

POLICIES AND PROCEDURES MANUAL

GOVERNMENT OF THE DISTRICT OF COLUMBIA

OFFICE OF VICTIM SERVICES



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Washington, DC 20004**

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Mission

The Office of Victim Services (OVS) is responsible for coordinating and supporting victim services within the District by working with DC government agencies and community-based organizations to develop, expand, and improve on services that are provided to victims of violent crime. OVS is also one of the State-Administering Agencies (SAAs) that secure and manage Federal and local grant funds to governmental and community-based organizations that improve the quality of life for victims in the District of Columbia.

OVS also provides information and recommendations to the Mayor regarding the needs of victims and best practices for meeting those needs. OVS accomplishes this by providing direction, support and guidance in agency operations and interagency and intergovernmental collaboration.

Purpose

The Office of Victim Services' (OVS) Policies and Procedures Manual outlines response protocols for victims who contact OVS for assistance and for the practices, policies, and procedures currently in effect for the administration of Federal and locally-funded grants.

This manual provides a generic overview of the basic requirements for the programmatic and financial operations of grants awarded to the District. This manual is intended as a resource for agency program managers as they develop and implement grant programs. This manual should be used as a supplement to - but not a replacement for - specific directives and requirements issued by grantors.

This manual will be updated continually to reflect changes in official policies and procedures adopted by the Government of the District of Columbia.

VICTIM/CONSTITUENT SERVICES

The Office of Victim Services acts as a liaison for District victims of crime that seek assistance and services from the city government. The Executive/Staff Assistant or the Victim Services Specialist handles and resolves victim concerns/issues. Most victim/constituent calls are initially received at the main desk. The call taker takes the call and forwards it to the Executive/Staff Assistant or Victim Services Specialist and/or takes a message.

When a victim/constituent calls, the call taker should inquire about the nature of the call. If it is a victim/constituent issue, the call should be forwarded to the Executive/Staff Assistant or the Victim Services Specialist by either forwarding the caller to the appropriate voicemail and/or taking a message, getting the person's name, phone number and reason for call.

The Executive/Staff Assistant or Victim Services Specialist will contact the victim/constituent to request specific information regarding the issue/concern.

If it is a non-complex issue and can be resolved /answered, the Executive/Staff Assistant or Victim Services Specialist will provide the necessary information.

If the issue is of a complex nature, or cannot be resolved by OVS staff, the Victim Services Specialist will utilize the agency's referral guide to determine the most appropriate District agency that provides the services required. After determining the most appropriate agency, a call is placed with the agency on behalf of the victim/constituent. All victim/constituent issues that are handled or routed through OVS are entered into the Victim Services Confidential Database system as a file record and for follow-up purposes for the agency.

Grant Application Development and Submission

A. Prepare Federal Grant Application

It is the responsibility of the OVS program managers to develop and submit federal grant applications in accordance with the terms and conditions outlined in the grant application announcement. The following are some standard guidelines and timelines required for the successful development and submission of an application.

1. Assess the application requirements, including: the research and data collection that is needed, the available and required resources, and the necessary coordination and collaboration of various parties.
 - a. Upon reviewing the federal solicitation, the grant managers identify:
 - b. The application due date, and a projected submission timeline;
 - c. A draft application is submitted no later than one week before the closing date to the OVS director for review.
 - d. Any changes from previous year solicitations, or if a new grant, the core application information requirements;
 - e. Percentage of OVS administrative funds allowed;
 - f. Match requirement;
 - g. Performance measure and federal reporting requirements;
 - h. Special assurances, certifications, and other grant-specific funding requirements; and
 - i. Special conditions to include Civil Rights Audit requirements, regulations regarding Equal Treatment for Faith-Based Organizations; the provision of meaningful access to their programs for those persons who may be Limited English Proficient (LEP); and compliance with 28 C.F.R.42.206.
2. Develop the application based upon approval from the authorized State Administering Agency (SAA) and based on the Notice of Funding Availability (NOFA) from the Federal government. The application should include all required activities and tasks, including but not limited to, required cover letter, checklist application page, certifications, assurances, budget, and programmatic and budget narrative.
3. Complete draft application within a timeframe that allows for adequate review prior to submission to the director for review.

4. Prepare a copy of the grant proposal to be submitted to US Department of Justice (USDOJ) and forward a copy to the District's Single Point of Contact (SPOC) to comply with Executive Order 12372, SF-424.
5. Include the date submitted to the SPOC on the Federal Application SF-424, Item #16.
6. Upon review by the SPOC, the application is ready for submission to the Federal government.
7. Upon the director's approval, forward application to OJP contact person or through the Grants Management System (GMS), as instructed in the application announcement.
8. Place a copy of the application in the newly created grant file.

¹The Federal government will notify the appropriate SAA regarding the approval or denial of the grant application and any special conditions that may apply.

B. Timeline Requirements

Grant application announcements stipulate whom in the jurisdiction or agency must sign and submit the grant application. Allocate enough time to plan, coordinate, research, write and edit the application. The following is the required time-line for submitting applications for review, approval and signature prior to the application submission deadline.

Director (OVS)	3 days
SPOC	2 days

EXAMPLE: If an application is to be signed by the Mayor, the following timeline must be implemented:

Application Development	20 days/month
D/ OVS	3 days (prior to DM review)
SPOC	2 days (prior to Mayor Review)
City Administrator	5 days (prior to Mayor Review)
Mayor	10 days (prior to submission deadline)

¹ Notification via Grants Management System.

Application should be ready at least 15 days prior to the submission deadline.

Grants Management

This section will discuss the components of grant management, including: Grant Award Notice, development of project and spending plan, sub-grant process, record maintenance and organization of grant files, Federal reporting requirements, monitoring and site visit, corrective action plan and grant close out.

A. Notice of Federal Grant Award

Upon the complete review of the application, DOJ will notify the District via a Grant Award Notification (GAN). The GAN will include:

1. Legal authorities that govern the award.
2. Public policy issues affecting the grant award.
3. Cost-sharing/matching requirements.
4. Program income and grant terms and conditions.

