



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Journey in Grants Financial Management Essentials



Tribal Financial Management Center

Charting Your Pathway to Success

Grants Financial Management Award Cover Page

OJP grantees must maintain an organized and inclusive grant file management system to keep essential copies of documentation related to the lifecycle of the award. It is best practice to include a cover page summarizing at-a-glance information about the award. A tool is provided on pages 3 and 4 to help you get started.



Tip: 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.



Award Cover Page Template Instruction Sheet

Cover pages help organize and document key grant details for quick access to high-level award information that aids in financial monitoring. This saves time and reduces the need to search online for specific award details. Each entity is unique, so feel free to modify the tool, shown on pages 3 and 4, to suit your needs.

In case of an audit or review, cover pages make it easier for auditors to understand the project's scope and status, showing that your entity is organized and compliant with grant management best practices. The cover page also helps prevent misplacement of important information and assists new team members in quickly understanding the grant's details.

There are several sections to fill out on the cover page. The award details at the top can be found in your award package. If you need help finding these details, refer to our pre-learning videos for a tutorial from JustGrants. If a section does not apply to your grant, you may indicate “not applicable.”

Below is a sample of a completed award cover page tool. Note: An enlarged version of this sample is shown on pages 5 and 6.

Sample Award Cover Pages		
Please note that this sample contains fictional information created for example purposes only.		
Assistance Listing # 16.841	Award Number 17POVC-25-JG-03801-TVAG	Award Amount \$200,000
Notice of Funding Opportunity (NOFO) Title: OVC FY 2025 Tribal Victim Services Set-Aside Formula Program		
Awarding Agency Office of Justice Programs Office for Victims of Crime	Award Begin Date 10/01/2025	Award End Date 09/30/2026
Project/Program Title: Tribal Nation of Clearwater		
Summary Description: Tribal Nation of Clearwater will use this FY 2024 TVSSA award to enhance and expand services for victims of crime, addressing the unique needs identified by the community. The project will incorporate tribal traditions and values to ensure culturally appropriate support. This initiative aligns with the Congressional intent for the set-aside from the Crime Victims Fund (CVF), established in 2018 to improve services for victims of crime in Tribal communities. The Office for Victims of Crime (OVC) administers the TVSSA through a formula-based approach. TVSSA funds will be utilized for various purposes directly related to serving victims of crime, including crisis intervention, counseling, and legal assistance.		
Awarding Agency Contact Name: Office of Justice Programs Office for Victims of Crime Email: justgrants.support@usdoj.gov Phone (Direct Line): (202) 514 - 2000		
Entity Project/Program Manager Name: Melissa West Email: melissa.west@bluehaven.com Phone (Direct Line): (555) 219-9999 ext. 1		
Entity Financial Manager Name: Brandy James Email: brandy.james@bluehaven.com Phone (Direct Line): (555) 817-9999 ext. 2		
Federal Financial Reports (FFR) and Due Dates Quarterly: 01/30/2026, 04/30/2026, 07/30/2026, 10/30/2026 Final: 01/28/2027 Preparer Name: Brandy James Alternate/Back-up Name: Melissa West		
Performance Reports and Due Dates Semiannually: 01/30/2026, 07/30/2026 Final: 01/28/2027 (120 days after end date of period performance, unless otherwise indicated) Preparer Name: Melissa West Alternate/Back-up Name: Brandy James		
Property Reporting Due Dates: Not applicable Notes: No "real property" was acquired or improved with grant funds.		
Cost Sharing/Match Requirements Type: N/A Source: N/A Amount: N/A Timing: N/A		
Subawards Subrecipient Name(s): The Law Center Subaward Period: October 1, 2025 – September 30, 2026 Amount: \$50,000 Purpose: To provide legal advocacy direct services to victims.		
Procurement Contracts Goods/Services: website design Contractor/Consultant Rate: \$50 per hour for 60 hours Amount: \$3,000 OJP Sole Source Approval: Not applicable		
Major Tasks/Deliverables Quarter 1: Provide direct advocacy services to six (6) victims of crime, ensuring culturally appropriate support and incorporating tribal traditions. Quarter 2: Provide housing assistance to three (3) victims of crime, addressing immediate safety and stability needs. Quarter 3: Provide direct advocacy services to an additional six (6) victims of crime, for a total of twelve (12) victims served, continuing to integrate tribal values in the support services. Quarter 4: Provide housing assistance to an additional three (3) victims of crime, for a total of six (6) program participants provided with housing assistance, ensuring long-term stability and support.		
Mandatory Travel Office for Victims of Crime required training on Guiding Principles for Agencies Serving Survivors of Crimes, Washington DC, April 16, 2026.		
Notable Award Conditions for Withholding Funds Completion of "OJP financial management and grant administration training" required. The recipient may not obligate, expend, or draw down any award funds until-- (1) OJP determines that the recipient's Grant Award Administrator and all Financial Managers for this award have successfully completed "OJP financial management and grant administration training" on or after October 15, 2020, and (2) OJP issues an Award Condition Modification (ACM) to modify or remove this condition.		
Additional Notes Grant funds will be used to purchase 2 laptop computers and computing devices. A physical inventory will be conducted, and inventory records will be maintained.		
Training and Technical Assistance (TTA) Center Contact Name OVC Tribal Financial Management Resource Center Email: tfmc@usdoj.gov Phone Number: (703) 462-6900		

