



Post Award Instructions

Office on Violence Against Women (OVW)
Award and Financial Management Information

Post Award Instructions

Recipients should take the following steps for the administration of awards from the Office on Violence Against Women (OVW).

Step 1. Complete financial point of contact registration

Step 2. Review the award and special conditions

Step 3. Read the guidelines

Step 4. Complete and return the Automated Clearing House form

Step 5. Access payment using the Grant Payment Request System

Step 6. Fulfill reporting requirements

Step 7. Initiate closeout

Office on Violence Against Women Post Award Instructions

STEP 1 – Complete Financial Point of Contact Registration

The Office on Violence Against Women (OVW) processes awards through the DOJ Grants Management System (GMS). OVW notifies grantees of award approval by email through GMS. Once OVW approves an award, a notice is sent through GMS to the email address of the Grant Point of Contact (GPOC), as well as to the authorized grantee official. OVW also notifies grantees by email through GMS when they release awards. OVW does not mail paper copies of awards to award recipients.

When the GPOC receives an email notification announcing an award has been made, the GPOC should go to GMS to assign a Financial Point of Contact (FPOC).

The GPOC will not be able to access the award until registration for at least one FPOC is complete.

GMS is accessible at:

<https://grants.ojp.usdoj.gov>

Instructions on assigning, registering, and approving an FPOC are accessible at:

https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/gms_userguide.pdf

OVW grantees may contact OVW GMS Support at 1-866-655-4482 or OVW.GMSSupport@usdoj.gov.

Once the FPOC completes registration, the GPOC may then access the award.

**Office on Violence Against Women
Post Award Instructions**

STEP 2 - Review Award and Special Conditions

Once a financial point of contact (FPOC) completes registration (see step 1), the grant point of contact (GPOC) will be able to view and download the award documents.

If in agreement with the terms and conditions, the **authorized recipient official** may use either the physical signature process or the electronic signature process as outlined below:

1. Print (or, if signing electronically, download) the Award Document and Special Conditions.
2. Have the Award Document signed by the Authorized Grantee Official. Note: In Box 18 of the Award Document, the name and the title of the authorized official is preprinted. The person named as the official in Box 18 should sign the Award Document in Box 19 and enter the signature date in Box 19a.

Recipients may use an electronic signature for award acceptance (instead of downloading and signing/initialing the award document with an ink pen). Any of the electronic signature processes available in Adobe Acrobat Reader, or similar software, are generally acceptable (e.g., a signature and/or initials image applied to the PDF award package, or a digital credential).

3. Have the Authorized Grantee Official initial the bottom right corner of each page listing any Special Conditions of the Award Document. If signing electronically, ensure that electronic initials or a full electronic signature are applied to each page.
4. Return BOTH the Award Document and the Special Condition pages to the Office on Violence Against Women by email to OVW.Acceptance@usdoj.gov.

If the Authorized Grantee Official has changed -

If the Authorized Grantee Official named on the award document is no longer authorized to accept this award on behalf of the recipient organization, the recipient should not alter the preprinted name in box 18 of the award. The GPOC will have to initiate a Grant Adjustment Notice (GAN) in GMS to request an adjustment to the name of the authorized official. A GAN can be initiated by logging in to GMS at <https://grants.ojp.usdoj.gov> and selecting the GAN tab. For assistance accessing GMS or initiating the GAN, contact OVW GMS Support at 1-866-655-4482 or OVW.GMSSupport@usdoj.gov. This GAN must be approved by OVW before the award can be accepted.

Once the GAN to change the name of the authorized representative has been approved, the recipient should:

1. Print the approved GAN.
2. Print (or, if signing electronically, download) the Award Document and Special Conditions.
3. Have the new Authorized Grantee Official sign the Award Document in Box 19, insert the date in Box 19a and initial the Special Condition pages. The former authorized official's name should remain unaltered in box 18.
4. Submit a copy of the approved GAN, the signed Award Document, and the initialed Special Condition pages to OVW at OVW.Acceptance@usdoj.gov.

Note: The recipient should maintain the original signed award documents for presentation in the event of an audit.

The GPOC should notify the OVW Program Specialist when special conditions have been met.

If the recipient does not agree with the terms and conditions, it may contact the OVW Program Specialist as noted in the award letter to decline, withdraw, or request modification.

Recipients have 45 days from the award date to accept the award. The recipient should notify OVW if the organization is unable to accept the award within this time period. Failure to accept the award within 45 days may result in the OVW deobligating funds.

