

ICJR New Grantee Orientation (NGO)

from The Office on Violence Against Women



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

The Office on Violence Against Women (OVW) 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.



Learn more about our grants at:

www.justice.gov/ovw/grant-programs



www.justice.gov/ovw/



@OVWJustice

Improving Criminal Justice Response (ICJR) Grant Managers

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For general ICJR inquiries: OVW.ICJR@usdoj.gov & 202-307-6026



ICJR Unit Contacts

- Aisha Battle – Associate Director
- Latonya Eaddy – Team Lead
- Nia Watkins, Program Assistant
- Catherine Godwin, Management Analyst



Speaking of Grant Managers ...

Adam Schutzman

Maine, Massachusetts, New York, Illinois, Nebraska, Pennsylvania and Vermont

Sarah Freeman

Arkansas, Florida, Indiana, Kentucky, Kansas, Maryland, Michigan, Missouri, North Carolina, Oklahoma, South Carolina, Tennessee and West Virginia

Lashonde Beasley

Alabama, Georgia, Louisiana, Ohio, Wisconsin, Iowa, Minnesota, Texas and Virginia

Jason Petry

Alaska, California, Colorado, Idaho, Montana, Nevada, Oregon, South Dakota, Utah and Washington

Please reach out to your grant manager with any questions, thoughts, and/or concerns.

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



Agenda

Overview of the ICJR Program

- ✓ Mission of OVW
- ✓ Review of the ICJR Program
- ✓ Roles
- ✓ Resources
- ✓ Training and Technical Assistance

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 ICJR Program



Grants to Improve the Criminal Justice Response

The (ICJR Program) encourages state, local, and tribal governments, courts, and victim service providers to improve the criminal justice response to domestic violence, sexual assault, dating violence, and stalking as serious violations of criminal law, and to seek safety and autonomy for victims, by requiring the coordinated involvement of the entire criminal justice system.

*Authorized by 34 U.S.C. §§10461-10465 Implemented through regulations at 28 CFR Part 90, Subpart D



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Grants to Improve the Criminal Justice Response

What types of project does the ICJR unit fund?

- *Direct engagement*: Investigators, Prosecutors, Victim Advocates, SANEs
- *Training*: For law enforcement, attorneys, judges, FJCs, SANEs
- *Emerging Issues*: Firearms relinquishment, co-responder models, sexual assault response teams (SARTs), protection order enforcement, and so much more!



Grantee Roles

The Grantee

- Recipient of federal funding
- Use funds to improve the criminal justice response to domestic violence, dating violence, sexual assault, and stalking
- 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

- **Field expert**
- **Resource tools**
- **Training opportunities: virtual and in-person**
- **Access to experienced faculty**
- **Site specific assistance with brainstorming and problem solving**

Nationally recognized experts selected and funded directly by OVW!





Managing Your Award



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>

Contact: OVW.JustGrantsSupport@usdoj.gov



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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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.

Refer to [JustGrants Overall Entity Management](#)

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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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/>

Contact: asaphelpdesk@fiscal.treasury.gov



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.



Successful Grantees...



Maintain good record keeping!!!



Implement approved project activities according to their approved budget.



Coordinate with community partners and include them in training and technical assistance opportunities.



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



Utilize technical assistance to support project activities.





Award Conditions



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Award Conditions

- Award Conditions are the requirements you, and your subrecipients, must adhere to in order to be considered in compliance with your OVW award.
- The Award conditions lay out the requirements of the federal grant and provide guidance on how to implement the project.

A copy of your Award Conditions was provided to you with your ICJR Award Package in JustGrants.



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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!



Pre-Existing Curricula, Training Deliverables

- If you plan to use curricula, training, or materials that were developed prior to your award, these still must be submitted for review and approval.
- Though they cannot approve award deliverables on behalf of OVW, the OVW Training and Technical Assistance Providers are available to review all of your award deliverables and products and to provide feedback.



