

**Minnesota Department of Public Safety
Office of Justice Programs
Crime Victim Services**

***Policy to Address Non-Compliance with
Grant Agreement Requirements***

The Office of Justice Programs (OJP) recognizes that occasionally there are circumstances that inhibit a grantee from addressing the reporting or special administrative requirements of their grant agreement's *Grant Program Guidelines* in a timely fashion. This policy defines non-compliance and the actions of OJP staff in response to non-compliance.

Non-Compliance

A grantee is considered out of compliance with a grant agreement if a required report is not submitted by its due date or a special administrative request is not satisfied within the given timeline. Due date "extensions" do not exist under this policy. A report or special administrative request is either submitted on time or not.

Reports are always due on the 30th day (not the 31st) of the due date month. Reports detailed in the *Grant Program Guidelines* could include financial status reports, PMT reports, mid-year reports, year-end reports, the VAWA Annual Progress Report, etc.

Special administrative requests could come by way of an e-mail or letter from OJP requesting specific grant-related information within a reasonable time period. Examples of special administrative requests could include submission of desk review documents, the Civil Rights Compliance Checklist, etc.

Addressing Non-Compliance

If a report or special administrative request is not addressed by its due date, OJP staff will e-mail the grantee a "Notice of Non-Compliance" and file a copy of the notice in the grantee's permanent file on site at OJP.

Consequences of Non-Compliance

A grantee will not receive any financial reimbursements until the tardy submission is received by OJP. If non-compliance becomes an on-going issue, a grantee's funding may be at risk. Additionally, a grantee applying for new funding could be adversely affected in a competitive process if the grantee has a significant history of non-compliance notices.