MELISSA SCHMISEK: Good morning, and good afternoon, and welcome to today's session on Grants Management for State Administrators and Territory Administrators. Again, my name is Melissa Schmisek, and I'm the team lead for the Formula and Underserved Populations Unit and also manage several SASP Formula awards..

So, for a lot of what we're going to be discussing today, it's important to keep in mind that if you pass any of your STOP or SASP formula dollars through to a state coalition, or a territory coalition, that a lot of this information is going to apply to you as an administrator but also to that pass-through entity. So, State Administrator Agencies, or SAA, should have a written agreement with the coalition, detailing responsibilities of each entity, and the SAA should meet regularly with the coalition or other entity to ensure the administrative responsibilities are being met. Also, we highly recommend that this is all written down into a formal document. And just for some additional TA and Guidance and Information, we have some resources to help you if you happen to pass through your dollars. States and territories are ultimately responsible for the successful implementation and monitoring of SASP awards and STOP awards, even if they pass funds through to the coalition. These two resources can help you have those conversations with your coalition or other entity that you pass dollars through. And those links are active, so if you have downloaded the PowerPoint, it'll take you directly to those resources. So, in today's presentation and conversation, we're talking broadly about Grants Administration, which, for today's presentation, falls into three broad categories of Management, Reporting, and the Process of Closing an Award.

We're first going to start with Management, and, of course, that entails a lot of different aspects. The first piece we want to start with is just a little bit about JustGrants. If you've been in your position for any amount of time, you've, hopefully, been into JustGrants, but JustGrants is the shorthand term for Justice Grants System. And it is DOJ's new Grants Management System that recipients use to submit applications, accept awards, update contact information, submit reports, you'll make modifications to the award, submit any deliverables in response to award conditions, and you'll also use the system to close awards. To help support recipients, DOJ offers the JustGrants resource website that hosts the log into the system, along with Frequently Asked Questions, or FAQs, Training and Resources, and User Support. So, you'll see on the slide, there's links that will take you to that JustGrants resource website. I encourage you to explore it. There're a lot of different resources and videos, and training documents that can help you understand and navigate the system more effectively. If you need support with JustGrants, OVW has its own helpdesk and staff to answer questions and help you with that. So, that's why I've included, here on the slide. It's OVW.JustGrantsSupport@usdoj.gov. So, if you have questions or issues regarding your OVW awards, any of them, I highly recommend that you use the OVW support email address or the phone number that's included here.

This is what you'll see for the System Login. And that's where you'll actually go to access the system and do all those things that I mentioned. For your award management, you'll do grant award modification and personnel changes. And this is also where you'll do your reporting for both your performance reporting and your financial reporting. One really important piece to keep up on is changes in personnel. Each recipient agency will decide for itself who the entity administrator is going to be within your organization or agency. And that entity administrator is going to be the one to make updates in JustGrants to reflect any changes in personnel. And this is done through DIAMD, another acronym -- sorry, everybody -- but that's what we refer to as DIAMD, which is an application within JustGrants, specifically for managing entity users and role assignments. Basically, that means the Entity Administrator will go in and assign roles for staff within your agency. And then, once those roles are assigned, that Entity Administrator will say, "This person with this role is assigned to these specific awards." So, all of that is done within your own agency and you don't need OVW approval, or permission to make those changes. If things do change within your agency, it is important to update this information because often, OVW will pull the contact information from the system if we need to send out correspondence. You may miss that if you don't keep that information updated. And the system itself will send out automated notifications.

There's a link here on this page that helps you go through and understand the role of an Entity Administrator and takes you through the steps of how to do that. Even if you aren't this person, but you know who at your agency is the Entity Administrator is, please share this information and this resource freely. I mentioned that the Entity Administrator will assign the roles for the staff within your agency. And so, there are several roles within JustGrants, and these roles all have different permissions and different things that they do within the system. As I mentioned before, there's an Entity Administrator, there's an Application Submitter, an authorized representative, Grant Award Administrator, an Alternate Grant Award Administrator and a Financial Manager. So, this little image here is the infographic, and there's a link here that will take you to that infographic if you need a refresher or reminder of what each role does. It's always good to familiarize yourself with the various roles and what each can do, particularly if you're trying to do something in JustGrants and you don't seem to have permission, it's just a read-only. That may mean your role for that award doesn't allow you that level of permission. But, again, if you have questions, you can always reach out to your Program Manager, or contact the OVW JustGrants support and we're happy to assist you.