Multiple Award Withholding Condition

Continuation Grantees:

- If you have a previous ICJR Award and the project period for that award ends after October 1, 2024. You have a withholding condition on your FY24 award.
- You will be able to finish spending your previous award funds, but you will not be able to access the FY24 award funds until your previous award period ends.
- Once your previous award ends or the award is closed, you will submit a Programmatic Cost GAM requesting the use of your FY24 award funds.
- These two awards will not be combined.



ICJR Certifications

- ICJR Certification of Eligibility
- Prosecution Certification
- Minor Certification

*Make sure all of your certifications are up-to-date and signed by the correct person!



HIV Certification Withholding Condition

- Pursuant to 34 U.S.C. § 10461(d), states and units of local government that receive ICJR Program funding shall not be entitled to 5% of their total award unless the state or unit of local government meets the HIV certification requirement.
- Please refer to your Award Conditions to learn more about your jurisdiction's compliance with this Withholding Condition.



Requirements for Recipients and Subrecipients Providing Legal Assistance

- Grantees providing legal assistance are required to meet the legal assistance eligibility requirements and must also adhere to the Attorney's Fees as program income special condition.
- These requirements are detailed in the award conditions for any grantee who identified legal assistance activities in their proposal narrative.





Questions?





Grant Award Modifications (GAMs)



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Grant Award Modifications

Throughout the life of your grant, you will submit Grant Award Modifications (GAMs) in the JustGrants System.

Your grant manager has **20 business days** to review a GAM, some GAMs move through multiple levels of approval and require an **additional 20 business days to approve**.

Programmatic Cost

- Non-ICJR 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 ICJR 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 Funded 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 (including supervised visitation location)
- 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) is more than 10% of your total award.
2. Need to move funds to a line-item that currently does not have any expenses allocated.

Note: This occurs when there is a movement of funds between budget categories

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.





Questions?



Statutory Eligibility Requirements

34 U.S.C. § 10461(c)

Fara Gold

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OVW Legal Counsel Division



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We want you to know...

- ✓ What each eligibility requirement means
- ✓ The significance of each requirement
- ✓ Consequences for failure to comply

See 34 U.S.C. § 10461(c)



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Arresting offenders*

Laws or official policies must encourage:

*doesn't apply to courts

Probable cause-based arrests of those who commit:

- Sexual assault
- Stalking
- Domestic violence
- Dating violence
- Violations of protection orders

See 34 U.S.C. § 10461(c)(1)(A)



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Discourage dual arrests*

- **Laws, policies, or practices and training programs must discourage dual arrests of offender and victim.**
- **Applies mostly to domestic/dating violence.**

*** Does not apply to courts**

See 34 U.S.C. § 10461(c)(1)(B)



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Prohibition on mutual restraining orders

Laws, policies, or practices must prohibit issuance of mutual restraining orders of protection

Except where:

- (1) both parties file claim &
- (2) court finds that both parties were primary aggressors and didn't act in self-defense

See 34 U.S.C. § 10461(c)(1)(C)



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Prohibition of costs to victims

NO CHARGE

Laws, policies, & practices do not require charging victims for:

- Costs of prosecution
- Costs of protection orders

See 34 U.S.C. § 10461(c)(1)(D)



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Victim Polygraph Prohibition

Laws, policies, or practices must ensure that:

SA victims cannot be asked/required to submit to truth-telling devices as a condition of an investigation, trial, or sentencing

A victim's refusal to submit must not prevent investigation, trial, or sentencing

See 34 U.S.C. § 10461(c)(1)(E)



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Victim-centered prosecutions*

Laws, policies, & practices require prosecutors' offices w/in jurisdiction to implement:

- ✓ **training regarding victim-centered approaches**
 - ✓ **policies that support a victim-centered approach**
 - ✓ **protocol outlining alternative practices to arresting victims**
- * Doesn't apply to courts**

See 34 U.S.C. § 10461(c)(1)(F)



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A stronger, consistent, & more effective response to sexual assault & domestic violence

United States Department of Justice

Framework for Prosecutors to
Strengthen Our National Response to
Sexual Assault & Domestic Violence
Involving Adult Victims

