

Office on Violence Against Women

Outreach and Services to Underserved Populations

Program Guide



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How to use this Program Guide

This program guide is designed for grant recipients and sub-recipients of the Outreach and Services to Underserved Populations Program (Underserved Program). It contains an overview of the key processes, requirements, and resources that you should know about to comply with your grant requirements and successfully implement your grant project.

The material in this program guide is drawn from our Notice of Funding Opportunities (NOFO) announcements, Underserved Program New Grantee Orientation, other sources at OVW and the Program’s Technical Assistance partner, ALSO. We hope you will find it useful to have this information compiled in one place. Throughout the program guide, you will find links to other helpful resources with more detailed information.

This is intended as a helpful reference point rather than a comprehensive resource. For the sake of brevity, it does not include everything you need to know about the Underserved Program. For instance, throughout the guide you will find references to several important award conditions. More detailed information is provided in your signed award package, the notice of funding opportunity you applied to, and the DOJ grants financial guide. Your OVW grant manager and other points of contact at OVW are always available to address questions and concerns in more detail.

Please keep this program guide on hand throughout your grant award period. We encourage you to share it with all staff and project staff who are involved in your grant project.

Key Terms and Acronyms

Term/Acronym	Meaning	Web page
Big Picture		
Office on Violence against Women (OVW)	Federal office in the Justice Department that administers grant programs, including Underserved.	https://www.justice.gov/ovw/history https://www.justice.gov/ovw/underserved-program
Violence against Women Act (VAWA)	Federal legislation that authorizes OVW and its grant programs.	https://www.congress.gov/bill/117th-congress/senate-bill/3623/text
Violence against Women Act (VAWA) crimes	Domestic violence, dating violence, sexual assault, and stalking. Underserved also addresses sex trafficking and female genital mutilation and cutting.	https://www.justice.gov/ovw/our-focus-areas
Alliance of Local Service Organizations (ALSO)	OVW’s partner to provide comprehensive technical assistance and training partner to the Underserved Grantees.	https://www.underservedproject.org
Federal Digital Systems		
System for Award Management (SAM)	System used to register and maintain your Unique Entity Identifier (UEI).	https://sam.gov/content/help
JustGrants (JGS)	System used for your application and award management.	https://justicegrants.usdoj.gov/
Automated Standard Application for Payments (ASAP)	System used to transfer federal funds to grant recipients.	https://fiscal.treasury.gov/asap/
Project Implementation		
Notice of Funding Announcement (NOFO)	Formerly called “solicitation,” this document includes the program requirements and other key information about your award.	https://www.justice.gov/ovw/open-notices-of-funding-opportunities
Memorandum of understanding (MOU)	Formal agreement of responsibilities between the partners implementing your project.	https://www.justice.gov/sites/default/files/ovw/legacy/2008/10/21/sample-mou.pdf
Coordinated community response (CCR)	Community entities that meet regularly to design your implementation plan, discuss project goals and activities, review successes and challenges, and ensure project activities are coordinated across the community served.	https://www.justice.gov/ovw/media/1385821/dl?inline (page 4)

Grant award modification (GAM)	Process in JustGrants to modify your project scope and award period, personnel and partners, and budget.	https://justicegrants.usdoj.gov/training/training-grant-award-modifications
Training and Technical Assistance (TA) Website: TA2TA	Expert guidance and resources to support your work. The TA2TA resource center includes a calendar and library of all OVW-sponsored TA.	https://ta2ta.org/

Key Contacts

Contact	Function	Information
Underserved mailbox	<p>Emails to this mailbox will be directed to the appropriate person on the Underserved team. This mailbox is good for:</p> <ul style="list-style-type: none"> ✓ Time-sensitive matters about your Underserved grant if you are unable to reach your grant manager. 	OVW.Underserved@usdoj.gov
Grants Financial Management Division (GFMD)	<p>Emails to this mailbox will be received by an OVW financial analyst. This mailbox is good for:</p> <ul style="list-style-type: none"> ✓ Questions on your budget, financial reporting, and federal cost principles. 	OVW.GFMD@usdoj.gov
Performance, Assessment, Research, and Evaluation (PARE)	<p>Emails to this mailbox go to an OVW team focused on reporting, research, and evaluation. This contact is good for:</p> <ul style="list-style-type: none"> ✓ Clarifying questions about the IMPACT Tool. 	OVW.Research@usdoj.gov
JustGrants (JGS)	<p>Emails and calls will go to the OVW-specific support team for JustGrants. This contact is for:</p> <ul style="list-style-type: none"> ✓ Technical questions about using JustGrants. 	OVW.JustGrantsSupport@usdoj.gov or 866-655-4482
Violence against Women Act Measuring Effectiveness Initiative (VAWA MEI)	<p>Emails and calls will go to the team that supports performance reporting. This contact is for:</p> <ul style="list-style-type: none"> ✓ Support with your semi-annual performance reports. 	vawamei@maine.edu or 1-800-922-VAWA (8292)

Program History and Description

The Underserved Program was authorized by Congress during the 2013 Reauthorization of the Violence Against Women Act. The Grants for Outreach and Services to Underserved Populations Program supports efforts to develop or enhance population specific outreach and victim services to adult and youth victims of domestic violence, dating violence, sexual assault, and stalking in underserved populations. Funds may be used to: develop or enhance population specific victim services; develop or enhance outreach strategies to reach underserved survivors; build the capacity of population specific organizations to serve survivors of these crimes; build the capacity of victim service providers to provide victim services that are population specific; train and educate community partners and the criminal and civil justice system on the needs of survivors from underserved populations; and develop culturally and linguistically appropriate materials for underserved survivors.

After a period of planning grants to further establish the Underserved Program, OVW has been making grant awards that seek to fulfill seven purpose areas of the Program, as defined in 34 U.S.C. § 20123:

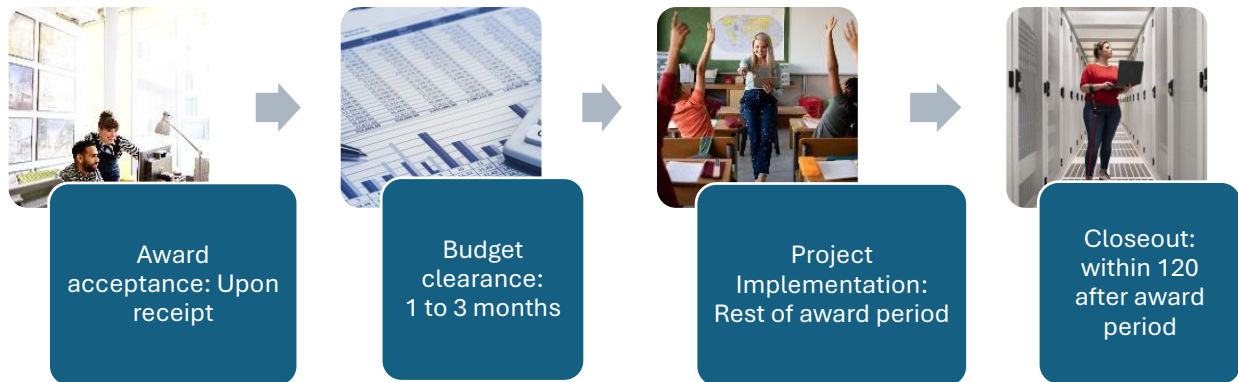
No.	Purpose Area Language	Examples of Activities (Non-Exhaustive)
1	Working with Federal, State, tribal, territorial and local governments, agencies, and organizations to develop or enhance population specific services	<ul style="list-style-type: none"> • Projects that embed advocates with law enforcement agencies or prosecutors' offices. • Creating community coordinated response teams or SARTs specifically focused on an underserved community.
2	Strengthening the capacity of underserved populations to provide population specific services	<ul style="list-style-type: none"> • Hosting trainings and community education programming that trains people on how to be trauma-informed and support survivors. • Work with population-specific organizations in your community to enable them to more easily refer survivors to your organization.
3	Strengthening the capacity of traditional victim service providers to provide population specific services	<ul style="list-style-type: none"> • Coordinate wraparound services to support the wellbeing of survivors between organizations. • Provide trainings to local victim service providers on population specific data and effective strategies.
4	Strengthening the response of criminal and civil justice interventions by providing population-specific training for law enforcement, prosecutors, judges and other court personnel on domestic violence, dating violence, sexual assault, or stalking in underserved populations	<ul style="list-style-type: none"> • Projects that hold regular training sessions for criminal and civil justice personnel on how VAWA crimes uniquely impact the underserved population you work with. • Providing a coordinated community response team that involves all civil and criminal justice agencies.

