



Office for Victims of Crime Information and Resource Sheet

Grant Information

Award Number: _____

Office for Victims of Crime (OVC)

OVC Grant Manager: _____
Phone Number: _____
Email: _____
OVC Mainline: 202-307-5983

Office of the Chief Financial Officer (OCFO)

For assistance with financial aspects of an Office of Justice Programs administered grant contact:

OCFO Helpdesk: 800-458-0786 or 202-305-9988
OCFO Help Desk Email: Ask.OCFO@usdoj.gov

Grants Payment Request System (GPRS)

The [Grant Payment Request System](#) user guide provides guidance for registering on GPRS, submitting payment requests and tracking the status of payment transactions. For technical assistance with GPRS please contact the GMS Helpdesk.

GMS Helpdesk 888-549-9901
GMS Helpdesk Email: GMS.HelpDesk@usdoj.gov
Log into GPRS: <https://grants.ojp.usdoj.gov/gprs/welcome>

Grants Management System (GMS)

For help accessing and navigating the GMS system, contact the GMS Helpdesk:

GMS Help Desk: 888-549-9901
GMS Email: GMS.HelpDesk@usdoj.gov
Log into GMS: <https://grants.ojp.usdoj.gov/gmsexternal>

System for Award Management (SAM)

Please make sure that your SAM number is current on the SAM website **and** verified in GMS.

Help Desk Phone Number: 844-470-8802
Help Desk Email: info@gcrgov.com
SAM Website: www.governmentcontractregistration.com/about-sam.asp

OVC Performance Measures Tool (PMT)

Award recipients are required to report the progress of your activities on specific performance measures (related to your award) into the PMT. If you have any questions about the performance measures or the OVC PMT, please contact:

OVC PMT Help Desk Phone Number: 844-884-2503
OVC PMT Helpdesk Email: ovcpmt@usdoj.gov
OVC PMT Website: <https://ojpsso.ojp.gov/> using your email and password



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Reporting Requirements

Quarterly PMT and Financial Status Reports *	
Reporting Period	Due by (<i><u>no later than 30 days</u></i> after the end of the reporting period):
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30
October 1 – December 31	January 30

***Financial reporting questions should be directed to OCFO.**

Semiannual Progress Reports	
Reporting Period	Due by (<i><u>no later than 30 days</u></i> after the end of the reporting period):
January 1 – June 30	July 30
July 1 – December 31	January 30

Required Financial Management Training

Both the **Program Point of Contact** (POC) and **all Financial Point of Contacts** (FPOCs) listed in GMS for the award must successfully complete the OJP Financial Management and Grant Administration training after January 1, 2016. The training may be taken online or in person. For more information visit: <https://ojp.gov/training/fmts.htm>.

DOJ Grants Financial Guide

The financial guide is updated annually and can be found online at: <https://ojp.gov/financialguide/doj/index.htm>.

Award Timeline

According to the VOCA statute (the law that guides what OVC is allowed to do), grantees only have the Fiscal Year (FY) of award plus 3 FYs to expend grant funds. FYs go by the federal FY, which runs October 1–September 30. **No-cost extensions are NOT ALLOWED!**

Record Retention Requirements

Grantees must retain ALL records related to grant activities for a period of 3 years from the date of submission of the final financial status report.

Final Financial Status Report and Final Progress Report

The Final Financial Status Report and Final Progress Report are *due within 90 days* of the end date of the award. Please submit both well in advance of the 90-day deadline to complete your final drawdown and submit your award closeout package on time.

Award Closeout

Grantees are responsible for completing an award closeout package in the Closeout Module of GMS *within 90 days* of the end of the award period.

Visit www.ovc.gov/connected.html to sign up for social media and email updates!

