Federal grants are a maze. They have their own language. To people not familiar with this lexicon, the system is daunting. This living glossary goes beyond definitions to highlight information gleaned from lived experiences. Many entries also point you toward additional help.

These phrases, acronyms, and words have specific meanings that appear frequently throughout the registration, application, and monitoring phases of the federal Office on Violence Against Women (OVW) Coalition grant award process. Though they are important, finding definitions can be time consuming. And much of the information on the internet about these terms does not apply to OVW grantees.

We’ve included comparative charts to help you understand the subtleties between things with similar definitions at the end of this resource.

This glossary is divided into two sections. The first section includes terms related to registering your coalition and updating its organizational information so you continue to qualify for federal grants. The second
This section includes terms related to applying for, accepting, and using your OVW grant awards.

Please note that this document provides an introductory overview of grant-related terms and is not comprehensive. The information here has been gathered directly from federal offices and consolidated for ease of understanding. We encourage you to reach out to your OVW grant program specialist or RSP for more in-depth technical assistance about any of these items.

In general, if you have questions, it is best to reach out to your OVW grant program specialist first. They will be able to give you the most specific help. They know of any special conditions unique to your grant. And it is their job to help you use the funds properly.

If there is information about definitions you can’t find here, you can also try these helpful resources:

- Office on Violence Against Women-specific Grants Management System (GMS) helpline: 1-866-655-4482
- GMS Help Desk for password reset: 1-888-549-9901
- Grants Financial Management Division helpline: 1-888-514-8556
- Federal Service Desk searchable support: https://fsd.gov/fsd-gov/home.do
- Glossary of common words as defined in Grants.gov: https://www.test.grants.gov/learn-grants/grant-terminology.html#S
Contents

Federal Grant Registration Processes .................................................. 4
  DUNS – Data Universal Numbering System ...................................... 4
  SAM – System for Award Management ........................................ 4
  MPIN – Marketing Partner Identification Number ............................... 7
  Ebiz POC – E-Business Point of Contact ..................................... 8
  GMS – Grants Management System ........................................... 9
  AOR – Authorized Organization Representative ............................. 10
  FPOC - Financial Point of Contact ............................................ 11
  POC - Program Point of Contact ............................................. 11
  Assigning roles ........................................................................... 12

Federal Grant Administration ............................................................... 14
  Solicitation .................................................................................. 14
  Formula Grant ........................................................................... 14
  GPRS – Government Payment and Reimbursement System (often referred to as “Jeepers”) ................................................................. 15
  GFMD – Grants Financial Management Division of Office on Violence Against Women (OVW) ............................................................. 16
  OMB – Office on Management and Budget .................................. 16
  Drawdown – asking GPRS for grant money .................................... 17
  GAN – Grant Adjustment Notice .................................................. 17
  Continuation .............................................................................. 20
  Muskie ...................................................................................... 21
  Uniform Guidance ..................................................................... 22
  Safe Harbor – Executive Compensation ....................................... 23
  FFR – Federal Financial Report .................................................... 24

Comparative Charts .......................................................................... 27
  SAM.GOV vs GRANTS.GOV vs. GPRS vs. GMS vs. Muskie .................. 27
  The Role of GFMD Program Staff vs. the Role of Your Specific OVW Grant Program Specialist .............................................................. 28
  Financial Oversight Offices and Divisions: GFMD, OIG, and OJP .......... 29
Federal Grant Registration Processes

DUNS – Data Universal Numbering System

A DUNS number is like a business social security number. All businesses in the United States must register to receive one. It is unique to your business and helps to “predict the reliability and/or financial stability of” your organization.

Your coalition should already have a DUNS number, unless you are a new group.

Organizational information in DUNS is different from the organizational information in SAM because it is monitored and collected by a private company (Dun & Bradstreet). This separate collection of organizational information is used to verify your organizational identity in SAM.

