

U.S. Department of Justice Office on Violence Against Women

Culturally Specific Services Program
(CSSP)
New Grantee Orientation

December 1, 2015

Introductions

1. Name
2. Organization
3. Job Title
4. Language that is most comfortable for you to speak and understand
5. One thing you need to learn/better understand while you're here



Did you Review your
Webinars?

Review of Mandatory Webinars

Ken Dieffenbach, Senior Special Agent, Fraud Division, Office of the Inspector General, U.S. Department of Justice
Phone-202-616-9844

This webinar provides an overview of the Office of the Inspector General (OIG) and its role in detecting and deterring waste, fraud, abuse, and misconduct in DOJ-funded programs. Program and financial points-of-contact who are: a) new to managing OVW awards; and/or b) received an FY 2015 OVW award and will not be attending an in-person grantee orientation should participate.

<https://docs.google.com/a/ncjfcj.org/file/d/0B2QfcH37NuMDbi1zeVIQVHVBCGc/edit?pli=1>

Review of Mandatory Webinars

Kyle Lohrke, Office on Violence Against Women,
U.S. Department of Justice

This webinar is an overview of the Grants Management System (GMS) and how grantees use it to submit Grant Adjustment Notices (GANs) and grant reports and make other formal changes to their awards. A question and answer (Q&A) session will follow the presentation. Program and financial points-of-contact who are new to using GMS should participate.

<https://drive.google.com/file/d/0B5q20V9cmEwga0VMWXpZVVdPWjg/view?usp=sharing>

Review of Mandatory Webinars

Debra Murphy, Attorney-Advisor, Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice

Debra.Murphy2@usdoj.gov

This webinar will familiarize grantees with their civil rights and nondiscrimination responsibilities under VAWA and other legislation. It will address service accessibility for people with disabilities, language access, services for male survivors and sex-segregated services, and nondiscrimination as pertains to race, ethnicity, religion, sexual orientation, gender identity, and other populations. You might find it helpful to review the VAWA nondiscrimination FAQs before the webinar:

<http://www.justice.gov/sites/default/files/ovw/legacy/2014/06/20/faqs-ngc-vawa.pdf>

Filing a Complaint with DOJ

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, NW
Washington, DC 20531

202-307-0690

askOCR@ojp.usdoj.gov

www.ojp.usdoj.gov/ocr



Email your OVW program specialist if/when you want to make changes to any of the following:

- key project staff;
- MOU partners/key consultants;
- goals/objectives;
- significant changes to budget; or
- when the Authorized Representative of your agency changes



Have you read your Special
Conditions.....?

S.C. # 28: Progress Reports Submission (OVW Standard)

Reporting Period	Due Date
January 1-June 30	July 30
July 1-December 31	January 30

1. Only grant-funded activities (NOT all agency activities)
2. Late = Funds frozen. Funds released when submitted.
3. Questions about content of report? Contact Oksana Fearon at Muskie (312) 726-3152 or ofearon@usm.maine.edu
4. Technical difficulties submitting in GMS? Contact the GMS Support Desk (866) 655 -4482 or OVW.GMSSupport@usdoj.gov

S.C. # 31: Quarterly Financial Reports

Reporting Period	Due Date
January 1-March 31	April 30
April 1-June 30	July 30
July 1-September 30	October 30
October 1-December 31	January 30

1. Actual expenditures (not budget)
2. Late = Funds frozen. Funds released when submitted.
3. Questions about content of report? Contact OVW GFMD (888) 514 -8556 or OVW.GFMD@usdoj.gov
4. Technical difficulties submitting in GMS? Contact the GMS Support Desk (866) 655 -4482 or OVW.GMSSupport@usdoj.gov

S.C. # 33: Allocation of Funds for Technical Assistance

Funds allocated for OVW-sponsored technical assistance may not be used for any other purpose **without prior approval by OVW.**

To request approval, grantees must submit a Program Office Approval Grant Adjustment Notice (GAN) via the Grants Management System (GMS). The grantee must include a copy of the event's brochure, curriculum and/or agenda, a description of the hosts or trainers, and an estimated breakdown of costs should be attached to the GAN. The GAN request must be submitted to OVW at least 20 days prior to registering for the event. **Approval 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 an outside consultant or contractor to develop training.

S.C. # 35: Consultant Rate

Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day or \$81.25 per hour. A detailed justification must be submitted to and approved by the Office on Violence Against Women prior to obligation or expenditure of such funds. **Although prior approval is not required for consultant rates below these specified amounts, grantees are required to maintain documentation to support all daily or hourly rates.**

S.C. # 36: Submission of Written Materials

The recipient agrees to submit one copy of all required reports and **any other written materials or products that are funded under the project to OVW not less than twenty (20) days prior to public release.** If the written material is found to be outside the scope of the program, or in some way to compromise victim safety, it will need to be revised to address these concerns or the grantee will not be allowed to use project funds to support the further development or distribution of the materials.

S.C. # 37: OVW Publication Disclaimer

All materials and publications (written, visual, or sound) resulting from award activities shall contain the following statements:

"This project was supported by 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 Department of Justice, Office on Violence Against Women."

Your Question

Where to get Assistance:

“Why won’t
GMS let me
do...?”

GMS Help Desk
(866) 655 -4482
OVW.GMSSupport@usdoj.gov

“What are
the **financial
guidelines?**”

GFMD (Grants Financial Management Division)
(888) 514 -8556
OVW.GFMD@usdoj.gov

“Should I
include that
in my
**progress
report?**”

University of Southern Maine, Muskie School of
Public Service (MUSKIE)
Oksana Fearon – CLSSP Point of Contact
(312) 726-3152 or ofearon@usm.maine.edu
<http://muskie.usm.maine.edu/vawamei>

Casa de Esperanza

- Casa de Esperanza is a national resource center on domestic violence grounded in direct service experience with Latin@ communities

- CSSP comprehensive TA provider

Contact: **Heidi Notario**,
Training & TA Manager,

hnotario@casadeesperanza.org

(717) 303-3541

national
latin@
network
casa de esperanza



- **Jose Juan Lara Jr**, Trainer
(651) 646-5553
jjlara@casadeesperanza.org
- **Maritza Valdez**, Trainer
(651) 646-5553
mvaldez@casadeesperanza.org

national
latin@
network
casa de esperanza



Asian Pacific Institute on Gender-Based Violence

formerly API Institute on Domestic Violence



- AP Institute is a national resource center, training & TA provider on domestic violence, sexual violence, trafficking, other forms of gender-based violence in Asian/Pacific Islander communities.
- Contact: **Sarah Khan**, Project Specialist
(415) 361-5958
skhan@api-gbv.org



Asian Pacific Institute on Gender-Based Violence *formerly API Institute on Domestic Violence*



- **Beckie Masaki**
Director of Community Capacity
Building
(415) 568-3314
bmasaki@api-gbv.org
- **Nancy Wan**
Program Coordinator
(415) 568-3313
nwan@api-gbv.org



Sisters of Color Ending Sexual Assault

- SCESA is a national organization on sexual assault for Women of Color
- Contact: **Condencia Brade**,
Co-Founder and Executive
Director brade@sisterslead.org



National Black Women's Justice Institute

- The National Black Women's Justice Institute (NBWJI) is an organization focused on the reduction of racial and gender disparities in the justice systems affecting Black women, girls, and their families. NBWJI conducts research, provides technical assistance, engages in public education, promotes civic engagement, and advocates for informed and effective policies.

Contact: **Dr. Monique Morris**, Co-Founder/President and CEO

mwmorris@nbwji.org





Questions?