5	Working in cooperation with an underserved population to develop and implement outreach, education, prevention, and intervention strategies that highlight available resources and the specific issues faced by victims of domestic violence, dating violence, sexual assault, or stalking from underserved populations	<ul style="list-style-type: none"> • Outreach and training with medical providers and staff on culturally competent exams for sexual assault survivors and domestic violence intervention. • Providing training to local school staff on age and culturally appropriate prevention and intervention strategies.
6	Developing, enlarging, or strengthening culturally specific programs and projects to provide culturally specific services regarding responses to, and prevention of, female genital mutilation and cutting	<ul style="list-style-type: none"> • Providing training to medical staff and school professionals on the existence of female genital mutilation and cutting in the community, and how to refer survivors to services. • Development of policies and protocols for coordinated community response teams on female genital mutilation and cutting.
7	Strengthening the response of social and human services by providing population-specific training for service providers on domestic violence, dating violence, sexual assault, or stalking in underserved populations	<ul style="list-style-type: none"> • Embedding advocates into child protection, economic services, and elder abuse agencies to train staff on population specific intervention strategies. • Development of policies that require specific referral action from social and human services to victim services.

Grant Timeline

The grant award timeline spans from the award period start date to closing out of your award.. Understanding this timeline can help you meet your responsibilities during each phase.

Grant Timeline Overview



Award Acceptance

A notification about your award will be sent by email from JustGrants to the people you assigned to your application in JustGrants as the “entity administrator,” “application submitter(s),” and “authorized representative.” Typically, this happens by the end of the fiscal year on September 30. Your award will appear in your “Awards” section in JustGrants, and a copy of this notification will be stored in the “recent content” column in your JustGrants award page.

To accept your award, you must follow this two-step process in this order:

1. Your entity administrator confirms or [assigns participants to the award in JustGrants](#). Please make sure that the relevant people have access to the appropriate role in JustGrants, including your Grant Award Administrator and Financial Manager. You can also add an “alternative grant award administrator” as a back-up.
2. Your authorized representative accepts the award.

These [Award Acceptance Training Resources](#) from JustGrants provide more detailed instructions for accepting your award. The [DOJ Award Acceptance Checklist](#) also provides helpful guidance.

If you need any help with this process, please contact [JustGrants Support](#). They know the system inside and out and are there to help. For instance, if you have a new entity administrator since you submitted your application, you may need support to [change your entity administrator](#) in order to accept the award. Once you have accepted your award, please ensure that you are enrolled in the Automated Standard Application for Payments (ASAP). This system transfers your federal grant

Award Condition: Conditional clearance with release of technical assistance funds

The recipient acknowledges that the budget for this award is pending review and approval. Until OVW approves the budget, any obligations or expenditures incurred by the recipient are made at the recipient's own risk. The recipient may obligate, expend, or draw down up to \$10,000 for participation in or travel-related expenses to attend OVW-sponsored technical assistance events, but these obligations and expenditures remain at the recipient's own risk until the budget is approved. Remaining funds will not be available for drawdown until OVW's Grants Financial Management Division has approved the budget and budget narrative via a Grant Award Modification (GAM). If applicable, the Indirect Cost Rate will be identified in the GAM when the budget is approved. If there is another condition on the award prohibiting any obligation, expenditure, and drawdown of any funds, that other condition will control.

funds to you. This helpful [ASAP Enrollment Checklist](#) explains the process you should follow to enroll in ASAP.

After you have accepted your award and enrolled in ASAP, your award status in JustGrants will shift to "Pending-Acting." Please reach out to your OVW grant manager with any questions during this phase.

Budget Clearance

The budget that you submitted with your application is considered conditional, which means that OVW still must review and approve your budget. You will have access to \$10,000 as soon as you accept your award, which you can use to pay for staff attendance at required OVW virtual and in-person training. However, we must approve your budget before we can release additional funds for your planning phase.

Once you have accepted your award, please be attentive to emails from your OVW grant manager and the financial analyst in our Grants Financial Management Division (GFMD) assigned to your award. OVW may request revisions to your budget to ensure that it meets Underserved programmatic requirements and federal cost principles.

If OVW does request budget revisions, we will contact you by email with detailed instructions. You will then send your revised budget as an email attachment to OVW. You should expect to have a review by your Program Manager, and a second more in-depth review by a Financial Analyst that works for OVW.

During this period, you may receive programmatic revisions from your OVW grant manager. These changes are to keep your outlined activities in line with statutory and regulatory expectations of our grantees, and to ensure activities are in line with the scope of the Underserved program. Once you have programmatic approval, a financial analyst will reach out with further revisions.

As soon as OVW approves your budget, it will appear as a "budget clearance" grant award modification (GAM) in

your performance management tab on your award page in JustGrants. If you make changes to your budget during your award period, you will submit a GAM that includes a revised version of this approved budget.

OVW provides a [Sample Budget Narrative](#), which is a helpful reference point as you make any revisions to your initial budget. It shows the cost categories that you should use and the amount of detail that we expect. Don't hesitate to contact your OVW grant manager and GFMD with questions.

Project implementation

As soon as OVW has approved your budget in JustGrants, we will release your full grant funds. At this point, you may begin project implementation and begin spending grant funds on project activities.

During this phase, you will implement your approved project activities. Project implementation accounts for the bulk of your grant timeline and concludes at the end of your grant award period. OVW and the TA providers for the Underserved Program are here to provide support throughout this phase.

During this phase, you must stay in compliance with all OVW requirements. These include:

- ✓ Submitting project deliverables for review and approval before they are implemented
- ✓ Submitting grant award modifications (GAMs) as needed for changes to your staff and project partners, project activities or scope, budget, and project period
- ✓ Submitting semi-annual performance reports and quarterly financial reports on time
- ✓ Attending any required OVW-sponsored training events
- ✓ Responding in a timely manner to outreach from OVW

Grantee performance is tracked based on these requirements, and failure to meet these requirements will likely cause your OVW Grant Manager to reach out and inquire about needs and problem solve. Additionally, grantee performance can affect the ability to award future grant applications with OVW.

For any questions and concerns about these requirements, we encourage you to reach out to your OVW grant manager as soon as possible. We're here to support your work.

Closeout

After your award period ends, you must officially close out your award within 120 days. To do so, you must take the following actions in JustGrants.

- ✓ Submit your final performance report. This is the typical performance report, but you must mark it as “Final” in the drop-down menu when you submit it.
- ✓ Submit your final quarterly financial report, which must also be marked as “Final.”
- ✓ Ensure that there are no pending GAMs that have been change requested to you or are awaiting approval from OVW. If there is a pending GAM, please communicate with your OVW grant manager and address this right away. Otherwise, we cannot close out your award.
- ✓ Ensure that you have submitted all award deliverables for OVW approval. If any deliverables have been change requested to you in JustGrants, please revise and resubmit them for OVW approval right away.