Related links:

- Search for your DUNS: https://www.dnb.com/duns-number/lookup.html
- Register for one if you are a new business: https://www.dnb.com/duns-number/get-a-duns.html

SAM – System for Award Management

SAM is an electronic profile of your organization, hosted by the federal government. The information in this system is used to pre-fill fields about your organization name and contact information when you are applying for
and reporting on grants. It is a free service and easy for organizations to complete on their own. There are companies that offer to register you for a fee; these are unnecessary.

Your SAM registration is important. It keeps track of your official points of contact for grants, your official address if OVW needs to send you mail, and allows you to pre-fill fields on the OVW applications for your coalition award and other OVW solicitations that you may be applying for such as the Legal Assistance for Victims Grant Program or any other OVW discretionary grant program.

SAM registration also corroborates information about your organization across different agencies (IRS, Dun & Bradstreet, etc.) to ensure you are a real business that qualifies for federal grants.

To complete your registration in SAM, you need:

- DUNS number
- Employer Identification Number (EIN)
- Organizational financial information

Due to a recent security breach, organizations may be asked to provide additional information to verify their identity when they log in. Updated information can be found on the Government Services Agency (GSA) website at https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae. Under the left side menu, select “SAM Update” for the most up-to-date information.
Choose your SAM username carefully. “This unique identifier will be permanently associated with your SAM account. Once chosen, it may not be changed. SAM account usernames may never be reused, so once an account with a particular username is created, no other account may ever use that username, even if the account with that username is deactivated. The username must be a minimum of six characters and a maximum of thirty-five characters. Please note that you can enter the following four special characters as part of the username: @ . _ -“^1

The GSA created SAM out of 9 previously existing databases. This streamlined management of grantee information and system roles into one large database.”^2

---

2 [https://www.youtube.com/watch?time_continue=3&v=pa_1pbCwwr0](https://www.youtube.com/watch?time_continue=3&v=pa_1pbCwwr0)
Related links:

- Find your registration or create a new account: https://www.sam.gov/portal/SAM/##11
- Update your organization’s registration information: https://www.fsd.gov/fsd-gov/answer.do?sysparm_number=KB0011590

MPIN – Marketing Partner Identification Number

This is a code you create when you first register in SAM. You may need this code to access different grant-related systems for the first time such as grants.gov. However, you will be instructed to change your password after initially signing in to these other systems.

If your organization is already registered in SAM, grants.gov, and GMS, you may not ever need your MPIN. It is very possible that you will never see this term or use it, unless you are a new organization.

From the Federal Service Desk, “The Marketing Partner ID Number (MPIN) is mandatory for SAM registrants and contains nine characters: at least one letter (upper or lower case) and one number. Do not use spaces or special characters. An MPIN is a personal code you create during the SAM Registration process, which allows you to access other government applications such as FBO, Grants.gov and the Past Performance Information Retrieval System (PPIRS). The MPIN acts as your password in these other systems, and you should safeguard it.”

3 https://fsd.gov/fsd-gov/answer.do?sysparm_kbid=81d0e67e6f585100211956532e3ee43c&sysparm_search=
Ebiz POC – E-Business Point of Contact

The Ebiz POC is usually your executive director (ED). The Ebiz POC primarily deals with administrative issues within SAM. Whoever is in this role has ultimate authority to assign other types of user roles.

According to the National Institute of Health, “Your EBiz POC provides a critical role in maintaining your SAM entity information. They are also responsible for key tasks in Grants.gov, such as, authorizing the individuals that are able to submit grant applications on behalf of your organization.”

This person is also responsible for renewing your organization’s SAM registration annually.

Related links:

- For an overview of SAM roles and how an Ebiz POC is different from an Authorized Organizational Representative, see: https://www.test.grants.gov/web/grants/applicants/workspace-overview/workspace-roles.html

---

5 https://posey.house.gov/uploadedfiles/hhspresentation.pdf
GMS – Grants Management System

GMS is a website that you log into to manage your grant awards. This is the main grant communication and tracking hub. You create and send official messages to your OVW grant program specialist through your grant listing in this system.

