



GRANTS TO ENHANCE CULTURALLY SPECIFIC SERVICES FOR VICTIMS OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING PROGRAM (CSSP)

REQUIRED REPORTING

<i>Financial Quarterly Report</i>	
Reporting Period	Due Date
October - December	January 30
January – March	April 30
April – June	July 30
July - September	October 30

A report is required for all reporting periods, whether or not there is activity. If there is no activity, your report should reflect zeros for that reporting period.

<i>Progress Report</i>	
Reporting Period	Due Dates
January 1 - June 30	July 30
July 1 - December 30	January 30

Progress reports must be submitted within 30 days after the end of the reporting period. Progress reports are submitted through the Grant Management System (GMS).

Please note that failure to submit timely progress reports will result in frozen funds.

ACTIVITY GUIDELINES

Deliverables

- ❖ All new products require prior approval by your program manager. For example:
 - Procedure manuals
 - Protocols
 - Other policy guides
- ❖ Email one copy of all proposed publications at least 20 days prior to release
 - Brochures
 - Pamphlets
 - Factsheets or guides
 - Other materials for distribution
- ❖ OVW disclaimer is required on all material and publications:

“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.”

Training

- ❖ Prior approval is required before attending any non-OVW or non-CSSP trainings.
- ❖ Submit the request 90 days prior to the training date.
- ❖ Attach the training cost and a copy of the agenda for all requests.

WHEN TO SUBMIT A GAN?

- ❖ Budget Modifications
- ❖ Change of Address
- ❖ Change in Point of Contact
- ❖ Change in MOU Partners
- ❖ Change of Scope
- ❖ Consultant Rate Increase
- ❖ No Cost Extension (due 90 days before end date)
- ❖ Training Requests (submit 30 days in advance)
- ❖ Product Review
- ❖ Non-OVW Training

TECHNICAL ASSISTANCE RESOURCES

To find TA trainings go to - TA Calendar at:
Ta2ta.org

- ❖ **Casa de Esperanza**
Contact: Heidi Notario
Email: hnotario@casadeesperanza.org
Contact: Jorge Vidal
Email: jvidal@casadeesperanza.org
- ❖ **Asian Pacific Institute on Gender-Based Violence**
Contact: Sarah Khan
Email: skhan@api-gbv.org
- ❖ **The National Organization of Sisters of Color Ending Sexual Assault**
Contact: Orlene Gray-Davis
Email: graydavis@sisterslead.org
- ❖ **Women of Color Network, Inc**
Contact: Aleese Moore-Orbih
Email: amoore-orbih@wocninc.org

WHERE TO GET ASSISTANCE

1. **For all GMS issues, *except* password reset - OVW GMS Support**
Phone: (866) 655-4482
Email: OVW.GMSSupport@usdoj.gov
2. **For password reset only - GMS Helpdesk**
Phone: (888) 549-9901
Email: GMS.Helpdesk@usdoj.gov
3. **Inquiries about financial reports, budgets, and drawdowns - GFMD Support Desk**
Phone: (888) 514-8556
Email: OVW.GMFD@usdoj.gov
4. **Questions concerning the reporting form for the bi-annual Progress Report - Muskie School of Public Service**
Phone: (800) 922-8292
Email: vawamei@maine.edu



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