Once you are ready to initiate the closeout of your award, go to your task list in JustGrants. There, you can open the closeout task. This task will appear the day after the end of your award period. Please take the following actions to complete this task:

- Under the “Requirements” section, make sure your final financial report and final performance report are marked as complete.
- Under the “Requirements” section, review your financial reconciliation for accuracy.
- Under the “Funded Award” section, check the award conditions tab to ensure that all award conditions are marked as “yes” under the “Award in Compliance” column. If any are marked “no,” please contact your OVW grant manager.
- Once you have reviewed everything and addressed any issues, click the “submit” button in the lower right. OVW will then review your close out and contact you with any questions.

For a short video and a more detailed document describing the process, please visit [this JustGrants training page](#).

Continuation Awards

In the final year of your award period, you are welcome to apply for a continuation award. Continuation funding is not guaranteed.

The NOFO will include language that current grantees with 50% or more of unobligated funds from their current project may not be considered for funding or may receive a reduced amount if selected. If you wish to apply for continuation funding, please consult the funding announcement for these details. If you have enough funds leftover to request a no cost extension, and you would like to also apply for continuation application, please know that lengthy no cost extensions can disqualify you from receiving a continuation award until your current award is closer to being closed. OVW cannot advise you on strategies to better your chances for a continuation award, however OVW can give you options on how to navigate your no cost extension.

The application process for a continuation award is essentially the same as for a new award. You must submit the same application materials, which will be assessed during the peer review

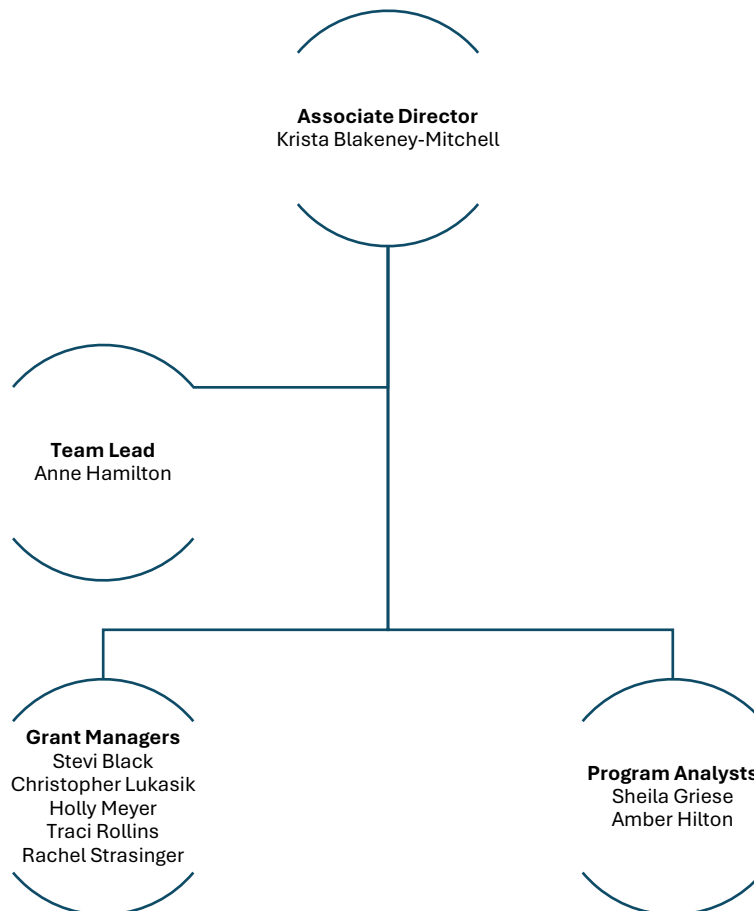
process according to the same criteria. The only differences are 1) your continuation application will include questions about your previous award and 2) your performance on the previous award will be taken into consideration when OVW makes funding decisions.

As a current grantee applying for a continuation award, you may notice that OVW grant managers have rigid and form responses to questions about grant applications but still provide you the same quality grant management for your current award. This is done purposefully, as OVW cannot assist applicants with anything that may be perceived as helping an applicant get an award. At the same time, we still have a duty to you as a current grantee and will provide you the assistance you need on your current grant.

If you receive a continuation award, you must complete and close out your previous award before you begin the continuation award. A continuation grantee must conduct a planning phase for the continuation project, but they may continue to conduct previously approved activities during the planning phase.

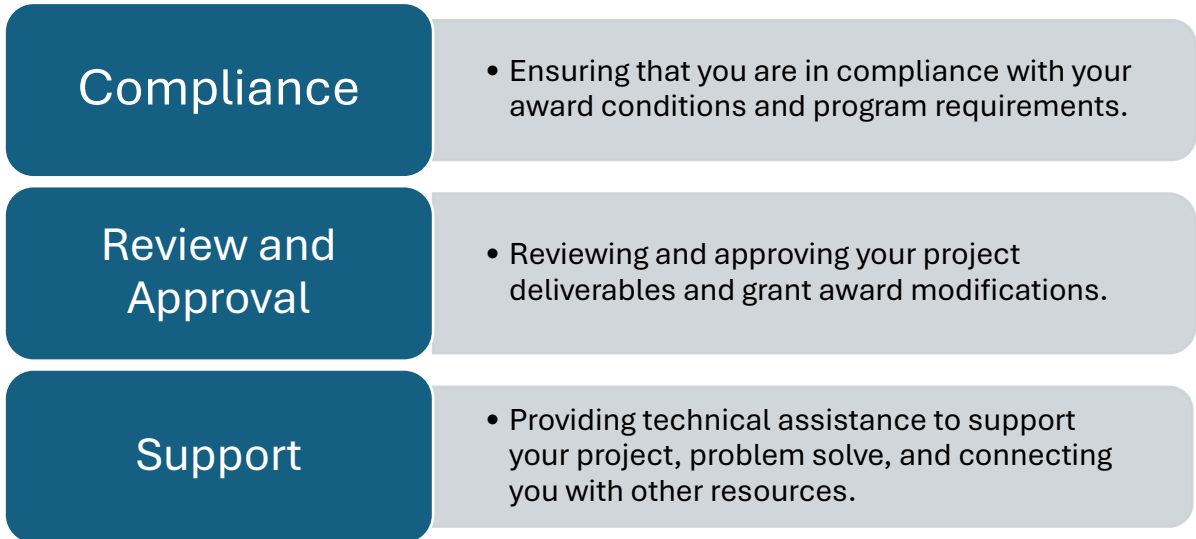
Working with OVW

The Underserved Program is managed by a team that includes an associate director, a team lead, grant managers, and program analysts. We are all here to support your important work.



As a grant recipient, your primary point of contact is the grant manager assigned to your award. Your grant manager will be in regular communication with you throughout your project period. In your JustGrants award page, you can also find the name of your grant manager and their contact information.

Your grant manager has several responsibilities related to your grant project:



We encourage you to stay in active communication with your grant manager throughout your award. Please do not hesitate to reach out by email or phone to ask questions, schedule a video meeting to discuss your project, or share updates about the important work you are doing. Your grant manager is here to help you implement your project.

Working With Other OVW Points of Contact

Alongside your Underserved grant manager, you may also contact these OVW teams for support.

For support with
JustGrants

Contact the OVW JustGrants Helpdesk at OVW.JustGrantsSupport@usdoj.gov or 866-655-4482

For support with
performance reporting

Contact the OVW Performance, Assessment, Research, and Evaluation (PARE) team at OVW.Research@usdoj.gov

For support with
financial questions

Contact the OVW Grants Financial Management Division (GFMD) at OVW.GFMD@usdoj.gov

Making the Most of Training and Technical Assistance (TTA)

Accessing TA Resources

To make the most of these TA resources, we encourage you to do the following:

- Stay informed about TA opportunities shared via email by the TA team and your OVW grant manager.
- Share relevant resources and event announcements with your staff and project partners.
- Reach out to the Underserved TA team when you would like their support or ask your OVW grant manager about TA.
- Become familiar with the TA2TA.org calendar of trainings, directory of OVW TA providers, and library of resources.

