

FY25 Federal Grant Revisions Timeline & Guidelines

Timeline

The revisions process starts on May 15th and is due by **11:59 PM on June 14, 2024**. If we do not receive revisions by that date, or a request for an extension, we will consider your Year 2 budget final.

General Guidelines & Checklist

UOVC will not allow any excess funding to rollover from Year 1 to Year 2 of this current cycle.

- Subgrantees will upload a REVISIONS PACKET to the files section of the GMS. This includes:
 - Revisions Coversheet linked below
 - For budget updates - Your grant analyst has uploaded a "Revisions/Amendment Ledger Yr 2" to the "files" section of your grant. A thorough justification must be provided in each applicable section of the Y2 Amendment ledger.
 - For program plan updates - Use the program plan revision document linked below. Updates to your program plan should only be requested in exceptional circumstances. If you believe there is a compelling reason for a change, please reach out to your grant analyst before completing the form.
- Complete the FFATA questionnaire google form linked below.
- Review your grant point-of-contact (POC) and financial point-of-contact (FPOC). Please contact your grant analyst if any updates need to be made.
- Review the names of grant funded staff on your Y2 budget and make the necessary updates. Changes made in Y1 did not automatically carry over to Y2.
- Do not enter "TBD" in your training/travel budget. You may indicate "approved in-state travel" so long as it is listed on the pre-approved list provided by UOVC (linked below).
- Attach all new/updated contracts (Contracted therapists, rental agreements, accounting firms, etc.) If your agency is requesting an increase in your contracted therapy rate, attach a justification letter outlining your request along with 3-5 letters from local contracted providers that offer services to the grant-identified population stating their contracted rates OR you can request to use the current CVR rate for therapy. Reach out to your analyst with additional questions. UOVC requires the approved contracted rate

to be uniform across ALL GRANT funding sources including federal, state, local, and private grants.

- Each agency will have the following objective (automatically) added to their Y2 Program Plan: “Describe accomplishments and barriers regarding collaboration efforts with other agencies as outlined in the letter of collaboration submitted with your grant application.” Subrecipients must provide a (narrative only) update quarterly as part of your progress report.
- Grant POC and FPOC are required to complete the UOVC Certified Assurances and Grant Conditions webinar (linked below). Y2 Certified Assurances & Grant Conditions must be signed by your agency Authorized Official.
- The Grant POC is required to complete the Civil Rights and Discrimination training (link below).
- Upload verification of your agency’s active SAM account to your GMS files. This can be completed by logging into your sam.gov account, click on “Actions” and then download as a PDF.

Reach out to your grant analyst with any questions or concerns regarding your Y2 revisions.

[Links to Documents](#)

- [Revisions Coversheet](#)
- [Y2 Program Plan Revision Document](#)
- [FFATA Questionnaire Google Form](#)
- [In-State Training Opportunities for Victim Service Providers](#)
- [Certified Assurances & Grant Conditions Webinar & Slides](#)
 - [FY25 VOCA Grant Award Conditions](#)
 - [FY25 VAWA & SASP Grants Award Conditions](#)
 - [Companion Document for FY25 Federal Award Conditions](#)
 - [FY25 Federal Grants Award Conditions Training Certification](#)
- [Civil Rights and Discrimination Policy Training](#)