if requested by OVW).

Condition 25: Compliance with notice of funding opportunity requirements

The recipient agrees that it must be in compliance with requirements outlined in the notice of funding opportunity (NOFO) under which the approved application was submitted, the applicable Application Companion Guide, and any program-specific frequently asked questions (FAQs) on the OVW website (<https://www.justice.gov/ovw/resources-and-faqs-grantees>). The program NOFO, Companion Guide, and any program-specific FAQs are hereby incorporated by reference into this award.

Additionally, you must meet specific requirements for the purpose area(s) that your project addresses. The full details of these requirements are in the “program requirements”

section of your solicitation or NOFO. Your OVW grant manager and the Rural team are enthusiastically available to help you meet these requirements as you implement your project.

Unallowable Costs

When OVW reviews and approves your budget, we will ensure that it does not include any unallowable costs. These unallowable costs are detailed in the solicitation or NOFO you applied to.

Unallowable costs	Lobbying
	Fundraising
	Purchase of real property
	Physical modifications to buildings, including minor renovations
	Construction

Grant funds and food

We recognize that providing food and beverages is often very important when working across rural communities. With prior approval from OVW, you may use grant funds to pay for food and beverages when hosting activities for survivors, as well as when delivering services to clients of any age. The cost must be reasonable and avoid any impression of wasteful spending. OVW must approve this cost in your budget or through a programmatic cost GAM.

Grant Deliverables

What is a deliverable?

A deliverable is an item that you and your project partners use grant funds to produce or implement. All deliverables must be submitted on JustGrants for OVW to review and approve before you implement them.

Once you begin implementing your project, your deliverables may take a range of forms:

- Presentation materials, such as slide decks
- Curriculum, such as lesson plans and training materials
- Promotional materials, such as handouts and flyers promoting grant-funded events
- Questionnaires for clients or community members to identify needs
- Campaigns, such as public service announcements or social media campaigns
- Audiovisual materials, such as videos and podcasts
- Web sites or web pages

Whatever its form, each deliverable must be submitted on JustGrants for your OVW grant manager to review and approve before it is used. For instance, before presenting a slideshow developed with OVW Rural funds or publishing a radio ad on agency services, you must include the disclaimer statement and submit it on JustGrants and OVW must approve it. If you are ever unsure about whether something needs OVW approval, please reach out to your OVW grant manager.

Award Condition: Submission of all materials and publications

The recipient agrees to submit to OVW one copy of all materials and publications (written, web-based, audio-visual, or any other format) that are funded under this award not less than twenty days prior to distribution or public release. If the materials are found to be outside the scope of the program, or in some way to compromise victim safety, the recipient will need to revise the materials to address these

Please ensure that your project and partner staff understand that OVW must approve any material used to implement your project activities before it is used. This includes materials already approved under another OVW award and materials purchased or borrowed from another organization.

How are award deliverables reviewed and approved?

Before you submit a deliverable for approval in JustGrants, you are welcome to ask your OVW grant manager to provide an initial review by email. Your grant manager may request revisions before you submit the deliverable on JustGrants. This can be more efficient than your grant manager requesting changes within JustGrants after you submit a deliverable.

Once your deliverable is ready, submit it as an “award deliverable” in JustGrants. When doing this, please include a note in the text box that briefly explains what the deliverable is and how it will be used. This will help your OVW grant manager review and approve it efficiently.

For detailed instructions to submit an award deliverable, please review this JustGrants guide on [Managing Award Deliverables](#). If you have technical questions about submitting a deliverable, contact the [OVW JustGrants support team](#).

During review, OVW confirms the following:

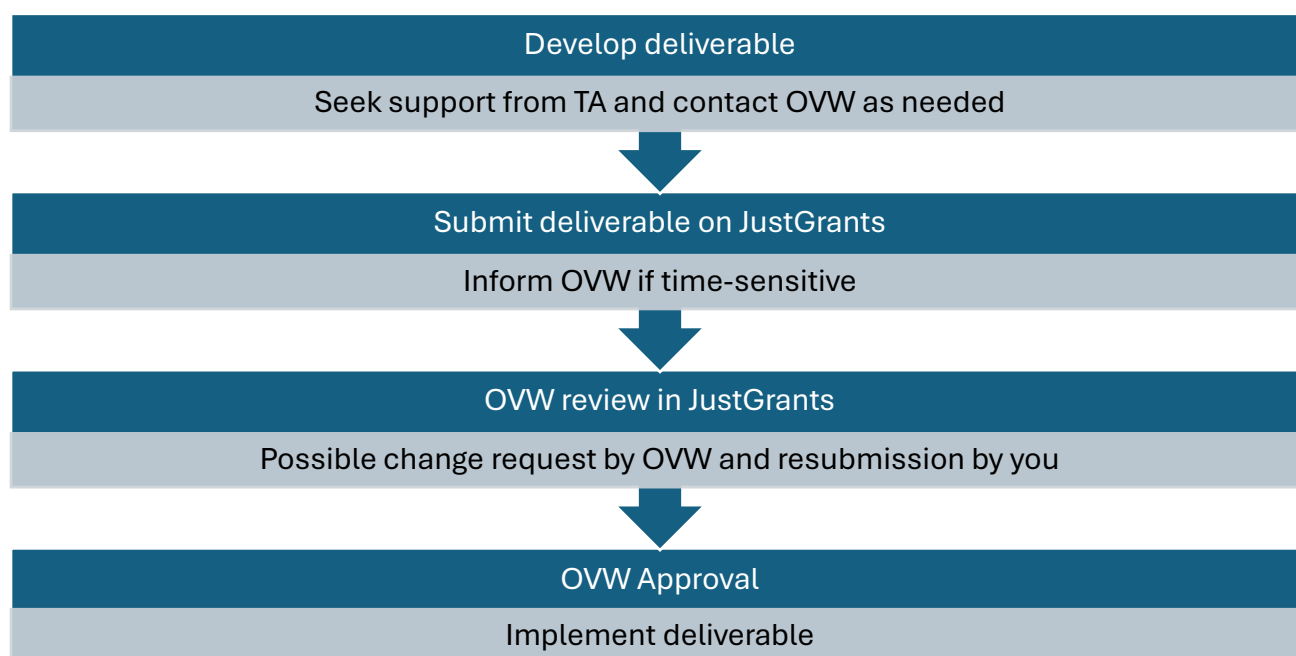
- ☐ Does the deliverable align with the approved grant activities for your project?
- ☐ Does the deliverable ensure victim safety?
- ☐ Does the deliverable include the OVW disclaimer?

If any changes are required, your OVW grant manager will “change request” the deliverable. This means that it will be sent back to you in JustGrants, where it will appear in your work list. You can then make the requested changes and resubmit for OVW approval. During this process, please feel welcome to contact your grant manager with questions or concerns.

OVW aims to review and approve deliverables as quickly as possible so that your important work is not delayed. Please submit a deliverable as soon as possible prior to the date you intend to implement it. For time-sensitive deliverables, contact your OVW grant manager to explain the need for a quicker review.

Once your deliverable is approved, it will be stored under the “performance management” tab in your JustGrants page for your award.

This graphic shows the submission and approval process for an award deliverable:



What is the OVW disclaimer?

The OVW disclaimer communicates that deliverables used for your grant activities do not necessarily reflect the views of the U.S. Department of Justice. You must include the OVW disclaimer in English on all deliverables that you have developed with grants funds and/or that you will implement with grant funds.

This is the disclaimer, including a blank space to fill in your grant award number. Please do not change the disclaimer language that is listed in your final award package. The examples below are from the most recent awards in FY25:

This project was supported by Grant No. _____ awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Justice.

The English version must appear on the deliverable, but you are also welcome to include the disclaimer in other languages. Please find the disclaimer in Spanish below:

Este proyecto ha sido financiado por el subsidio No. XXX otorgado por la Oficina Contra la Violencia a la Mujer, del Departamento de Justicia de los Estados Unidos. Las opiniones, hallazgos, conclusiones y recomendaciones expresadas en esta publicación, programa o exhibición pertenecen a sus autores/as y no reflejan necesariamente los puntos de vista del Departamento de Justicia ni de la Oficina contra la Violencia a la Mujer.

What happens to deliverables after they are approved?

Your approved deliverables will be stored in the JustGrants page for your award. These can be used for several purposes:

- When reviewing your semi-annual performance reports, your OVW grant manager may reference the award deliverables that you report on.
- When asked by OVW leadership or other federal partners about impactful and innovating practices implemented by Rural grant recipients, OVW may share or spotlight grant deliverables. We will contact you if we do so.
- When closing out your award at the end of your award period, OVW will confirm that all deliverables have been submitted and approved.

It is also helpful to understand the intellectual property rights for your deliverables. These are explained in the award conditions for your grant project, quoted below. Please contact your OVW grant manager with any questions or concerns about this:

Award Condition: Copyrighted Works

Pursuant to 2 C.F.R. 200.315(b), the recipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under this award. OVW reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work, in whole or in part (including in the creation of derivative works), for federal purposes, and to authorize others to do so.

OVW also reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, in whole or in part (including in the creation of derivative works), any work developed by a subrecipient (subgrantee) of this award, for federal purposes, and to authorize others to do so.