It is important to us that these TA resources are as relevant and supportive as possible for your projects. To help us continue to improve these resources, please always feel welcome to contact your grant manager with feedback, requests, and suggestions related to TA.

The Alliance of Local Service Organizations (ALSO)

Training and Technical Assistance by the Alliance of Local Service Organizations (ALSO) is provided to all Underserved Grantees at no cost to the grantee. ALSO is OVW's comprehensive TA partner for the Underserved Program. Grantees may approach ALSO's Underserved TA Project staff for assistance.

The Underserved TA Project Website



The Alliance for Local Service Organizations (ALSO) maintains a website of resources. This website is the go-to place for all things training and technical assistance for Underserved Program grantees. On this site, you will find contact information for the Underserved TA Project team, current Underserved grantees funded by OVW, and the types of technical assistance that you may receive.

TA2TA.org – Your One-Stop Shop for All OVV TTA

OVV has cooperative agreements with numerous organizations that provide training and technical assistance to support OVV grant recipients and project partners. To learn more, explore [TA2TA.org](https://www.ta2ta.org). This resource center includes a directory of OVV TTA providers, a calendar of their events, and a library of recorded trainings and other materials.



The Underserved Program provides additional specific technical assistance to all Underserved Grantees. We invite you to reach out to any of these technical assistance providers for assistance you need. If you need specific help determining which TA provider to reach out to, start with ALSO and your OVV Grant Manager.

TA Project	Organization	Project Contact
Disability and Deaf National Resource Center	Activating Change	Sandra Harrell sharrell@activatingchange.org
Training and Technical Assistance on Service Survivors of Domestic Violence and Sexual Assault from the Middle Eastern and North African Communities Project	Asian-Pacific Institute on Gender-Based Violence	Sarah Khan skahn@api-gbv.org
Institute for Leadership in Education Development (I-LED)	Futures Without Violence	Jennifer White jwhite@futureswithoutviolence.org
Supporting Organizational Sustainability to Address Violence Against Women Institute (SOS Institute)	Futures Without Violence	Abby Larson alarson@futureswithoutviolence.org
National LGBTQ Youth Survivor Training and Technical Assistance Project	Los Angeles LGBT Center	Amanda Gould amanda.gould@lgbtqipvinstitute.org
Technology Abuse and Safety Technical Assistance (TAS) Project	National Network to End Domestic Violence	Audace Garnett agarnett@nnedv.org
Stalking Prevention, Awareness, and Resource Center (SPARC)	Stalking Prevention, Awareness, and Resource Center (SPARC)	Jennifer Landhuis jlandhuis@aequitasresource.org

Who You Should Contact

Overall, you should connect with ALSO or other TA providers to learn how they can better support your project. Below is a short guide on when to contact OVW for assistance and when to contact ALSO for assistance. This is a *non-exhaustive list*, and you should always feel free to reach out to your OVW Grant Manager to triage your questions and we can direct you appropriately.

<p>When to Contact OVW</p>	<ul style="list-style-type: none"> • You need assistance with filing a Grant Award Modification. • You are encountering technological problems with JustGrants, the grant management system. • You have hired new staff for your project or need to make changes to your budget. • You are encountering problems with your project partner.. • You are creating a deliverable and would like to ensure that you are staying within scope of your grant. • You have questions about filing quarterly Federal Financial Reports or biannual Programmatic Performance Reports. • You have questions about remaining in compliance with your grant award conditions.
<p>When to Contact ALSO & Other TA Providers</p>	<ul style="list-style-type: none"> • You need assistance providing direct services to a victim, survivor, or their family. • You need assistance developing deliverables or want someone to review your deliverables to ensure that they are effective and based in current knowledge. • You are encountering problems with your project partner. • You have a training need for staff or you would like to orient new staff on TTA availability and resources. You are a new grantee looking to learn more about the available TTA resources.

Grant Requirements

The requirements that you must meet as you implement your project are detailed in two key documents: your award conditions and the notice of funding opportunity (NOFO) that you applied to. You can reference the award conditions in your JustGrants award page and find the link to your funding announcement at the end of this guide.

This section of the program guide includes an overview of these requirements. Whenever you have questions about program requirements, out-of-scope activities, or unallowable costs, please contact your OVW grant manager.

Program Requirements

All Underserved grantees must meet the following program requirements. These are also detailed in the “program requirement” section of your funding announcement.

Participate in OVW-sponsored training and technical assistance (TTA).

Collect and report on performance indicators.

Participate in an assessment or evaluation (if requested by OVW).

Unallowable Costs

When OVW reviews and approves your budget, we will ensure that it does not include any unallowable costs. These unallowable costs are detailed in the solicitation or NOFO you applied to.

Award Condition: Compliance with solicitation requirements

The recipient agrees that it must be in compliance with requirements outlined in the solicitation under which the approved application was submitted, the applicable Solicitation Companion Guide, and any program-specific [frequently asked questions \(FAQs\) on the OVW website](#). The program solicitation, Companion Guide, and any program-specific FAQs are hereby incorporated by reference into this award.

Unallowable Costs

Activities that compromise victim safety and recovery
Activities that undermine offender accountability
Any out of scope activities
Lobbying
Fundraising
Purchase of real property
Physical modifications to buildings, including minor renovations
Construction

Grant Funds and Food

We recognize that activities, trainings, and meetings may bring in more people if you are offering to purchase food and beverages. Generally, food and beverage costs are considered unallowable costs for OVW Underserved grantees. If you are working on an event that you believe that you must provide food at, we encourage you to work with your OVW Grant Manager to determine if these costs could be allowed.

Grant Deliverables

Deliverables include any materials (written, web-based, audio-visual, or any other format) that are generated during your grant period where grant funds are used to *create* and/or *distribute* the materials and meet your grant’s goals and objectives. This includes:

- Presentations
- New and revised policies specific to your grant
- Trainings
- Prevention Materials
- Promotional Material
- Social Media
- Radio Ads
- Billboards, etc.

The caveat is if you are distributing materials that *only* have your program’s contact information (i.e.. lip balms/fans/pencils/pens/etc.). While these are deliverables, these do not need to adhere to the JustGrants submission policy, nor have the OVW disclaimer included on them.

OVW’s Review and Approval of Deliverables

When your OVW Underserved Grant Manager is reviewing your Deliverables, we are ensuring that they are directly tied to your grant goals, objectives, victim safety, award conditions, and/or tasks as outlined in your project narrative, budget, and/or MOU.

We are asking you to follow these steps when submitting Deliverables in JustGrants:

- Refer to the “Submission of all Materials and Publications” and “Publication Disclaimer” award conditions in your award package, also listed below.
- Follow the guidance found in this [JustGrants training guide](#) starting on Page 4.
- When you reach Step 9 on Page 6 in the guide, please add into the Comment which Goal/Objective/Award Condition/Task you are seeking to meet with this Deliverable. **For clarity’s sake, we recommend copying and pasting the goal/objective from your proposal narrative into the Comment.** Note: *this is a short text box, so please be sure to copy and paste only what is absolutely necessary, and we recommend that you draft what you plan to write in a word processor first in case JustGrants logs you out.*
- Respond promptly if your OVW Grant Manager issues a Change Request with feedback.

