U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

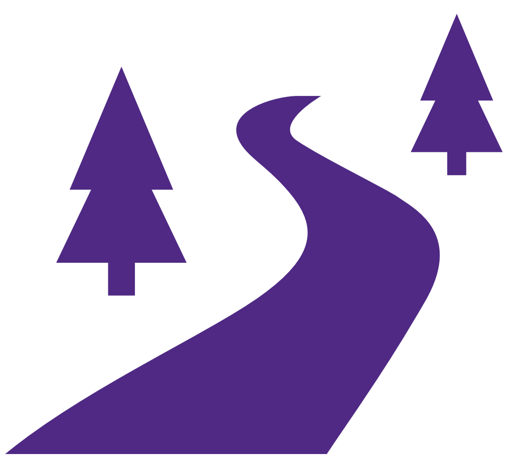
Journey in Grants Financial Management Essentials

OVC FMRC
Financial Management Resource Center

Navigating Your Office for Victims of Crime Grant with Confidence

Session Two Resource Packet

The Navigating Your Office for Victims of Crime Grant with Confidence: Session Two Resource Packet provides practical tools, like samples and planning sheets from session two and its recordings. Take notes using these resources to apply the concepts you learn.



Tip: The DOJ Grants Financial Guide is the main reference manual to assist Office for Victims of Crime (OVC) award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and ensure they are used for the purposes for which they were awarded. Please also refer to this reference when you have questions.

Contents

Financial Management Services for OVC Human Trafficking and Discretionary Grantees

The OVC Financial Management Resource Center (FMRC) is here to support you (at no-cost) throughout your grants financial management journey.

OVC FMRC
Human Trafficking and Discretionary Grantees
Email: askfmrc@usdoj.gov
Call: 202 572 9500

Additional Training Resources

For additional information and resources, please visit the OVC FMRC site listed below.

Office for Victims of Crime Financial Management Resource Center (OVC FMRC)
https://www.ojp.gov/fmrc

Grants Financial Management: Key Terms to Know

Establishing a common language creates meaningful conversations as teams work together on managing the grant. Use the note pads below to jot down key takeaways related to these common terms discussed in session two.

ASAP

Advance Payment

Accrual Basis

Basis of Accounting

Cash Basis

Consistency Principle

Cost Allocation Plan

Cost Sharing/Match

Grants Financial Management: Key Terms to Know Continued

General Ledger

Draw Down

Direct Cost

Excess Cash

Draw Down Justification

Indirect Cost

Obligated Expenditures

Reimbursement Request

Federal Financial Reports Common Challenges and Solutions Chart

Common Challenges	Solutions
Incorrect reporting of expenditures: Grantees sometimes report drawdown amounts instead of actual expenditures.	Ensure that the Federal Financial Reports (FFR) reflect actual funds spent, not the draw down amounts from the federal government.
Late submissions: Missing the FFR submission deadline—even by one day—triggers an automatic freeze of award funds in ASAP. The financial manager in JustGrants will receive a notification that the FFR is late, and the grant will remain frozen until the report is submitted and accepted.	▸ Submit the FFR online no later than 30 days after the last day of each quarter. ▸ Begin preparing for the FFR well in advance of the due date. Ensure cumulative totals are accurate and prior FFRs are submitted in sequence. ▸ Always have a second person review before submission.
Program income reporting: Reporting program income earned during the quarter instead of cumulative program income.	Report program income as a cumulative amount to accurately reflect all income earned throughout the project period.
Documentation issues: Incomplete or missing supporting documentation can lead to inaccuracies.	Keep all supporting documentation and ensure it is complete and accurate before submitting the FFR.
Cost sharing (match): When this isn't reported correctly, it can lead to uncertainty about whether the requirement is met or not.	It is recommended that cost sharing/match is tracked and reported on a regular basis and not postponed until the end of the award period.
Incorrect reporting of indirect costs: This can happen when an old rate is used, or the Negotiated Indirect Cost Rate (NICRA) is not calculated correctly.	Individuals filling out the FFR should always have the most recent NICRA on file and reference the applicable time period for that rate.
Absent or outdated policy and procedures for quarterly financial reporting.	Develop, share and maintain policy and procedures for financial quarterly reporting.