In addition, the recipient (or subrecipient, contractor, or subcontractor of this award at any tier) must obtain advance written approval from the OVW program manager assigned to this award, and must comply with all conditions specified by the program manager in connection with that approval, before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.

It is the responsibility of the recipient (and of each subrecipient, contractor, or subcontractor as applicable) to ensure that this condition is included in any subaward, contract, or subcontract under this award.

Grant Award Modifications

What is a grant award modification?

A grant award modification, or GAM, is any change that you make to your project that requires approval by OVW. GAMs help to ensure that you are using grant funds to implement only approved activities.

GAMs happen. Most projects require at least one GAM at some point. There is no negative repercussion for GAMs that are needed to implement your project successfully. When in doubt about whether you should submit a GAM, please reach out to your OVW grant manager.

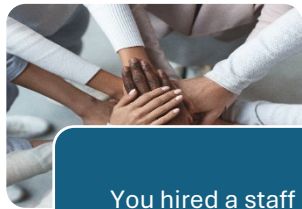
There are three types of GAMs that you might request during your grant period:

Award Condition: Limitation on use of funds to approved activities

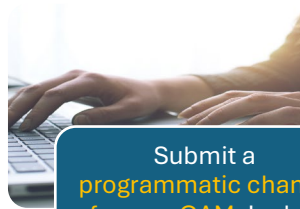
The recipient agrees that grant funds will be used only for the purposes described in the recipient's application, unless OVW determines that any of these activities are out of scope or unallowable. The recipient must not undertake any work or activities that are not described in the recipient's application, award documents, or approved budget, and must not use staff, equipment, or other goods or services paid for with grant funds for such work or activities, without prior written approval, via Grant Award Modification (GAM), from OVW.

Programmatic	Financial	Project Period Extension
• Programmatic change of scope GAMs reflect changes to your project staff, MOU partnerships, or the scope of your project activities. • Programmatic cost GAMs relate to changes to your approved budget that amount to less than 10% of the total budget.	• Related to larger changes to your budget. This includes changes that amount to more than 10% of your total budget or that reallocate money into a new cost category that was not previously approved by OVW.	• Used to request an extension of your award period beyond its official end date. • If needed, submitted around 90 days before the end of your grant award period.

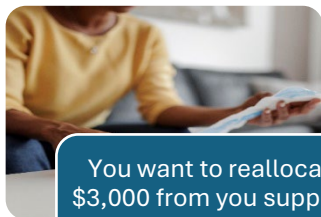
Here are common examples of each type of GAM: programmatic, financial, and project period extension.



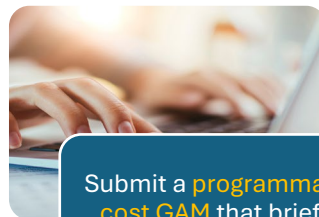
You hired a staff member to implement grant activities.



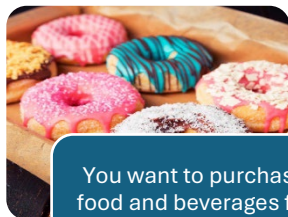
Submit a **programmatic change of scope GAM**. Include the new hire's job description and resume.



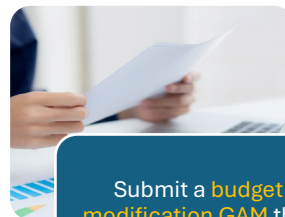
You want to reallocate \$3,000 from your supplies budget item to your travel and training budget item for your project partner.



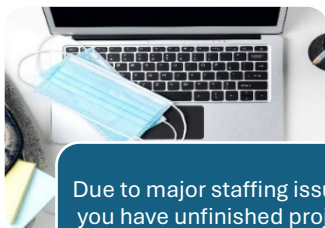
Submit a **programmatic cost GAM** that briefly explains the change and provides a revised budget.



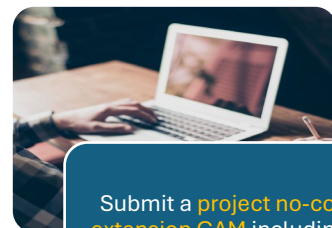
You want to purchase food and beverages for youth-serving events, but your approved budget has no cost category for supplies.



Submit a **budget modification GAM** that includes an updated budget and justification for the change.



Due to major staffing issues, you have unfinished project activities and substantial unspent funds with only three months left on your award.



Submit a **project no-cost extension GAM** including a letter describing the need for an extension, signed by your authorized representative.

How are GAMs submitted and approved?

All GAMs must be submitted within JustGrants. Instructions are available on the JustGrants website in the form of [short videos](#) and a very detailed [job aid reference guide](#).

