

Office of Justice Programs (OJP)
Ongoing Crime Victim Services 2010 RFP
State Funding Grant Program Guidelines

The Office of Justice Programs will require each grantee to abide by the following requirements in addition to those contained in the Terms and Conditions:

Financial Requirements:

- 1) The grantee's eligible expenditures under this grant contract must be incurred by the grantee by the expiration date of the grant agreement. The grantee will report on all expenditures, interest earned, and interest expended pertaining to this grant contract in the Department of Public Safety's online grant management system. Final expenditure report must be received no later than 30 days after the Expiration date of this grant contract.
- 2) The grantee shall submit a written budget revision request via the Department of Public Safety's online grant management system before any expenditure may be made based on the revised budget. Submission of a budget revision is necessary if a) a line item will deviate by \$200 or 10%, whichever is higher, from the approved budget, or b) a new line item that was not part of the approved budget will be created.
- 3) The grantee shall have until 30 days after the expiration date of the grant agreement to liquidate all unpaid obligations related to the program which were incurred on or before the last day of the grant period and to submit a report of all funds received and disbursed. If a report is not submitted within this time period, expenses claimed on the report may be disallowed and OJP may request a refund of those funds from the grantee if the funding was advanced to the grantee.
- 4) The grantee shall retain all financial records for a minimum of six (6) years after the date of submission of the final financial status report, or until completion of an audit which has commenced before the expiration of this six-year period, or until any audit findings and/or recommendations from prior audit(s) have been resolved between the grantee and OJP, whichever is later.

Reporting Requirements:

- 1) Grant Manual: The grantee shall report to the OJP as specified in the Office of Justice Programs' Grant Manual.
- 2) Financial Reporting: The grantee shall submit a financial reporting form via the Department of Public Safety's online grant management system at least quarterly utilizing within 30 days after the end of the reporting period.
- 3) Progress Reporting: The grantee shall use the Department of Public Safety's online grant management system to submit a semiannual narrative of the progress achieved towards the accomplishment of the goals and objectives and within 30 days after the end of each six-month period.
- 4) Statistical Reporting: The grantee shall also submit a Quarterly Statistical Report of services provided in the Department of Public Safety's online grant management system and within 30 days after the end of each quarter.

- 5) Requirement Changes: OJP may modify or change all reporting forms at their discretion during the grant period.
- 6) Additional Requirements: The grantee shall submit such other reports and attend meetings and training as OJP shall reasonably request.

Other Provisions:

- 1) Evaluation: OJP shall have the authority, during the course of this grant period, to conduct an evaluation of the performance of the grantee.
- 2) Governing Board: The grantee shall provide OJP with current list of their governing board and officers and will notify OJP within two weeks of any changes to the list.
- 3) Special Requirements: OJP reserves the right to include in the grant, at any time during the term of the grant, special administrative requirements deemed necessary to assure the grantee's successful implementation of the program. OJP will notify the Grantee in writing of any special administrative requirements.