Following are sample pages from GMS of the award and special conditions pages that award recipients will need to print, sign, and return to OVW to accept the award.

April 2020



Department of Justice (DOJ)
Office on Violence Against Women

Grant

PAGE 1 OF xx

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Recipient Name Recipient Address Recipient City, State Zip		4. AWARD NUMBER: 2020-XX-AX-XXXX	
2a. GRANTEE IRS/VENDOR NO. XXXXXXXXXX		5. PROJECT PERIOD: FROM mm/dd/yyyy TO mm/dd/yyyy BUDGET PERIOD: FROM mm/dd/yyyy TO mm/dd/yyyy	
2b. GRANTEE DUNS NO. XXXXXXXXXX		6. AWARD DATE mm/dd/yyyy	7. ACTION Initial
3. PROJECT TITLE OVW Sample Project Title		8. SUPPLEMENT NUMBER 00	
		9. PREVIOUS AWARD AMOUNT \$ 0	
		10. AMOUNT OF THIS AWARD \$ xxx,xxx	
		11. TOTAL AWARD \$ xxx,xxx	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under Pub. L. No.			
14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA) NUMBER 16.XXX - OVW Program ???			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL OVW Director		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Authorized Representative Name Authorized Representative Title	
17. SIGNATURE OF APPROVING OFFICIAL		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL	19A. DATE
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL YEAR FUND CODE BUD. ACT. OFC. DIV. REG. SUB. POMS AMOUNT X A 29 00 00		21.	

SAMPLE

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



Department of Justice (DOJ)
Office on Violence Against Women

**AWARD CONTINUATION
SHEET
Grant**

PAGE 2 OF xx

PROJECT NUMBER 2020-XX-AX-XXXX

AWARD DATE mm/dd/yyyy

SPECIAL CONDITIONS

1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any certifications or assurances submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period -- may result in the Office on Violence Against Women ("OVW") taking appropriate action with respect to the recipient and the award. Among other things, OVW may withhold award funds, disallow costs, or suspend or terminate the award. OVW also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or unenforceable, such provision shall be deemed deleted from this award.

2. Applicability of Part 200 Uniform Requirements and DOJ Grants Financial Guide

The recipient agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements"), and the current edition of the DOJ Grants Financial Guide as posted on the OVW website, including any updated version that may be posted during the period of performance. The recipient also agrees that all financial records pertinent to this award, including the general accounting ledger and all supporting documents, are subject to agency review throughout the life of the award, during the close-out process, and for three years after submission of the final Federal Financial Report (SF-425) or as long as the records are retained, whichever is longer, pursuant to 2 C.F.R. 200.333, 200.336.

3. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

SAMPLE

Office on Violence Against Women Post Award Instructions

STEP 3 - Read the Guidelines

The Office of Management and Budget (OMB) is the largest division of the Executive Office of the President. OMB is responsible for implementing and enforcing the President's policies across the entire Federal government. Administrative requirements for all federal award recipients are contained in government-wide common rules. The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 Code of Federal Regulations (CFR) Part 200), streamlines the Federal Government's administrative, cost, and audit requirements, and has been implemented by DOJ via DOJ regulations at 2 CFR Part 2800.

The following requirements also apply:

- Governmentwide Debarment and Suspension (Nonprocurement) (codified at 2 CFR Part 180).
- Governmentwide Requirements for Drug-Free Workplace (Grants) (codified at 28 CFR Part 83).
- Restrictions on Lobbying (codified at 28 CFR Part 69).
- Contracts with Commercial Organizations (codified at 48 CFR 31.2).

The most up-to-date versions are available as follows:

OMB Grants Management Circulars - <https://www.whitehouse.gov/omb/information-for-agencies/circulars>

Code of Federal Regulations - <https://gov.ecfr.io/cgi-bin/ECFR?page=browse>

DOJ Grants Financial Guide - <https://www.justice.gov/ovw/page/file/1298396/download>

Additional information on grants management is available at - <https://cfo.gov//grants/>

OVW grantees with financial or administrative questions may contact:

**Office on Violence Against Women
Grants Financial Management Division
1-888-514-8556
or
OVW.GFMD@usdoj.gov**

April 2020

Office on Violence Against Women Post Award Instructions

STEP 4 - Complete and Return the Automated Clearing House Form

The U.S. Department of the Treasury (Treasury) uses Automated Clearing House (ACH) information to transmit payment data using electronic funds transfer to the recipient's designated financial institution.