So, with the awards that you all get, there are many, many award conditions. I would say it's changed over time, but I would say there is upwards of 30 to 40 or more award conditions, and there are standard award conditions that go on every single DOJ award

that goes out. There are also Program-Specific Award Conditions and OVW Award Conditions. It is important to read through those, and it's a part of the process of accepting your award -- saying that you did read through the award conditions. But I'd like to highlight a few today that we just want to draw your attention to. Partly because we happen to get a lot of questions about them and then sometimes, through our monitoring, have discovered there're additional things that come up, so we thought we would take this opportunity to highlight a few. One is the announcement of funding availability. And this says that the recipient -- you all -- agree to provide OVW within 10 days of release a copy of your announcement of availability of funding under the program. So, when you release a STOP, or SASP RFP, or Notice of Funding, that is what we're talking about. And once you release that, this award condition is saying for you to submit that within 10 days upon release. The way that you're going to submit that to OVW has changed a little bit through JustGrants and that will be submitted to OVW as an award deliverable. And I'll talk through those steps in a few slides ahead. This is where you should mark on your calendars or have a little post-it note -- however you remind yourselves -- because often, these funding announcements aren't submitted to us until we reach out to you when we're closing the award, because we can't close this award until this award condition is met. By the time your award is closing, it's currently well past the 10 days of when you needed to submit this Notice of Funding to us. So, if you could flag it for yourself, put a little reminder in your calendar to make sure that you get that in, it makes closing out much easier and we don't have to bother you for it.

Another award condition is around the use of administrative funds for training. And this is before administrative funds are used. This is your 10% allowance under STOP or your 5% allowance under SASP. If you want to use some of those funds to attend training and technical assistant events, including travel cost or registration, you will seek approval from OVW ahead of time by submitting a request that includes the agenda and other supporting documentation to ensure that the training and the cost are associated with administrating the Sexual Assault Services Formula Program, or SASP or STOP. And the way that you're going to submit that to OVW is through a Grant Award Modification or Programmatic Cost, GAM. If you forget, it's okay. The biggest thing is to remember to check in with your Program Manager before you go ahead and attend the training, and they'll be able to provide you guidance on next steps. But ultimately, your Program Manager is going to ask that you submit a Grant Award Modification, a GAM, and the type of GAM is Programmatic Cost. And I'll talk a little bit more about submitting GAMs in a few slides as well.

Here's the Award Condition on Funding Announcement. You're going to submit the funding announcement as an award deliverable in JustGrants. This is a step-by-step slide for your future reference to remind yourself. You're going to go onto JustGrants, to the Performance Management section, and then, "Award Deliverables." And there'll be

a little dropdown menu where you can select "Award Condition," you'll upload and attach that Funding Announcement, you'll submit it, and we will get it on our end internally and review it. If we have questions, we'll reach out to you. Typically, we don't. And then, we'll go ahead and approve it, and then OVW will take care of retiring that award condition. Once you have submitted this to us, your job is done, and the ball is in our court. Here's a link on the slide. Again, it says the "JustGrants Job Aid/Managing Award Deliverables." And this will give you screenshots and step-by-step instructions on how to submit what is needed for that. And then -- just a little tip -- some folks have, on the grantee side of things, have found it easier to attach documents when they've been converted to a PDF using the Award Deliverable function. Let's say you have it in a Word document, if you convert it to a PDF, and then use that to attach to the award deliverable, it's going more smoothly for folks.

So, a couple other award conditions, this is more for just lifting it up and highlighting it for you, and then providing some additional technical assistance and resource guides. One is on the policy for response to workplace-related incidents of sexual misconduct, domestic violence, and dating violence. This is something that applies to state and territory administrative agencies and is also passed down to sub-recipients at any tier. Meaning, it goes from you -- you pass the dollars through maybe to a coalition or a portion of those funds, it applies to the coalition, and if the coalition then is going to sub-award out to local programs and agencies, it applies to those local agencies as well. So, it flows all the way through, this award condition does. And then it's essentially saying that you have to develop a policy addressing workplace-related incidents. And then OVW has some guidance. So, there's a link here on the slide that'll take you to our guidance and provide some additional explanation and details to that. And then, the "Workplaces Respond" provides additional resources and training, and it's through an award that OVW gives to a national organization to provide that assistance and support. If you click on that little image, Workplaces Respond, that will take you to the website, and there's all kinds of helpful materials that you can use yourself or pass along to your sub-recipients and partners.