During a transition, it’s important to get your Authorized Organizational Representative’s GMS password.

It is also helpful to note that when the AOR makes changes to contact information in GMS those changes are reflected in GPRS too.

Make sure that the person submitting the grant solicitation in GMS is the person who is assigned as the AOR for that grant in SAM.

Related links:

• GMS online training (Adobe Flash required): https://ojp.gov/gmscbt/
AOR – Authorized Organization Representative

The AOR has the most authority to view and fill out forms within GMS. They are the person who has ownership of the organization, usually an Executive Director.

The AOR shares a login with the Primary or Programmatic Point of Contact.

In grants.gov, the AOR is the main contact person who communicates with the OVW grant program specialist, submits the solicitations, and submits the written progress reports. This is the person who is allowed to submit your application in GMS (and grants.gov, if you choose to apply for competitive funding).

Please note, on applications submitted through grants.gov, there is a field that asks for your GMS ID. It is not labeled as such. However, leaving this field blank will result in a new AOR ID and login being automatically generated. You will then have to go into GMS to manually consolidate all of your awards into your previously existing AOR login.

AORs are the people who receive communications about the grant and are the only people able to accept the grant on the organization’s behalf. During times of executive transition, it is important to update the AOR for your grants in SAM as soon as possible.
An AOR is different from an FPOC (below). The FPOC has additional special privileges to request money and access GPRS.

**FPOC - Financial Point of Contact**

The FPOC is the person who tracks how you spend your money and requests money when you need to spend it. The FPOC is the person the federal government will communicate with about the financial administration of the award. This person is able to make drawdowns on the award. You can create and set new FPOC profiles in GMS.

According to official GMS.gov guidance, “This must be the ‘Financial Officer’ for your organization, or a staff member authorized by the Financial Officer to submit SF-269a.” SF-269a is the Financial Statement Report. This has been replaced by the Federal Financial Report, also referred to as a SF-425.

The FPOC can be the same person as the AOR and Primary Point of Contact (POC or PPOC). Best practice from GFMD suggests this not be the same person, however.

**POC - Program Point of Contact**

“The point of contact (POC) is a programmatic role created by the system when an application is received through grants.gov.”

6 Ibid.
POCs share a login with the AOR in GMS.

It is important to note that the Point of Contact user ID will not change during the life of the award. So, if the person who was assigned as the POC when the coalition first applied for the award is no longer with the organization, or is now in a different position, you will still use their login name. You will need to submit a grant adjustment notification (GAN) to change the password for that user ID and let your OVW grant program specialist know there is a different person in the role.

In addition to AORs and FPOCs, you can also assign a POC or PPOC to each grant. POCs are only authorized to view information related to the specific grants they are assigned to in GMS.

Assigning roles

In GMS, there are several important roles to note. The AOR is the person with overall responsibility for the organization. The POC is the person assigned to receive official communication and notifications through GMS. The FPOC requests drawdowns and reports how you spent award money. Programs can have one Alternate Point of Contact. That person’s powers are limited, however. The alternate point of contact can only authorize additional authorized contacts to speak with OVW. “Authorized contacts” is
an umbrella term that refers to all people who “have permission to call in and speak with OVW.”

---

7 RSP NSTA OVW Financial Management Webinar with Suheyla Laskey
Federal Grant Administration

Solicitation

A solicitation is both the invitation from OVW to apply for funding and the application itself. Solicitations for the coalition grant are posted in and processed through GMS, not grants.gov.

There are many different parts to a solicitation. These include a program narrative (what you will do), a budget, the application for Federal Assistance (SF-424), and assurances and certifications. RSP has created editable versions of the templates included in the coalition solicitation for programs to use.