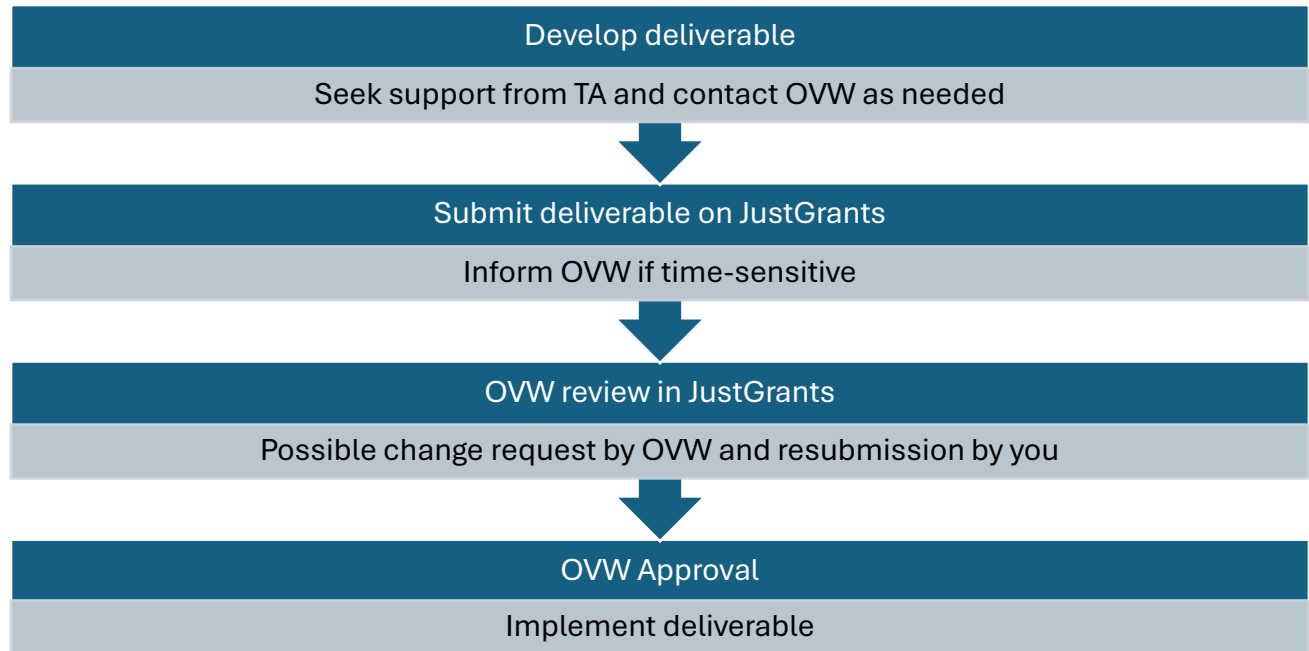
This will allow us to more easily assess your Deliverable and ensure that it is alignment with your grant agreement.

Award Condition: Submission of all materials and publications

The recipient agrees to submit to OVW one copy of all materials and publications (written, web-based, audio-visual, or any other format) that are funded under this award not less than twenty days prior to distribution or public release. If the materials are found to be outside the scope of the program, or in some way to compromise victim safety, the recipient will need to revise the materials to address these concerns or the recipient will not be allowed to use award funds to support the development or distribution of the materials.

Please ensure that your project and partner staff understand that OVW must approve any material used to implement your project activities before it is used. This includes materials already approved under another OVW award and materials purchased or borrowed from another organization.

Deliverable Submission and Review Graphic:



What is the OVW disclaimer?

The OVW disclaimer communicates that deliverables used for your grant activities do not necessarily reflect the views of the U.S. Department of Justice. Per your Award Conditions, you **must** include the OVW disclaimer in English on all deliverables that you have developed with grants funds and/or that you will implement with grant funds.

This is the disclaimer, including a blank space to fill in your grant award number. Please do not change the disclaimer language:

Grant No. _____ awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Justice.

The English version must appear on the deliverable, but you are also welcome to include the disclaimer in other languages. Please find the disclaimer in Spanish below:

Este proyecto ha sido financiado por el subsidio No. ____ otorgado por la Oficina Contra la Violencia a la Mujer, del Departamento de Justicia de los Estados Unidos. Las opiniones, hallazgos, conclusiones y recomendaciones expresadas en esta publicación, programa o exhibición pertenecen a sus autores/as y no reflejan necesariamente los puntos de vista del Departamento de Justicia ni de la Oficina contra la Violencia a la Mujer.

What happens to deliverables after they are approved?

Your approved deliverables will be stored on the JustGrants page for your award. These can be used for several purposes:

- When reviewing your semi-annual performance reports, your OVW grant manager may reference the award deliverables that you report on.
- When asked by OVW leadership or other federal partners about impactful and innovating practices implemented by Underserved grant recipients, OVW may share or spotlight grant deliverables. We will contact you if we do so.
- When closing out your award at the end of your award period, OVW will confirm that all deliverables have been submitted and approved.

It is also helpful to understand the intellectual property rights for your deliverables. These are explained in the award conditions for your grant project, quoted below. Please contact your OVW grant manager with any questions or concerns about this:

Award Condition: Copyrighted Works

PURSUANT TO 2 C.F.R. 200.315(B), THE RECIPIENT MAY COPYRIGHT ANY WORK THAT IS SUBJECT TO COPYRIGHT AND WAS DEVELOPED, OR FOR WHICH OWNERSHIP WAS ACQUIRED, UNDER THIS AWARD. OVW RESERVES A ROYALTY-FREE, NONEXCLUSIVE, AND IRREVOCABLE RIGHT TO REPRODUCE, PUBLISH, OR OTHERWISE USE THE WORK, IN WHOLE OR IN PART (INCLUDING IN THE CREATION OF DERIVATIVE WORKS), FOR FEDERAL PURPOSES, AND TO AUTHORIZE OTHERS TO DO SO.

OVW ALSO RESERVES A ROYALTY-FREE, NONEXCLUSIVE, AND IRREVOCABLE RIGHT TO REPRODUCE, PUBLISH, OR OTHERWISE USE, IN WHOLE OR IN PART (INCLUDING IN THE CREATION OF DERIVATIVE WORKS), ANY WORK DEVELOPED BY A SUBRECIPIENT (SUBGRANTEE) OF THIS AWARD, FOR FEDERAL PURPOSES, AND TO AUTHORIZE OTHERS TO DO SO.

Grant Award Modifications

Award Condition: Limitation on use of funds to approved activities

The recipient agrees that grant funds will be used only for the purposes described in the recipient's application, unless OVW determines that any of these activities are out of scope or unallowable. The recipient must not undertake any work or activities that are not described in the recipient's application, award documents, or approved budget, and must not use staff, equipment, or other goods or services paid for with grant funds for such work or activities, without prior written approval, via Grant Award Modification (GAM), from OVW.

What is a grant award modification?

A grant award modification, or GAM, is any change that you make to your project that requires approval by OVW. GAMs help to ensure that you are using grant funds to implement only approved activities.

GAMs happen. Most projects require at least one GAM at some point. There is no negative repercussion for GAMs that are needed to implement your project successfully. When in doubt about whether you should submit a GAM, please reach out to your OVW grant manager.

There are **three** types of GAMs that you might request during your grant period:

Programmatic

- **Programmatic change of scope GAMs** reflect changes to your project staff, MOU partnerships, or the scope of your project activities.
- **Programmatic cost GAMs** relate to changes to your approved budget that amount to less than 10% of the total budget.

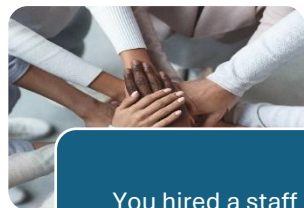
Financial

- Related to larger changes to your budget. This includes changes that amount to more than 10% of your total budget or that reallocate money into a new cost category that was not previously approved by OVW.