Quarterly Federal Financial Reports Guidelines Example

This page contains an example of guidelines that an entity's team might put in place for Federal Financial Reports (FFR) submission. These recommendations are made to help streamline the process and ensure compliance. You may wish to create something similar and substitute names/titles to best meet the needs of your entity.

Quarterly Federal Financial Reports Guidelines

- Maintain FFR due dates on entity grant administration calendar.
- [Finance], no later than the [25th] following the end of the quarter, provides [Director] financial statement(s) with cumulative grand total grant expenditures, recovered indirect during the reporting period, and remaining amount for each federal grant; including cost sharing/match, if applicable.
- [Grant Administrator] verifies items and personnel billed to the grant are in the approved budget.
- [Grant Administrator], no later than the [30th] following the end of the previous quarter, submits the FFR.
- Optional: [Submitter] drafts FFR using a fillable form for review https://apply07.grants.gov/apply/forms/sample/SF425a_2_0-V2.0.pdf.
- [Grant Administrator] saves a printed version of the submitted FFR https://justicegrants.usdoj.gov/training/training-financial-reporting/printing-federal-financial-reports-ffr-qrg.pdf.
- [Grant Administrator] provides [Director] with submitted FFR for review with financial statement(s) attached as backup documentation.
- [Director] signs and saves the final, approved copy of FFR document for each federal grant.
- Any edits to the FFR must be made within 30 days of original submission.

Federal Financial Reports Checklist

You can use this guide as a starting point to help your entity prepare for a successful Federal Financial Reports (FFR) submission.

Documentation to Collect

To prepare for submitting a FFR, grantees can gather the following items for their checklist:

- ☐ **Award Information**: This includes details of the grant award, including the grant number and award period.
- ☐ **Supporting Documentation**: Ensure you have all the necessary documentation that confirms the cumulative amounts reported on the most recent FFR, organized by approved budget category.
- ☐ **Accounting Process:** Be aware of your entity's basis of accounting (cash or accrual).
- ☐ **General Ledger (GL) Report**: This report is crucial for the FFR process. It details all financial transactions related to the grant.
- ☐ **Federal Funds Expended and Indirect Costs**: Document the federal funds expended, and the amount of indirect costs recovered. Cumulative expenses include recovered indirect costs. Note that indirect costs are broken out for the reporting period and reported on in detail in another section of the FFR.
- ☐ **Obligated Expenditures**: Provide detailed information on obligated expenditures. This section is essential for the FFR. These are funds that have been committed to a specific purpose or project but have not yet been spent. Grantees typically report on obligated expenditures during their regular financial reporting periods. These periods can vary depending on the requirements of the grant. These reports help ensure that funds are being used appropriately, and that the grantee's project or program is on track.
- ☐ **Program Income:** Include documentation on program income. Double check for accuracy.
- ☐ **Cost Sharing**: Include any cost-sharing or matching funds and ensure they are reported accurately.
- ☐ **Final FFR Submission**: Prepare the final steps and submission process for the FFR. This includes ensuring all previous FFRs have been submitted in sequential order and that cumulative amounts are reported.

References:

- Federal Financial Reports Guide Sheet
- Training: Financial Reporting | JustGrants Resources

Federal Financial Reports Checklist Continued

Reporting Dates

For awards requiring a final FFR, the due date and status for a final FFR are based on the Project Period End Date as follows:

- Pending: If the FFR is not submitted and it is within 120 days of the Project Period End Date.
- Due: If the FFR is not submitted and it is between the Project Period End Date and 120 days past the Project Period End Date.
- Late: If the FFR is not submitted and it is over 120 days past the Project Period End Date.

Reporting/Budget Period Ends in:	Federal Financial Reports Due:
January, February, March	April 30
April, May, June	July 30
July, August, September	October 30
October, November, December	January 30

Dates funds are frozen if FFR is not submitted.

May 1
July 31
October 31
January 31

Federal Financial Reports Checklist Continued

Section 10 Checklist

This graphic is a sample excerpt from Section 11 of the FFR. Access the full template [here](). The [JustGrants Training: Finanancial Reporting page]() includes a short e-Learning video, Financial Manager Job Aid Reference, helpful hints, FAQs and and a quick reference guide for printing FFRs.