Once you have submitted the GAM, your OVW grant manager will review it in JustGrants. If a revision or additional information is required, the GAM will be sent back to you as a “change request” in JustGrants. Then, you can make these changes and resubmit the GAM. Once resubmitted, the GAM will again be reviewed by your OVW grant manager. After your OVW grant manager provides initial approval, the GAM will be routed for additional approvals at OVW.

Throughout this process, you can track the status of the GAM on your JustGrants award page under the “Grant Award Modification” tab.

Need help?

If you have a question about the type of GAM to submit, the materials and information to include, or the status of a GAM, please just contact your OVW grant manager.

For help navigating JustGrants, please contact the OVW JustGrants helpline.

Performance and Financial Reporting

What is performance reporting?

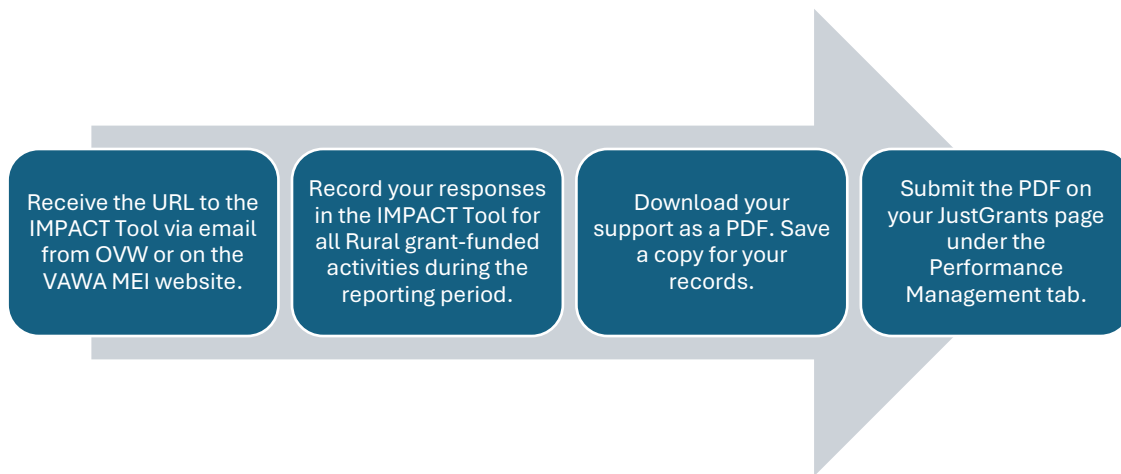
OVW requires that you submit semi-annual performance reports using the VAWA IMPACT Tool. Each performance report documents the grant-funded activities that you conducted during that reporting period.

Reporting period	Due Date
January 1 to June 30	July 30
July 1 to December 30	January 30

By accurately completing your performance report, you help to advance OVW's work in several ways. Your performance reports:

- Inform OVW's reports on the effectiveness of its programs. OVW must submit a report to Congress every two years. Here is the [most recent report](#) from 2024.
- Respond to data requests about OVW programs and testify before Congress.
- Enhance our understanding of trends in the field.
- Assess the impact of our funds and identify funding needs.
- Help us make our programs more responsive to the field.

As of 2025, you must follow this process to complete and submit a performance report:

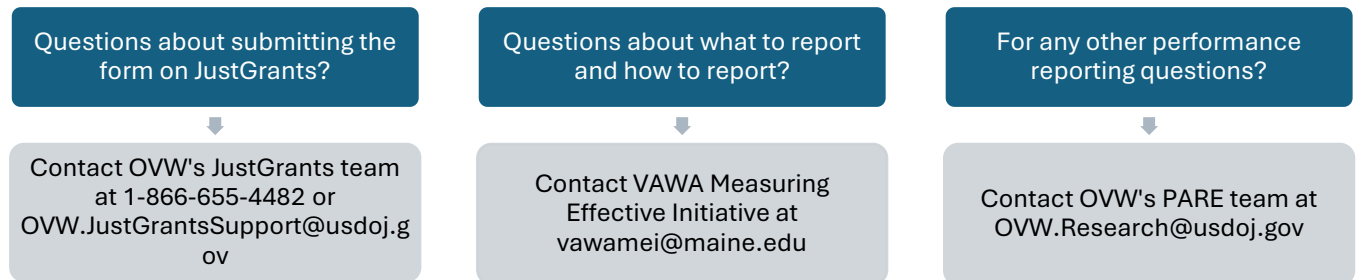


Once submitted, your performance report will be reviewed by your grant manager. If any revisions are required, your grant manager will send the report back to you as a “change request” in JustGrants. You can then revise the report using the same URL, download a revised PDF, and resubmit it in JustGrants.

For trainings with detailed information about performance reporting, please visit the [VAWA MEI webpage](#) for the Rural Program.

