

Abby Honold New Grantee Orientation



Additional Virtual NGO Sessions

Tuesday: January 7, 2025

Stalking Prevention, Awareness, and Resource Center (SPARC)

Wednesday: January 8, 2025

The National Clearinghouse on Abuse in Later Life (NCALL)

Thursday: January 9, 2025

The National Resource Center for Reaching Victims

Monday: January 13, 2025

Interpretation Technical Assistance & Resource Center (ITARC)

Tuesday: January 14, 2025

National Resource Center on Domestic Violence and Firearms

Wednesday: January 15, 2025

Overview of DOJ Grant Fraud Investigations

Thursday: January 16, 2025 (60 minutes)

TA2TA: The TA Provider Resource Center

Monday, January 27, 2025

DOJ Civil Rights Obligations of Federal Recipients of Financial Assistance

Tuesday: January 28, 2025

Overview of DOJ Grant Award Audits

Creating a Budget: Training for OVW Applicants (Optional)

<https://www.justice.gov/ovw/video/creating-budget-training-ovw-applicants>



NGO In-Person!

Who: Project Coordinator, Training Staff, Finance Staff, Project Partner

What: In-Person New Grantee Orientation (NGO)

When: January 28-29, 2025

Where: Washington D.C.

IMPORTANT: DO NOT BOOK ANY FLIGHTS OR HOTELS UNTIL OVW GIVES THE GO AHEAD.



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What to expect from New Grantee Orientation

- New Grantee Orientation (NGO) is an opportunity for OVW to provide information that is relevant to Grantees, subgrantees, and project partners.
- Two primary areas of focus:
 - Grant Administration
 - Training and Technical Assistance (TTA)



Objectives

- By the end of this session, attendees will be able to describe the Abby Honold Program.
- Attendees will be able to apply OVW grant management practices to your project.
- Attendees be able to describe the role of Training and Technical Assistance in the Abby Honold Program.



Agenda

Overview of the Abby Honold Program

- ✓ Mission of OVW
- ✓ Review of the AH Program
- ✓ Roles
- ✓ Resources
- ✓ Training and Technical Assistance (TTA)

Grant Administration

- ✓ Managing your award
- ✓ Reporting requirements



Mission of OVW

The Office on Violence Against Women provides federal leadership in developing the national capacity to reduce violence against women and administer justice for and strengthen services to victims of domestic violence, dating violence, sexual assault, and stalking.



Overview of the Abby Honold Program



Abby Honold

- Supports efforts to improve law enforcement's response to allegations of domestic violence, dating violence, sexual assault, and stalking from the time of a victim's initial report through the entire investigation.
- To promote the efforts of law enforcement in improving the response to these crimes.
- Trains officers to conduct trauma-informed and victim-centered investigations.
- Increase communication between victims and law enforcement as well as stakeholders in a coordinated community response.



Abby Honold (Cont.)

- Abby Honold is designed as a **Demonstration Program.**
- Primary focus is on Trauma-Informed and Victim-Centered training to Law Enforcement.
- Secondary focus is to evaluate the effectiveness of this training.
- The final focus is to inform stakeholders about our effort and to involve them where appropriate.

Trauma-Informed:

A trauma-informed approach aims to avoid further traumatizing someone who has already suffered trauma.

Victim-Centered:

Respects the dignity of the victim and adapts, wherever possible, to meet the needs and wishes of the victim.



DOJ 2022 Law Enforcement Guidance

- DOJ's 2022 updated guidance on [Improving Law Enforcement Response to Sexual Assault and Domestic Violence by Identifying and Preventing Gender Bias.](#)
- Advises LE to incorporate eight principles into policy, training, supervision, and accountability practices.
- Bias: a tendency, inclination, or prejudice toward or against people or groups often based on stereotypes or assumptions.



Eligibility Information

- State, territorial, local, and/or Tribal **law enforcement agencies** that investigate crimes of domestic violence, dating violence, sexual assault, and/or stalking



Purpose Areas

The Abby Honold Program has 2 Purpose Areas:

1. *Train covered individuals to use evidence-based, trauma-informed, and victim-centered techniques throughout an investigation into domestic violence, dating violence, sexual assault, or stalking*
2. *Promote the efforts to improve the response of covered individuals to domestic violence, dating violence, sexual assault, and stalking through various communication channels.*



Program Requirements

1. Participate in OVW-sponsored training and technical assistance (TTA).
2. Implement the principles set forth in DOJ's 2022 updated guidance on [Improving Law Enforcement Response to Sexual Assault and Domestic Violence by Identifying and Preventing Gender Bias](#).
3. Identify a project coordinator who will be responsible for coordinating with the OVW TTA providers to adapt training to the unique characteristics of the site. The coordinator will also be responsible for overseeing the collection, analysis, and reporting of project data.
4. Community Education and Outreach: (a) Ensure that department leadership, law enforcement officers, and other staff receive training on how to educate the community about the demonstration site's efforts to improve its response to domestic violence, dating violence, sexual assault, and stalking; and (b) implement that training by conducting community education and outreach.



Program Requirements (Cont.)