10. **Transactions**	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	0.00
b. Cash Disbursements	0.00
c. Cash on Hand (line a minus b)	0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	0.00
e. Federal share of expenditures	0.00
f. Federal share of unliquidated obligations	0.00
g. Total Federal share (sum of lines e and f)	0.00
h. Unobligated balance of Federal Funds (line d minus g)	0.00
Recipient Share:	
i. Total recipient share required	0.00
j. Recipient share of expenditures	0.00
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	0.00
m. Program Income expended in accordance with the deduction alternative	0.00
n. Program Income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m and line n)	0.00

Guidance on filling out Section 10:

- Lines 10a–10c are grayed out. No need to fill these in.
- Federal Expenditures and Unobligated Balance (Lines 10d–10h)
  - Line 10e: Total amount spent so far (cumulative).
  - Line 10f: Expenses incurred but not yet paid (unliquidated obligations).
  - Line 10h: Leftover federal funds.
- Match / Recipient Share (Lines 10i–10k)
  - Line 10j: Match spent (if required).
  - Line 10k: Match still needed (if required).
- Program Income (Lines 10l–10o):
  - Line 10l: Total earned so far.
  - Line 10m and 10n: How it was used (deduction or addition method)
  - Line 10o: Any income not yet used.

Federal Financial Reports Checklist Continued

Section 11 Checklist

This graphic is a sample excerpt from Section 11 of the FFR. Access the full template here.

11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
			g. Totals:	0.00	0.00	0.00

Guidance on filling out Section 11 (Indirect Expenses):

A. **Type:** Select either not applicable or the appropriate indirect cost rate.
B. **Rate:** Enter the indirect cost rate(s) in effect during the reporting period.
C. **Period From/To:** Enter effective start and end dates for the rates.
D. **Base:** Enter the amount of the base against which the rate was applied.
E. **Amount Charged:** The amount of indirect costs charged during the time specified.
F. **Federal Share:** Enter the federal share amount in 11e, using a dollar amount not percentage.
G. **Total:** Total amount charged.

Excess Cash Calculation Exercise

For grantees, **excess cash** means the entity has drawn down more federal funds compared to expenses disbursed AND is unable to disburse those funds on allowable costs within 10 days from the draw down date.

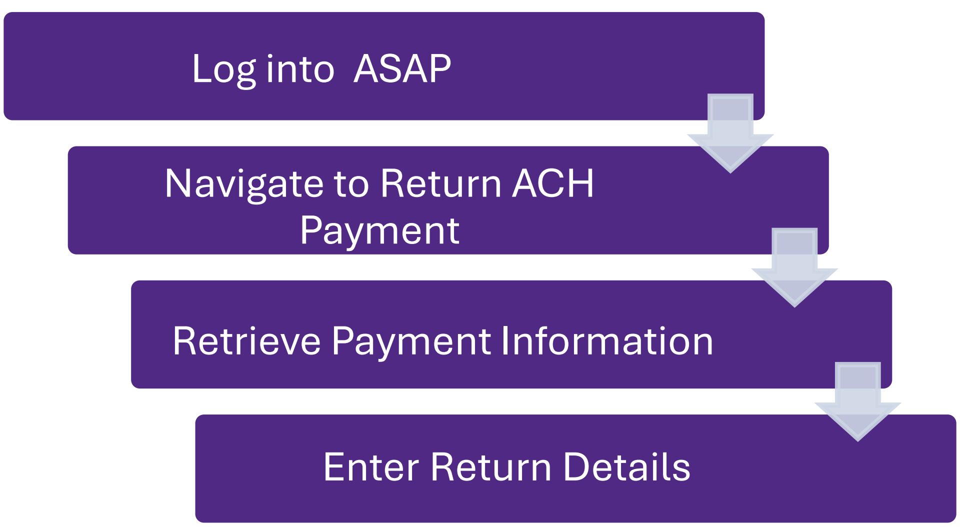
An entity can review the total payments received from the federal government compared to what it has reported spending by analyzing the cumulative amount of draw downs from ASAP versus the expenditures reported on the quarter's end FFR.

Use the form below to calculate excess cash.

Transactions	Cumulative
Federal Cash	
1. Cash Receipts – Enter the amount of federal cash receipts.	$
2. Cash Disbursements – Enter the amount of federal cash disbursements.	$
3. Cash on Hand – Line 1 minus 2. Federal cash on hand.	$

If your entity has received more funds in payments than it has reported spending, there will be excess cash unless the funds are expended within 10 days from the date they were drawn down.