Related links:

- Editable Word versions of templates included in the solicitation: [http://www.resourcesharingproject.org/coalition-grant-solicitation-templates](http://www.resourcesharingproject.org/coalition-grant-solicitation-templates)
- Copy of 2018 State and Territorial Coalition Solicitation: [https://www.justice.gov/ovw/page/file/1060336/download](https://www.justice.gov/ovw/page/file/1060336/download)

Formula Grant

Coalition grants are formula grants. Congress passed legislation (the Violence Against Women Act, or VAWA) that mandates the federal government to fund a state coalition for sexual assault service support, domestic violence service support, or a dual coalition, in each state.
“The term ‘formula’ refers to the way the grant funding is allocated to recipients.”

When you are looking for help online about managing your coalition grant, it is helpful to know this is a formula grant. During the federal budget season, you may hear people refer to “formula funding.” Coalition grants are included in that term.

Other federal formula grants include: STOP grants (to address DV/SA/Stalking/Dating Violence) and SASP grants (to address SA) to states and territories, and grants to Tribal Domestic Violence and Sexual Assault Coalitions.

**GPRS – Government Payment and Reimbursement System (often referred to as “Jeepers”)**

GPRS is the system we use to ask for and receive payments (called “drawdowns”) for OVW awards. Only people designated as the FPOC in GMS can log in to GPRS. To change who the FPOC is, you can update the information in SAM or GMS. The FPOC log-in for GPRS is the same username and password as the one used for GMS, but you must register in GPRS and receive an activation email before you can log in.

According to the OJP GPRS User Guide, “You may encounter issues if using Firefox or Safari internet browsers.”

---

8 [https://blog.grants.gov/2016/07/13/what-is-a-formula-grant/](https://blog.grants.gov/2016/07/13/what-is-a-formula-grant/)

9 [https://ojp.gov/training/pdfs/GPRS_ExternalParticipantGuide.pdf](https://ojp.gov/training/pdfs/GPRS_ExternalParticipantGuide.pdf)
Related links:

- Log in to GPRS: grants.ojp.usdoj.gov/gprs
- If you accidentally lock yourself out of GPRS, contact the GMS help desk at: 1-888-549-9901 (option 3) or gms.helpdesk@usdoj.gov

GFMD – Grants Financial Management Division of the Office on Violence Against Women

This is the division in OVW responsible for overseeing day-to-day use of OVW grant money. They review all grant application budgets and either request changes to them or approve them. They also approve a variety of other things including: conference reports and requests; budget requests; drawdowns, and Federal Financial Reports (FFRs).

Related links:


OMB – Office on Management and Budget

The OMB establishes and communicates the overarching financial rules for the federal government. These rules are called “guidance” or “circulars,” and they are mandatory instruction for how organizations and programs use and account for federal dollars. This is the group that released the updated Uniform Guidance (2 CFR § 200) that streamlines and
Resource Sharing Project, 2018

consolidates government requirements for receiving and using federal awards.

This office is different from GFMD. OMB establishes big picture guidance, but does not play a role in any enforcement.

**Drawdown – asking GPRS for grant money**

A drawdown is a request for reimbursement. To draw down funds, the FPOC will go into GPRS and request reimbursement for the expenses made in service of the award. GPRS will not process requests made during the last four business days of the month.

If you are late submitting your Federal Financial Report (FFR or SF-425), GFMD will place a hold on the request. You will not be able to access funds until you submit your FFR. There may be an additional one-day delay after submitting your FFR before the account is unblocked.

Organizations must follow OMB Uniform Grant Guidance about using their awards appropriately.

**GAN – Grant Adjustment Notice**

This is the official documentation of approval for budget changes, product completion, and any grant changes. When in doubt about whether you need to submit a GAN, contact your OVW grant program specialist.
GANs are required in the following situations:¹⁰

- Budget modification request
- Change grantee authorized signing form
- Change grantee contact or alternate contact/principal investigator
- Change in grantee mailing address
- Change grantee name
- Change project period
- Change project scope
- Program Office Approvals
- Sole Source Approvals

GANs may be approved in a different order than they were submitted. Each type of GAN has its own submission requirements and restrictions. It is best to talk with your OVW grant program specialist about any requirements and restrictions.