The Program Manager will:

1. Review the award to determine if the award should be signed or a letter should be sent identifying issues of concern, or provide a counter offer.
2. Prepare an acceptance award letter.
3. Submit two copies for the director's signature.
4. Submit an acceptance response to the DOJ and retain a copy in the grant file.
5. Review the award to determine the match requirement.
6. Provide a copy of the award document to the assistant chief financial officer.
7. Provide the budget analyst with a copy of the award.
8. Provide the budget analyst with a copy of any adjustments to the award.

The Budget Analyst will:

1. Submit the Grant Adjustment Notice (GAN) and spending plan to the Public Safety and Justice Cluster (PSJC).
2. The Public Safety and Justice cluster submits the Grant Notification to the Office of Budget and Planning (OBP).
3. OBP requests budget approval from the City Council.
4. Upon approval of the budget for the award, OBP notifies the budget analyst and The Public Safety and Justice Cluster of the approval via email. The Public Safety and Justice cluster loads the award and spending plan into DC's System of Accounting and Reporting (SOAR).

5. If there is a change in the amount of the award, the budget analyst submits the new award amount with an updated spending plan to The Public Safety and Justice Cluster. The Public Safety and Justice Cluster reviews the information and forwards it to OBP. OBP then submits the information to the Deputy Chief Financial Officer. Once approved, an email is sent to the budget analyst and The Public Safety and Justice Cluster. The Public Safety and Justice cluster updates this information in SOAR.
6. If the project period changes, the program manager provides a copy of the federally approved GAN to the director and the budget analyst. The budget analyst contacts OBP and provides them with a copy of the GAN and makes, if needed, the appropriate budget modification requests.

B. Project Plan

Based on the application, (activities required under the approved grant application, award terms and conditions) the program manager determines how the grant funds should be awarded.

1. Compete funds
2. Distribute funds as determined by Federal entities
3. Sole-Source

C. Spending Plan

A spending plan is used to identify the planned budget and spending per quarter of each fiscal year of a grant program, and is used to establish a grant's annual budget in the District's SOAR system.

1. A spending plan should be developed in connection with the general activities identified in the grant application and project plan.
2. The spending plan should be developed for every new grant and all active grants each fiscal year.

D. Grant Award Profile

In order for a new grant to be captured by the District's grant tracking mechanism and to enable budget authorization, a Grant Award Profile (GAP) must be completed for each new grant. The GAP is a form used by the District to identify a grant by recipient agency, Federal grantor, application and award instrument, and financial data.

The program manager should apply the following guidelines, upon acceptance of a new grant award, and each fiscal year thereafter until grant closeout, to establish a grant annual budget:

1. Complete GAP form and spending plan.
2. Attach a copy of the grant award and supporting documentation.
3. Sign GAP form as the program manager.
4. Submit package to financial officer for review and budget authorization.
5. Request a copy of the signed package from the financial officer for your file.

E. Sub-granting to Private Organizations

The policy of the District government requires that all sub-grants to private organizations be awarded on a competitive basis. There are exceptions to this process. Refer to published guidelines in the DC Register for complete process.

²Refer to Administrative Regulations and Requirements at OMB Circulars A-102 and A110.

1. Review the application and special conditions, laws and statutes.
2. Prepare and submit a Notice of Funding Availability (NOFA) for publication in the Office of Partnerships and Grants Development (OPGD) Funding Alert, and DC Register to notify the public of intent to make grant funds available via competitive solicitation or Request for Application (RFA).
3. Make public announcement in a minimum of one other medium (for a total of three). This can be announced in a local newspaper, community newsletter, or direct mailing.

Prepare an RFA package that includes:

1. Background/general information
2. Availability of funds and award limits
3. Eligibility criteria
4. Eligible program activities
5. Restrictions in use of funds
6. Request for program goals, objectives, activities, performance measurement, reporting and evaluation plan
7. Application review criteria
8. Application deadline
9. Proposal instructions
10. Checklist of application requirements
11. Any additional requirements per the Grants Manual and/or Federal rules and regulations including Civil Rights Treatment Audit requirements, the provision of meaning language access, and compliance with Equal Treatment for Faith Based

² 2 CFR 215 (Formerly OMB Circular A-110 Uniform Administrative Requirements for Non-Profit Organizations). OMB Circular A-102 for State and Local Governments.

Organizations Regulations. Applicants are required to complete the “Application Checklist” and review specific language on Attachment D, Standard Assurances.

12. Attachments (Applicant profile/forms/certifications, assurances, budget, spending plan, etc.)
13. Submit to the Director/OVS for approval
14. RFA should be solicited for at least 30 days to enable a positive response rate of applications.

The RFA shall contain contingency clauses stating that:

1. The agency reserves the right to make changes to the RFA, based on any clarifications in the regulations, legislative changes, or funding level fluctuations.
2. Funding for the sub-grant is contingent on continued funding from the grantor. The RFA does not commit the agency to award a sub-grant.
3. The agency reserves the right to accept or reject any or all applications if the agency determines it in the best interest of the agency to do so. The agency will notify all applicants of the rejected proposals.
4. The agency reserves the right to issue addenda and/or amendments subsequent to the RFA process.
5. The agency shall not, in any event, be liable for any costs incurred in the preparation of applications in response to RFA. Applicant agrees that all costs incurred in developing the application are the applicant’s sole responsibility.
6. The agency may conduct pre-award on-site visits to verify information submitted in the application, to provide technical assistance, and to determine if the proposed facilities are appropriate for the proposed services to be provided.
7. The agency may require the applicant to enter negotiations, and to submit a price, technical or other revision of their proposal that may result from negotiations.
8. If there are any conflicts between the terms and conditions of the RFA and any applicable Federal or District law or regulation, or any ambiguity related thereby, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

As part of the application packet, the applicant shall submit a Statement of Certification, signed by the duly authorized officer for the applicant’s organization that states:

1. The individuals, by name, title, address, and phone number who are authorized to negotiate with the agency on behalf of the organization.

