



Office of Victim Services  
and Justice Grants

# 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

- ✧ Comply with the terms and conditions of the grant award as outlined in the award agreement and special conditions
- ✧ Communicate with Grant Manager
- ✧ Submit a Grant Adjustment Request (GAR) to modify award
- ✧ Provide supporting documentation for reports
- ✧ Submit financial and program reports by due dates

# Financial Reporting




Copy of Financial Workbook063013.xls [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Paste Clipboard Font Alignment Number Styles Cells Editing

A7

	A	B	C	D	E	F	G	H	I	J
1		GOVERNMENT			EXECUTIVE OFFICE OF THE MAYOR					
2		OF THE			JUSTICE GRANTS ADMINISTRATION					
3		DISTRICT OF			OFFICE OF VICTIM SERVICES					
4		COLUMBIA			1350 PENNSYLVANIA AVE, NW SUITE 407 WASHINGTON, DC 20004					
5										
6										
7				PROJECT EXPENDITURE REPORT						
8						Pg. 2 of 2				
9	SUBGRANTEE:	ABC, Inc				PROJECT TITLE: Enforcing Underage Drinking Laws				
10	SUB GRANT NUMBER:	2001-EUDL-09				FEDERAL GRANT NUMBER:		2013-AG-FX-5717		
11	AWARD PERIOD:	10/1/2011 - 9/30/2013				REPORT PERIOD:		From: 10/01/2011	To: 10/31/2011	
12	FINAL REPORT:	YES	NO							
13										
14	Description	Approved Award Budget	Previously Approved Expenditures	Current Period Expenditures	Balance on Grant	Expensed to-date				
15	Personnel Services	\$20,000.00	\$0.00	#REF!	#REF!	#REF!				
16	Fringe Benefits	\$4,550.00	\$0.00	#REF!	#REF!	#REF!				
17	Travel	\$1,925.00	\$0.00	#REF!	#REF!	#REF!				

Instructions for Data Entry Instructions for FSR Instructions for Remb Req FSR E

Ready


Copy of Financial Workbook063013.xls [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

Verdana 9 A A B I U Merge & Center Currency \$ % , .00 .00 Conditional Formatting Format as Table Cell Styles Insert Delete Format Sort & Find & Filter Select