A change project period GAN is required for a no-cost extension request. When approved, a change project period GAN, sometimes referred to as a “no-cost extension,” gives coalitions more time to spend already granted funds and meet deliverables. As the name implies, this extension does not come with additional funding. No-cost extensions are useful when unforeseen circumstances such as medical leave and position vacancies create delays in project implementation.

A request for an extension can be requested no more than 90 days and no less than 30 days before the end of the current award, meaning you have a 60-day period during which you can request an extension. A no-cost extension request will need to include a plan to expend the remaining funds

¹⁰ GAN help guide: https://ojp.gov/gmscbt/
and a general timeline for those activities. You will also likely be asked for remaining amounts in each of your current budget categories.

Program Office Approvals are the official communication between grantees and their OVW grant program specialist. Products created using OVW grant funds are usually submitted for review as a Program Office Approval GAN. Typically, requests to expend funds on training are submitted as a PO GAN as well.

There are several specific scenarios that require programs to submit a budget GAN.

<table>
<thead>
<tr>
<th>When to submit a budget GAN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you are moving 10% or more of your budget between categories (not within line items)</td>
</tr>
<tr>
<td>• This is a cumulative figure</td>
</tr>
<tr>
<td>• Applies to awards of more than $100,000 from 2014 or before, AND awards of more than $150,000 from 2015-now</td>
</tr>
<tr>
<td>If your grant is $100,000 or less and from 2014 or before, or is $150,000 or less and from 2015 and forward, you do not need to submit a budget GAN, but you should send a Program Office Approval GAN to notify your OVW grant program specialist</td>
</tr>
<tr>
<td>If you are moving money to a budget category that was not previously approved</td>
</tr>
<tr>
<td>If you have a programmatic change of scope that has a budget impact</td>
</tr>
<tr>
<td>If your grant is from 2014 or before and the rate of your indirect/direct rate changes during the course of the grant.</td>
</tr>
</tbody>
</table>
When in doubt about whether to submit a GAN for programmatic or budget change, contact your OVW grant program specialist for guidance. A record of GANs can be helpful to document approval of changes during an audit.

For details on the other types of GANs and when they are required, please consult your OVW grant program specialist.

**Continuation**

Sometimes coalitions are given a continuation grant, rather than a new grant award for their OVW State and Territorial Sexual Assault and Domestic Violence Coalitions Program Award. This means you keep the same award number, even as the amount and the deliverables and grant conditions change. OVW simply adds the additional award amount to the current award to continue doing very similar work.

It is important to note that continuation grants are subject to the same fiscal and administrative rules throughout the grant period. This can create difficulties for fiscal and administrative staff as different grants may be subject to different rules depending upon when the grant was first awarded. Things such as indirect cost allocations may change several times over the life of a single grant award. FPOCs must keep track of and use the correct indirect cost allocation formula for each of the relevant time periods.

OVW determines each year whether the Coalition Solicitation will be a ‘new’ or a ‘continuation’ award and notifies coalition grantees prior to their application being due. All coalitions are on the same cycle of continuing
and new grants. Typically coalitions can only receive 1-2 continuation grants before they get a new award. New federal guidelines (such as VAWA Reauthorizations and the new Uniform Grant Guidance) may also determine when an award must be a new award in order to implement new guidance.

**Muskie**

The University of Southern Maine, Muskie School of Public Service created and maintains the reports, process, and database used to track outcomes of all OVW grants: the Violence Against Women Act Measuring Effectiveness Initiative (VAWA MEI). Muskie is often used as the nickname for OVW semi-annual progress reports and the database that combines our data to create a larger narrative report about our collective impact. Reports are completed twice a year: the January-June report is due by the end of following July, and the July-December report is due by the end of the following January. Once your OVW grant program specialist approves your progress report in GMS, the data is submitted to Muskie’s VAWA MEI. They compile the cumulative data into a report for Congress. You may be contacted by staff at Muskie to edit or ask for additional information from your report. In addition, Muskie staff provide TA to OVW grantees on completing reports.