Project Period Extension

- Used to request an extension of your award period beyond its official end date.
- If needed, submitted around 90 days before the end of your grant award period.

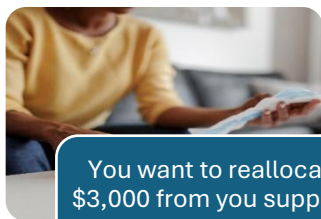
Here are common examples of each type of GAM: programmatic, financial, and project period extension.



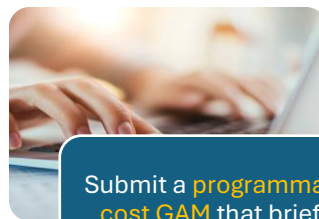
You hired a staff member to implement grant activities.



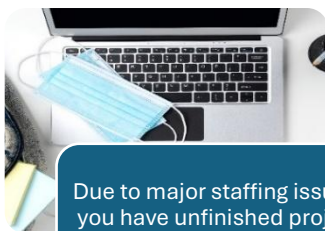
Submit a **programmatic change of scope GAM**. Include the new hire's job description and resume.



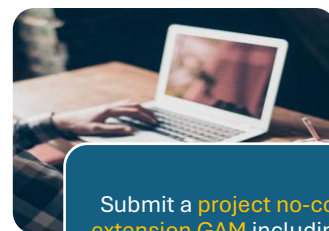
You want to reallocate \$3,000 from you supplies budget item to your travel and training budget item for your project partner.



Submit a **programmatic cost GAM** that briefly explains the change and provides a revised budget.



Due to major staffing issues, you have unfinished project activities and substantial unspent funds with only three months left on your award.



Submit a **project no-cost extension GAM** including a letter describing the need for an extension, signed by your authorized representative.

How are GAMs submitted and approved?

All GAMs must be submitted within JustGrants. Instructions are available on the JustGrants website in the form of [short videos](#) and a very detailed [job aid reference guide](#).

Once you have submitted the GAM, your OVW grant manager will review it in JustGrants. If a revision or additional information is required, the GAM will be sent back to you as a “change request” in JustGrants. Then, you can make these changes and resubmit the GAM. Once resubmitted, the GAM will again be reviewed by your OVW grant manager. After your OVW grant manager provides initial approval, the GAM will be routed for additional approvals at OVW.

Throughout this process, you can track the status of the GAM on your JustGrants award page under the “Grant Award Modification” tab.

Need help?

If you have a question about the type of GAM to submit, the materials and information to include, or the status of a GAM, please just contact your OVW grant manager.

For support strategizing changes to project activities, staffing, finances, and your project period, you are always welcome to meet with the TA team.

For help navigating JustGrants, please contact the OVW JustGrants helpline.

Performance Reporting

What is performance reporting?

OVW requires that you submit semi-annual performance reports using the VAWA IMPACT Tool. Each performance report documents the grant-funded activities that you conducted during that reporting period.

Reporting period	Due Date
January 1 to June 30	July 30
July 1 to December 30	January 30

By accurately completing your performance report, you help to advance OVW's work in several ways. Your performance reports:

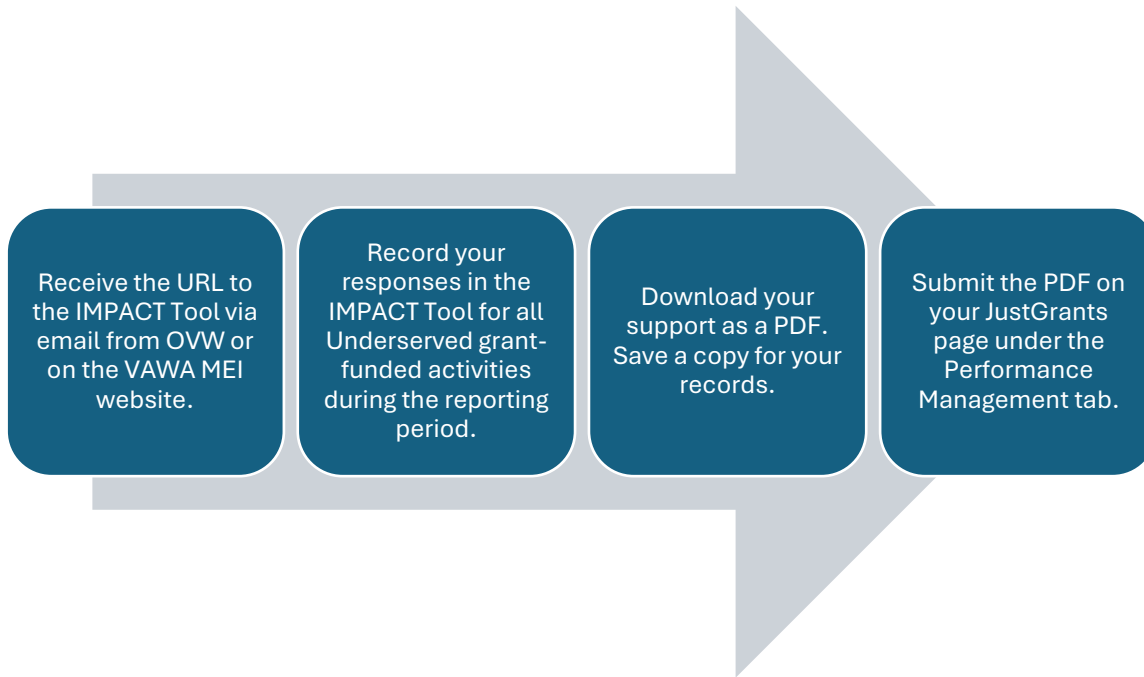
- Inform OVW's reports on the effectiveness of its programs. OVW must submit a report to Congress every two years. Here is the [most recent report](#) from 2024.
- Respond to data requests about OVW programs and testify before Congress.
- Enhance our understanding of trends in the field.
- Assess the impact of our funds and identify funding needs.
- Help us make our programs more responsive to the field.

Award Condition: Semiannual and final performance progress report submission

The recipient agrees to submit semiannual performance progress reports that describe activities conducted during the reporting period, including program effectiveness measures. Reports must be submitted throughout the project period, even if no funds were spent and no activities were conducted in a given reporting period. Delinquent reports may affect future discretionary award decisions and may lead to suspension and/or termination of the award.

The information that must be collected and reported to OVW can be found in the reporting form associated with the grant program or initiative under which this award was made. Performance progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 - June 30 and July 1 - December 31. Recipients are required to submit their reports through the Justice Grants System, unless and until OVW issues updated instructions for report submission. The final report is due 90 days after the end of the project period and should be marked "final" in the Report Type field.

As of 2025, you must follow this process to complete and submit a performance report:

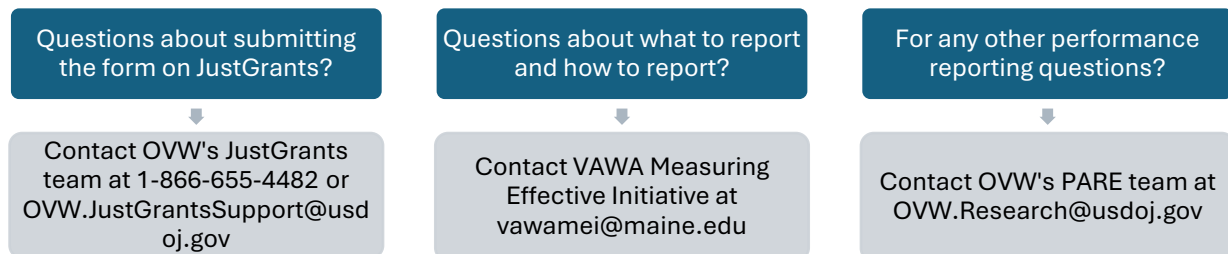


Once submitted, your performance report will be reviewed by your grant manager. If any revisions are required, your grant manager will send the report back to you as a “change request” in JustGrants. You can then revise the report using the same URL, download a revised PDF, and resubmit it in JustGrants.