Who should I contact with performance reporting questions?

Based on your question, you should contact one of the three supports below. If uncertain who to contact, please ask your grant manager.



What are the financial reporting requirements?

In addition to the semi-annual performance reports, your financial manager must submit quarterly financial reports that document your expenditure of federal grant funds.

Reporting Period	Due Date
October through December	January 30
January through March	April 30
April through June	July 30
July through September	October 30

If you have any questions about your quarterly federal financial report, please contact OVW's Grant Financial Management Division: OVW.GFMD@usdoj.gov.

OVW Monitoring

Monitoring is an important way that OVW promotes responsible stewardship of public funds and supports its grant programs. Each year, OVW is required to conduct an in-depth review of some of its grant recipients.

OVW may not conduct monitoring of your award, but it is helpful to understand what you should expect if OVW selects your award for monitoring. If your award is selected for monitoring, OVW will contact you to discuss the process.

Monitoring has a handful of purposes:

- ✓ To ensure that your project is in compliance with Rural program requirements, administrative and financial requirements, and the relevant federal laws and regulations.

- ✓ To confirm your grant-funded work aligns with the approved project goals, objectives and activities.
- ✓ To assist with resolving project issues and/or implementation challenges.
- ✓ To identify needs for additional training and technical assistance.
- ✓ To learn more about effective strategies to prevent and respond to the VAWA crimes.

Monitoring by your OVW grant manager can be either in-person at your site or virtual:

On-site monitoring

Typically one-to-two days, conducted in person at your location

- Your OVW grant manager will contact you to schedule the monitoring visit. Based on the circumstances, the visit may be scheduled between several weeks and several months beforehand. We will coordinate with you to find the appropriate time for the monitoring visit.
- You will work with your OVW grant manager to determine the agenda for the monitoring visit, including which project staff and project partners will participate. Typically, the grant award administrator, authorized representative, financial manager, and any other staff and partner staff funded by the grant must participate. This may include a visit to your project partner's site.
- Your OVW grant manager will share the final agenda and a formal pre-monitoring letter.
- You are invited to reach out to your OVW grant manager to discuss questions and concerns.

Office-based review

Typically one day, conducted remotely by video call

- Your OVW grant manager will contact you to schedule the office-based review. As this requires less preparation than an on-site monitoring visit, the office-based review (or OBR) will be scheduled several weeks beforehand. We will coordinate with you to find the appropriate time for the OBR.
- You will work with your OVW grant manager to determine the agenda for the monitoring visit, including which project staff and project partners will participate. Typically, the grant award administrator, authorized representative, financial manager, and any other staff and partner staff funded by the grant must participate.
- Your OVW grant manager will share the final agenda and a formal pre-monitoring letter for the site visit.
- You are invited to reach out to your OVW grant manager to discuss questions and concerns.

If OVW conducts on-site monitoring or an office-based review, you will receive a post-site letter that summarizes the visit. This letter will include any further action that you must take.

Working with OVW beyond your grant project

If you would like to contribute your expertise to supporting survivors in rural communities, please consider applying to become an OVW peer reviewer. Prior experience as a peer reviewer is not required.

Every year, OVW receives thousands of applications requesting funding through our numerous discretionary grant programs. To help us determine the best applications to support, we turn to people with on-the-ground experience.

The peer review process provides an objective, independent review of applications that informs OVW funding decisions. It is also a compensated opportunity to connect with other experts in your field and learn more about the federal grantmaking process.

You can view detailed guidelines for OVW peer review [here](#).

To apply, please email your current resume or curriculum vitae and a completed [Peer Reviewer Recruitment Form](#) to both the OVW and program-specific peer review email addresses:

- 1) OVWPeerReview@usdoj.gov
- 2) OVW.Rural@usdoj.gov

If you do not have a resume or would like support developing your resume, [USA JOBS has a helpful resource](#).

Appendices: Helpful Documents

You may need the documents and templates in this appendix at some point in your grant project. Your OVW grant manager can also send you these as email attachments.

Appendix A: Recent Funding Announcements

Just click the fiscal year for your funding announcement (solicitation or NOFO) to access its full text.

Rural Program

[FY 2022](#)

[FY 2023](#)

[FY 2024](#)

[FY 2025](#)

Appendix B: Request to use funds for non-OVW training

Rural Domestic Violence, Dating Violence, Sexual Assault, and Stalking Program

Request to Utilize OVW TA Funds for Non-OVW Training¹

Purpose of this form: This form is for Rural grantees to request approval to use OVW-sponsored training and technical assistance (TTA or TA) funds to attend or provide training events that are not sponsored by OVW. All grantees are required to budget \$10,000-\$15,000 to attend OVW-sponsored TA and must prioritize participation in OVW-sponsored TA events² before requesting to use these funds for non-OVW trainings. Requests using this form must demonstrate support of the goals and objectives of the funded project, and approval is not guaranteed.