There is also an award condition on determinations of suitability to interact with participating minors. And administrative agencies must pass along this award condition to sub-recipients and then monitor accordingly. This is really looking at doing background checks on staff who may, reasonably, interact with minors and, of course, of implementing the project. For the most part, the State or Territory Administrative Agency isn't going to be the one interacting with minors. Your job is going to be overseeing and administering these dollars. You're not actually implementing the projects in the vast majority of cases. So, where this is going to apply to you as administrative agencies is that you need to have a way to monitor and check in on the sub-recipients to make sure they are adhering to this award condition and are

conducting the requisite background checks in accordance with the award condition. So, OVW also has guidance on this. There's a link here included on the slide that teases out and explains the award condition in a bit more detail. And then, we also have some additional resources on background screening that the COPS Office, or Community Oriented Policing -- and I don't know what the S stands for half the time. If you know, you can drop it in the chat. But it's the COPS office, which is a component within the Department of Justice, another grant component.

So, that was a bit on award conditions. And now, I just want to talk about the very exciting Grant Award Modification, or GAM. There are many types of GAMs, but I'm just going to focus in on two that are most relevant to administrative agencies. And that is the Programmatic Cost GAM, and that is going to be connected to, when you want to use your administrative dollars, that 10% for STOP or 5% for SASP to attend training, and then there's a Project Period Extension GAM. And we'll go into more detail about each of these.

The first one here is the Programmatic Cost GAM. What you're going to do is you're going to log in to JustGrants, and you're going to go to the Grant Award Modification section, and you're going to select the "Programmatic Cost." The information you want to include in the justification section is the conference title, the host, what agency or entity is putting on the conference, where it's at, and the agenda. And this may be where you include a PDF copy of the agenda that you were able to download or a word document, or a link to a website that posts the agenda, but that's what we'd like to see. And the more detail you can provide, the better. We just want enough information to make sure there's a direct connection to the conference content and purpose to your being able to administer STOP or SASP. We'll also need to know the names of the people attending from your agency and the estimated cost, which would include any travel cost or registration. And then, you'll click "Submit," and that will come to OVW, we'll review it and reach out to you with any questions. And then, for the most part, we've been able to approve it, because what you're requesting to attend has that connection to SASP or STOP. But if you have any doubt, you can always reach out to your program manager and email them, or have a conversation with them, and ask before you go through the process of going into JustGrants to submit the GAM.

The next one is the Project Period Extension GAM, which is probably the one that we see the most, and that you're the most familiar with submitting to OVW. So, OVW understands that many states and territories will need project extensions at some point. And over the years, the Formula Team has adjusted its guidance in response to the needs of administrating agencies and the sub-awarding process that you all have to move through. One important reminder, as I go into more detail here, is when developing your extension request, please refer to the project period extension instructions in the sample letter.

So, OVW and our Formula Team specifically, develop these documents, and have emailed them out, they're also on the portal, and it does provide the instructions of what information is needed and what we're asking for. And then, the sample letter gives you a structure and template that lays out all the information that we would need to review your request. All of the points I'm going through in these slides are, in fact, from the instructions. So, you don't have to take frantic notes or anything, but this is a flag, and to the kind of plant the seed, that once you get to the point of needing to submit an extension, it's, like, "Aha. I'm going to go look those instructions. I'm going to look at that sample letter. And if I need to, I'll have a conversation with the Program Manager." The more conversation, the better the process is, I think, for everybody. So, look at the project period extension in a little bit more detail.

First, you're going to want to request it in time. And so, what does that mean? And what it means is that, if it's on time, obviously, before the project period ends, well before the project period ends. And basically, it's when you know it's needed. So, if you know that you're going to need to make some sub-awards that are going to have to be issued close to the end of your project period or the sub-award performance period is going to have to extend beyond that the current federal project period is, you're going to need to request an extension, and the sooner you do it, the better. That's why it's really important to do it prior to making sub-awards. The sub-awards should go out after you've had that extension, and your federal project period end date is going to fall after any sub-award project period end dates. And you also want to have a plan. So, you want to be able to articulate all those things in your request. And by a plan, we just mean you generally know what you're going to do with the money, or if you need to extend sub-awards that have already been made, or you need to make new awards with returned money or with money that haven't yet been obligated and sub-awarded.

It's also important to know the limitations. So, one important one is that OVW does not extend STOP or SASP formula awards beyond five years of when it's been issued. So, if it was issued in 2020, we're not going to extend an award to go beyond 2025. Also, it's really important for us not to extend any awards after the project end date has passed. It is something that you heard from the Office of the Inspector General, who discussed fraud, waste, and abuse, but they also have an Audit Section, and they audit OVW and look at things like, "Do you extend grants that have ended and do you extend them after that end date?" And that's a finding for us. So, we take this very seriously. And it would only be in extreme and rare circumstances that we would extend an award after the end date has passed. So, it's very important to keep track of that and to ask in time. And on time, which means not submitting it the day before it ends, but it needs to be able to move through the review process, all the way through OVW, and receive final approval before the end date. We need at least two weeks, generally. Particularly if it's a complicated, detailed request where you have a lot of different projects going on.