2. That the applicant is able to maintain adequate files and records and can meet reporting requirements.
3. That all fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures.
4. That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549.
5. That the applicant complies with the provisions of the Drug-Free Workplace Act.
6. The applicant shall provide a copy of the most recent and complete set of audited and/or financial statements available for their organization. If audited and/or financial statements have never been prepared due to the size or newness of the organization, the applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement) and a Balance Sheet certified by an authorized representative of the organization.
7. Applicant is informed about agency matching requirements, if applicable.

F. Sub-grant/Exception to Competitive Process

Sub-grants to private organizations shall be awarded on a competitive basis. Exceptions are as follows:

1. An agency may make an award on a sole source basis in appropriate circumstances. These circumstances include, but are not limited to situations where: (a) the award of the grant designates the sub-grant recipient; (b) the Federal law defines eligibility in such a way that there is only one eligible applicant, or (c) there is a recognized coalition of service providers through which the broadcast community participation may be obtained in serving the targeted clientele.
2. An agency may make an award to an unsolicited proposal if: (a) the agency has un-obligated funds remaining from the grant due to unusual and unanticipated factors; (b) the applicant has a program or project that clearly furthers the purpose of the grant, (c) the proposal reflects proprietary skills or technology that are limited in availability, and (d) the applicant brings to the total grant program matching resources (cash or in-kind) equivalent to at least thirty percent of the grant assistance requested.

G. Review Panel for Applicants (Refer to Published Guidelines)

1. Simultaneous to the NOFA, and before the closing date, the program manager must organize the competitive process beginning with the recruitment of a review panel composed of a multidisciplinary group of individuals who represented the categories within the Office of Victim Services.
2. The Program Manager shall convene the selected grant panelists for orientation, and to review the RFA, grant guidelines and special conditions, procedures, and scoring instruments.
3. To facilitate consensus, the grant review panel is organized into ten separate review teams of approximately 3 reviewers. Each member of a specific team will be provided with approximately 5-6 duplicate applications during self-paced review. All teams will meet in a final group meeting to discuss and finalize recommendations for funding within their respective teams.
4. Once completed, the Program Manager shall compile scores of each reviewer and determine average score.
5. The Program Manager does a review of the compiled information before completing an inter-office review of each application.
6. The Program Manager shall maintain a file with all original applications, score sheets and review sheets from the RFA process which will be shared with the Director.
7. Recommendations from the review panel are advisory only.
8. Final decision to fund applicants rests solely with the Director.

H. Agency Responsibility after Award

Before the agency issues the award documents to successful applicants, it shall notify in writing each applicant whose application was not selected for award. This notification may include a summary of the reviewer's evaluation and comments.

The agency shall establish official records of awarded sub-grant files and retain the records of all awarded applications and subsequent reports for the period required by Federal and District guidelines for grant records.

The three-year retention period starts from the date of the submission of the closure of the single audit report, which covers the grant period. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records must be retained until completion of the action and resolution of all issues which arise from it or until the end of the regular three-year period, whichever is later.

After the three-year retention period, District regulations require archival retention for an additional four years. Records shall be maintained of unsuccessful applications for one year from the date that the RFA is closed.

Refer to Monitoring Guidelines for information on post-award monitoring requirements.

I. Sub-Grant/Certification Competitive Review Package

The Office of Budget and Planning must certify package for application and competitive processes prior to being announced to sub-grantees. The following information must be compiled and sent for review:

1. List of proposed awards.
2. Copy of NOFA from DC Register.
3. Copy of the RFA.
4. Name of review panelists with signed affidavits.
5. Individual aggregate scores and recommendations.
6. Justifications for awards not consistent with review panel scores.

J. Sole Sourcing

This process is used when granting to a government agency or a non-profit organization that is the only eligible entity offering the required service.

1. Review Federal and District regulations/statutes to determine if sole source is authorized.
2. Identify governmental organizations and not-for-profit organizations having similar need/interest, financial support requirements and commitment in addressing the objective.
3. Government agencies and not for profit organizations will submit program proposals.
4. OVS staff will review and evaluate the proposal with the same rigors used to evaluate competitive proposals.
5. If proposal is approved, OVS will prepare Sub-grant Agreement, Grant Award, MOU and Intra-District documents.
6. Prepare a sole source justification and submit to the director.
7. Upon receipt of the signed award document, place a copy in the file.
8. Give a copy to the budget analyst to be submitted for entry into the SOAR

K. Unsolicited Proposals

Proposals submitted without the announcement of a NOFA may be reviewed for processing if there are funds available at the end of the competitive process or non-competitive funds are available.

1. Review the goals and objectives of the application.
2. Determine the impact upon other agencies involved.
3. Identify unmet objectives that may have priority status.
4. Evaluate the proposals with the same rigors used to evaluate competitive proposals.
5. Develop the award.

L. Sub-granting Process

Sub-grant award notification

1. All applicants for a given RFA are notified of their award status at the same time, and not until such time as all award decisions for that RFA have been finalized by OVS. Ideally, OVS waits for grant award letters from the federal government in response to the most recent fiscal year application for funding submitted by OVS to notify all applicants of their funding status. However, OVS does not delay award notification past August 31 in order to ensure that sub-grantees have the time necessary to prepare for their projects beginning October 1.
2. All RFA applicants that do not receive a grant award receive a notification letter sent via email in PDF format, as per OVS's template, that informs them that they did not receive funding. For applicants who wish to receive feedback on their applications, OVS will prepare a summary of reviewer scores and comments on their application within 30 days of request.
3. Applicants that receive an award from OVS are notified by the grant manager through a PDF award letter, as per the OVS template, that contains a description of the award acceptance instructions and outlines any award special conditions, which include any requests for additional information or revisions to the original application and budget.
4. Grant managers assign each sub-grantee an award number in the appropriate OVS form and place this number on all of the sub-grantee award forms. The sub-grant award number consists of the award year followed by a four letter funding stream code, followed by a four numeral award number.
5. The sub-grantee award letter is accompanied by the following documents:
 - i. Sub-grantee Award Summary Sheet
 - ii. Sub-grantee Award Agreement
 - iii. Approved Budget
 - iv. Award Agreement Addendum for Recovery Act Sub-recipients
 - v. Intradistrict Standard Request form and Memorandum of Understanding (for DC government agencies)