How to Return Excess Funds



For step-by-step instructions on returning funds in ASAP, visit [ASAP Help Procedures Initiate ACH Debit](#).

General Ledger

The General Ledger (GL) is where all your financial transactions are recorded. It shows both the money coming in (credits) and going out (debits), along with details like dates, amounts, and descriptions.

Here are some examples of categories of information that should be included in a GL. Please note your entity's version may have additional columns and a different layout based on your accounting system.

Chart of Accounts:	**1000** Assets	**2000** Liabilities	**3000** Equity	**4000** Revenues	**5000** Expenses

Account Number	Description	P.O. Number	Vendor Number	Vendor Name	Transaction Amount
Use the account number in your system using a 1000, 2000, 3000, 4000, or 5000 series code.	*Provide a brief description of what the line item relates to, like "Office Supplies" or "Travel".*	*If there is an associated P.O. number with the transaction, include that here.*	*Using the numbering system in your accounting practice, include the vendor number.*	*Include the name of the vendor listed in your system.*	*Include the transaction amount and indicate whether it is a credit or debit.*

Tips for maintaining a General Ledger:

- **Regular reconciliation**: This allows your entity to catch and correct errors promptly to ensure accuracy of financial records.
- **Automate processes**: Use accounting software to assist with data entry to save time and make reconciliation more efficient.
- **Maintain an audit trail**: Keep backup copies of all documentation to support the GL.
- **Consistent coding**: This helps with categorization of line items and makes it easy to retrieve data.
- **Reviews and approvals**: This ensures accuracy of data entry to comply with grant requirements.
- **Understand allowable costs**: Know which costs your grant allows to avoid entry of disallowed expenses.
- **Training and resources**: Ongoing learning helps entity staff involved in grant financial management stay updated with OJP grant system updates, best practices, and regulatory changes.
- **Compliance**: This ensures financial records are consistent, accurate, and transparent.

General Ledger Supporting Resources:

- 2 CFR 200 Subpart E Cost Principles
- 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Chart of Accounts Guide Sheet

Additional Session Two Resources

General
▸ OVC FMRC Support Center: https://www.ojp.gov/fmrc
FFR Resources
▸ JustGrants Training: Financial Reporting (JustGrants)
▸ Federal Financial Report Fillable Form (OJP)
▸ Federal Financial Reports Guide Sheet (FMRC)
▸ Basis of Accounting Guide Sheet (FMRC)
▸ Chart of Accounts Guide Sheet (FMRC)
▸ Generally Accepted Accounting Principles Guide Sheet (FMRC)
▸ Final Federal Financial Report (FFR) (SF-425) (JustGrants)
ASAP Drawdown Resources
▸ ASAP Drawdown Guide Sheet (FMRC)
▸ JustGrants and ASAP Resource Guide Sheet (FMRC)
▸ ASAP Webpage and Training Opportunities (Treasury, Bureau of the Fiscal Service)
▸ Requesting Payments on ASAP (Treasury, Bureau of the Fiscal Service)
▸ DOJ User Training: ASAP (Treasury, Bureau of the Fiscal Service)
▸ ASAP Resources (JustGrants)
▸ ASAP Mailing List: join-asap@lists.fiscal.treasury.gov
Excess Cash
▸ DOJ Grants Financial Guide Post Award Requirements: 3.1 Payments (DOJ, OJP)
▸ Excess Cash Guide Sheet (FMRC)

Notes and Key Takeaways from Session Two

Use this planning page to document important takeaways to share with your entity. Confirm recordkeeping requirements by viewing your Notice of Funding Opportunity (NOFO), grant award file, and 2 CFR Part 200 (ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1).

Key Takeaways to Remember

Other notes from today:

The DOJ Grants Financial Guide serves as the primary reference manual to assist OJP award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and ensure funds are used for the purposes for which they were awarded. Please also refer to this reference when you have questions

OVC FMRC

ojp.gov/fmrc askfmrc@usdoj.gov 202-572-9500

The Office for Victims of Crime Financial Management Resource Center (OVC FMRC) offers training and technical assistance to support OVC human trafficking and discretionary grantees. OVC FMRC services focus on enhancing financial management capacity.