For trainings with detailed information about performance reporting, please visit the [VAWA MEI webpage](#) for the Underserved Program.

Who should I contact with performance reporting questions?

Based on your question, you should contact one of the three supports below. If uncertain who to contact, please ask your grant manager.



Financial Reporting

What Are the Financial Reporting Requirements?

In addition to the semi-annual performance reports, your financial manager must submit quarterly financial reports that document your expenditure of federal grant funds.

Reporting Period	Due Date
October through December	January 30
January through March	April 30
April through June	July 30
July through September	October 30

If you have any questions about your quarterly federal financial report, please contact OVW's Grant Financial Management Division: OVW.GFMD@usdoj.gov.

OVW Monitoring

Monitoring is an important way that OVW promotes responsible stewardship of public funds and supports its grant programs. Each year, OVW is required to conduct an in-depth review of some of its grant recipients.

OVW may not conduct on-site monitoring of your award, but it is helpful to understand what you should expect if OVW selects your award for monitoring. If your award is selected for monitoring, OVW will contact you to discuss the process.

Monitoring has a handful of purposes:

- ✓ To ensure that your project is in compliance with Underserved program requirements, administrative and financial requirements, and the relevant federal laws and regulations.
- ✓ To confirm your grant-funded work aligns with the approved project goals, objectives and activities.
- ✓ To assist with resolving project issues and/or implementation challenges.
- ✓ To identify needs for additional training and technical assistance.
- ✓ To learn more about effective strategies to prevent and respond to the VAWA crimes.

Monitoring by your OVW grant manager can be either in-person at your site or virtual:

On-site monitoring

One or Two Days, Conducted In Person

- Your OVW grant manager will contact you to schedule the monitoring visit. We will coordinate with you to find the appropriate time for the monitoring visit.
- You will work with your OVW grant manager to determine the agenda for the monitoring visit, including which project staff and project partners will participate. Typically, the grant award administrator, authorized representative, financial manager, and any other staff and partner staff funded by the grant must participate. This may include a visit to your project partner's site.
- Your OVW grant manager will share the final agenda and a formal pre-monitoring letter.
- You are invited to reach out to your OVW grant manager to discuss questions and concerns.

Office-Based Review

One or Two Days, Conducted by Video Call

- Your OVW grant manager will contact you to schedule the office-based review. We will coordinate with you to find the appropriate time for the OBR.
- You will work with your OVW grant manager to determine the agenda for the monitoring visit, including which project staff and project partners will participate. Typically, the grant award administrator, authorized representative, financial manager, and any other staff and partner staff funded by the grant must participate.
- Your OVW grant manager will share the final agenda and a formal pre-monitoring letter for the site visit.
- You are invited to reach out to your OVW grant manager to discuss questions and concerns.

If OVW conducts on-site monitoring or an office-based review, you will receive a post-site letter that summarizes the visit. This letter will include any further action that you must take.

Working with OVW Beyond Your Grant Project

If you would like to contribute your expertise to supporting community-based projects that serve underserved communities, please consider applying to become an OVW peer reviewer. Prior experience as a peer reviewer is not required.

Every year, OVW receives thousands of applications requesting funding through our numerous discretionary grant programs. To help us determine the best applications to support, we turn to people with on-the-ground experience.

The peer review process provides an objective, independent review of applications that informs OVW funding decisions. It is also a compensated opportunity to connect with other experts in your field and learn more about the federal grantmaking process.

You can view detailed guidelines for OVW peer review [here](#).

To apply, please email your current resume or curriculum vitae and a completed [Peer Reviewer Recruitment Form](#) to both the OVW and program-specific peer review email addresses:

- 1) OVWPeerReview@usdoj.gov
- 2) OVW.Underserved@usdoj.gov

If you do not have a resume or would like support developing your resume, [USA JOBS has a helpful resource](#).

Appendices: Helpful Documents

You may need the documents and templates in this appendix at some point in your grant project. Your OVW grant manager can also send you these as email attachments.

Appendix A: Project period extension letter template

Project Period Extension Letter Template

Underserved Program

Instructions: To request a project period extension (also known as no-cost extension), please submit a [project period extension grant award modification \(GAM\)](#) in JustGrants. In the GAM, please upload a one-to-two-page letter that includes the information in the template below.

You should submit this GAM approximately three months prior to the official end of your award period. For instance, the project period extension GAM for an award that ends on September 30, 2026, should be submitted around July 1, 2026. OVW will review and respond to the GAM as soon as possible prior to the end of your official award period.

Please contact your OVW grant manager with any questions or concerns during this process.

TEMPLATE

[Your organization's letterhead]

[Date]

OVW Grant Manager Name
145 N Street NE
Washington, DC 20002
OVW Grant Manager Email Address

Subject: Project period extension request for [award number]

Dear [OVW grant manager's name],

Paragraph 1: Detailed explanation of the primary delays to the project and a justification for the project period extension.

Paragraph 2: Describe your progress toward meeting your objectives, including the approved project activities that have not been completed. Indicate the amount of unspent grant funds.

Paragraph 3: Indicate the number of months you will need to complete the remaining approved project activities. Describe the month-to-month timeline for completing the remaining approved activities. Include the approximate amount of funds you anticipate spending each month during the extension period.

[Name of authorized representative]

[Signature of authorized representative]



United States Department of Justice

Office on Violence Against Women

Working Together to End the Violence

Grants for Outreach and Services to Underserved Populations Program

Request to Utilize OVW TA Funds for Non-OVW Training¹

Purpose of this form: This form is for Underserved grantees to request approval to use OVW-sponsored training and technical assistance (TTA or TA) funds to attend or provide training events that are not sponsored by OVW. All grantees are required to budget \$10,000-\$15,000 to attend OVW-sponsored TA and must prioritize participation in OVW-sponsored TA events² before requesting to use these funds for non-OVW trainings. Requests using this form must demonstrate support of the goals and objectives of the funded project, and approval is not guaranteed.

Generally, for non-OVW training that clearly supports the goals and objectives of the grant project, grantees should include a separate line item in their grant budget to cover these costs. If identified and approved in the project budget, no additional approval is needed.

STEP 1: Complete the section of the form that pertains to your request.

SECTION A: REQUEST TO ATTEND TRAINING WITH OVW TA FUNDS

Using OVW TA funds to **attend** non-OVW sponsored training or technical assistance

Grantees must request approval to use OVW TA funds to attend non-OVW TA events.

- *No more than two staff/partner staff will be approved to attend a non-OVW TA event.*
- *Grantees must complete a minimum of two OVW-sponsored events during the current award cycle before requests to use OVW TA funds for non-OVW TA will be considered. **New Grantee Orientation may only be counted once.***

SECTION B: REQUEST TO PROVIDE TRAINING WITH OVW TA FUNDS

Using OVW TA funds to **provide** non-OVW sponsored training or technical assistance

Grantees must request approval to use OVW TA funds to provide a training not sponsored by OVW.