- vi. Equal Opportunity Plan Certification Form and notice of OVS's policies and procedures for handling discrimination complaints.
6. All sub-grantees are required to complete the Human Rights Requirement/OHR certification process. Copies of certification forms will be retained by OVS in the sub grantee file.
7. All documents in the award package must be reviewed carefully by the receiving agencies as the award terms and conditions are legally binding, and agencies' failure to comply with these terms and conditions affect their award status. Within 30 days of the award issue date, sub-grantees must provide all requested information and all award documents must be reviewed, signed where indicated, and returned to the grant manager in electronic format. Organizations that fail to submit all of the required paperwork on time may have their awards revoked by OVS. If a sub-recipients audit or financial statement is not current, the organizations must submit one within thirty days of receiving the grant and the grant manager must review the audit and sign off on it. The audit and audit review become part of the sub recipient's grant file.
8. If an organization declines their grant award or if OVS needs to revoke an award, the grant manager identifies the next highest scoring application, and if approved by the director, prepares an award package for the new recipient. If OVS does not believe that another application sufficiently meets OVS's funding criteria then the OVS director determines how to best use the competed funds.
9. Upon receiving the completed award package, the grant manager confirms receipt via email. The grant manager will then create sub-grantee folders in the appropriate federal folder on the OVS shared network drive, as well as hard copy folders, for each new sub-grant. These folders contain the final application; approved budget; certifications and assurances; additional attachments, including the current audit; Award Summary Sheet; Award Agreement; EEOC Certification Form (which must also be sent by OVS to the DOJ Office of Civil Rights); and additional forms as applicable. The grant managers add the sub-grantee award to the OVS grant tracking spreadsheet with all available identifying information.
10. Within the first 30 days of the award period, the grant managers arrange an initial meeting or call with each new sub-grantee. The purpose of this meeting is to introduce all parties; ensure that OVS and the sub-grantee have a common set of expectations about the funded project; and confirm that start-up activities are proceeding as planned.

Establishing a Sub-grant Award for a Non-District Government Organization

1. All new sub-grantees (those receiving an award from OVS for the first time) must establish a “new vendor account” with the Office of Contracting and Office of Contract and Procurement (OCP) using Procurement Automated Support System (PASS) before payments can be made to them. In the award letter, the sub-grantee will be instructed to go to the OCP’s website at <http://ocp.dc.gov>, look for the “vendor portal” heading, then select “vendor registration” and follow the process outlined on the webpage to register the organization as a vendor with the OCP.
2. The accounting specialist is responsible for creating requisition for all new awards and for projects carried over from the prior fiscal year. Requisitions are the basis for most of the transactions that occur in PASS, including generating a purchase order. Creating and submitting a requisition online using the District’s electronic procurement software called “Procurement Automated Support System (PASS)” is the only method for submitting a request to purchase goods or services in the District.
3. Refer to PASS Standard Operating Procedures (SOP) for “Requisition Process” for step-by-step instructions for creating a requisition. This SOP is located on OVS’s shared-drive in folder Administration/Policies & Procedures/PASS.
4. Once the purchase approvals are complete, the funds are encumbered for the amount of the purchase requisition.
5. The accounting specialist will also create a purchase order for new or continuing sub-grants. The purchase order is a mechanism that the District use to pay vendors (sub grantees) for services rendered and a tool District agencies use to monitor payment activities related to sub grantees.
6. After a requisition has been fully approved, PASS will automatically convert it into a Purchase Order.
7. Once the purchase order has been established in PASS and a number has been assigned, OVS financial staff will add the purchase order number to the sub-grant reimbursement form.
8. If a purchase order is no longer needed because work is complete or the sub-grant period has ended, or the sub-grant has been canceled, the accounting specialist will close or cancel the purchase order upon request from the grant manager or OVS director.

Establishing a sub-grant award with a District government agency

9. Intra-District is service transaction between District agencies. Intra-District agreements are used to establish a sub-grant award with another District agency. The agency providing the services is called “Seller Agency”, and the agency receiving the services is called the “Buyer Agency”. Budget authority is first established with a signed Memorandum of Understanding (MOU) between the seller and buyer, and then with the advance of funds from the buyer via SOAR
10. As the buyer of services, OVS issues a standard MOU outlining the terms of the service to be provided, completes the Intra-District Standard Request Form (ISRF) with OVS’s information and funding codes for the buyer side of the advance and forwards copies to the OCFO Senior Grants Associate for review before sending to the Seller agency.
11. The OVS financial manager monitors the Intra-District Spending Activity periodically by reviewing project status in SOAR’s Project Financial Inquiry screen (screen #80).
12. If the new Intra-District agreement is between agencies within an Associate CFO’s cluster, the Associate CFO can approve and implement the agreement. If the new Intra-District agreement is between agencies in different clusters, the agreement must be reviewed and approved by OBP. OBP will make certain the agreement is properly accounted for on both sides of the transaction.

After the decision and approval is given to award funds, the program manager prepares the sub-grant award documents and submits the package to director for approval and signature before sending to the sub-grantee.

The sub-grant award documents shall subject the sub-grantee to the same conditions and guidelines that apply to the original grant.

The sub-grant package should include:

- ◇ Cover Letter
- ◇ Sub-grant Award Form:
 - Recipient
 - Award Period
 - Budget Allocation
- ◇ Memorandum of Understanding (MOU) and Intra-District Forms if the sub-granting agency is a DC agency or a non-umbrella agency.

Sub-grant Agreement includes:

- Type of services to be provided
- Expenditure and payment provision

- Financial management and audit
- Matching (if applicable)
- Programmatic and Financial reporting requirements
- Compliance and Assurances
- Record and monitoring
- Grant period
- Termination

The program manager will provide budget analyst with:

- ◇ Copy of Sub-grant Award and Spending Plan.

M. Payment Method

It is the responsibility of the program manager to be familiar with the sub-grantee's payment requirements. There are two forms of reimbursable payments OVS may use unless otherwise authorized by the granting agency.

- ◇ Check
- ◇ Intra District

Advance payments will not be disbursed.

