
**GOVERNMENT OF THE DISTRICT OF COLUMBIA
EXECUTIVE OFFICE OF THE MAYOR
OFFICE OF VICTIM SERVICES AND JUSTICE GRANTS**



GRANT MANAGEMENT POLICIES AND PROCEDURES



**Office of Victim Services
and Justice Grants**

899 North Capitol Street, NE
Washington, DC 20002

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I. GENERAL INFORMATION

1.1 Mission and Purpose

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

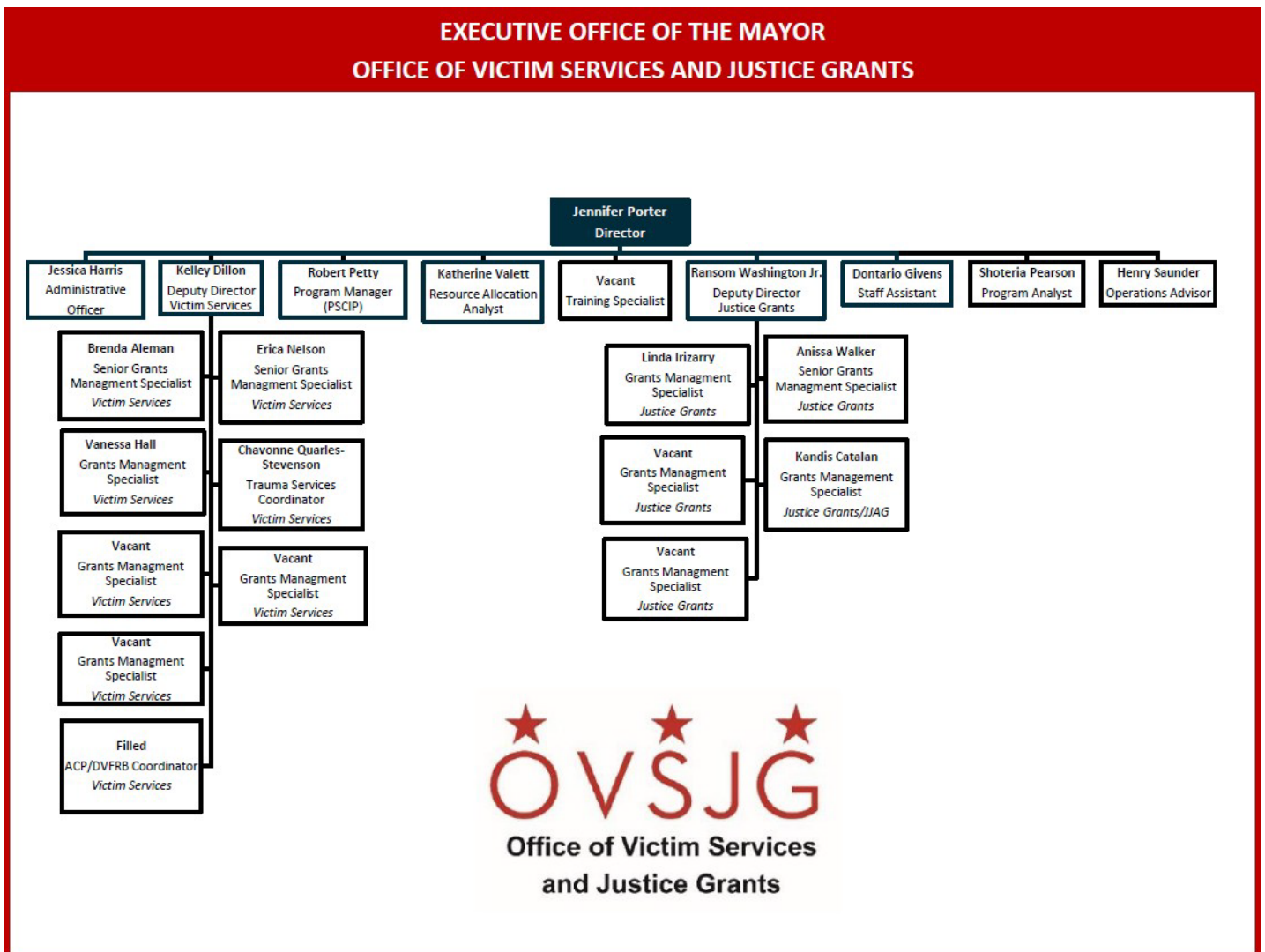
In order to accomplish its mission, OVSJG coordinates and funds community-based and District agency services for victims of crime and justice involved individuals. Additionally, OVSJG supports juvenile delinquency prevention, juvenile justice diversion, mentoring, and gang intervention efforts. OVSJG is the State-Administering Agency (SAA) responsible for the direction of systemic criminal justice planning, coordination, management, research, training, and technical assistance. OVSJG also offers policy making expertise, advice, and counsel to the Executive on the role of victims and offenders in the criminal justice system and evidence-based practices to prevent violence and respond to, intervene in, and prevent violence. The OVSJG Grant Policies and Procedures Manual outlines the practices, policies, and procedures currently in effect for the agency's administration of Federal and locally- funded grants. This Manual presents the basic requirements for the programmatic and financial operations of OVSJG grants awarded to District community-based organizations and governmental agencies. The Manual is intended to serve as a resource for grantees to understand the Agency's policies, and the specific directives and conditions found in grant awards.

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

1.2 Structure and Staffing

OVSJG’s staff typically consists of a director, deputy directors, grant management specialists, and program and administrative staff. The grant management specialists oversee all programmatic and financial activity on the federal and local grants in their portfolio and provide policy recommendations as needed. The Administrative Officer is responsible for organizing, managing, and reconciling OVSJG’s agency and grant expenditures, assisting in developing and monitoring the agency budget, and strengthening OVSJG’s financial policies and procedures.