Grant Financial Management Award Cover Page Tool

Assistance Listing Number	Award Number	Award Amount	
Notice of Funding Opportunity Title			
Awarding Agency		Award Begin Date	Award End Date
Project/Program Title: Summary Description:			
Awarding Agency Contact Name: Email: Phone (Direct Line):			
Entity Project/Program Manager Name: Email: Phone (Direct Line):			
Entity Financial Manager Name: Email: Phone (Direct Line):			
Financial Reports and Due Dates Quarterly: Annually: Final: Preparer Name: Alternate/Back-Up Name:			
Performance Reports and Due Dates Quarterly: Annually: Final: Preparer Name: Alternate/Back-Up Name:			

Property Reporting**Due Dates:****Notes:****Cost Sharing/Match Requirements****Type:****Source:****Amount:****Timing:****Subawards****Subrecipient Name(s):****Subaward Period:****Amount:****Procurement Contracts****Goods/Services:****Contractor/Consultant Rate:****Amount:****OJP Sole Source Approval:****Major Tasks/Deliverables:** [high-level timeline]**Mandatory Travel****Notable Award Conditions for Withholding Funds****Additional Notes****Training and Technical Assistance Center Contact Name:****Email:****Phone Number:**

Sample Grant Financial Management Award Cover Page

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Assistance Listing Number 16.841	Award Number 17POVC-25-JG-03801-TVAG	Award Amount \$200,000
Notice of Funding Opportunity Title OVC FY 2025 Tribal Victim Services Set-Aside Formula Program		
Awarding Agency Office of Justice Programs Office for Victims of Crime	Award Begin Date 10/01/2025	Award End Date 09/30/2026
Project/Program Title: Tribal Nation of Clearwater Summary Description: Tribal Nation of Clearwater will use this FY 2024 Tribal Victim Services Set-Aside (TVSSA) award to enhance and expand services for victims of crime, addressing the unique needs identified by the community. The project will incorporate tribal traditions and values to ensure culturally appropriate support. This initiative aligns with the Congressional intent for the set-aside from the Crime Victims Fund, which was established in 2018 to improve services for victims of crime in tribal communities. The Office for Victims of Crime (OVC) administers the TVSSA through a formula-based approach. TVSSA funds will be utilized for various purposes directly related to serving victims of crime, including crisis intervention, counseling, and legal assistance.		
Awarding Agency Contact Name: Office of Justice Programs Office for Victims of Crime Email: justgrants.support@usdoj.gov Phone (Direct Line): 202-514-2000		
Entity Project/Program Manager Name: Melissa West Email: melissa.west@bluehaven.com Phone (Direct Line): 555-219-9999 ext. 1		
Entity Financial Manager Name: Brandy James Email: brandy.james@bluehaven.com Phone (Direct Line): 555-817-9999 ext. 2		
Federal Financial Reports (FFR) and Due Dates Quarterly: 01/30/2026, 04/30/2026, 07/30/2026, 10/30/2026 Final: 01/28/2027 Preparer Name: Brandy James Alternate/Back-Up Name: Melissa West		
Performance Reports and Due Dates Semiannually: 01/30/2026, 07/30/2026 Final: 01/28/2027 (120 days after end date of period performance, unless otherwise indicated) Preparer Name: Melissa West Alternate/Back-Up Name: Brandy James		
Property Reporting Due Dates: Not applicable Notes: No “real property” was acquired or improved with grant funds.		

Cost Sharing/Match Requirements Type: N/A Source: N/A Amount: N/A Timing: N/A
Subawards Subrecipient Name(s): The Law Center Subaward Period: 10/01/2025–09/30/2026 Amount: \$50,000 Purpose: To provide legal advocacy direct services to victims.
Procurement Contracts Goods/Services: Website design Contractor/Consultant Rate: \$50 per hour for 60 hours Amount: \$3,000 OJP Sole Source Approval: Not applicable
Major Tasks/Deliverables Quarter 1: Provide direct advocacy services to six victims of crime, ensuring culturally appropriate support and incorporating tribal traditions. Quarter 2: Provide housing assistance to three victims of crime, addressing immediate safety and stability needs. Quarter 3: Provide direct advocacy services to an additional six victims of crime, for a total of 12 victims served, continuing to integrate tribal values in the support services. Quarter 4: Provide housing assistance to an additional three victims of crime, for a total of six program participants provided with housing assistance, ensuring long-term stability and support.
Mandatory Travel Office for Victims of Crime required training on Guiding Principles for Agencies Serving Survivors of Crimes (Washington DC, April 16, 2026)
Notable Award Conditions for Withholding Funds Completion of OJP Financial Management and Grant Administration Training is required. The recipient may not obligate, expend, or draw down any award funds until: (1) OJP determines that the recipient's grant award administrator and all financial managers for this award have successfully completed the OJP Financial Management and Grant Administration Training on or after Oct. 15, 2020; and (2) OJP issues an Award Condition Modification to modify or remove this condition.
Additional Notes Grant funds will be used to purchase two laptop computers. A physical inventory will be conducted, and inventory records will be maintained.
Training and Technical Assistance Center Contact Name: OVC Tribal Financial Management Resource Center Email: tfmc@usdoj.gov Phone Number: 703-462-6900



ojp.gov/tfmc tfmc@usdoj.gov 703-462-6900

The Office for Victims of Crime Tribal Financial Management Center (OVC TFMC) provides training, technical assistance, and resources to support American Indian and Alaska Native communities as they successfully manage the financial aspects of their federal awards.