N. Payment Method Process

1. Grantee Reimbursement Request() (Refer to Sample Copy)
 - a) Budget analyst/designee will notify the program manager that a sub-grant is established in SOAR.
 - b) Program manager shall inform the sub-grantee that payment will be generated according to the sub-grant budget and spending plan.
 - c) When the sub-grantee is ready for payment, the organization must submit a GRFF, along with invoices and supporting documentation in accordance with the expenditure and spending plan.
 - d) Program manager is responsible for reviewing all documents to ensure authenticity, and verify that expenditures are authorized under the terms of the grant.
 - e) Program manager verifies the information to be correct and complete.

- f) If corrections are necessary, the program manager will contact the sub-grantee to certify adjustments/changes to the GRR as required.
- g) Administrative portion of the form should be completed and signed by the program manager.
- h) GRR invoices and/or supporting documents are submitted to the director for authorization to pay.
- i) Program manager forwards the GRR to the budget assistant, who then processes the request.
- j) Budget assistant forwards the approved GRR to the Public Safety and Justice Cluster for payment.

2. Grantee Equipment Purchases

- a) The program manager is responsible for obtaining all invoices for equipment purchased by sub-grantees along with a completed Equipment List Form, on a quarterly basis (at the same time as submittal of other expenditures, quarterly programmatic and financial reports). The program manager can then complete and issue equipment "label (s)" to the sub-grantee and update the OVS Equipment Inventory Folder (on the "G" drive).
- b) Equipment as defined by USDOJ is "tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit".

O. Intra-District Process

The Intra-District process of payment is used for a sub-grantee operating within the District's SOAR system. This payment process transfers funds electronically. Complete the following forms:

- ◇ Sub-grant Award and Sub-grant Agreement
- ◇ Memorandum of Understanding (MOU)
- ◇ Intra-District Request Form Part I and II (IDSRF)

Submit to director for approval. Submit to sub-grantee for signature. Once signed by agency, submit to the director for signature. Ensure the IDSRF states this is for encumbrances only when setting up full award amount.

Package the above referenced documents and have budget analyst complete seller section of IDSRF II. Copy of all documents returned to the program manager.

P. Grant Award Profile

In order for a new grant to be captured by the District's grant tracking mechanism and to enable budget authorization, a Grant Award Profile (GAP) must be completed for each new grant. The GAP is a form used by the District to identify a grant by recipient agency, Federal grantor, application and award instrument, and financial data.

The following guidelines should be applied by the program manager upon acceptance of a new grant award and each fiscal year thereafter until grant close-out, to establish the grant annual budget.

- ◇ Complete GAP form and spending plan.
- ◇ Attach copy of the grant award and supporting documentation.
- ◇ Sign GAP form as the program manager.
- ◇ Submit package to budget analyst for review and budget authorization.
- ◇ Request copy of the signed package from the budget analyst and maintain a copy for your record.

Q. Documentation and Record Keeping

Proper grant documentation is essential in project management and to ensure compliance with grant administrative and programmatic requirements, as required by ³OMB Circulars A-87 and A-102 Grants and Cooperative agreements with State and Local Governments. ⁴Use of the Grants Tracking System as required.

1. Federal and sub-grant file maintenance

- a. The OVS grant managers maintain their federal and sub-grant files—electronic copy shared network drive and hard-copy versions—and ensure all required programmatic, financial, and administrative documents are contained in these files. Appendix D outlines OVS’s electronic and hard-copy filing system and procedures.
 - i. The OVS financial staff organize and maintain separate electronic and hard-copy files related to staff’s time, effort, and the salary and fringe benefits charged to each federal grant. As identified below, the Salary and Fringe Benefits Allocation report identifies how staff are distributed on each grant. For audit purposes, financial staff make copies of all time and effort documentation for the staff that worked on the grant being audited to ensure these records are available to the auditors.
 - ii. At the end of each month, the OVS financial staff compile documentation on all non-salary grant administrative expenditures (supplies, travel, training, etc.), and file this documentation, clipped together and added to all previous documentation, in the appropriate federal grant file in the financial section.

1. Federal award programmatic reporting

- a. Grant managers identify federal programmatic report due dates upon receipt of federal awards and record these due dates in OVS’s tracking spreadsheet. Grant managers also identify the reporting system required by the federal government, become familiar with this system, and provide ongoing technical assistance to sub-grantees as needed if sub-grantees must report their performance measures to the federal government directly using this system. During the first quarter of the reporting period, grant managers must assure that the OHR certification form is in the master file. OVS must create a list of missing documentation and follow up with grantees to provide a remediation plan.

³ OMB Circulars A-87/A-102-Cost Principles/Grants and Cooperative Agreements for State and Local Govt.

⁴ Agency Grants Tracking system.

- b. Given that sub-grantees are required to report on all federally required performance measures to OVS in their quarterly programmatic reports, the grant managers aggregate and synthesize this information into one cohesive report for submission to the federal government. At a minimum of one week before the report is due, the grant managers send the OVS director a draft for review, and then submit a final version of the report; update the tracking system accordingly; and save a copy in the shared network drive and hard-copy folder.

2. Administrative match and match reporting

- a. The OVS accounting specialist works with the grant managers to identify any OVS administrative matches on federal awards and for fulfilling this match requirement by the end of the award period. OVS matches are required when a) the federal government requires OVS to match federal resources used for OVS grant administration with local resources (i.e. STOP), and b) when sub-grantees are not able to overmatch on their sub-award, and thus, OVS takes responsibility for meeting the match on its administrative portion (generally 5-10% of the total award) of the grant award.
- b. Once identified, the accounting specialist meets OVS's administrative match through the following local resources: OVS's local administrative expenditures; the in-kind cost of OVS's rent and other overhead costs as documented and supported by the Executive Office of the Mayor; and/or reimbursement for expenditures against local appropriations for which OVS serves as a pass-through and that are generally related to the content areas of the grant award.
- c. The accounting specialist provides the grant managers with match documentation for the grant file for whatever match method is used, which includes a brief memo outlining the nature and amount of the match as well as the supporting expenditure documentation. The analyst files this documentation in the OVS shared network drive and hard-copy folders, and updates the OVS grant tracking system accordingly.
- d. Each quarter, the accounting specialist electronically reports the match met for the quarter and for the life of the grant award to date to the OCFO for every open OVS federal grant by no later than 30 days after the end of each quarter. For each federal grant, OVS sends the OCFO the following information: name of grant and federal grant number; SOAR #; grant amount awarded; grant period; and the match required, match met for the quarter, and the total match met to date.

