

RURAL GRANT PROGRAM

Administrative Guide



U.S. Department of Justice
OVW
Office on Violence Against Women
Working Together to End the Violence

Required Reporting

Financial Quarterly Report	
Reporting Period	Due Date
October - December	January 30
January-March	April 30
April – June	July 30
July - September	October 30

A **Financial Quarterly Report** is required for all reporting periods, whether or not there is activity. If there is no activity, the report should reflect zeros for that reporting period. When submitting a Final Financial Status Report (SF-425) the report must be marked as final in JustGrants.

Review the DOJ Financial Guide for more information and guidance: Justice.gov/OVW/Grant-Management.

Programmatic Progress Report	
Reporting Period	Due Date
January - June	July 30
July - December	January 30

A Programmatic Progress Report is required for all reporting periods, whether or not there is activity. Progress reports must be submitted within 30 days after the end of the reporting period.

Please note, failure to submit reports by the due date will result in grant funds being frozen.

Guidelines for Submitting Project Deliverables in JustGrants

The following items must be submitted in JustGrants and receive approval by OVW before use or dissemination. These items must be submitted at least 20 days in advance.



Policies/
Protocols



Training materials (PowerPoint
presentations, handouts, videos, etc.)



Public Service Announcements
(print, audio, and/or videos)



Social Media
Campaigns



Outreach and promotional items
(posters, flyers, videos, etc.)



Curricula (inclusive of
off-the shelf)



Books



Non-OVW sponsored
Training/Conference requests

NOTE: Submit request in
JustGrants by adding attachment
in Award Deliverables.

In addition, the OVW disclaimer is required on all materials and publications, including audio and video.
"This project was supported by Grant No. XXXX-WR-AX-XXXX 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."

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Submitting GAMs

A GAM (Grant Award Modification) is a request to make a programmatic, administrative, or financial change to a grant. A GAM is needed for:

- Changes in Key Personnel
- Budget Modifications
- Change in MOU Partners
- Project Scope Changes
- Change in Project Activities
- Project Period Changes
- No Cost Extension (must be submitted 60 to 90 days prior to the end date of the award)

If there is a change in Agency Information, Entity Administrator, Authorized Representative, Grant Award Administrator, Alternate Award Administrator, or Financial Manager, your Entity Profile will need to be updated in JustGrants.

Where to Get Assistance

JustGrants Assistance

JustGrants Technical Assistance

Phone: 833-872-5175

Email: JustGrants.Support@usdoj.gov

Website: JustGrants.usdoj.gov

OVW JustGrants Support

Phone: 866-655-4482

Email: OVW.JustGrantsSupport@usdoj.gov

Technical Assistance Resources

OVW Office-wide TA

OVW TA Training Calendar

www.TA2TA.org

OVW Grants Financial Management Division

Inquiries about financial reports, budgets, and drawdowns

GFMD Support Desk

Phone: 888-514-8556

Email: OVW.GFMD@usdoj.gov

ASAP Help Desk

Phone: 855-868-0151 (option 2, option 3)

Email: asaphelpdesk@fiscal.treasury.gov

Progress Reporting

VAWA MEI

Questions about the semi-annual Progress Report

Website: www.vawamei.org

Phone: 800-922-VAWA (8292)

Email: vawamei@maine.edu

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