OVSJG FY 2017
Post Award Orientation
October 17, 2016

⁘ | ⁃

Grant Manager's Role

- Abide by all the financial terms and conditions of the grant award as outlined in the award agreement

- Provide technical assistance to the subgrantee

- Track pace and nature of expenditures

- Ensure that subgrantee adheres to the conditions of grant award agreement

Subgrantee's Role

 જી Comply with the terms and conditions of the grant award as outlined in the award agreement and special conditions

 જી Communicate with Grant Manager

 જી Submit a Grant Adjustment Request (GAR) to modify award

 જી Provide supporting documentation for reports

 જી Submit financial and program reports by due dates

Financial Reporting

&❧ 4 ❧&

PROJECT EXPENDITURE REPORT

Pg. 2 of 2

GOVERNMENT OF THE DISTRICT OF COLUMBIA

EXECUTIVE OFFICE OF THE MAYOR
JUSTICE GRANTS ADMINISTRATION
OFFICE OF VICTIM SERVICES
1350 PENNSYLVANIA AVE, NW SUITE 407 WASHINGTON, DC 20004

SUBGRANTEE:	ABC, Inc		**PROJECT TITLE: Enforcing Underage Drinking Laws**		
SUB GRANT NUMBER:	2001-EUDL-09		**FEDERAL GRANT NUMBER:**		2013-AG-FX-5717
AWARD PERIOD:	10/1/2011 - 9/30/2013		**REPORT PERIOD:**	From: 10/01/2011	To: 10/31/20
FINAL REPORT:	YES	NO			

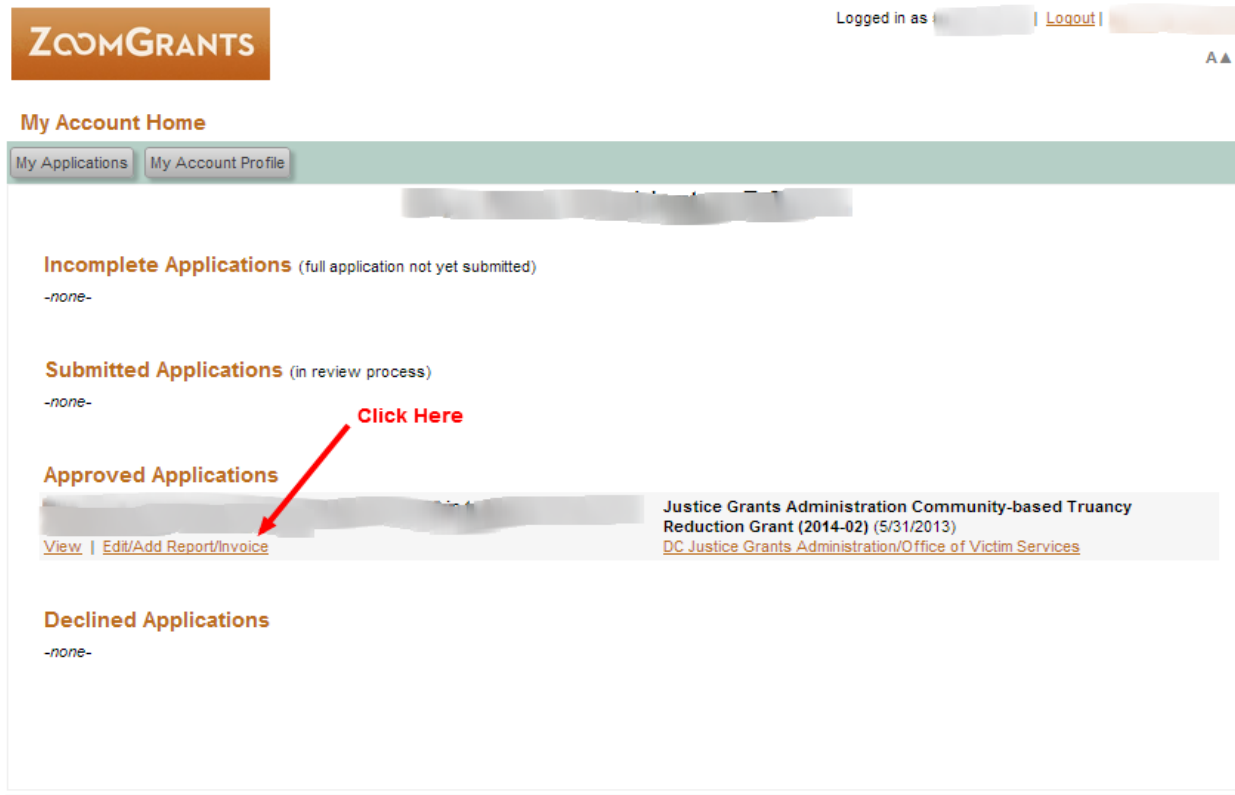| Description	Approved Award Budget	Previously Approved Expenditures	Current Period Expenditures	Balance on Grant	Expensed to-date
Personnel Services	$20,000.00	$0.00	#REF!	#REF!	#REF!
Fringe Benefits	$4,550.00	$0.00	#REF!	#REF!	#REF!
Travel	$1,925.00	$0.00	#REF!	#REF!	#REF!