1. Grant recipients must retain records pertaining to an award three years after the date of submission of the closure of the single audit report, which covers the grant period.
2. Make these records available for review upon request by DOJ.
3. It is the responsibility of the program manager to maintain all grant and sub-grant files, as well as a list of equipment purchased by each sub-grantee.
4. These files will contain programmatic and financial records related to the sub-grant.

R. Reporting

Programmatic and financial reports are required by the DOJ. It is the responsibility of the program manager to complete all progress reports by or prior to the required due date.

The standard progress report used by DOJ is the Categorical Assistance Progress Report. This report is to be submitted on a quarterly, semi-annual or annual basis as stipulated by the grant. The program manager is responsible for identifying the reporting required by a grant program. Reporting requirements can be found in the application announcement kit or the award terms and conditions.

Program Manager shall:

1. Review programmatic reporting requirements for the grant program.
2. Write report to allow time for review and edit of work.
3. Submit draft report to OVS Director.
4. If necessary, revise and resubmit report to OVS Director.
5. Upon approval, submit report to the DOJ contact person identified in the report guidelines.
6. Place a copy of the report in the grant file.

The Financial Report (SF 269A) is to be completed by the budget analyst on a quarterly basis and must be submitted forty-five (45) days after the end of each quarter.

1. It is the responsibility of the director to ensure that the financial report is being submitted in a timely manner.
2. A copy of each report should be given to the program manager and provided to Financial Manager, Public Safety and Justice cluster.
3. Copy is placed in the grant file.
4. The SF269A shall be reviewed by the applicable director prior to submission to DOJ.

S. Monitoring Sub-grants and Contracts

It is the responsibility of the program manager to monitor sub-grants and contracts to ensure compliance with Federal and District laws, program regulations and administrative requirements, as well as specific sub-grant and/or contracting terms and conditions included in the sub-grant and contract.

Monitoring methods include:

- ◇ Frequent phone conversations
- ◇ Face-to-face meetings
- ◇ Quarterly programmatic reports
- ◇ Financial status reports and payment requests
- ◇ Site visits
- ◇ Audits
- ◇ Technical Assistance

Program Manager shall:

1. Maintain frequent phone contact and face-to-face meetings with sub-grantee.
2. The frequency will depend upon the nature and complexity of the sub-grant, and the reputation and demonstrated capabilities of the sub-grantee to adhere to programmatic and financial requirements.
3. In general, it is advisable to maintain contact on a minimum quarterly basis.
4. Review quarterly programmatic and financial reports as submitted on a quarterly basis.
5. Communicate with the sub-grantee regarding questions or concerns that arise as a result of the review. Work to resolve issues and assist sub-grantees in their efforts to comply with requirements.
6. Upon receipt of the Grantee Request for Funds (payment), review against the sub-grant award, financial reports and expenditures to ensure allowable costs prior to authorization of payment.
7. The program managers' signature will be required to authorize payment and; therefore, a thorough review of all expenditures is required.
8. A minimum annual site visit is required for each new sub-grant. (Refer to site monitoring tools in appendix).
9. More frequent site reviews will depend upon the nature and complexity of the sub-grant, and the demonstrated performance of the sub-grant recipient to adhere to programmatic and financial requirements.
10. Sub-grantee orientation and training;
 - a. All sub-grantees' programmatic and/or financial points of contact are required to attend a OVS orientation and grant management training within the first month of their grant award period.

- b. The training includes information for sub-grantees on: OVS's financial and programmatic expectations; the financial reimbursement process, forms and documentation; the programmatic reporting process and forms, including required federal performance measures and reporting specific to different federal awards; and any special conditions.
- c. OVS will offer trainings on specific topics throughout the year as needed. Training or information sessions that address OVS policies or procedures may be mandatory. OVS provides TA to grantees on the Civil Rights Audit requirements, Limited English Proficiency and Equal Treatment Regulations.

Site Visits

1. Grant managers conduct at least annual site visits to all sub-grantees to review their administrative, financial, programmatic and civil rights compliance with their grant award application, agreement, and all terms and conditions. Site visits include the following components:
 - a. Grant managers conduct a grant file desk review to identify any missing or incomplete documents (including EEOP Certification Forms) and to review programmatic and financial outputs and outcomes to date.
 - b. During the desk file review, grant managers will carefully review any quarterly programmatic reports that have been submitted and will draft a list of articles of evidence—in the form of records, documentation or project deliverables—necessary to accurately assess and verify the progress of sub recipient accomplishments toward their goals and objectives as reported in quarterly programmatic reports submitted to date.
 - c. Grant managers contact the sub-grantee's programmatic and financial points of contact to alert them to the pending site visit; provide a range of available dates and times; provide them with a copy of OVS's site visit assessment tool and list of requested evidence so that they can prepare all necessary documents; and identify any outstanding findings from the desk review that will be discussed and ideally addressed at the visit.
 - d. Grant managers ask sub-grantees to arrange the agenda for the visit, which must include: a meeting with the programmatic and financial points of contact; a sub-grantee grant file review and a review of additional required administrative documentation; a discussion with front-line project staff and, an observational assessment of project activities including opportunities to interact with volunteers and beneficiaries; and an exit interview to discuss findings and recommendations for improvement.

- e. After the visit, grant managers send sub-grantees a brief written summary of their visit based on the completed site visit assessment tool, including any recommendations for improvement and follow-up on requested technical assistance.
- f. If significant concerns are identified at the site visit, the grant manager will ask sub-grantees to provide OVS with a written response identifying their corrective action plan to address the identified concerns within the timeline established by OVS. If sub-grantees are not able to address issues on their own, the grant manager will develop a series of corrective actions that will be implemented according to a timeline developed by OVS.
- g. A hard copy of the site visit assessment and any follow-up correspondence is placed in the sub grantee file.