D16

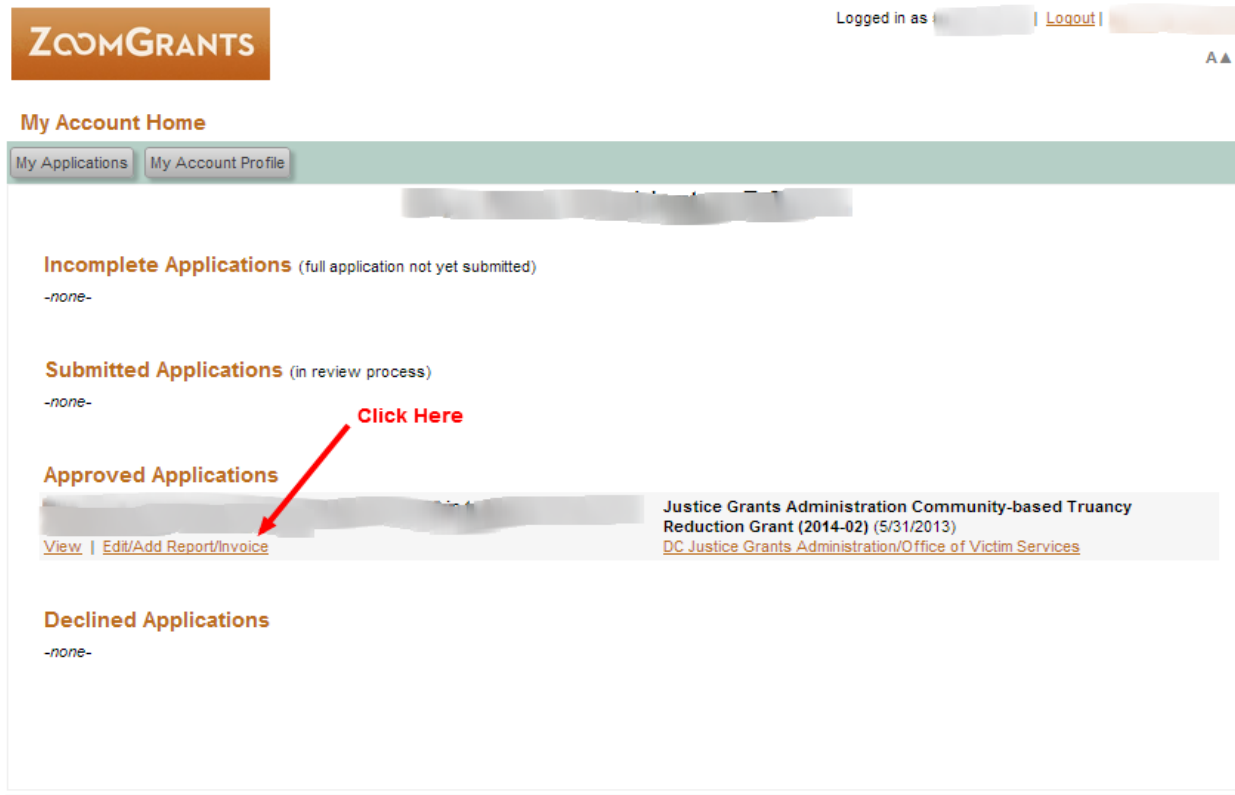
	A	B	C	D	E	F	G	H	I	J
1		<b>GOVERNMENT OF THE DISTRICT OF COLUMBIA</b>	<b>EXECUTIVE OFFICE OF THE MAYOR JUSTICE GRANTS ADMINISTRATION OFFICE OF VICTIM SERVICES 1350 PENNSYLVANIA AVE, NW SUITE 407 WASHINGTON, DC 20004</b>							
2										
3										
4										
5										
6										
7	<b>GRANTEE REIMBURSEMENT REQUEST</b>									
8	Pg. 1 of 2									
9	<b>SUBGRANTEE:</b>	ABC, Inc			<b>PROJECT TITLE:</b> Enforcing Underage Drinking Laws					
10	<b>SUB GRANT NUMBER:</b>	2011-EUDL-09			<b>FEDERAL GRANT NUMBER:</b>			2013-AG-FX-5717		
11	<b>AWARD PERIOD:</b>	10/1/2011 - 9/30/2013			<b>REPORT PERIOD:</b>		From: 10/01/2011 To: 10/31/2011			
12	<b>FINAL REPORT:</b>	YES	NO		<b>DATE OF REQUEST:</b>		12/6/2011			
13										
14	<b>PROJECT DATA</b>									
15	<b>APPROVED EXPENDITURES TO DATE:</b>	\$ -								
16	<b>CURRENT REIMBURSEMENT REQUEST:</b>	#REF!								
17	<b>GRANT AWARD AMOUNT:</b>	\$ 12,174.00								

Instructions for Data Entry Instructions for FSR Instructions for Reimb Req FSR E

Ready 100%

# Zoomgrants Invoice

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



**ZoomGRANTS** Logged in as [redacted] | [Logout](#) | [A ▲ ▼](#)

**My Account Home**

[My Applications](#) [My Account Profile](#)

**Incomplete Applications** (full application not yet submitted)  
-none-

**Submitted Applications** (in review process)  
-none-

**Approved Applications**

View	Edit/Add Report/Invoice	Application Details
<a href="#">View</a>	<a href="#">Edit/Add Report/Invoice</a>	Justice Grants Administration Community-based Truancy Reduction Grant (2014-02) (5/31/2013) <a href="#">DC Justice Grants Administration/Office of Victim Services</a>

**Declined Applications**  
-none-

**CLOSED**  
Deadline 5/31/2013

\$ requested

✓ Submission time:  
5/31/2013 12:04:57 PM  
(Pacific)

Print/Preview

Activity Log

### Invoices & Payments

(click on column headers to sort on that column)

Invoice Number	Date Submitted	Status	Requested Amount	Approved Amount	Payment Total
		-none-			
		Total	\$0.00	\$0.00	\$0.00

[Create a New Invoice](#)

Your new invoice will be listed when this page reloads.



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

[Email This Preview](#)
[Print](#)
[Close Window](#)

DC Justice Grants Administration/Office of Victim Services  
**Justice Grants Administration Community-based Trauancy Reduction Grant (2014-02)**  
5/31/2013 deadline

Tel:   
Fax:   
EPI:

**Project Contact**

**Invoice**  
Instructions [show/hide](#)  
In addition to completing your customized financial workbook, please fill out this invoice.