Without a current, valid, and complete ACH form on file, payment requests for the same award on the same day must be a total of less than \$10 million.

With a current, valid, and complete ACH form on file, payment requests for the same award on the same day must be a total of less than \$100 million.

For questions, please contact the OCFO Customer Service Center at 1-800-458-0786 or ask.ocfo@usdoj.gov.

Once the recipient has accepted the terms and conditions specified in their award, the ACH enrollment process may begin.

The ACH form (ACH Vendor/Miscellaneous Payment Enrollment Form, SF 3881), located at <http://ojp.gov/funding/Apply/Resources/ACHVendor.pdf>, is required for:

- New recipients who have never submitted an ACH form for a DOJ award.
- Changes to banking information (for example, depositor account or bank routing number or banking institution).
- New awards that are linked to a vendor number for which there is no banking information on file.

Unless banking information has changed, recipients should not submit a new ACH form for a new award if the award falls under a vendor number for which there is already banking information on file.

Note: If submitting a new or updated ACH form, please contact the OCFO Customer Service Center at 1-800-458-0786 (option 2) to confirm banking information has been updated before proceeding with payment requests.

The recipient should complete the Payee Information section of the form. The Depositor Account Title and the name of the organization that received the award should be exactly the same (e.g., award recipient “ABC Police Department” would be considered a different entity from the depositor title “City of ABC”). If the award recipient differs from the Depositor Account Title, a letter of explanation is required. This letter must be sent with the ACH form and submitted on the recipient’s letterhead, must be signed by an authorized official, and must explain why the funds are to be deposited into an account belonging to an entity other than the direct recipient of the award.

The Financial Institution section of the form must be filled out by the financial institution/bank official ONLY. Only the authorized financial institution/bank official should sign (electronically or physical ink "wet" signature) the last line in the "Financial Institution" section of the ACH form.

Once the form has been completed and signed by the bank official, please send the form via:

email to Control.DeskOJP@usdoj.gov, or

mail, UPS, FedEx, DHL or other carrier to:

**Office of Justice Programs
810 Seventh Street, NW
Attn: Office of the Chief Financial Officer
Washington, DC 20531**

Note: OCFO will confirm banking information with the financial institution prior to entering the information into our systems. The ACH form must be received before payments are processed.

Office on Violence Against Women Post Award Instructions

STEP 5 - Access Payment Using the Grant Payment Request System (GPRS)

Treasury electronically deposits payments to the recipient's account using banking information the recipient provides on the ACH form. Before attempting to access payment, the recipient must submit an ACH form. For ACH instructions, see step 4 above.

OVW requires financial points of contact (FPOCs) to register in the Grants Management System (GMS).

See the [GPRS User Guide](#) for information in registering in GPRS and the [GPRS Job Aid](#) for additional information.

OVW Registration Process for GPRS

OVW grantees must be registered as FPOCs in GMS at <https://grants.ojp.usdoj.gov> before they can register as a drawdown specialist in GPRS (see step 1 in these Post Award Instructions).

Once FPOCs are registered in GMS, the recipient can then access GPRS at <https://grants.ojp.usdoj.gov/gprs>.

Recipients with accounts in GPRS will have the role of drawdown specialists. A recipient who is a GMS FPOC may request to be a GPRS drawdown specialist by accessing the GPRS website and selecting the "New GPRS User Registration for GMS" link. Once the registration is approved, GPRS sends an automated confirmation email to the GPOC and FPOC that the FPOC has been granted access to GPRS as a drawdown specialist. The confirmation email is sent the same day the registration request is made. Once GPRS sends the confirmation email, the drawdown specialist will be granted access to GPRS. Once GPRS grants access, the FPOC will use its GMS FPOC user identification (ID) and password to log in to GPRS.

NOTE: DOJ does not process payment requests during the last 5 business days of each month. Payment requests may still be submitted during this time and will be processed on the first business day of the following month.

Office on Violence Against Women Post Award Instructions

STEP 6 – Fulfill Reporting Requirements

Recipients must meet reporting requirements during the life of the award. A full explanation of these requirements can be found in the DOJ Grants Financial Guide at <https://www.justice.gov/ovw/page/file/1298396/download>. Recipients should also check special conditions on awards for additional reporting requirements. The Grant Payment Request System (see step 5) will not permit access to funds if reporting requirements are delinquent.