There may be some back and forth between you and OVW to make sure we are understanding everything correctly. So, put a little reminder on your calendars to check and make sure that everything is going as needed, or if you need to make an extension request that you have the time to do so.

Also, I've mentioned sub-awards cannot extend past the federal award end date. So, that means, let's say your sub-award ends June 30th of 2023, and you have sub-awards currently in place that ends December of 2023, that would not be good, and the way to correct that would be to immediately reach out to your Program Manager and say, "We need to get an extension to make sure to change the project period to at least beyond December of 2023." So, your federal award doesn't end before your sub-awards have ended. Additionally, federal awards, your federal OVW STOP or SASP award, cannot close if there are open sub-awards. This would mean some states will have multiple STOP funding years or SASP funding years in sub-award contract. So, maybe they have '21 STOP and '22 STOP in their sub-awards. Let's say your sub-award project period is going to end in '24 -- June 30th of '24 -- and you have a 2021 STOP funding, which ends June 30th of 2023. You cannot close that federal award while you have sub-awards open to June 30th of 2024. That means you're going to need an extension on your 2022 award to make sure that those end dates align. And if that's really muddy, I will go over it again and drop in your questions, but just remember, sub-awards cannot extend past the federal award date and the federal award cannot close if there are open sub-awards with that funding year.

So, the third point, is to talk with your Program Manager. Clarify what the requirements are. We're here to help and support you and answer your questions and guide you. Talk through a little bit about what you're thinking around the length of extension. The length of the extension should be based on how much funding remains and the activities that need to be completed and implemented by your sub-recipients and take into account time for you all to reconcile and let us know if there're special circumstances that you're dealing with and we can problem solve with you and help think things through with you. Just include all the information. We talked about the instructions that we have -- I think those are really useful. We're always open to feedback. If something's not clear, we can update it and send out clarification, but follow the instructions. Please use the sample letter as your guide and your template. You're not required to, but if you do, it'll be, I think, an easier process because we will have all the information that we need to be able to review the request. And then, just state it plainly. We understand why it's needed. We just need to understand also what awards are open for your sub-awards and what your plans are and have all the accurate information in there.

So, I talked a little bit about the extension timeframe and I'm thinking, "Okay, so how long of an extension can I have?" And we've done ones for 12 months or 18 months. It's going to depend on how much time you need to make new sub-awards if that's where

you're at. So, you need time to consider maybe new applications and make the sub-awards. And then, the sub-recipients need time to implement. So, you might need more than a 12-month extension, and that's perfectly fine. That's why we need to know that level of detail in the letter, but you want to take all of that into consideration, give time for your sub-recipients to implement and complete the project and time to reconcile. So, after you think all through this, you might think, "We need 12 months." If that's the case, what we recommend then is adding on two more months to that end date. So, then you would ask for 14 months, because what that will allow ample time for full implementation by the sub-recipients. It will allow time for your agency to reconcile the awards with the sub-recipients, and you have time to do all the submission of reports and reconciliation with OVW. So, we are very open and flexible, which is why we want you to think through all of this and take all of these different points into account. I'm checking the chats. Don't see any questions.

I'm going to move on to reporting. Depending on when you've started as an administrator, you may have already submitted a STOP or SASP performance report, or you may not have done so yet. So, this can be a refresher, or you can be a little ahead of the curve and get a little bit more detailed information on the process. I'm going to talk both about Programmatic Performance Reports and Federal Financial reports. So, let's start with the performance reports for SASP. So, there're two types of performance reports that are submitted. One is the Annual SASP Administrators Report, and the other is the Annual Progress Report that is submitted by the sub-recipient. The administrator's report is submitted once a year and you are going to submit one report for each active SASP award. That means if you have three active SASP awards, you are going to be submitting three separate and unique administrator reports. The sub-recipients also report and are submitted to OVW through Muskie once a year, but their report will include any active sub-awards that they have. So, they'll just submit one report, and that report is given to you. And then, you give that report to the Muskie School of Public Service. It's not submitted directly to OVW. The Administrator Report is submitted in JustGrants and the sub-recipient goes to VAWA MEI, which is the Violence Against Women Act Measuring Effectiveness Initiative, and that is a project of the Muskie School of Public Service. They receive funding from OVW to help support our Performance Reporting efforts.