Date Submitted

Invoice Number   
Requested Amount \$   
Invoice Contact Name   
Invoice Contact Phone   
Invoice Contact Email   
Payment Instructions

**Invoice Status**  
Invoice Status  
Approved Amount  
Approval Date (mm/dd/yyyy)  
Approved by  
Invoice Decision Comments

**Payments**  
(for this Invoice only)

-none-

Total \$0.00

**Current Funding Snapshot**  
(for this full Proposal only)

**Invoices**  
Initial Award Amount \$ 00  
Other Pending Invoices  
Other Approved Invoices  
Other Paid Invoices

Still Available \$ 00  
This Request (-) \$  
New Total \$ 00

**Payments**  
Initial Award Amount \$ 00  
Payments Pending (-)  
Payments Approved (-)  
Payments Paid (-)

Still Available \$ 00

**Personnel & Fringe Amount (\$)**  
  
**Contracts/Consultants Amount (\$)**  
  
**Travel Amount (\$)**  
  
**Contracts / Consultants Amount (\$)**  
  
**Equipment Amount (\$)**

**Documents Requested \***  
Personnel Supporting Documents (4mb limit)   
Fringe Supporting Documents (4mb limit)   
Travel Supporting Documents (4mb limit)   
Contracts / Consultants Support Documents   
Supplies Supporting Documents (4mb limit)   
Equipment Supporting Documents (4mb limit)   
Financial Workbook (EXCEL ONLY - 4mb limit)  [download template](#)

**Uploaded Documents \***  

-none-

-none-

-none-

-none-

-none-

-none-

-none-

\* ZoomGrants™ is not responsible for the content of uploaded documents.

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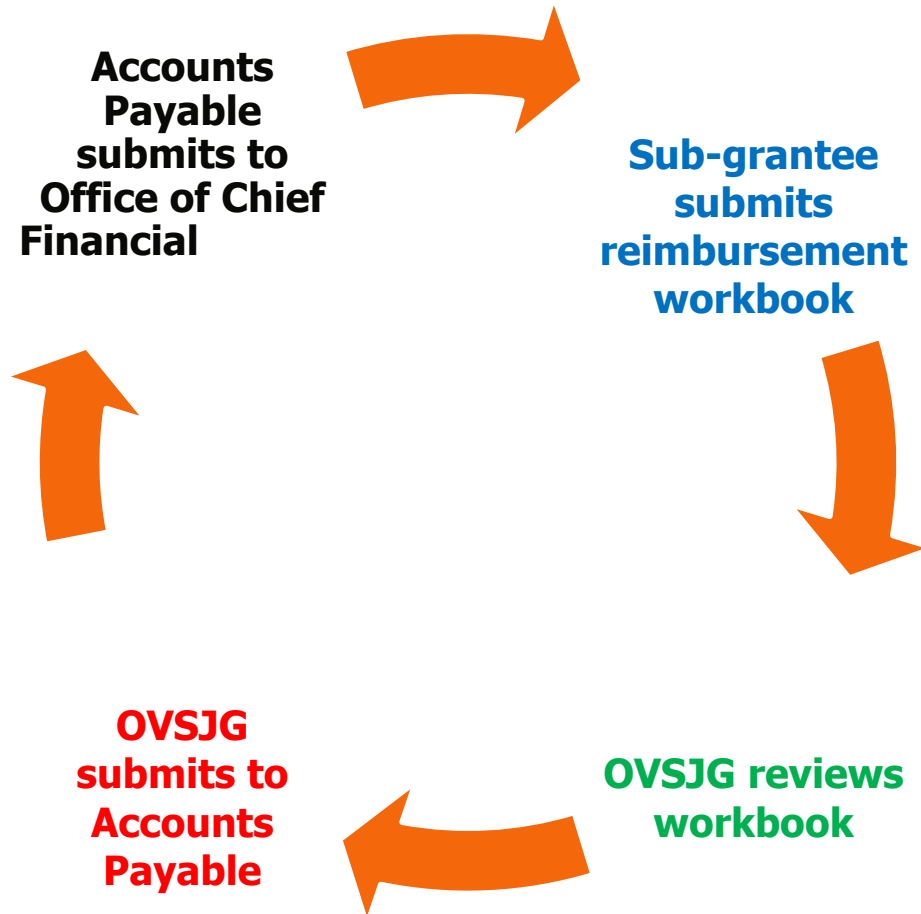
9

# 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](http://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



# Program, PMT and Financial Report Schedule

## Reporting Period

1<sup>st</sup> Quarter: October 1 – December 31

2<sup>nd</sup> Quarter: January 1 – March 31

3<sup>rd</sup> Quarter: April 1 – June 30

**4<sup>th</sup> Quarter: July 1 – September 30**

## Due Date

January 15

April 15

July 15

**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 30<sup>th</sup>)

# 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.

A blue starburst-shaped badge with a white border, containing the text "official policy" in white.

**official  
policy**

# Grant Adjustments

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

 official policy

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.