May 2024



www.justice.gov/ovw/prosecutor-guide



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Prohibition on prosecuting minors for prostitution*

Laws, policies, and practices of jurisdiction must prohibit prosecution of minor under age 18 for prostitution

***Doesn't apply to courts.**

See 34 U.S.C. § 10461(c)(1)(G)



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New recipients must certify compliance with each statutory requirement by:

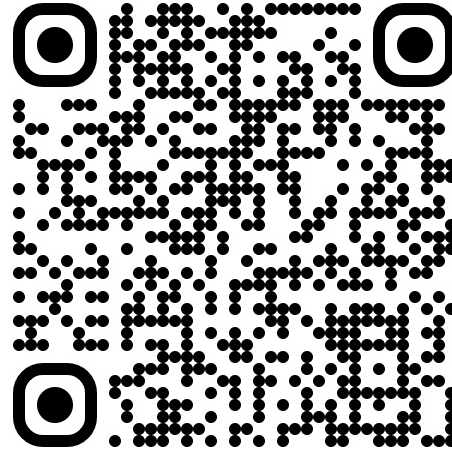
- **No later than the end of your legislative session that began after May 2, 2024**
- **Except: Victim-centered prosecution requirements must be met no later than three years after award date**

Or else, funds may be frozen!



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THANK
YOU!



Fara Gold
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Continuing recipients must certify compliance:

- **Prohibition of prosecuting minors for prostitution: No later than the end of your legislative session that began after May 2, 2024**
- **Victim-centered prosecution requirements: no later than three years after award date**

(All other requirements should have been met at the time of application)

Or else, funds may be frozen!



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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 School of Public Service at vawamei@usm.maine.edu.



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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.

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?

GFMD 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



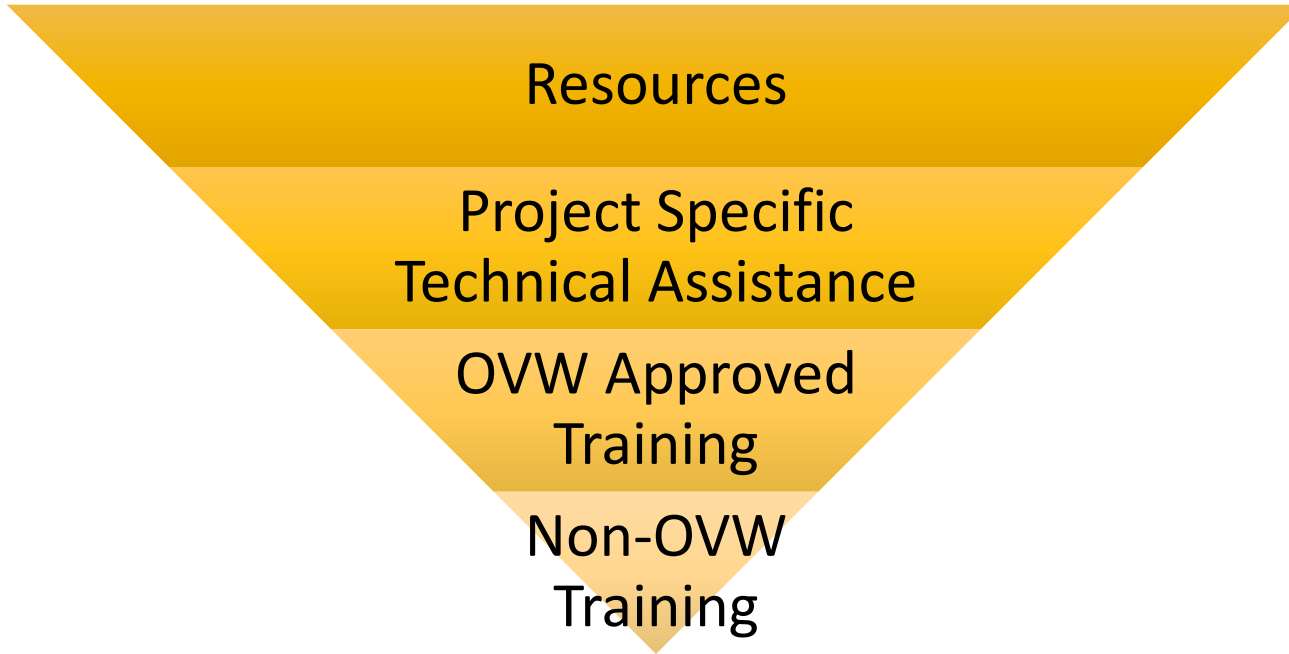
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Training and Technical Assistance