Related links:

Uniform Guidance

Uniform Guidance standardized all accounting guidance for all grantees. This Uniform Guidance replaces all prior guidance on federal grant accounting. This resulted in a major change in accounting procedures for almost all programs when the guidance went into effect.


The reforms that comprise the Uniform Guidance aim to reduce the administrative burden on award recipients and, at the same time, guard
against the risk of waste and misuse of Federal funds. Among other things, the OMB's Uniform Guidance does the following:

- Removes previous guidance that is conflicting and establishes standard language;
- Directs the focus of audits on areas that have been identified as at risk for waste, fraud and abuse;
- Lays the groundwork for Federal agencies to standardize the processing of data;
- Clarifies and updates cost reporting guidelines for award recipients.”


Related Links

- RSP’s fact sheets on implementation of the Uniform Guidance: http://www.resourcesharingproject.org/new-uniform-guidance-fact-sheets

Safe Harbor – Executive Compensation

The federal Internal Revenue Service wants to ensure that executive salaries are in line with their fields. To make sure executive pay isn’t excessive, the IRS outlines three protocols nonprofits should follow to
make sure what they pay is in the “safe harbor” of reasonable and rebuttable:

1. Approval by appropriate body (like a Board of Directors)
2. Comparable data
3. Documentation

The coalition solicitation will ask that your application include a statement about whether or not you use the Safe Harbor Process. RSP compiles and publishes a coalition salary report every two years to help coalitions show their pay rates are in line with similar positions (comparable data) to fulfill your Safe Harbor policies. Every four years, the coalition salary report includes salary range information for all staff positions.

Related links:

  - If you do not know your coalition login for the RSP website, contact your executive director. If you are the executive director, contact your RSP TA provider.

**FFR – Federal Financial Report**

This is also called SF-425.

FPOCs use FFRs to report on grant-related expenditures quarterly. GFMD is looking for information on how much money your program has spent for

---

the award. Many of the fields are pre-filled or autofill once you enter information into 10e, column 2.

For OVW grants, the FFRs should be submitted in GMS no later than 30 days after the quarter ends.\(^\text{12}\)

<table>
<thead>
<tr>
<th>Quarter Start</th>
<th>Quarter End</th>
<th>FSR/FFR Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1</td>
<td>Mar 31</td>
<td>May 15</td>
</tr>
<tr>
<td>April 1</td>
<td>June 30</td>
<td>August 14</td>
</tr>
<tr>
<td>July 1</td>
<td>Sept 30</td>
<td>Nov 14</td>
</tr>
<tr>
<td>Oct 1</td>
<td>Dec 31</td>
<td>Feb 14</td>
</tr>
</tbody>
</table>

The final FFR is due 90 days after the grant’s end. Programs that don’t submit their FFRs on time will not be able to access or request any grant funds. Their abilities to drawdown funds in GPRS will be frozen until they are caught up. Turning FFRs in late may affect future grants as well.

In GMS, the link to fill out the FFR is labeled “Financial Statement Report.” When you actually click on the link and go to the fillable form, this form will be titled “Federal Financial Report.”

“The Office of Management and Budget (OMB) has merged previous financial reporting methods into one comprehensive financial reporting form to give recipients of grants and cooperative agreements a standard format for reporting the financial status of their awards. The OMB has combined the Financial Status Report (FSR, or SF-269 and SF-269A) and the Federal Cash Transactions Report (FCTR, of SF-272) into one Federal

\(^{12}\) GMS Online Training Tool, Financial Reporting (SF269a) module
Financial Report (FFR, or SF-425). The SF-245 went into effect at the beginning of the first quarter of fiscal year 2010.”

Related links:

- RSP’s OVW Financial Management webinar, part 3: https://youtu.be/O4zAwZ7uedU

**FSR– Financial Statement Report**

This is also called SF-269a. This form is no longer in use. See FFR – Federal Financial Report for information on the current financial reporting form.

---

Comparative Charts

SAM.GOV vs GRANTS.GOV vs. GPRS vs. GMS vs. Muskie

Half the challenge of federal grants administration is knowing which system to use and when. Below is a quick reference chart of the systems involved in grant applications and management.