GRANTEE REIMBURSEMENT REQUEST

Pg. 1 of 2

GOVERNMENT OF THE DISTRICT OF COLUMBIA

EXECUTIVE OFFICE OF THE MAYOR
JUSTICE GRANTS ADMINISTRATION
OFFICE OF VICTIM SERVICES
1350 PENNSYLVANIA AVE, NW SUITE 407 WASHINGTON, DC 20004

SUBGRANTEE: ABC, Inc		**PROJECT TITLE: Enforcing Underage Drinking Laws**
SUB GRANT NUMBER: 2011-EUDL-09		**FEDERAL GRANT NUMBER:** 2013-AG-FX-5717
AWARD PERIOD: 10/1/2011 - 9/30/2013		**REPORT PERIOD:** From: 10/01/2011 To: 10/31/2011
FINAL REPORT: YES NO		**DATE OF REQUEST:** 12/6/2011

PROJECT DATA

APPROVED EXPENDITURES TO DATE:	$ -
CURRENT REIMBURSEMENT REQUEST:	#REF!
GRANT AWARD AMOUNT:	$ 43,174.00

Zoomgrants Invoice

Log into your account at zoomgants.com, and click on "Edit/Add Report/Invoice".

Upload all supporting documents per category. (4mb limit; TIP: saving as .jpeg reduces document size)

Financial Workbook

- Approved budget has OVSJG/GM and Sub-grantee Authorized Official signatures

- All financial workbooks must be submitted via ZoomGrants under "Invoice" at www.zoomgrants.com Supporting documentation must be included and separated by categories (e.g. personnel, fringe benefits)