Generally, for non-OVW training that clearly supports the goals and objectives of the grant project, grantees should include a separate line item in their grant budget to cover these costs. If identified and approved in the project budget, no additional approval is needed.

STEP 1: Complete the section of the form that pertains to your request.

SECTION A: REQUEST TO ***ATTEND*** TRAINING WITH OVW TA FUNDS

☐ Using OVW TA funds to **attend** non-OVW sponsored training or technical assistance

Grantees must request approval to use OVW TA funds to attend non-OVW TA events.

- *No more than two staff/partner staff will be approved to attend a non-OVW TA event.*
- *Grantees must complete a minimum of two OVW-sponsored events during the current award cycle before requests to use OVW TA funds for non-OVW TA will be considered.*
New Grantee Orientation may only be counted once.

SECTION B: REQUEST TO ***PROVIDE*** TRAINING WITH OVW TA FUNDS

☐ Using OVW TA funds to **provide** non-OVW sponsored training or technical assistance

Grantees must request approval to use OVW TA funds to provide a training not sponsored by OVW.

- *Training materials must be submitted for OVW review and approval in advance of the training.*
- *Separate GAM submission may be required if proposed training is not an approved deliverable or within scope of the project.*

¹**Applicable Award Condition:** Prior approval for non-OVW sponsored technical assistance: The recipient agrees that funds allocated for OVW-sponsored technical assistance may not be used for any other purpose without prior approval by OVW. To request approval, the recipient must submit a copy of the event's brochure, a curriculum and/or agenda, a description of the hosts or trainers, and an estimated breakdown of costs. The request must be submitted to OVW at least 20 days prior to registering for the event. Requests to attend non-OVW sponsored events will be considered on a case-by-case basis. This prior approval process also applies to requests for the use of OVW-designated technical assistance funds to pay a consultant or contractor not designated as an OVW technical assistance provider to develop and/or provide training and/or technical assistance.

² Please see the [OVW TA calendar](#) for a list of OVW-sponsored trainings.

A. REQUEST TO ATTEND TRAINING WITH OVW TA FUNDS

PART I: Who is submitting this request?	
OVW Award Number:	
Grantee Legal Name:	
Person Submitting Form: <i>Must be an approved entity user in JustGrants</i>	
Contact Phone:	
Contact Email:	
Indicate the number of requests your organization has made to attend or provide non-OVW training with OVW TA funds on this award: ☐ 1 st request ☐ 2 nd request ☐ 3 rd request ☐ 4 th request ☐ 5 th request	

PART II: Who will attend this event? Include name, title, and organization for staff, MOU partners, local judges, other community stakeholders attending.			
Name, Title, Organization	Role on Grant	% of FTE on Grant (if charged directly to award)	Attended Other OVW TA Events? (Y/N)

PART III: What is the training event you are requesting to attend? Attach the agenda to GAM if available. Identify training by name, dates, venue and sponsoring organization.			
Title	Organization	Date	Location
Website Link:			

PART IV: What is the estimated cost for attending this event?			
Type of Expense	Cost	Quantity	Total Cost
Example: Lodging	\$200/night including tax	3 nights x 2 people	\$1200

Registration Fee:			
Lodging:			
Airfare:			
Mileage:			
Per Diem:			
Other (specify):			
Other (specify):			
TOTAL COST:			
PART V: Training Funds Complete the chart below to show current training funds available, the total cost of the event, and the funds remaining after the event. <i>If requesting to only use OVW TA funds (i.e., the \$10,000-\$15,000 required for OVW TA), complete the OVW TA Funds column. If a portion of this training will also be supported through other OVW Rural funds that were budgeted for training, complete the Other OVW Rural Funds column.</i>			
	OVW TA Funds	Other OVW Rural Funds	
Current amount of training funds available:			
Total cost for this event:			
Remaining funds AFTER attending requested event:			

PART VI: List all OVW sponsored training events attended or viewed by project staff and/or project partners on this Rural award. Events attended during previous award cycles should not be counted here. OVW-sponsored training events are those hosted by an OVW TA provider. To find OVW-sponsored training events, locate the event on the OVW TA calendar .			
Date	Training Organization	Description of Training	Who Attended? (Name, Organization, Role)

PART VII: List all non-OVW sponsored training events attended with OVW TA funds on this Rural award. Events attended during previous award cycles should not be counted here. List all non-OVW sponsored training events that staff and/or project partners have attended using your OVW TA funds. This would include national conferences like End Violence Against Women International, Crimes Against Women, International Family Justice Conference.
--

Date	Training Organization	Description of Training	Who Attended? (Name, Organization, Role)

PART VIII: Describe how this training event relates to the goals and objectives of your grant award and how your project and/or community will benefit from attending.