<table>
<thead>
<tr>
<th>System</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAM.gov System for Award Management</td>
<td>To verify you are who you say you are and declare that you’d like to be eligible to receive federal grants</td>
</tr>
<tr>
<td>Grants.gov</td>
<td>To apply for competitive, discretionary grants</td>
</tr>
<tr>
<td>GMS Grants Management System</td>
<td>To apply for non-competitive grants like the coalition solicitation (at the discretion of OVW); keep track of application status; keep track of current grant awards; communicate with OVW grant program specialists; submit GANs to make changes to grant awards; submit financial and narrative progress reports.</td>
</tr>
<tr>
<td>GPRS Grant Payment Request System</td>
<td>To request approved grant money to spend on approved expenditures.</td>
</tr>
<tr>
<td>Muskie School of Public Service</td>
<td>Violence Against Women Act, Measuring Effectiveness Initiative: compiles outcome information from all VAWA grantees to show Congress our progress on ending sexual and domestic violence, stalking, and dating violence.</td>
</tr>
</tbody>
</table>
The Role of GFMD Program Staff vs. the Role of Your Specific OVW Grant Program Specialist

Who do you turn to for what? Depending on whether your question is about financial reporting or program activities and expenses, you may go to different people for help. Below is a chart that outlines the major differences between the role of GFMD staff and the role of your specific grant program manager. If you are unsure who your OVW grant program specialist is, this table lists contact information to find out more:

https://www.justice.gov/ovw/contacts-grantees

<table>
<thead>
<tr>
<th>GFMD Program Staff</th>
<th>Your Specific OVW Grant Program Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sets financial accounting policy for OVW grants</td>
<td>Helps programs with all aspects of your grant, including programmatic and financial</td>
</tr>
<tr>
<td>Approves proposed budgets</td>
<td>Is involved with planning activities and outcomes if you have a cooperative agreement</td>
</tr>
<tr>
<td>Provides an added layer of approval for budget-related GANs</td>
<td>Approves programmatic related GANs</td>
</tr>
<tr>
<td>Approves quarterly FFRs</td>
<td>Provides an initial level of approval or rejection for budget-related GANs</td>
</tr>
<tr>
<td>Makes final decisions about whether your expenses are in line with grant and accounting restrictions</td>
<td></td>
</tr>
</tbody>
</table>

RSP partnered with GFMD in 2016 on a three-part webinar for coalitions about using financial management including reporting and requesting funds. You can find links to the webinars at:

Financial Oversight Offices and Divisions: GFMD, OIG, & OJP

Financial oversight is important at all levels of the grant-making process. Several federal divisions and offices work together to make sure Department of Justice grantees, including grantees under the Office on Violence Against Women, stay in compliance. Here are three that OVW-funded coalitions interact with most often:

<table>
<thead>
<tr>
<th>Grants Financial Management Division (GFMD)</th>
<th>Office of Justice Programs (OJP)</th>
<th>Office of Inspector General (OIG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A department OVW within the Department of Justice</td>
<td>Creates the financial guide, in cooperation with GFMD, for OVW grantees</td>
<td>Part of the Department of Justice (DOJ)</td>
</tr>
<tr>
<td>Reviews budgets, budget-related grant adjustment notice and drawdown requests</td>
<td>Monitors the awards that GFMD processes</td>
<td>Audits and inspects all DOJ compartments, including OVW and OVW grantees</td>
</tr>
<tr>
<td>Provides day-to-day guidance to grantees on drawdowns, expenditures, and reporting</td>
<td>OJP’s Office of the Chief Financial Officer conducts financial audits through site visits and desk reviews</td>
<td>Conducts regular programmatic and financial audits and investigates fraud, waste, and abuse.</td>
</tr>
<tr>
<td>Provides a liaison to work with OVW grantees who are being audited by OIG</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For help with GFMD-related issues, contact the GFMD helpdesk at 888-514-8556.