



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

# Journey in Grants Financial Management Essentials

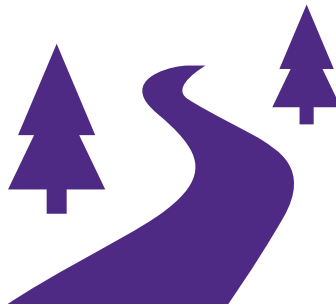
OJP  TFSC

Territories Financial Support 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 Grants Financial Management Award Cover Page

Please note that this sample contains fictional information created for example purposes only.

<b>Assistance Listing Number</b> 16.320	<b>Award Number</b> 17POVC-25-JG-03801-HT	<b>Award Amount</b> \$100,000
<b>Notice of Funding Opportunity Title</b> OVC FY 2025 Services for Victims of Human Trafficking		
<b>Awarding Agency</b> Office of Justice Programs Office for Victims of Crime	<b>Award Begin Date</b> 10/01/2025	<b>Award End Date</b> 09/30/2026
<b>Project/Program Title:</b> Blue Haven Initiative		
<b>Summary Description:</b> Blue Haven Initiative has been dedicated to supporting and advocating for victims of human trafficking and commercial sexual exploitation for over 20 years. As the only organization in the registry offering gender-specific services to female victims, Blue Haven Initiative provides a wide range of support through material assistance, drop-in services, transportation support, referrals and more. All clients have the option of participating in case management and working with a staff manager to pursue self-identified goals towards health and self-sufficiency.		
<b>Awarding Agency Contact Name:</b> Office for Victims of Crime <b>Email:</b> <a href="mailto:justgrants.support@usdoj.gov">justgrants.support@usdoj.gov</a> <b>Phone (Direct Line):</b> 202-514-2000		
<b>Entity Project/Program Manager Name:</b> Melissa West <b>Email:</b> <a href="mailto:melissa.west@bluehaven.com">melissa.west@bluehaven.com</a> <b>Phone (Direct Line):</b> 555-219-9999 ext. 1		
<b>Entity Financial Manager Name:</b> Brandy James <b>Email:</b> <a href="mailto:brandy.james@bluehaven.com">brandy.james@bluehaven.com</a> <b>Phone (Direct Line):</b> 555-817-9999 ext. 2		
<b>Federal Financial Reports (FFR) and Due Dates</b> <b>Quarterly:</b> 01/30/2026, 04/30/2026, 07/30/2026, 10/30/2026 <b>Final:</b> 01/28/2027 <b>Preparer Name:</b> Brandy James <b>Alternate/Back-Up Name:</b> Melissa West		
<b>Performance Reports and Due Dates</b> <b>Quarterly:</b> 01/30/2026, 04/30/2026, 07/30/2026, 10/30/2026 <b>Semiannually:</b> 01/30/2026, 07/30/2026 <b>Final:</b> 01/28/2027 <b>Preparer Name:</b> Melissa West <b>Alternate/Back-Up Name:</b> Brandy James		
<b>Property Reporting</b> <b>Due Dates:</b> Not applicable <b>Notes:</b> No "real property" was acquired or improved with grant funds.		

<b>Cost Sharing/Match Requirements</b> <b>Type:</b> In-kind <b>Source:</b> volunteer hours <b>Amount:</b> \$33,333 <b>Timing:</b> between 10/01/2025 and 09/30/2026
<b>Subawards</b> <b>Subrecipient Name(s):</b> The Law Center <b>Subaward Period:</b> 10/01/2025-09/30/2026 <b>Amount:</b> \$50,000 <b>Purpose:</b> To provide legal advocacy direct services to victims.
<b>Procurement Contracts</b> <b>Goods/Services:</b> Website design <b>Contractor/Consultant Rate:</b> \$50 per hour for 60 hours <b>Amount:</b> \$3,000 <b>OJP Sole Source Approval:</b> Not applicable
<b>Major Tasks/Deliverables</b> <b>Quarter 1:</b> Provide direct advocacy services to six victims of crime. <b>Quarter 2:</b> Provide housing assistance to three victims of crime. <b>Quarter 3:</b> Provide direct advocacy services to an additional six victims of crime, for a total of 12 victims served. <b>Quarter 4:</b> Provide housing assistance to an additional three victims of crime, for a total of six program participants provided with housing assistance.
<b>Mandatory Travel</b> Office for Victims of Crime required training on Guiding Principles for Agencies Serving Survivors of Crimes (Washington DC, April 16, 2026)
<b>Notable Award Conditions for Withholding Funds</b> 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.
<b>Additional Notes</b> Grant funds will be used to purchase two laptop computers. A physical inventory will be conducted, and inventory records will be maintained.
<b>Training and Technical Assistance Center Contact Name:</b> Territories Financial Support Center (OJP TFSC) <b>Email:</b> <a href="mailto:OJPTFSC@usdoj.gov">OJPTFSC@usdoj.gov</a>

## Grant Financial Management Award Cover Page Tool

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

**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:**

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[🔗 ojp.gov/tfsc](https://ojp.gov/tfsc) [✉️ ojptfsc@usdoj.gov](mailto:ojptfsc@usdoj.gov)

The Office of Justice Programs Territories Financial Support Center (OJP TFSC) provides free customized financial management training and technical assistance to OJP grantees in American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands to support financial management of federal awards.