5. Trauma-informed Investigations: (a) Ensure that first-responding officers, other law enforcement officers, and staff tasked with responding to domestic violence, sexual assault, dating violence, and stalking receive training on how to conduct trauma informed, victim-centered, and offender-focused investigations. This training should include: victim interviewing; interacting with historically marginalized populations; becoming proficient in responding to and building complex cases; and developing an understanding of how to define, identify, and classify crimes of domestic violence, dating violence, sexual assault, and stalking; and (b) implement that training by conducting trauma-informed investigations of the four aforementioned crimes.
6. Consult with a culturally specific and/or population specific service provider(s) and/or with a TTA provider about engaging culturally specific and/or population specific communities.
7. Collect and report performance indicators including those prescribed by OVW and those developed by the applicant.



Abby Honold Grantees

Who are the demonstration sites?



- ✓ City of Austin, TX
- ✓ City of Brighton, CO
- ✓ City of Charleston, SC
- ✓ City of Greensboro, NC
- ✓ City of Los Angeles, CA
- ✓ City of New Bedford, MA

Site Introductions

- ✓ Introduce your Team (name, agency, title)
- ✓ Why trauma-informed, victim-centered training is important to your department



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Grantee Roles

The Grantee

- Recipient of federal Funding
- Use funds to attend and administer the Abby Honold Training Program
- Informs OVW of project benchmarks, accomplishments, progress with goals and objectives, financial reports, and needed grant modifications



OVW Roles

OVW

- Federal grant administration
- OVW grant program expertise
- Project guidance and oversight
- Monitor grant funded activities including project deliverables and award condition compliance



Training and Technical Assistance Provider Roles

Training and Technical Assistance (TA) Provider: End Violence Against Women International (EVAWI)

- Provides the Trauma-Informed, Victim-Centered Training.
- Guide you through the training and will help customize the training for your community.
- Available online at: <https://evawintl.org/>



Justice Grants System (JustGrants)

JustGrants is both *transactional* and *archival*. You will submit all documents that need to be approved in JustGrants and the system will collect those documents and act as the official grant file for your award.

Training resources: <https://justicegrants.usdoj.gov/training>



Important: What you put into the JustGrants System is how your work on this project will be recorded and evaluated – submit your best work!



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ASAP

The Automated Standard Application for Payments (ASAP) is a completely electronic system that federal agencies use to quickly and securely transfer money to recipient organizations.

ASAP is separate from JustGrants and your JustGrants credentials do not automatically grant you access to ASAP.

Ensure your organization is registered and information is kept up to date in the ASAP system in order to prevent payment delays.

Training resources: <https://fiscal.treasury.gov/asap/>



Budget Clearance

- After accepting your award in JustGrants, the budget clearance is the next step needed to access your award funds.
- The budget clearance process is initiated by your Program Manager and completed by the Grants Financial Management Division (GFMD).
- Until your budget is approved you do not have access to your award funds except for \$10,000 provided to allow you to attend OVW mandated training and technical assistance.
- Once GFMD clears your budget your award funds will be made available for draw down in the ASAP.



JustGrants User Roles

Grantees have 6 user roles available to them.

- **Entity Administrator** – should be senior agency leadership, has the authority to enter into contracts, expend funds, oversees all other roles.
- **Grant Award Administrator** – primary point of contact on the award, most active user in the system.
- **Financial Manager** – certifies and submits financial information and Federal Financial Reports.

IMPORTANT: OVW staff can only communicate with individuals who have been assigned a user role. It is very important to keep this information up-to-date, so you do not miss any important communications.



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Successful Grantees...



Maintain good record keeping!!!



Implement approved project activities according to their approved budget.



Coordinate with required VSP partner and include them in TTA opportunities.



Keep in touch with their OVW grant manager regarding project changes.



Utilize technical assistance to support project activities.





Award Conditions



Award Conditions

- The Award conditions lay out the requirements of the federal grant and provide guidance on how to implement the project.
- Award Conditions apply to:
 - The Grantee,
 - Subrecipients, and
 - Project Partner(s)

A copy of your Award Conditions was provided to you with your Abby Honold Award Package in



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Award Conditions Tips

- Provide a copy of the Award Conditions to **subrecipients**.
- Create a process for monitoring your compliance with Award Conditions that includes subrecipients.
- Ensure Award Conditions remain in compliance during times of staff transition.
 - Subrecipients – it is your responsibility to comply.
 - Lead grantee – it is your responsibility to monitor compliance.



Award Deliverables

Who: Grantee and ALL subrecipients and contractors.

What: Written, visual, or audio materials created, developed, printed, disseminated, or distributed with OVW funds.

When: a minimum of 20 business days prior to dissemination, presentation, and/or distribution.

Where: In JustGrants.

IMPORTANT: Ensure the OVW Disclaimer is included!



Grant Award Modifications (GAMs)



Grant Award Modifications

Programmatic Cost

- Non-Abby Honold funded TTA
- Approving consultants/contractors not in the approved budget
- Making minor changes to the award budget

Programmatic Scope

- Altering programmatic activities/sites
- Changes in key personnel
- Contracting out and/or subawarding the services of a third party

Project Period Extension

- Extend the project period of the award

Budget Modification

- Make significant changes to the award budget



GAMs

Who: Grant Award Administrator

When: As soon as possible, your Grant Manager has 20 business days to review. GAMs also move through multiple levels of approval and require additional time for approval.