- *Training materials must be submitted for OVW review and approval in advance of the training.*
- *Separate GAM submission may be required if proposed training is not an approved deliverable or within scope of the project.*

¹**Applicable Award Condition:** Prior approval for non-OVW sponsored technical assistance: The recipient agrees that funds allocated for OVW-sponsored technical assistance may not be used for any other purpose without prior approval by OVW. To request approval, the recipient must submit a copy of the event's brochure, a curriculum and/or agenda, a description of the hosts or trainers, and an estimated breakdown of costs. The request must be submitted to OVW at least 20 days prior to registering for the event. Requests to attend non-OVW sponsored events will be considered on a case-by-case basis. This prior approval process also applies to requests for the use of OVW-designated technical assistance funds to pay a consultant or contractor not designated as an OVW technical assistance provider to develop and/or provide training and/or technical assistance.

² Please see the [OVW TA calendar](#) for a list of OVW-sponsored trainings.

A. REQUEST TO ATTEND TRAINING WITH OVW TA FUNDS

PART I: Who is submitting this request?			
OVW Award Number:			
Grantee Legal Name:			
Person Submitting Form: <i>Must be an approved entity user in JustGrants</i>			
Contact Phone:			
Contact Email:			
Indicate the number of requests your organization has made to attend or provide non-OVW training with OVW TA funds on this award: <input type="checkbox"/> 1 st request <input type="checkbox"/> 2 nd request <input type="checkbox"/> 3 rd request <input type="checkbox"/> 4 th request <input type="checkbox"/> 5 th request			
PART II: Who will attend this event? Include name, title, and organization for staff, MOU partners, local judges, other community stakeholders attending.			
Name, Title, Organization	Role on Grant	% of FTE on Grant (if charged directly to award)	Attended Other OVW TA Events? (Y/N)
PART III: What is the training event you are requesting to attend? Attach the agenda to GAM if available. Identify training by name, dates, venue and sponsoring organization.			
Title	Organization	Date	Location
Website Link:			

PART IV: What is the estimated cost for attending this event?			
Type of Expense	Cost	Quantity	Total Cost
<i>Example: Lodging</i>	<i>\$200/night including tax</i>	<i>3 nights x 2 people</i>	<i>\$1200</i>
Registration Fee:			
Lodging:			
Airfare:			
Mileage:			
Per Diem:			

Other (specify):			
Other (specify):			
TOTAL COST:			
PART V: Training Funds Complete the chart below to show current training funds available, the total cost of the event, and the funds remaining after the event. <i>If requesting to only use OVW TA funds (i.e., the \$10,000-\$15,000 required for OVW TA), complete the OVW TA Funds column. If a portion of this training will also be supported through other OVW Underserved funds that were budgeted for training, complete the Other OVW Underserved Funds column.</i>			
	OVW TA Funds	Other OVW Underserved Funds	
Current amount of training funds available:			
Total cost for this event:			
Remaining funds AFTER attending requested event:			

PART VI: List all OVW sponsored training events attended or viewed by project staff and/or project partners on this Underserved award. Events attended during previous award cycles should not be counted here. <i>OVW-sponsored training events are those hosted by an OVW TA provider. To find OVW-sponsored training events, locate the event on the OVW TA calendar.</i>			
Date	Training Organization	Description of Training	Who Attended? <i>(Name, Organization, Role)</i>
PART VII: List all non-OVW sponsored training events attended with OVW TA funds on this Underserved award. Events attended during previous award cycles should not be counted here. <i>List all non-OVW sponsored training events that staff and/or project partners have attended using your OVW TA funds. This would include national conferences like End Violence Against Women International, Crimes Against Women, International Family Justice Conference.</i>			
Date	Training Organization	Description of Training	Who Attended? <i>(Name, Organization, Role)</i>
PART VIII: Describe how this training event relates to the goals and objectives of your grant award and how your project and/or community will benefit from attending.			

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B. REQUEST TO PROVIDE TRAINING WITH OVW TA FUNDS

PART I: Who is submitting this request?			
OVW Award Number:			
Grantee Legal Name:			
Person Submitting Form:			
<i>Must be an approved entity user in JustGrants</i>			
Contact Phone:			
Contact Email:			
Indicate the number of requests your organization has made to attend or provide non-OVW training with OVW TA funds on this award:			
<input type="checkbox"/> 1 st request <input type="checkbox"/> 2 nd request <input type="checkbox"/> 3 rd request <input type="checkbox"/> 4 th request <input type="checkbox"/> 5 th request			
PART II: Who is the audience for this event? Describe the audience for this event, such as organization staff, MOU/project partners, community stakeholders.			
Estimated # attending:			
Description of target audience:			
PART III: Describe the training event you are requesting to provide. An agenda must be attached to this GAM, if available. If the training was developed by the grantee as part of this award, the training materials must also be submitted for approval in JustGrants as a Deliverable.			
Title	Trainer/Training Organization	Date(s)	Location
Website Link <i>(if applicable)</i> :			
PART IV: What is the estimated cost to provide this event?			
Type of Expense	Cost	Quantity	Total Cost
<i>Example: Lodging</i>	<i>\$200/night including tax</i>	<i>3 nights x 2 people</i>	<i>\$1200</i>

PART I: Who is submitting this request?				
OVW Award Number:				
Grantee Legal Name:				
Person Submitting Form:				
<i>Must be an approved entity user in JustGrants</i>				
Contact Phone:				
Contact Email:				
Indicate the number of requests your organization has made to attend or provide non-OVW training with OVW TA funds on this award:				
<input type="checkbox"/> 1 st request	<input type="checkbox"/> 2 nd request	<input type="checkbox"/> 3 rd request	<input type="checkbox"/> 4 th request	<input type="checkbox"/> 5 th request
Presenter Fee: ³				
Presenter Prep Cost:				
Lodging:				
Airfare:				
Mileage:				
Per Diem:				
Other (specify):				
Other (specify):				
				TOTAL COST:
PART V: Training Funds Complete the chart below to show current training funds available, the total cost of the event, and the funds remaining after the event. <i>If requesting to only use OVW TA funds, complete the OVW TA Funds column. If a portion of this training will also be supported through other OVW Underserved funds that were budgeted for training, complete the Other OVW Underserved Funds column.</i>				
	OVW TA Funds	Other OVW Underserved Funds		
Current amount of training funds available:				
Total cost for this event:				
Remaining funds AFTER providing requested event:				

³ Presenter fees exceeding \$650/day or \$81.25/hour require approval via a separate GAM. Please speak with your Program Specialist for additional guidance.

PART VI: List all OVW sponsored training events attended or viewed by project staff or project partners on this Underserved award. **Events attended during previous award cycles should not be counted here.** *OVW-sponsored training events are those hosted by an OVW TA provider. To find OVW-sponsored training events, locate the event on the [OVW TA calendar](#).*

Date	Organization Hosting Training	Description of Training	Who Attended? (Name, Organization, Role)

PART VII: List all non-OVW sponsored training events attended with OVW TA funds on this Underserved award. **Events attended during previous award cycles should not be counted here.** *List all non-OVW sponsored training events that staff or project partners have attended using your OVW TA funds. This would include national conferences like End Violence Against Women International, Crimes Against Women, International Family Justice Conference.*

Date	Organization Hosting Training	Description of Training	Who Attended? (Name, Organization, Role)

PART VIII: Describe how this training event relates to the goals and objectives of your grant award and how your project and/or community will benefit from attending.

STEP 2: Once completed, submit this form, along with any supporting documents, as a Programmatic Cost Grant Award Modification (GAM) to the JustGrants management system for your program manager to review. **Requests must be submitted a minimum of 20 days prior to event registration. Submitting 30 days in advance of the registration deadline is recommended.**

- Select *GAM*
- Select *Programmatic*
- Select *Programmatic Costs*
- Select *Create New GAM*
- Select *Other Cost Identified in the Award Agreement Requiring Prior Approval*

QUESTIONS? OVW.Underserved@usdoj.gov or reach out to your Program Specialist.

A copy of this form is available from your Program Specialist in a Microsoft Word version.

