



# United States Department of Justice

## Office on Violence Against Women

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### STOP Formula Assurances Form: Match, Reporting, and Special Condition Requirements

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The Office on Violence Against Women (OVW) is in the process of closing out all STOP Formula grant awards of which the official award period has ended. According to the Office of Justice Programs (OJP) Financial Guide, grantees are required to submit all closeout documents and complete all closeout requirements within 90 days after the project end date of the grant. Grant dollars may be obligated up until the end of the grant project period. **Any funds expended in excess of obligated dollars after the end of the grant project period is prohibited.**

In accordance with STOP Formula grant award special conditions, states are required to submit subgrant award information for each subgrant within 60 days of the date of the subgrant award. In addition, states are required to submit annual subgrant performance data annually throughout the life of the grant. Initially, the data was submitted using the Subgrant Award Report (SAR) and the Subgrant Statistical Summary (SSS), which were then replaced by the Subgrant Award and Performance Report (SAPR). As of calendar year 2004 reporting period, states are now required to submit an annual STOP Administrators Report through the *Grants Management System* and the subgrantee STOP Program Annual Progress Report form on CD-ROM to OVW.

In addition, each state is responsible for ensuring that it meets the match requirement under this award. The match amount must be reflected in line 10b of your quarterly Financial Status Report. Each state is also responsible for meeting the allocation formula under this grant, including at least 30 percent to nonprofit, nongovernmental victim service providers, 25 percent to law enforcement, 25 percent to prosecution, and 5 percent for courts.

In order to assist OVW with the closeout process, please certify below that the above information has been submitted/complied with:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grant Award Number

If the information has not been submitted/complied with, in its entirety, please provide a general explanation: