# Office for Victims of Crime
Enhancing Community Responses to the Opioid/America's Addiction Crisis:
Serving Our Youngest Crime Victims

# Project Management Resource

## What is the purpose of this resource?

The purpose of this resource is to support project management and compliance with several Department of Justice (DOJ) requirements associated with implementing its Office for Victims of Crime's (OVC) *Enhancing Community Responses to the Opioid/America's Addiction Crisis: Serving Our Youngest Crime Victims* program (OVC Opioid/America's Addiction Project). This resource takes the form of an **OVC Project Management (PM) Checklist** (Checklist) and a suggested **PM Action Planning Template** (Template), which grantee management staff can use to review their compliance, document areas where they are maintaining compliance, and identify areas where action is needed to plan and achieve or to return to compliance. Grantees should note that the items in this resource do not represent a complete listing of the requirements and conditions of their award; they are required to follow all associated federal regulations and program-specific award conditions.[1]

## How do I use this resource?

This resource can be used in at least two ways:

1. Individual grantee teams can identify areas of compliance and noncompliance to inform an action plan that leads to full award compliance.

2. Within your project team and with your OVC Grant Manager, it can be used as a resource for collaborative discussion and planning.

## How should I complete this resource?

1. First, use the Checklist for reviewing and confirming your project's compliance. For each item listed, identify and check the data source that confirms/ documents your project's compliance.

2. If you discover areas where your project is not compliant or meeting expectations, use the Template collaboratively with your team to develop and document a specific plan that will ensure that your project returns to or achieves compliance.

3. Share your completed resource with your OVC Grant Manager to demonstrate compliance and/or to seek guidance or feedback about plans for addressing compliance shortfalls. Consult with your OVC Grant Manager if you anticipate you will be making grant adjustments. Please consult the Grant Adjustment Modification (GAM) Job Aid Reference Guide and/ or your OVC Grant Manager for additional information about submitting a GAM.

## When should I complete this resource?

It is recommended you use this resource once budget clearance is obtained and project implementation is underway and annually thereafter. You may also use it more frequently throughout the award period of the grants to monitor administrative compliance. Grantee teams should identify what intervals (e.g., semiannually or annually) would be most beneficial to ensure their project remains compliant with DOJ/OVC award requirements.

Should you have any concerns or questions as you move through this Checklist and Template, please outreach to your assigned OVC Grant Manager or you can email the JBS Training and Technical Assistance provider team at OVC-TTA@jbsinternational.com.

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1 Grantees should reference their grant award document for a full list of program-specific award conditions.

# OVC Administrative Project Management Checklist

**Review Date:** _____

| | DOJ/OVC PM Areas: | | | Status |
|---|---|---|---|---|
| **1** | Grantee's JustGrants six foundational roles have been assigned and are current. | | | |
| | **Action needed?** | **Person(s) responsible:** | **Due by:** | |
| **Notes:** | | | | |
| **2** | All required grantee personnel, specifically the Grant Award Administrator/Application Submitter (formerly Point of Contact [POC]) and Financial Manager (formerly Financial POC), within 120 days of grant award acceptance or any position change, have completed required DOJ Financial Management Training and uploaded training completion certificates to JustGrants within 120 days of grant award acceptance or position changes. It is recommended to forward copies via email to the assigned OVC Grant Manager. | | | |
| | **Action needed:** | **Person(s) responsible:** | **Due by:** | |
| **Notes:** | | | | |
| **3** | Grantee has verified that its project's budget has been approved/cleared by DOJ. Budget must receive financial clearance before any grant activities can begin. Refer to the special conditions (*attached with each grantee's award package*) for detail regarding all requirements that must be met to support financial clearance. | | | |
| | **Action needed:** | **Person(s) responsible:** | **Due by:** | |
| **Notes:** | | | | |

| DOJ/OVC PM Areas: | | | Status |
|---|---|---|---|
| **4** | All positions included in grantee's approved project budget have been filled. Note requirements within program-specific award conditions regarding key personnel changes and approvals that may be needed. | | |
| | **Action needed:** | **Person(s) responsible:** | **Due by:** |
| **Notes:** | | | |
| **5** | All subawards have been properly executed and in accordance with DOJ Office of Justice Programs' [Subawards and Procurement Contracts Under OJP Awards guidance](). Grantee must establish written [preaward]() and [postaward]() monitoring and closeout procedures for all subrecipients, if applicable. Reference the [DOJ Grants Financial Guide]() for additional details. | | |
| | **Action needed:** | **Person(s) responsible:** | **Due by:** |
| **Notes:** | | | |
| **6** | Grantee has implemented a structured tracking and data collection system, internally and with all subawardees, to capture and report required Performance Measurement Tool (PMT) data. Grantee must maintain records to support performance measurement data submitted to OVC. *Note: Grantee is responsible for all data collection and entry, including data from all subawardees.* <br><br> ***6.a.*** *Subawardee(s) has been provided a copy of the* [Transforming Victim Services Performance Measures Questionnaire fillable PDF]() *to support subgrantee(s) collection and recording of data for all reporting (i.e., data and semiannual reporting). Note: An Excel spreadsheet template is available to support data PMT data collection/reporting.* | | |
| | **Action needed:** | **Person(s) responsible:** | **Due by:** |
| **Notes:** | | | |