The following reports are required:

- Federal Financial Reports (SF-425)
- Progress Reports
- Single Audit Reports

Federal Financial Reports (SF-425)

This Federal Financial Report (also called FFR) is used to track actual expenditures and unliquidated obligations.

The SF-425 is submitted by the FPOC online through the Grants Management System (GMS) Financial Status Reports Module at <https://grants.ojp.usdoj.gov>.

The schedule for submitting the SF-425 is as follows:

<u>Reporting quarter:</u>	<u>Due not later than:</u>
January 1–March 31	April 30
April 1–June 30	July 30
July 1–September 30	October 30
October 1–December 31	January 30

The final SF-425 is due 90 days after the project period end date.

OVW recipients should contact OVW GMS Support at 1–866–655–4482 or OVW.GMSSupport@usdoj.gov for help in accessing or using GMS.

Progress Reports

OVW requires recipients to report on the progress of their awards. Some awards require an annual submission of information. Most programs require semiannual reporting. Reporting requirements are specified in the program solicitation and in the special conditions on the award. Recipients must submit Progress Reports via GMS.

OVW recipients may contact OVW GMS Support at 1-866-655-4482 or OVW.GMSSupport@usdoj.gov for assistance with submission of reports. Questions concerning the information to be included in the report should be directed to the Program Specialist for the award.

Semiannual reports are due:

Reporting period:
January 1–June 30
July 1–December 31

Due no later than:
July 30
January 30

The final Progress Report is due 90 days after the project period end date.

Single Audit Reports

A special condition is included on awards that details reporting requirements for audit reports. Recipients should review and comply with that special condition. Information and instructions on submitting single audit reports can be found in the [DOJ Grants Financial Guide](#) under Part III, Postaward Requirements, Chapter 3.19: Audit Requirements.

Non-federal entities that expend \$750,000 or more in Federal funds (from all sources including pass-through subawards) in the organization's fiscal year are required to arrange for a single organization-wide or program-specific audit conducted in accordance with the provisions of Title 2 C.F.R. 200 Subpart F.

Non-federal entities that expend less than the audit threshold in Federal funds in a year are exempt from Federal audit requirements for that year. However, non-federal entities' records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and the Government Accountability Office (GAO).

- **Commercial Organizations and Individuals.** One copy of all audit reports should be mailed to Office of Justice Programs, Office of the Chief Financial Officer, ATTN: Control Desk, 810 Seventh Street NW., Room 5303, Washington, DC 20531.

Office on Violence Against Women
Post Award Instructions

STEP 7 – Initiate Closeout

Within 90 days after the end date of the project, recipients must initiate closeout of their award in GMS.

Recipients should:

- Submit a Final Progress Report
- Submit a Final FFR
- Perform a financial reconciliation. If the reported Total Federal Share of Outlays (SF-425, line 10e) is more than total draw downs, the recipient should draw down the difference. If the reported Total Federal Share of Outlays is less than total draw downs, the recipient must submit a refund check for the difference to OVW at:

US Department of Justice
Office on Violence Against Women
Attn: Grants Financial Management Division (GFMD)
145 N Street, N.E., Suite 10W
Washington, DC 20530

The recipient should make the check payable to the Office on Violence Against Women, and clearly mark it with the award number and vendor number to ensure proper credit. The recipient should specify if funds are being returned to the award or are to be applied to program income. If sending funds for both, the recipient should specify what amount is for each.

OVW staff will review awards submitted for closeout in GMS and contact recipients as necessary to resolve any outstanding issues identified during their review.

April 2020

Contact information for OVW

Office on Violence Against Women

Mailing Address:

145 N Street, NE.
Suite 10W
Washington, DC 20530

For general information:

OVW Main Line 202-307-6026

For Programmatic Questions:

Contact the OVW Program Specialist listed in your award letter

To submit an award acceptance:

Email: OVW.Acceptance@usdoj.gov

For financial or administrative questions:

OVW Grants Financial Management Division
7 a.m.–4 p.m. Eastern Time (ET), Monday through Friday
1–888–514–8556
Email: OVW.GFMD@usdoj.gov

For system support:

OVW GMS Support
8 a.m.–4 p.m. ET, Monday through Friday
1-866-655-4482
Email: OVW.GMSSupport@usdoj.gov

April 2020