PART VIII: Describe how this training event relates to the goals and objectives of your grant award and how your project and/or community will benefit from attending.

B. REQUEST TO PROVIDE TRAINING WITH OVW TA FUNDS

PART I: Who is submitting this request?	
OVW Award Number:	
Grantee Legal Name:	
Person Submitting Form: <i>Must be an approved entity user in JustGrants</i>	
Contact Phone:	
Contact Email:	
Indicate the number of requests your organization has made to attend or provide non-OVW training with OVW TA funds on this award: ☐ 1 st request ☐ 2 nd request ☐ 3 rd request ☐ 4 th request ☐ 5 th request	

PART II: Who is the audience for this event? Describe the audience for this event, such as organization staff, MOU/project partners, community stakeholders.	
Estimated # attending:	
Description of target audience:	

PART III: Describe the training event you are requesting to provide. An agenda must be attached to this GAM, if available. If the training was developed by the grantee as part of this award, the training materials must also be submitted for approval in JustGrants as a Deliverable .			
Title	Trainer/Training Organization	Date(s)	Location
Website Link (if applicable):			

PART IV: What is the estimated cost to provide this event?			
Type of Expense	Cost	Quantity	Total Cost
Example: Lodging	\$200/night including tax	3 nights x 2 people	\$1200

Presenter Fee: ³			
Presenter Prep Cost:			
Lodging:			
Airfare:			
Mileage:			
Per Diem:			
Other (specify):			
Other (specify):			
TOTAL COST:			
PART V: Training Funds Complete the chart below to show current training funds available, the total cost of the event, and the funds remaining after the event. <i>If requesting to only use OVW TA funds, complete the OVW TA Funds column. If a portion of this training will also be supported through other OVW Rural funds that were budgeted for training, complete the Other OVW Rural Funds column.</i>			
	OVW TA Funds	Other OVW Rural Funds	
Current amount of training funds available:			
Total cost for this event:			
Remaining funds AFTER providing requested event:			

PART VI: List all OVW sponsored training events attended or viewed by project staff or project partners on this Rural award. **Events attended during previous award cycles should not be counted here. OVW-sponsored training events are those hosted by an OVW TA provider. To find OVW-sponsored training events, locate the event on the [OVW TA calendar](#).**

³ Presenter fees exceeding \$650/day or \$81.25/hour require approval via a separate GAM. Please speak with your Program Specialist for additional guidance.

Date	Organization Hosting Training	Description of Training	Who Attended? (Name, Organization, Role)

PART VII: List all non-OVW sponsored training events attended with OVW TA funds on this Rural award. **Events attended during previous award cycles should not be counted here.** List all non-OVW sponsored training events that staff or project partners have attended using your OVW TA funds. This would include national conferences like End Violence Against Women International, Crimes Against Women, International Family Justice Conference.

Date	Organization Hosting Training	Description of Training	Who Attended? (Name, Organization, Role)

PART VIII: Describe how this training event relates to the goals and objectives of your grant award and how your project and/or community will benefit from attending.

STEP 2: Once completed, submit this form, along with any supporting documents, as a Programmatic Cost Grant Award Modification (GAM) to the JustGrants management system for your program manager to review. **Requests must be submitted a minimum of 20 days prior to event registration.** **Submitting 30 days in advance of the registration deadline is recommended.**

- Select *GAM*
- Select *Programmatic*

- Select *Programmatic Costs*
- Select *Create New GAM*
- Select *Other Cost Identified in the Award Agreement Requiring Prior Approval*

QUESTIONS? Ovw.rural@usdoj.gov

Appendix C: Project period extension letter template

Project Period Extension Letter Template

Rural Program

Instructions: To request a project period extension (also known as no-cost extension), please submit a [project period extension grant award modification \(GAM\)](#) in JustGrants. In the GAM, please upload a one-to-two-page letter that includes the information in the template below.

You should submit this GAM approximately three months prior to the official end of your award period. For instance, the project period extension GAM for an award that ends on September 30, 2026, should be submitted around July 1, 2026. OVW will review and respond to the GAM as soon as possible prior to the end of your official award period.

Please contact your OVW grant manager with any questions or concerns during this process.

TEMPLATE

[Your organization's letterhead]

[Date]

Subject: Project period extension request for [award number]

Dear [OVW grant manager's name],

Paragraph 1: Detailed explanation of the primary delays to the project and a justification for the project period extension.

Paragraph 2: Describe your progress toward meeting your objectives, including the approved project activities that have not been completed. Indicate the amount of unspent grant funds.