T. Grant Adjustments/ Corrective Action Plans

1. Problem notification/adjustment requests and grant adjustment notices

- a. Sub-grantees that experience significant programmatic or financial grant award challenges that will detrimentally affect the timeliness, quality implementation, and/or outputs/outcomes of the grant award must submit to their grant manager an electronic Problem Notification/Grant Adjustment Request form (even if these problems have been outlined in a quarterly programmatic report). Potential reasons for submitting this form to OVS include: significant startup or staff hiring/retention challenges; a lack of referrals; program model adherence/implementation challenges; stakeholder/partnership conflicts; and financial expenditure and/or accounting problems.
- b. All sub-grantees experiencing such problems complete the first part of the form and must identify the specific, detailed steps they are taking to remedy the problem. Sub-grantees complete the second part of the form if, as a result of the identified problem, they are requesting a formal grant adjustment from OVS. Sub-grantees that are not experiencing a significant grant problem but that want to request a grant adjustment complete only the second part of the form.
- c. The sub-grantee must obtain prior written approval from OVS for all financial or programmatic modifications to any portion of the approved budget or scope of work. To become effective, requested changes require the written approval of OVS in the form of a Grant Adjustment Notice. For proposed programmatic changes, a Problem Notification/Grant Adjustment Request must be submitted prior to the proposed programmatic change. Requests to make changes to sub-grantee's budget must be approved prior to the date of expenditures affected by the change. If submitting the

Problem Notification/Grant Adjustment Request form in the 4th quarter of the grant period, the Problem Notification/Grant Adjustment request is due no later than 60 days prior to the end of the grant period. Any requests submitted after that date will not be approved.

- d. The OVS grant manager shares all received forms with the OVS director, and in consultation with the director, provides feedback to sub-grantees within one week of receiving the form. For identified problems, if needed, the grant manager outlines for sub-grantees specific tasks with associated timelines for addressing the identified problems as well as any technical assistance resources as requested or recommended. Sub-grantees must make and report to OVS sufficient progress towards accomplishing these tasks or face corrective action. For grant adjustment requests, the grant manager and Director determine whether to approve or deny the request, and if approved, the grant manager completes and sends a Grant Adjustment Notice to sub-grantees outlining the approved adjustments. Grant managers save copies of all Problem Notification/Grant Adjustment Request and Grant Adjustment Notices in the OVS shared network drive and hard copy grant files.
- e. When noncompliance with the Equal Treatment Regulation is reported to or identified by OVS grant managers, the OVS complaint coordinator reviews the complaint internally, and refers it to the DC Office on Human Rights for investigation. OVS works with OHR to resolve the complaint. OVS notifies in writing the Office for Civil Rights at the US Department of Justice once the agency has referred the complaint to the DC OHR if the grant is supported by federal funds.

2. Corrective actions and de-obligation

- a. Sub-grantees that exhibit consistent and/or significant administrative, financial, programmatic and/or civil rights grant non-compliance face a series of corrective actions from OVS. First, OVS provides sub-grantees with written recommendations for improvement, with associated timelines and written reports on progress toward completion of these tasks. Second, if sub-grantees fail to make sufficient progress then they will be designated as a high risk sub-grantee, with potential consequences for the continuation of their current grant award and for their ability to secure further funding from OVS in the subsequent fiscal year. Upon being designated a high-risk sub-grantee, the grant manager and OVS director meet with the sub-grantee programmatic and fiscal point of contact and agency executive director to discuss the findings and to develop a final remediation plan with concrete deliverables and a thirty day timeline to demonstrate significant improvement. Third and finally, sub-grantees that exhibit continued noncompliance receive notification through a formal letter signed by the OVS Director that their funds will be de-obligated. Sub-grantees can refer to 28 CFR Part 18 for appeal rights in the event of grant award termination.
- b. Sub-grantees that have an award de-obligated are not eligible to receive an award from OVS in the next fiscal year.

- c. Sub-grantees whose awards are prematurely terminated are subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project that runs for the duration of the project period.
- d. Grant managers and the OVS director identify an eligible sub-grantee to receive the de-obligated funds so the funds can be spent-down by the end of the award period; as per District policy, these funds do not need to be re-competed.

b. Sub-grantee files and audits

- a. As outlined in sub-grantees' award agreements, sub-grantees must maintain a grant award file inclusive of all of the same documents maintained by OVS, which includes: the final project application, budget, and signed certifications and assurances; award letter, summary, and award agreement; EEOP waiver form; requests for reimbursement and support documentation; match forms and support documentation; equipment purchase and sole source justification forms if applicable; programmatic and performance measure reports; site visit assessment findings; problem notification/grant adjustment requests and grant adjustment notices; and all other significant grant correspondence and documents. OVS grant managers review this grant file at a minimum once a year during the award site visit.
- b. OVS, the DC Inspector General and the Department of Justice, or any of its authorized representatives, have access for purposes of audit and examination of any books, documents, papers, and records of the sub-grantee related to the grant award at any time. In addition, sub-grantees must maintain all grant records for at least three years after the completion of the grant period or until an audit is completed and/or any litigation is resolved and all questions arising from these reviews are resolved. Grant records must be sufficient for the DC Inspector General's auditors or a certified independent auditor (one who is not an employee of the sub-grantee or a member of the sub-grantee's board) to audit the award records and determine whether the costs incurred and billed are allowable under the terms of the grant award.

3. Procedure for Review of Complaints of Discrimination by sub recipient employees and beneficiaries.

- a. OVS assigns a grant program specialist to coordinate all discrimination complaint oversight.
- b. OVS trains staff on their responsibility to identify and refer discrimination or potential discrimination complaints to the OVS complaint coordinator.
- c. Upon receiving a complaint of discrimination, the OVS coordinator reviews the complaint internally, and refers it to the DC Office on Human Rights for investigation. OVS works with OHR to resolve the complaint.

- d. OVS notifies in writing the Office for Civil Rights at the US Department of Justice once the agency has referred the complaint to the DC OHR if the grant is supported by federal funds. When a sub-grant is not being implemented according to the award and agreement, it is the responsibility of the program manager to work with the sub-grantee to develop a corrective action plan. Once the plan is developed, it must be submitted to the applicable director for review and approval prior to implementation.