- Financial reports must be signed by sub-grantee Authorized Official

Programmatic Reports and Performance Measures are due each quarter

Reimbursement Approval Flow

Accounts Payable submits to Office of Chief Financial

Sub-grantee submits reimbursement workbook

OVSJG submits to Accounts Payable

OVSJG reviews workbook
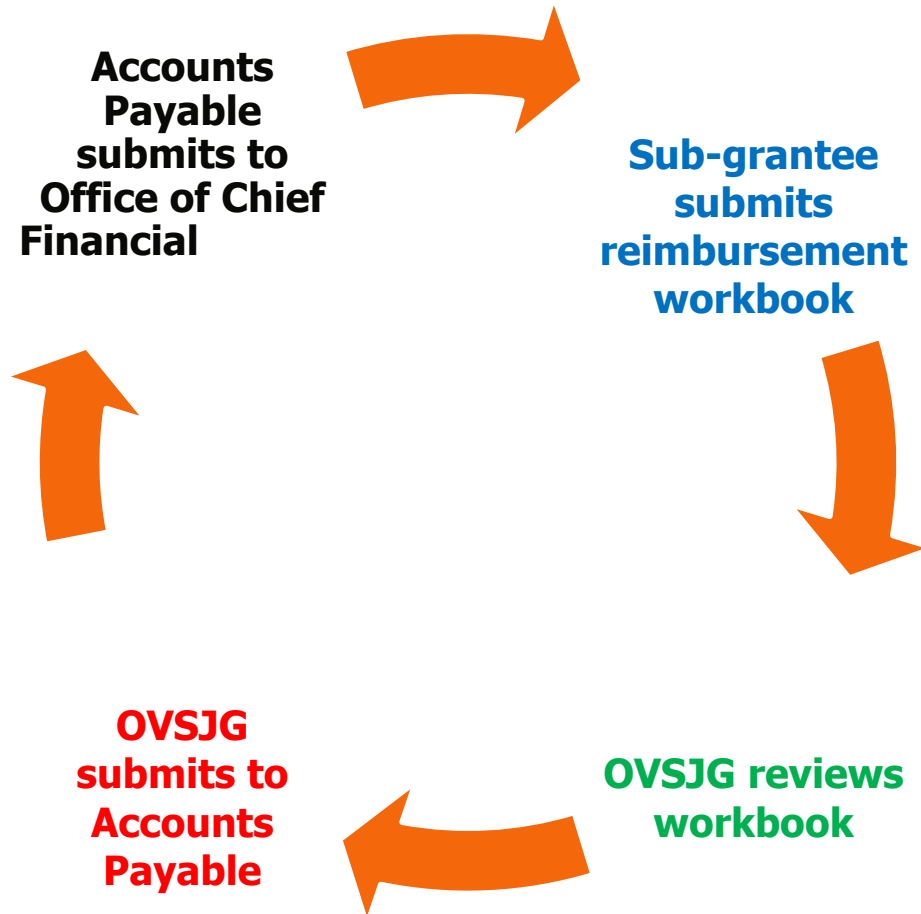
Program, PMT and Financial Report Schedule

<u>Reporting Period</u>   <u>Due Date</u>

1st Quarter: October 1 – December 31   January 15

2nd Quarter: January 1 – March 31   April 15

3rd Quarter: April 1 – June 30   July 15

4th Quarter: July 1 – September 30   October 5

**Should the due date fall on a weekend or holiday, report will be due the next business day.

Grant Adjustments

Necessary when a subgrantee experiences significant programmatic or financial award challenges that will affect the timeliness, and quality implementation

WHAT TO DO

- Communicate with your Grant Manager

- Submit a Grant Adjustment Request (GAR) with supporting documentation

- Retroactive GAN's are not allowed; all changes must be approved "prior" to expending funds.

- Deadline for final grant adjustment request is last day of 3rd quarter (June 30th)

13

Grant Adjustments

Grantees are required to submit a Grant Adjustment Notice for every new staff member hired within 10 days of the staff member's start date.

Reimbursement for new staff on the grant will only be provided retroactive to the date of the approved GAN or the employee's start date, if the GAN was submitted in the appropriate time frame.

official policy

Grant Adjustments

official policy

ଏGANs for staff time, retroactive to the date of the GAN, are never allowed

For example, a grantee cannot increase a staff member's time on a project without justifying why the staff member will need additional time on the project.

If approved, the GAN may only be approved for dates after the date of the GAN.

Our Mission and Values

ဢOur mission –

The mission of the Office of Victim Services and Justice Grants (OVSJG) is to develop, fund, and coordinate programs that improve public safety; enhance the administration of justice; and create systems of care for crime victims, youth, and their families in the District.

Our Mission and Values

ஐOur values –

- o Purpose
- o Professionalism
- o Integrity
- o Teamwork
- o Self-care
- o Humor

official policy

❧Our grantees are our partners

If there is an issue, tell us first so we can help you solve it

| Your grant manager | → | Deputy Director (VS only) | → | Director |

Policies and Procedures

ର୍ଗ Before November 1, 2016, all grantees will be assigned a risk level

Low Risk

Recipient has received OVSJG funding for at least two (2) full fiscal years.
OR
Recipient has a consistent record of delivering programmatic and financial reports in a timely and accurate manner.

Medium Risk

Recipient has received OVSJG funding for less than two (2) full fiscal years.
OR
Recipient has received funding for at least two (2) full fiscal years and has submitted at least two (2) late required reports over the past fiscal year without advance OVSJG approval.