Both of these reports, the Administrator Report and the Sub-recipient Reports, are due March 30th for the previous calendar year. So, both are reporting on January 1st to December 31st, and then are due March 30th. So, if you have questions about how to submit the Administrators Report in JustGrants, here is the helpline information. And then, if you have questions about – "I don't know what this question means on this form," or "How do I get my reports to Muskie?" Here is their contact information and website. And also, Muskie actively reaches out to administrators to provide them

guidance on how to submit their sub-recipient reports closer to when those will be due. Thank you, Emma – Emma has dropped in the links directly to how to retrieve the actual reporting form for both SASP and STOP, and those are on the Muskie website.

So, when you submit your performance report, you're going to also submit an Appendix A, and the Appendix A is going to list all of the sub-recipients that received funding during that reporting year. You can include this directly into Appendix A, that's a part of the form, or instead, you can use your own separate document where you keep track of things and can attach that. If you have a pass-through entity -- let's say you gave your SASP Funding to the sexual cell coalition, and then that coalition in turn makes the sub-awards down to the local programs. This Appendix A should include the name of the coalition and their sub-award, but it should also include the sub-awards, the coalition issues to the local programs. If you didn't make any sub-awards during that reporting period, then you don't need Appendix A. So, you've already received your 2022 SASP Formula award and some states won't have yet made sub-awards during that January to December of 2022. So, you won't have anything to report on sub-awards for your 2022 report. And that's fine. And you can just indicate that in the narrative. It's only a few issue sub-awards during that reporting period where you would include information in Appendix A. Thank you, Julie. It's saying the Appendix A is not fillable on the performance report. That is helpful to know. It's been fillable for some because they've filled it in, and I think for others, it isn't. So, it could be a PDF version issue, I'm not sure. If that's the case, you can reach out to our helpline, or you can just go ahead and not use that within the PDF and just attach a Word document or an Excel document that has that information. Just refer to Appendix A to know what information you should include in your separate attachment. Thank you for pointing that out, Julie.

So, STOP Performance Reports. They are similar in that they are submitted once a year. There's going to be an administrators Report and sub-recipient reports. They work on a calendar year of January 1st to December 31st, and then they're due March 30th. Again, the STOP Administrator Report is submitted through JustGrants and the STOP sub-recipient reports are submitted to Muskie, or VAWA MEI is the project name. The difference with STOP is that you only submit one report for all active STOP awards. If you have three active STOP awards, you are only submitting one Administrator Report for the most part that will be submitted under the most current award. For 2022, you are going to submit your performance report under your 2022 award in JustGrants. That form will contain the information for any active STOP awards. And your sub-recipients will report just the same way to VAWA MEI in their performance reports. STOP also is a little bit different because there's actually two appendices. There is an Appendix A and an Appendix B. So, Appendix A is going to be reporting on any sub-awards made during the current reporting period. And Appendix B is any sub-awards that were made prior to the current reporting period. The same thing applies and if you have a pass-through

entity that you work with, a coalition or another type of entity, you're going to want to include that sub-award to the pass-through entity in this Appendix or appendices, as well as the sub-recipients of the pass-through. So, the sub-sub-award is how we refer to it. And Emma has helpfully pointed out that while it may not fix the fillable appendices for everyone, we encourage you to download the current version of Adobe Acrobat Reader, and she has provided that link, because sometimes that is an issue.

Hopefully, everybody's sticking with me in this Fund and Grants Administration Presentation. The other type of report that I mentioned is the Federal Financial Reports. These are the exact same format used, the exact same reporting period for SASP and STOP. So, you're reporting on a quarterly basis. The slide here has the breakdown of the quarters. So, it's January 1st to March 31st, April 1st to June 30th, July 1st to September 30th, and October 1st to December 31st. Those are the reporting periods. And then, the due dates are 30 days following that reporting period. So, kind of on your calendar, they're going to be due April 30th, July 30th, October 30th, and January 30th. If you're the State Administrator, the Territory Administrator, you're likely not the one submitting the FFR, the Federal Financial Report, FFR. But it's good to know for yourself. You're going to be submitting separate financial reports for each active award, so if you have three active STOP awards, you're going to be submitting three federal financial reports, the same is true for SASP. I know we have a very, very helpful and lovely Grants Financial Management Team. And their contact information is on the slide. But they're great. We work with them all the time, we talk with them all the time, and they're a great resource. If you have any questions on things submitted, financial reports, or anything of that nature, they're available.