# What's in OVSJG?

Cortney Fisher, Deputy Director for Victim Services



# Our Mission and Values

## Our 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

## Our values –

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

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# Policies and Procedures

 **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

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☞ 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

∞ 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



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# 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



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# 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

A blue starburst graphic with multiple points, containing the text "official policy" in white.

**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

A blue starburst graphic with a white border, containing the text "official policy" in white.

**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



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If you want your reimbursement quickly, prioritize your data reports



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# Policies and Procedures

## ☞ Victim Services Only

- ☞ Beginning November 1, the Victim Services team will be doing systematic compliance checks with 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	<a href="mailto:Michelle.garcia@dc.gov">Michelle.garcia@dc.gov</a>
Christopher Dyer	Special Assistant	<a href="mailto:Christopher.dyer@dc.gov">Christopher.dyer@dc.gov</a>
Cortney Fisher	Deputy Director, Victim Services	<a href="mailto:Cortney.fisher@dc.gov">Cortney.fisher@dc.gov</a>
Kelley Dillon	VS - GMS – Sexual Assault Program Specialist	<a href="mailto:Kelley.dillon@dc.gov">Kelley.dillon@dc.gov</a>
Jaime Farrant	VS - GMS – Legal Services Program Specialist	<a href="mailto:Jaime.farrant@dc.gov">Jaime.farrant@dc.gov</a>
Daniza Figueroa	VS - GMS – VOCA Administrator	<a href="mailto:Daniza.figueroa@dc.gov">Daniza.figueroa@dc.gov</a>
Alina Gomez	VS – Victim Services Prog. Spec.	<a href="mailto:Alina.gomez@dc.gov">Alina.gomez@dc.gov</a>
Daniel Rappaport	VS – GMS – VAWA Administrator	<a href="mailto:Daniel.rappaport@dc.gov">Daniel.rappaport@dc.gov</a>
Mary Abraham	JG – GMS – Byrne Administrator	<a href="mailto:Mary.abraham@dc.gov">Mary.abraham@dc.gov</a>
Brenda Aleman	JG – GMS – SUSO Program	<a href="mailto:Brenda.aleman@dc.gov">Brenda.aleman@dc.gov</a>
Janelle Junior	JG – GMS – SUSO Program	<a href="mailto:Janelle.junior@dc.gov">Janelle.junior@dc.gov</a>
Michon Moon	JG – SUSO/ETO Manager	<a href="mailto:Michon.moon@dc.gov">Michon.moon@dc.gov</a>
Bridgette Royster	JG – Juvenile Justice Administrator	<a href="mailto:Bridgette.royster@dc.gov">Bridgette.royster@dc.gov</a>





# 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](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)

∞ 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](http://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)

- ∞ Qualitative data will be required for each quarterly data submission

# Performance Management Initiative (PMI)

## Technical Assistance Available –

- 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](mailto: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 <ul style="list-style-type: none"> <li>• Program development</li> <li>• Questions re: PMI</li> <li>• Homicide response</li> </ul>	<a href="mailto:Cortney.fisher@dc.gov">Cortney.fisher@dc.gov</a>
Kelley Dillon	VS - GMS – Sexual Assault Program Specialist <ul style="list-style-type: none"> <li>• DC SART</li> <li>• DC SANE Administration</li> <li>• SAVRAA Implementation</li> <li>• SASP grants</li> </ul>	<a href="mailto:Kelley.dillon@dc.gov">Kelley.dillon@dc.gov</a>
Jaime Farrant	VS - GMS – Legal Services Program Specialist <ul style="list-style-type: none"> <li>• VLNDC</li> <li>• Housing Coordination</li> <li>• Policy analysis</li> </ul>	<a href="mailto:Jaime.farrant@dc.gov">Jaime.farrant@dc.gov</a>
Daniza Figueroa	VS - GMS – VOCA Administrator <ul style="list-style-type: none"> <li>• All VOCA grants</li> <li>• Grant compliance</li> </ul>	<a href="mailto:Daniza.figueroa@dc.gov">Daniza.figueroa@dc.gov</a>
Alina Gomez	VS – Victim Services Prog. Spec. <ul style="list-style-type: none"> <li>• VAN</li> <li>• Military</li> <li>• Campus</li> <li>• Grant compliance</li> </ul>	<a href="mailto:Alina.gomez@dc.gov">Alina.gomez@dc.gov</a>
Daniel Rappaport	VS – GMS – VAWA Administrator <ul style="list-style-type: none"> <li>• Prevention programming</li> <li>• Male survivors programming</li> <li>• All VAWA grants</li> <li>• Victim hotline</li> </ul>	<a href="mailto:Daniel.rappaport@dc.gov">Daniel.rappaport@dc.gov</a>