High Risk

Recipient has submitted at least three (3) late or inadequate programmatic, fiscal, or data reports over the past fiscal year.
OR
Recipient has failed to meet programmatic goals.
OR
Recipient has failed to fully account for all the funds disbursed to them.
OR
Recipient has failed to respond to OVSJG requests adequately or attend mandatory events (like this one...)
(and others)

Policies and Procedures

ଛ Excessive lapsed funds are an indicator of high risk…

If you aren't going to use all of your funds, request a grant adjustment early

official policy

Policies and Procedures

The OMB Uniform Rules provide each grantee the opportunity to use a negotiated indirect cost rate or a 10% de minimus indirect cost rate

official policy

Policies and Procedures

Anything printed or reproduced with OVSJG funds must be attributed to OVSJG

OVSJG Grant Agreement, Section G, Subsection 2

If something is printed without attribution, the costs will not be reimbursed

official policy

Policies and Procedures

Organizations are prohibited from increasing staff pay on the grant during the course of the grant. Any pay increases or COLAs should be included in the application for new funding

official policy

Policies and Procedures

Reimbursements will not be provided at the end of a quarter until the data and program reports are **complete** and **verified** by OVSJG

official policy

If you want your reimbursement quickly, prioritize your data reports

Policies and Procedures

℘Victim Services Only

℘Beginning November 1, the Victim Services team will be doing systematic compliance checks will all victim services grantees to ensure that all grantees are in compliance with the general and special conditions of the grants.

The FAQs

❧ 27 ☙

FAQs

Question	Answer
What is the best way to upload supporting documents for financial reports?	Upload one complete document instead of single pages. Upload as a saved file.
What is the best way to upload resumes, contracts, etc.?	Upload separately, labeled with document name
Should I submit an incomplete financial report?	Only complete submission of financial reports will be reviewed for payment processing.
Do I need to complete all fields of the workbook?	Yes, all fields are necessary for identification and reporting accuracy. Use the workbook for the entire grant period.
Can I email financial reports and documents?	Please don't. Submission of reports through ZoomGrants helps the grant manager monitor activity more efficiently

FAQs

Question	Answer
Can I create my own invoice and reporting system?	Please don't. ZoomGrants was designed to uniformly create and submit financial and program reports.
How often do I need to submit financial reports?	Reports may be submitted per month or per quarter but you are required to tell your grant manager at the beginning of the year which you prefer
Can I submit a financial report before the due date and receive an early reimbursement?	Submitted reports are reviewed as soon as possible in the order received. Grants managers cannot guarantee expedited review and payment processing.
How will I know when my payment has been approved?	An approval date will be entered into ZoomGrants by the Grants Manager. But remember, it is then in the hands of the OCFO to pay the invoice.

FAQs

Question	Answer
Should I use the same workbook throughout the entire grant?	Yes, the workbook is a continuous working spreadsheet that is formulated to track all expense balances and reimbursements for the grant period.
How do I record expenses for the budget category that exceed the approved amount?	Request only up to the approved budget amount per category. Negative balances are not allowed.
Is a signature required for reports?	Yes, the sub-grantees' designated authorized signer AND financial manager are required to certify reports prior to submission.
How long will it take to receive my reimbursement after my payment is received?	The OCFO has 30 business days from the date that they receive the paperwork from us to pay your reimbursement.

OVSJG Staff Directory

Staff Member Name	Position	Email
Michelle Garcia	Director	Michelle.garcia@dc.gov
Christopher Dyer	Special Assistant	Christopher.dyer@dc.gov
Cortney Fisher	Deputy Director, Victim Services	Cortney.fisher@dc.gov
Kelley Dillon	VS - GMS – Sexual Assault Program Specialist	Kelley.dillon@dc.gov
Jaime Farrant	VS - GMS – Legal Services Program Specialist	Jaime.farrant@dc.gov
Daniza Figueroa	VS - GMS – VOCA Administrator	Daniza.figueroa@dc.gov
Alina Gomez	VS – Victim Services Prog. Spec.	Alina.gomez@dc.gov
Daniel Rappaport	VS – GMS – VAWA Administrator	Daniel.rappaport@dc.gov
Mary Abraham	JG – GMS – Byrne Administrator	Mary.abraham@dc.gov
Brenda Aleman	JG – GMS – SUSO Program	Brenda.aleman@dc.gov
Janelle Junior	JG – GMS – SUSO Program	Janelle.junior@dc.gov
Michon Moon	JG – SUSO/ETO Manager	Michon.moon@dc.gov
Bridgette Royster	JG – Juvenile Justice Administrator	Bridgette.royster@dc.gov