It looks like we have a question about reports in the chat. "Has there been consideration for having just one SASP Muskie Report no matter the number of active awards during the calendar year similar to the STOP report?" Yes. And the performance reports in general for OVW are slowly and persistently being updated and reviewed to look at how we're going do that partly because we have the new JustGrants system and the performance management functionality, and that works differently than it did in our old system. There was some reasoning to why we had separate reports for SASP when we use the GMS, or Grants Management System, our old system, and it made it much easier to process closeouts when we were able to have a unique report for each open award that was trying to fix this, but obviously gets cumbersome, having to do separate reports on different SASP awards. So, yes, we're considering it. We definitely understand the complications of it, so, look ahead to the future for different mechanisms. I don't have any more details at this point, but absolutely, we've been thinking about it, and we definitely hear that feedback.

So, Closing an Award. It's important to do it on time. Does anybody know how many days you have from the end of your project period until when it is due? When the

closeout is due to OVW? How many days do you have from the end of your award to submit it to OVW? Drop it in the chat. Who knows the answer to this question? Well done, everybody. You have a hundred and twenty days. It used to be ninety, but now, you have a hundred and twenty days. The timely submission of closeouts is a very important part of grants management. It's something that OVW is audited on. It's something that's looked at during financial visits and programmatic visits with your agencies. So, you do have a hundred and twenty days to complete the closeout process, and during these a hundred and twenty days, you will complete several closeout requirements and submit payment requests in ASAP, A-S-A-P. I don't remember the spelling -- the full translation of that ASAP, what it stands for. But maybe Emma and Latanya could drop it in the chat if they know. But you will submit those payment requests in ASAP for any remaining expenses incurred during the project period. A hundred and twenty days. So, well done for those of you who said a hundred and twenty days. Oh, yes, thank you, Emma. And ASAP stands for Automated Standard Application for Payments. It's why I didn't remember that. All I could remember was automated and then I drew a blank.

So, it is much better to proactively submit the closeout rather than missing the deadline. Once the system hits a hundred and twenty days, it will automatically generate an administrative closeout. It's just much more efficient and you can make sure everything's been addressed if you're able to do it proactively and actually submit it ahead of those or by that day 120. Once you submit the closeout package from your end, or on day 121, when JustGrants generates the administrative closeout, funds will be held, and you will not be able to make any drawdowns in ASAP until OVW has reviewed and fully processed that closeout package. So, it's really important that, if you need to make reimbursements to your sub-recipients, that you draw down those funds prior to you submitting the closeout, or before day, 121.

So, we have a question asked about the 120 last year. Yes, they have fixed it. To the best of my knowledge, that that was fixed. And there was a lot of backend remediation that they had to do on awards that were in the old system and migrated over to the new system. So, there was just quite a bit of confusion and problems and awards that kind of slipped through the cracks, but I have not heard of any recent problems, and it should have been fixed. So, everything in JustGrants should now have been updated and coded. That closeout is a hundred and twenty days. If you experience otherwise, please let us know because we can put in a ticket, and we'll work with our OVW JustGrants Team to make sure we get that fixed. All right.

So, closeout components. There are four parts for SASP and there are five parts for STOP. And all components must be addressed for OVW to properly process the closeout. Your OVW program manager will need to contact you for any missing pieces. And it's far easier and much less time consuming if you proactively complete all of the

steps and kind of make notes to yourself, because usually what happens, most of our awards end around the same time, right, so it's common for administrators to ask, even if you need an extension, to ask for 12 months, or similar in length extensions. We often will get a batch of closeouts all at the same time. There have been times where I will get 80 closeouts at once in my inbox in JustGrants and others similarly situated. Then, I'm going through 80 different awards to make sure that all of the components are there. If you can do a little bit of that legwork first, that would be really helpful and very appreciated. So, you'll see it's very similar. Both SASP and STOP have a performance report to address. For SASP, it's a Final Performance Report submitted in JustGrants. For STOP, it's a Closeout Report that you send to OVW in a different mechanism. Both have a Final Federal Financial Report submitted in JustGrants. Both have award conditions to address, and both will go through a financial reconciliation step in the closeout process. STOP has a different step, and that has to do with match requirements for STOP, which SASP does not have. So, you need to submit a Match Calculation Worksheet to OVW that we use to help in processing the closeout. We have available closeout instructions. It's a SASP Formula and STOP JustGrants Award Closeout Process. It's available on the event portal, which Emma has handily dropped into the chat. There's a link there that will take you to that document. You can download and save it and refer to that when you need to start your closeout for a particular award.

So, this is what I was talking about with STOP and just something to point out. Your agency is going to have to complete a Match Calculation Worksheet and attach it to the award package in JustGrants. And we won't be able to process your award without it, so we would have to reach out to you. Something to note. Line 10j of the FFR, the Final Federal Financial Report, has to be greater than or equal to the match amount that's listed in the Match Calculation Worksheet. This is what we use to make sure that your match amount was met, and it needs to either be equal to what was required or greater than. It cannot be less than. If it's less than, we'll need to work with you to make adjustments and make sure that match amount is accounted for before we finalize the closeout. Basically, that means if it's equal to or more than, we'll proceed and we'll process the closeout. If line 10j on the FFR is less than the match amount, then your agency is going to owe OVW money.