- For grantee, subrecipients, and **project partners**
- To help grantees and partners successfully implement the projects
- Should be **customized** to meet your jurisdiction's specific needs.
- Not to be used for general trainings.



TTA = More than just Conferences



National non-OVW Sponsored Conferences

- ✓ To request to attend or to facilitate a of non-OVW sponsored TTA event, please contact your Grant Manager.
- ✓ There is a required form where you must demonstrate how the event, training, or conference applies to your project's goals and objectives.
- ✓ Submit the request through a programmatic cost GAM at least 20 business days in advance.
- ✓ Only **one national, non-OVW sponsored conference** is allowable per award period.



TTA Toolbox (what's in it for me?)

- ▶ One-on-one TA
- ▶ Peer-to-peer exchanges
- ▶ Discipline and Topic Specific TA by Subject Matter Experts
- ▶ Other OVW TA...
(<https://www.ta2ta.org>)



How do I find TTA?

TA2TA – www.ta2ta.org

Grant Programs

Select: All / None

- Abuse in Later Life
- Campus
- Consolidated Youth
- Culturally Specific Services Program (C)
- Disability
- DV Homicide
- Improving Criminal Justice Response
- Justice for Families
- Legal Assistance for Victims

TODAY < > October 2023

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Note: When scheduling events, please consider holidays. ✕

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3 Webinar ✓	4 Webinar ✓	5 Webinar ✓	6	7
						14
						21

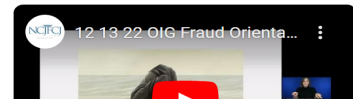
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Improving Criminal Justice Response

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NGO Recordings Resources

NGO Recordings



FY 2022 OVV Office Wide New Grantee Orientation - Grant Fraud Investigation
December 13, 2022
[View in Spanish](#)



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How do I find TTA?

See also: Individual TTA Providers' Websites!

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CHANGING SYSTEMS TRANSFORMING LIVES



NGO In-Person!

Who: Grantee and key project partners who assist with grant implementation

What: In-Person New Grantee Orientation (NGO)

When: February 25 – 27, 2025

Where: St. Louis, MO

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



Institute for Intergovernmental Research

The Institute for Intergovernmental Research (IIR) is ICJR's comprehensive TA provider.

Be sure to allow emails from and reach out to IIR at icjraccess@iir.com.



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Reminder

Grantees received the New Grantee Orientation Attendance Form

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



Upcoming Webinars

Tuesday, January 7, 2025: Stalking Prevention, Awareness, and Resource Center (AEquitas)

Wednesday, January 8, 2025: National Clearinghouse on Abuse in Late Life (NCALL)

Thursday, January 9, 2025: The National Resource Center for Reaching Victims (Activating Change)

Monday, January 13, 2025: Interpretation Technical Assistance & Resource Center (ITARC)

**Tuesday, January 14, 2025: Battered Women's Justice Project (BWJP)
National Resource Center on Domestic Violence and Firearms**



Upcoming Webinars (Continued)

Wednesday, January 15, 2025: Presentation From the U.S. Department of Justice (DOJ) Office of Inspector General (OIG) Fraud Division

Thursday, January 16, 2025: TA2TA: The TA Provider Resource Center

Monday, January 27, 2025: Presentation From the U.S. DOJ Office on Civil Rights

Tuesday, January 28, 2025: Presentation From the U.S. DOJ OIG Audit Grants Financial Management Division (GFMD) Creating a Budget





Questions?



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www.justice.gov/ovw/peer-review

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

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