| | DOJ/OVC PM Areas: | | Status |
|---|---|---|---|
| 7 | Grantee has submitted and received approval for a GAM, documenting significant changes to its proposed scope of work for its OVC Opioid and Addiction Crisis Project, **if necessary**. | | |
| | Action needed: | Person(s) responsible: | Due by: |
| Notes: | | | |
| 8 | As related to grant budget modifications, grantee has submitted and received DOJ/OVC approval for an up-to-date budget that reflects its current plans for implementing its proposed OVC Opioid Addiction Crisis Project (if different from its originally proposed budget). | | |
| | Action needed: | Person(s) responsible: | Due by: |
| Notes: | | | |
| 9 | Grantee is on target to complete all stated goals, objectives, and activities contained in its approved proposal—on time and on budget—by the required award end period. | | |
| | Action needed: | Person(s) responsible: | Due by: |
| Notes: | | | |
| 9.a | *Actual implementation activities align with activities included in the OVC-approved proposal (or current, approved GAM).* | | |
| 9.b | *Timing of activities aligns with the implementation timeline included in the OVC-approved proposal (or current, approved GAM).* | | |
| 9.c | *Grantee's actual spending within expense categories aligns with the budget included in the OVC-approved proposal (or current, approved GAM) and in accordance with the 10% of total award provision.* | | |

| | DOJ/OVC PM Areas: | Status |
|---|---|---|
| 9.d | *Based on the 3-year OVC Opioid Addiction Crisis Project timeline and approved budget, grantee's spending is on track to allocate 100% of its funds by the end of the project period (e.g., 18 months into the project, grantee has spent approximately 50% of its approved budget).* | |
| Notes: | | |
| 10 | Grantee is complying with the OVC Publishing Guidelines, as outlined within the program-specific award conditions and as related to all publications or multimedia products developed. | |

| Action needed: | Person(s) responsible: | Due by: |
|---|---|---|
| | | |

| | |
|---|---|
| Notes: | |

| 11 | Grantee has completed and submitted all required quarterly PMT reports on time via the OVC PMT system (reporting due dates listed below). |
|---|---|

| Quarterly Reporting in PMT and Quarterly Financial Status Reports (JustGrants) | | | Semiannual Reporting in JustGrants | | |
|---|---|---|---|---|---|
| Reporting Period | Submission Period | Deadlines | Reporting Period | Submission Period | Deadlines |
| January 1 – March 31 | April 1 – 30 | April 30 | January 1 – June 30 | July 1 – 30 | July 30 |
| April 1 – June 30 | July 1 – 30 | July 30 | January 1 – June 30 | July 1 – 30 | July 30 |
| July 1 – September 30 | October 1 – 30 | October 30 | July 1 – December 31 | January 1 – 30 | January 30 |
| October 1 – December 31 | January 1 – 30 | January 30 | July 1 – December 31 | January 1 – 30 | January 30 |

| Action needed: | Person(s) responsible: | Due by: |
|---|---|---|
| | | |

| | DOJ/OVC PM Areas: | | Status |
|---|---|---|---|
| **12** | Grantee has completed and submitted all **semiannual narrative progress reports** on time and in line with semiannual due dates set forth (per above chart). *Note: Once the semiannual narrative report is completed within the PMT system, it is to be downloaded and then uploaded to JustGrants.* | | |
| | Action needed: | Person(s) responsible: | Due by: |
| Notes: | | | |
| **13** | Grantee has completed and submitted all required **quarterly financial reports** on time in JustGrants. | | |
| | Action needed: | Person(s) responsible: | Due by: |
| Notes: | | | |
| **14** | Grantee complies fully with all Federal Funding Accountability and Transparency Act of 2006 (also known as FFATA or the Transparency Act) as related to accountability and reporting on subrecipient funding awarded in the amount of $30,000 or more. Guidance is available here. | | |
| | Action needed: | Person(s) responsible: | Due by: |
| Notes: | | | |

| | DOJ/OVC PM Areas: | | | Status |
|---|---|---|---|---|
| 15 | Grantee has a strategy in place to submit all required final reporting due within 90 days of the end of the grant period. | | | |
| | Action needed: | Person(s) responsible: | | Due by: |
| Notes: | | | | |

**Name(s) of person(s) completing review:**

**Date review completed:** _____

# DOJ-OVC Project Management Action Planning Template

| PM Action Plan Area: | |
|---|---|
| Description of identified issue: | |
| Compliance goal: | |
| Proposed action to achieve compliance: | |
| Person(s) responsible: | |
| Target compliance date: | |

| PM Action Plan Area: | |
|---|---|
| Description of identified issue: | |
| Compliance goal: | |
| Proposed action to achieve compliance: | |
| Person(s) responsible: | |
| Target compliance date: | |

| | |
|---|---|
| **PM Action Plan Area:** | |
| Description of identified issue: | |
| Compliance goal: | |
| Proposed action to achieve compliance: | |
| Person(s) responsible: | |
| Target compliance date: | |

*Updated October 19, 2021*