Once you submit the closeout package to OVW, or it's an administrative closeout and we work with you and we get everything, OVW is going to review at the program manager level and approve that forward to the next steps. And, again, recipients, you all will not be able to draw down any final payments until OVW's processing of the closeout is completed. OVW will contact you directly if any additional action is needed. So, OVW has a closeout specialist. That person will directly contact the authorized representative or grant award administrator with the necessary instructions. For any final payments for money owed to you by OVW, the final payment request will be done in ASAP. For any

money owed to OVW, the closeout specialist is going to provide you with step-by-step instructions on how to return or give that money back to OVW. This is just a tip -- if any grant dollars are owed back to OVW, your agencies already know that you're going to owe money back. Please do not mail checks without first being instructed to do so by OVW and the closeout specialist because proceeding without that OVW instruction could result in a lost check or delays in OVW receiving and processing the check or errors that render the check void. It's important to wait for the instructions on what to do and how to get it to OVW. We'll take care of all those instructions and contact, the final payments will be made, and then the closeout is done. Now, this process can take quite a bit depending on how many closeouts that closeout specialist is processing at any one time, so it can be a lot. OVW makes about seven hundred to eight hundred awards every year and we have one or one and half closeout specialists. So, it can take a little bit of time. Bear with us. And you can always check in with your program manager if you have any questions.

We also wildly encourage you to proactively address closeouts and do those final drawdowns in ASAP before you submit the closeout or that administrative closeout is generated, because it can be a lengthy amount of time until you're able to do so once those funds are held. And we wouldn't want you or your sub-recipients to be waiting for that reimbursement for a long time.

So, near the end here. This is just about how to get help and some resources to highlight some links or general OVW resources on our website. That includes frequently asked questions or FAQs and guides and information. We also have our Grants Finance Team. So, they have a public email address and phone number. There's also the OVW JustGrants Support email address and number and then, of course, the Justice Grants website where you can go and look at videos and download job aids and trainings and resources. And then, for performance reports, there's VAWA MEI through the Muskie School. They have the report forms. They, too, have training resources and instructions and contact information on how to talk with them and get answers to any questions you have about the forms themselves.

So, this is the point where I say, "Do you have any questions?" Either about the content that we addressed through this grants management or administration session, or if you had other thoughts or topics that you thought would be addressed and weren't -- that you might have questions about? Oh, yes. "Where can we find the last state annual report based on VAWA MEI's analysis of SAPR reports or SAPR reports?" Which is Sub-Award Progress Reports, I believe, is what SAPR stand for. And I think, Mary, you're asking if one of the things that OVW is required to do is provide reports to Congress annually on some of our programs, including STOP. They should be available on Muskie's website. And maybe Emma can do some perusal on there, because I'm pretty sure they have a section on reports to Congress. OVW provides funding to

Muskie to help us with those reports because we rely on their data, and of course, the data we collect from the reports, including the quantitative and the narrative portions of it. So, I think those are available on the Muskie website. That's a good question. Thank you for that, Mary. If you haven't read them…

JEN: I have a question.

MELISSA SCHMISEK: Yeah.

JEN: Hi. This is Jen calling with Hawaii. You know, with the admin training and getting a GAM approved, does that include required OVW in-person meetings, like if this was to be in-person next year, or the peer-to-peer that is coming up?

MELISSA SCHMISEK: Thank you for that question. No. It wouldn't include OVW--OVW-required trainings. And for…

JEN: Uh-hmm.

MELISSA SCHMISEK: Yeah. You're welcome. For administrators, that's really going to be the NGO or it's the SASP administrator or STOP administrator annual meetings. For those, you don't need to submit a GAM or get permission. It would be like, maybe you want to attend the National Sexual Assault Conference, or there could be a stalking conference, or other types of training that you want that aren't necessarily OVW-sponsored -- that's where you would need to do the GAM. One question is…

EMMA WEST RAUMS: We have a question. Yeah.