U. Administrative Budget

It is the responsibility of the budget analyst and applicable director to ensure that all costs charged to the administrative budget of a grant comply with the grant program's Federal rules and regulations.

V. Sub-grant Extension/Adjustment

A sub-grant extension is a request to extend the grant beyond the original grant period. Sub-grant extensions are only made for funds awarded through federal grants and must be requested 90 days prior to the end of the original grant period. The extension may not exceed 12 months.

Prior to approving sub-grant extensions, program managers must check with the budget analyst. If budget exists for a specific grant and time frame, the budget analyst must initial approval prior to program manager's approval of request. If budget does not exist for the specific grant and the budget analyst can request a modification to cover extension, then the program manager must get sign-off from the budget analyst and director prior to approval of extension.

If budget does not exist for specific sub-grant, or budget analyst cannot get approved budget modification, the sub grantee's request for an extension must be denied by program manager.

A grant extension may be requested for the following reasons:

1. Delay in programming.
2. Extraordinary Circumstances.
3. Special Conditions.
4. Delay in receipt of funding.

For grant adjustments, the sub-grantee must obtain prior written approval from OVS for **all** desired changes to the applicable Sub-grant Award.⁵ Requests for reprogramming of funds and changes to the project's goals and objectives received toward the end of the third (3rd) quarter of the fiscal year will only be considered for extenuating circumstances

⁵ All 4th quarter requests for reprogramming will be reviewed by the director of OJGA/OVS.

determined appropriate by the OVS Program Manager. Reprogramming requests may be submitted until June 30th of each fiscal year.

W. Certifications regarding Debarment, Suspension, and Other Responsibility Matters

Certification must be completed prior to recommendation for or against an award. The government-wide common rule for debarment and suspension, 28 CFR Part 67, provides guidance on requirements that recipients shall meet in order to receive Federal or District funds. (Refer to Epls.Arnet.gov).

1. Title 28 of the Code of Federal Regulations (CFR), Part 67, provides that executive department agencies shall participate in a system for debarment and suspension from programs and activities involving Federal financial and non-financial assistance and benefits. Debarment or suspension of a participant in a program by one agency has government-wide effect. It is the policy of the Federal government to conduct business only with responsible persons, and these guidelines will assist agencies in carrying out this policy.
2. Lobbying, as required by Section 1352, Title of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69.
3. Drug-Free Workplace (Grantees other than individuals), as required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Section 67.615 and 67.620.

X. Close Out

The following is a description of the Federal and District closeout requirements, including reports, disposition of property, settlement of accounts and no-cost extensions:

1. Review all grant program requirements to ensure they have been met.
2. Review all sub-grants and contracts to ensure all program and financial requirements have been met and that the expenditures are allowable and reasonable.
3. Submit required final progress report(s).
4. The budget analyst will submit required final financial report(s) (269A).
5. Review grant file to ensure that all required documentation and records and the OVS closeout form are completed and reviewed by the Director and are properly filed for future audit purposes.

Y. Time and Effort Record of Federal Funds

If an employee's time and effort is allocated across multiple grants, the employee must utilize the District's Time and Effort Process and associated forms, which are maintained on OVS G- drive, to record the time and effort expended on each of the specific grants.

In order to recover salary dollars associated with time and effort the obligation must have been made prior to the close of a grant's period of performance, any time and effort charges associated with the grants' liquidation period is prohibited. Please refer to the OJP Financial Guide at <http://www.ojp.usdoj.gov/FinGuide/>

Z. Audit Requirements and Guidance

The Federal government is responsible to Congress and the taxpaying public for efficient and effective use of Federal funds. OMB Circular A-133 implements the Single Audit Act, as amended, 31 USC 7501-7507. OMB's final revisions to Circular A-133 increased the threshold of \$500,000 expended as the requirement for a single audit.

OVS receives an audit each year by independent, non-federal auditors on internal controls, and compliance with laws and regulations governing Federal awards. The audit is viewed as a tool that raises relevant or pertinent questions rather than as a document that answers all questions. If the audit identifies problems, OVS must work with the auditor on corrective action to ensure that Federal funds are protected.

Fiscal administration of the sub-grant shall conform to generally accepted accounting principles recognized by the Financial Accounting Standards Board, set forth in the April 1997 edition of the DOJ Office of the Comptroller Financial Guide (web site above).

It is the responsibility of the sub-grantee to close out the sub-grant accounting records at the end of the project, and submit a grant closeout report, using the format used for quarterly programmatic reports.

DEFINITIONS

AGENCY - District agency that awards a sub-grant.

CFDA – Catalog of Federal Domestic Assistance

CFR – Code of Federal Regulations

EPLS – Excluded Parties List System

GRANT – Federal funds received from which the agency makes sub-grant awards.

GRR – Grantee Reimbursement Request

IDSR - Intra-District Request Form

MOU - Memorandum of Understanding

NOFA or Notice of Funding Availability - Public notice that an agency will issue a Request for Applications, informing interested parties when and where the Request for Applications may be obtained.

OVS – Office of Victim Services

Request for Applications - Document that describes the requirements for sub-grant applications.

Review Panel - Team of qualified individuals responsible for reviewing, scoring and recommending applicants for sub-grant awards.

Sub-grant Award - Commitment of funds from a grant by an agency to a governmental or private organization to support specific services and operations.

Sub-grant Certification Form or SCF - Certification by an agency that a grant qualifies for sub-granting.

Sub-grant Officer – An agency official authorized to execute sub-grant awards for the agency.

Sub-grant Competitive Review Form or SCRF - A transmittal form for submitting proposed awards for review and approval by the Office of Budget and Planning.

REFERENCES

US Department of Justice
Office of Justice Programs Financial Guide
Office of Management and Budget
Office of Grants Management and Development
Office of Chief Financial Officer
Management Concepts Incorporated
Office of Victim Services

Recommended Changes:

page numbers need to be aligned with the table of contents

update footer date

Double check numeration and sub headings to match table of contents