Where: JustGrants

Why: To document approval of changes to your Abby Honold award.



Programmatic Cost GAM

Throughout your award, there may be times when you need to have specific costs approved by your grant manager. To obtain that approval, you will need to submit a Programmatic Cost GAM

Examples of times when you will need to submit a Programmatic Cost GAM include...

- Consultant Rates in Excess of the Threshold Rate
 - \$650/day or \$81.25/hour
- Costs Identified in the Award Package Requiring Prior Approval (for example: Non-OVW training and technical assistance requests)
- Changes to your award budget that are less than 10% of your total award



Programmatic Scope GAM

Used to change the scope of a project as detailed in your project narrative.

- Altering programmatic activities
 - Changing the purpose of the project
 - Changing the project site
- Changes in key personnel
 - Contracting out and/or subawarding the services of a third party to perform activities which are central to the purpose of the award
 - Obtaining the services of a third party (if authorized by law) to perform activities which are central to the purpose of the award.



Financial Budget Modification GAMs



Budget Modification GAMs are a way to revise your award budget. A Budget Modification GAM is required if:

1. Total request (this request plus previous requests) moves 10% or more of award funds **between budget categories**.
2. Need to move funds to a budget category that currently does not have any expenses allocated.
3. The budget modification is so substantial it changes the scope of your project.

If the Budget Modification GAM is approved, the new budget becomes your official budget in JustGrants.



Project Period Extension GAM

A Project Period Extension GAM is used to extend the length of the funded award.

- Be submitted **90** days before the project period end date and must include:
 - Request letter on agency letterhead, signed by the Authorized Representative.
 - The length of the extension request and the newly requested end date.
 - Explanation of the need for the extension as it relates to continued work in addressing your goals and objectives
 - Unobligated award balance.

Example: Project Period End Date September 30, 2027
Submit request no later than **August 1, 2027**



Financial GAMs

Sole Source

A GAM must be initiated to request permission to enter into a non-competitive contractual relationship with a contractor under a grant where the contracted cost exceeds the simplified acquisition threshold.

Additional requirements apply so refer to the DOJ Financial Guide and speak with your Grant Manager before submitting a Sole Source GAM.



Pop Quiz!

Since submitting your application, 1 of your 2 positions to be funded by your Abby Honold grant have experienced turnover. Do you:

- a) Pretend like nothing happened; it's internal personnel HR issues anyway.
- b) Contact your Grant Manager each time to notify and discuss.
- c) Prepare a Programmatic Scope Change GAM, attach a memo explaining the turnover as well as any changes to the job description and/or the CV of your new hire.
- d) Don't worry about it; you are the subrecipient, not the lead grantee.



Reporting Requirements



Performance Reports

Your performance report should:

- Address all the goals and objectives included in your application.
- Include only grant funded activities.
- Explain any issues/abnormalities reflected in the data or narrative portions of the work.

Reporting Period

January 1 – June 30

July 1 – December 31

Due Dates

Due July 30

Due January 30

Please note: A new reporting tool is incoming!

This tool simplifies and reduces undue burdens on progress reporting

Oct 1 – Dec 31,
2024: Report due
March 31, 2025

Remember: If you have questions about Performance Reports, visit the Muskie website at www.VAWAMEI.org



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Federal Financial Reports (FFR)

FFRs (SF-425) are submitted in JustGrants every quarter and should include the **ACTUAL** expenditures charged to your award.

- Note that a late FFR will cause an inability to draw down funds until submitted.

January 1 – March 31
Due April 30

July 1 – September 30
Due October 30

April 1 – June 30
Due July 30

October 1 – December 31
Due January 30

Questions about the content of your report?

Contact GFMD at 1.888.514.8556 or OVW.GFMD@usdoj.gov



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Closeout Procedures

- Before starting the Closeout Process you first need to make your final draw down. Once closeout is initiated your ASAP account will be suspended.
- To start the award closeout process:
 - File a final FFR (SF-425)
 - Marked as “FINAL”
 - Submit a final Performance Report
 - *Marked as “FINAL”*
 - Ensure all Withholding Award Conditions are met or that you have let your Grant Manager know you will not be meeting those conditions.





Training and Technical Assistance



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EVAWI

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- Provides the Trauma-Informed, Victim-Centered Training.
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Reminder

Grantees received the New Grantee Orientation Attendance Form

- Due ***March 11, 2025.***
- Submit as an **Award Deliverable**
- Grantees include project partner attendance as indicated on the form
- Submit only **1 form** for your project





Questions?



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The Office on Violence Against Women

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Become an OVW peer reviewer:
www.justice.gov/ovw/peer-review

Check us out on social media:
Twitter: @OVWJustice
LinkedIn:
linkedin.com/company/office-on-violence-against-women-ovw/

Learn more about our grants at:
www.justice.gov/ovw/grant-programs