BREAK - OUT

❧   ❧

Victim Services
Performance Management Initiative

    ❧   ☙

Performance Management Initiative (PMI)

- All grantees are required to report standard data measures

http://ovsjg.dc.gov/sites/default/files/dc/sites/ovsjg/service_content/attachments/FY17_OVS%20PMI_Data%20Measures.pdf

- All grantees are required to report outcome measures based on the type of service provided and funded

http://ovsjg.dc.gov/page/performance-management-initiative-pmi

Performance Management Initiative (PMI)

  Until the Victim Services team gets a database, all measures are due quarterly through a Survey Monkey link.

  The Survey Monkey link can be found here:

http://ovsjg.dc.gov/page/performance-management-initiative-pmi

Performance Management Initiative (PMI)

ა Quality and timeliness of data reports are one factor that is utilized in determining your risk level

If you submit an incomplete report or a late report, OVSJG will reject the report and send it back to you for completion

If you need help, ask!

Performance Management Initiative (PMI)

  Quarterly reports must be completed and validated before your reimbursements are approved

If you submit an incomplete report, OVSJG will reject the report and send it back to you for completion. No reimbursement will be provided until the report is verified and complete.

Performance Management Initiative (PMI)

    Double check your numbers! Read the documents provided on www.ovsjg.dc.gov.

If your numbers don't add up correctly, OVSJG will reject the report and send it back to you for completion. No reimbursement will be provided until the report is verified and complete.

Performance Management Initiative (PMI)

  For grantees with education and training objectives, pre- and post- tests must be approved by OVSJG before the grantee uses them to evaluate outcomes

Performance Management Initiative (PMI)

ﻼ Qualitative data will be required for each quarterly data submission

Performance Management Initiative (PMI)

ଇ**Technical Assistance Available –**

ଇ Webinars will be provided periodically based upon the stated needs of the grantees.

http://ovsjg.dc.gov/page/performance-management-initiative-pmi

Performance Management Initiative (PMI)

Technical Assistance Available –

Paige Allmendinger, paige.allmendinger@gmail.com, is available ***at no cost to you*** to help you develop methods of collecting and reporting data

How Can Paige Help?
Develop intake processes to best collect data needed for your reports
Help you to choose the validated tools that are required for outcome measures
Help you to develop processes for counting outreach events
Help you develop pre- and post- tests for education and training goals
Identify best practices in collecting data on gender, sexual orientation, race, and age
And more…just ask!

Victim Services Team Staff Directory

Staff Member Name	Position	Email
Cortney Fisher	Deputy Director, Victim Services • Program development • Questions re: PMI • Homicide response	Cortney.fisher@dc.gov
Kelley Dillon	VS - GMS – Sexual Assault Program Specialist • DC SART • DC SANE Administration • SAVRAA Implementation • SASP grants	Kelley.dillon@dc.gov
Jaime Farrant	VS - GMS – Legal Services Program Specialist • VLNDC • Housing Coordination • Policy analysis	Jaime.farrant@dc.gov
Daniza Figueroa	VS - GMS – VOCA Administrator • All VOCA grants • Grant compliance	Daniza.figueroa@dc.gov
Alina Gomez	VS – Victim Services Prog. Spec. • VAN • Military • Campus • Grant compliance	Alina.gomez@dc.gov
Daniel Rappaport	VS – GMS – VAWA Administrator • Prevention programming • Male survivors programming • All VAWA grants • Victim hotline	Daniel.rappaport@dc.gov

44