Paragraph 3: Indicate the number of months you will need to complete the remaining approved project activities and your proposed new grant project end date. Describe the month-to-month timeline for completing the remaining approved activities. Include the approximate amount of funds you anticipate spending each month during the extension period.

[Name of authorized representative]

[Signature of authorized representative]

Appendix D: Grant Award Modification Resource Sheet

Office on Violence Against Women Grant Award Modification Resource Sheet

A Grant Award Modification (GAM) is a request to modify a key fact or detail of the award. There are three types of GAMs in JustGrants: programmatic, financial, and project period extension (PPE), which may be submitted by the recipient, grant manager, or DOJ financial staff. All GAMs must be submitted in JustGrants and can only be submitted on the recipient side by the user with the Grant Award Administrator role. For more information about GAMs, see the [DOJ Financial Guide](#).

This resource provides an overview of the different types of GAMs that recipients submit when a modification is necessary. Note: GAMs are not for conveying regular updates or grant information that does not change any fundamental details of the award.

Programmatic GAMs

A Programmatic GAM is used to update changes in project scope or to obtain prior approval for changes with programmatic costs and activities. Programmatic GAMs have two sub-types: Costs and Scope.

Programmatic Costs GAM

- Consultant Rates in Excess of the Threshold Rate
- Foreign Travel
- Confidential Funds
- Costs Identified in the Award Package Requiring Prior Approval (*for example: NEPA or non-OVW training requests*)

Note: For "Costs requiring Prior Approval", deliverables are not included.

Programmatic Scope Change GAM

- Altering programmatic activities
- Changing the purpose of the project
 - A "Scope - Changing the purpose of the project" GAM should be submitted by a recipient only in rare circumstances and in consultation with your grant manager.
- Changing the project site
- Experiencing or making changes to the organization or staff with primary responsibility for implementation of the award, including:
 - Changes in key personnel
 - Contracting out and/or subawarding (e.g., a project partner), if authorized by law, the services of a third party to perform activities which are central to the purpose of the award
 - Otherwise obtaining the services of a third party (if authorized by law) to perform activities which are central to the purpose of the award

Financial GAM

There are three types of Financial GAMs - Budget Modification, Sole Source, and Budget Reduction.

- **Budget Modification:** A request to modify an approved budget to reallocate funds among the budget categories. To create a budget modification GAM, an award must first have a final budget clearance. The following criteria will trigger a budget modification GAM:
 1. The proposed cumulative change is greater than 10% of the total award amount.
 2. Adding funds into a category that wasn't previously approved in the budget. For example, if the "Travel" category had \$0 allocated in the most recent approved budget, the adjustment to transfer funds from Equipment to Travel requires a GAM.
- **Sole Source Approval:** A request must be initiated to establish a non-competitive contractual agreement with a contractor under a grant when the contract amount exceeds the simplified acquisition threshold.
- **Budget Reduction:** This type of GAM is not permitted for OVW recipients.

Note: If the *Create New GAM* button is gray for a Financial GAM, it indicates that there is already an active GAM of the same type or subtype. A second GAM of the same type may not be created until the initial one is resolved.

Project Period Extension GAM

A Project Period Extension (PPE) GAM is used to extend the duration of the project by changing the end date. A PPE GAM should be submitted in JustGrants no later than **30** calendar days before the current end date. Recipients can seek a PPE for up to 12 months. The PPE GAM must be submitted with a signed letter attached to it. The letter must be on letterhead and signed by the Authorized Representative or designee (this is not required for recipients who are Indian Tribal governments). Include in the letter:

New project end date

The additional months should align with the timeline in the PPE GAM.

- **Justification for the extension**
 - Provide a justification for the extension of your award. Explain why award funds have not been used by the original end date. If this is a second or third request, clarify why more time is necessary and outline the reasons for previous delays.
- **Activities, goals, and objectives that will be completed during the extended period**
 - What goals and objectives will be addressed during the extended period? Tie your response to the goals and objectives in your application (i.e. Goal #1, Objective #2)
- **Balance remaining on the award**
 - What is the remaining amount of funds? Does the extension have budget implications? A separate budget document may be attached to show the total award amount and the funds remaining, if necessary.

Note: If the *Create New GAM* button is gray for a PPE, it is because there is an active GAM of the same type or subtype. A second GAM of the same type cannot be created until the first one is resolved.

Resources

- ❖ [JustGrants Job Aid Reference Guide: Grant Award Modification Job Aid Reference Guide](#)
- ❖ [DOJ Grants Financial Guide \(2024\)](#)
- ❖ [Part 200 Uniform Requirements](#)
- ❖ elearning Videos: [Grant Award Modifications](#)