MELISSA SCHMISEK: Yes. Thank you, Emma. "I have an award condition outstanding in one of our STOP closeouts. Is that for the RFP? If so, how do I upload it on JustGrants?" I would imagine the award condition that is going to be outstanding for STOP and SASP, unless it's a high-risk condition, is going to be the one for the Notice of Funding or RFP. If you bear with me, I'm going to go back through my slides. Hope I don't make people dizzy as I do this. So, it's this slide, and this will take you through the steps on how to submit it to OVW. You are going to do it in JustGrants. It's under that Performance Management/Award Deliverables section. And you're going to navigate to that section and then actually attach the RFP, and then submit that to OVW. And then, once you do that, that step is done, and we will take care of retiring the actual award condition in the system, but that's not something that you're able to do on your end. What you'll do is just submit it as an award deliverable of the actual RFP. And here's a job aid on this slide, a link to the job aid on managing award deliverables.

So, there's a question. "You know, I am new to working for the State Administrative Agency. Can you give an example of when we may owe money back to OVW?" Yes. So, it may be where when you submit the Final Federal Financial Report. That is going

to account for, you know, all the expenditures you've had, as well as the drawdowns that you've made in an accumulative fashion. That Final FFR is going to populate the Financial Reconciliation portion of the closeout. And if there's a discrepancy, we're going to look at and compare all the drawdowns, compare it to what you've reported on the FFR. It may just mean that the administrative agency drew down a little too much money than what the expenditures ended up being. That could be a case where you owe money back. For STOP, it could be that there's a match issue where the full match amount wasn't made up by the state or territory and so some money is owed back to OVW. Hopefully, that provides a helpful example. And Emma clarified in terms of the reports to Congress about the STOP and SASP performance reports, that the report is published every two years. So, thank you for that correction, Emma. The most recent was published in 2020, with the 2022 report likely to be published this calendar year, and those are put on the Muskie website.

So, a question is, "We sometimes split fund STOP programs. Can we use the sub-recipient's match for only one year of the grant if we have more than enough match for the other year? Example, we split funded project with 18 and 19 STOP. We have met 18 match. Can we use all the match that sub-recipient provides towards meeting the 19 match?" I do not believe you can do that. Latanya and Emma, if you want to pop on. And I think this could also be a question for the legal issues session that we're going to have this week with Marnie. But I think it's a 25% match requirement on each STOP award. I think you have to make that up for the award. Latanya, what say you?

LATANYA: That is correct. And I would encourage you to ask your question to Marnie when we have that session. And the 25% match is the state's responsibility, whether – well, Marnie can get into that. But yes, please ask your question to Marnie. I agree with Melissa. This cannot be done.

MELISSA SCHMISEK: It may be just working with your subs. Does each sub-award have 18 and 19 money or do some have 18 and some have 19? I think it's going to depend on a lot of details. So, that's a really good question. Definitely bring that up in the legal issues session.

I have a question about calculating FTE. "I've reviewed the recordings from MEI, so Measuring Effectiveness Initiative. This is the Muskie School and our performance reports, and I'm still not feeling confident in giving that guidance to sub-grantees. Do you recommend I contact MEI directly for more direction?" Definitely. You can email them. You can set up a time to talk with them. They can go through examples with you. And they do have accompanying instructions for those forms. The common things I hear are the way you're calculating the FTE is going to be not initially on the job title of the person, but by the activity they did on the STOP award during the performance period. So, it's kind of like a step down, drill down process of calculating those FTEs. Someone

may have a title of advocate, if that's an item listed on that sub-recipient report form, but they may not have provided advocacy services on a fulltime basis for that entire reporting period. So, that's where you have to get into the nuances. And there might be some sub-recipients that are more challenging than others. I would definitely bring that to them and have a conversation with them. They're really great at working through scenarios. And I would say the more scenarios you have, the more helpful that will be to you. So, if you pull up maybe some past sub-recipient forms, and have them with you, and kind of go through examples, or just have some examples in mind of sub-recipients you've worked with, that would be really helpful to help piece out how to calculate that.

So, I would love any feedback. Feel free to shoot us emails, but what we were trying to do here was hit the high points around grants administration for STOP and SASP in common areas where we, as program managers, see things pop up in the everyday work we're doing as we move through the cycle of a particular award and help lift those items up that can be a little tricky for you. If there were other areas that you wanted information on, or clarity, we'd love to hear that feedback from you. Don't be shy about emailing that to us. We would be happy to hear them. As always, please feel free to reach out to your program manager at any time. We're happy to answer questions. That's what we're here for and we'd rather have you do that than trying to figure out the answers to your questions. These can be really complicated programs. You have tricky roles as administrators, administering a program and overseeing sub-recipients. And so, we're partners with you on that and happy to walk through and get answers to your questions if we do not have them ourselves. So, I'm not seeing any questions. We can conclude our session for today. Thank you so much for being with us, and for your great questions. You all have a really nice evening and afternoon.