Contact information for OVSJG staff is available at <https://ovsig.dc.gov/page/ovsig-staff-contacts-and-organization-chart>. Grantees will be notified of their assigned grant manager in their Letter of Intent to Fund.



II. OVSJG AWARD MAKING PROCESS

2.1 Funding Principles

OVSJG uses the following principles to guide its funding decisions:

1. Grant awards will be consistent with the Mayor's priorities and federal funding purposes and requirements;
2. OVSJG prioritizes funding that falls within a continuum of services, i.e. each grant applicant has a responsibility to work with other funded programs to best serve the needs of their clients;
3. Funded programs will have objective, concrete, measurable outcomes, include formal procedures for evaluating progress towards those outcomes, and exhibit a commitment to continuously improve the program;
4. OVSJG funding will be primarily used to support existing programs, as a resource to launch or spark creative initiatives, policies and practices, promote capacity building and system reform efforts, and assist the District in funding statutorily required programs;
5. OVSJG will concentrate funding on agencies and organizations that are responsible administrators of awarded funds and comply fully with:
 - a. OVSJG programmatic and financial requirements, and
 - b. Local and federal laws and requirements; and
6. OVSJG will seek to confirm that every funded initiative achieves outcomes that improve the District's justice system, strengthen services for crime victims, reduce juvenile delinquency, and give returning citizens increased opportunities to lead successful lives.

2.2 Competitive Awards

1. The policy of the government of the District of Columbia is that, as a general rule, all funds be awarded on a competitive basis. There are exceptions to this policy, which may include but are not limited to, the following:
 - a. The funding source or grant award already establishes the recipient;
 - b. Legal and award requirements define eligibility in such a way that there is only one eligible applicant;
 - c. There is already one recognized coalition of service providers through which the targeted population can be effectively served;
 - d. The funds are awarded as part of an extension of the original grant;
 - e. OVSJG has unobligated funds from an original grant that it wishes to grant to the original award recipient(s) or another recipient for the stated purpose of the program;
 - f. The terms of a grant permit OVSJG to add or modify grant awards;
 - g. The original award document specifically allows it; or
 - h. The director or her/his designee determines that the purpose and goals

of the project will be best served by awarding funds on a non-competitive basis; for example, if time limitations require that funds be expended without an application process.

2. OVSJG may issue an award to an unsolicited proposal if:
 - a. The agency has unobligated funds remaining due to unusual or unanticipated factors;
 - b. The applicant has a program or project that significantly advances OVSJG's mission in an area identified as an agency priority;
 - c. The proposal involves the contracting of proprietary skills or technology that are limited in availability; or
 - d. The applicant brings to the grant program matching resources (cash or in-kind) equivalent to the match assistance required, if any.

2.3 Request for Applications Preparation Process

1. Throughout the year, OVSJG publishes Requests for Applications (RFA) with its grant-making priorities and shares them with the general public and potential applicants.
2. OVSJG's RFAs identify:
 - a. The concrete goals and outcomes that OVSJG wants each initiative to achieve;
 - b. Required programmatic components for potential award recipients;
 - c. Application requirements and submission process; and
 - d. OVSJG funding guidelines and conditions.
3. In order to develop its award making initiatives and associated RFAs for the upcoming fiscal year (in addition to those carried over from previous fiscal years) the OVSJG director or her/his designee may solicit input from a cross section of stakeholders in the District on:
 - a. The key challenges and opportunities facing the system;
 - b. Current reform initiatives; or
 - c. Suggestions to identify areas where a targeted investment of resources could make a significant impact.
4. OVSJG drafts separate RFAs for each funding initiative. Each RFA shall include the following components and information:
 - a. Background/general information;
 - b. Availability of funds and award limits, if applicable;
 - c. Eligibility criteria;
 - d. Eligible program activities;
 - e. Restrictions in use of funds;
 - f. Request for program goals, objectives, activities, performance measurements, reporting and evaluation plan;
 - g. Application review criteria;
 - h. Application deadline;
 - i. Proposal instructions;
 - j. Attachments (applicant profile/forms/certifications, assurances, budget, spending plan, etc.); and

- k. Any additional requirements per District and/or federal rules and regulations.
5. RFAs may contain contingency clauses stating that:
- a. OVSJG reserves the right to make changes to the RFA based on any clarifications in the regulations, legislative changes, or funding level fluctuations;
 - b. Funding for any grant or subgrant is contingent on continued funding from OVSJG's funding source;
 - c. OVSJG reserves the right to accept or reject any or all applications if it determines it is in its best interest to do so;
 - d. OVSJG reserves the right to issue addenda and/or amendments subsequent to the RFA process;
 - e. OVSJG shall not, in any event, be liable for any costs incurred in the preparation of applications in response to an RFA;
 - f. OVSJG may conduct pre-award site visits to verify information submitted in the application, provide technical assistance, or determine if the proposed facilities are appropriate for the proposed services;
 - g. OVSJG may require the applicant to enter negotiations, or submit a revised budget or programmatic components as part of its grant-making process;
 - h. In the event of conflicts or ambiguity between the terms and conditions of the RFA and any applicable federal or District law, regulation, or policy, the legal or regulatory provisions shall prevail; or
 - i. Applicants are solely responsible for complying with all relevant laws and regulations.
6. The release of an RFA does not commit OVSJG to issue an award and does not confer any rights to its applicants.

2.4 RFA Release Process

1. OVSJG typically publishes funding opportunities in the DC Register, the District's Funding Alert Clearinghouse, and its website.
2. OVSJG usually issues a Notice of Funding Availability (NOFA) to alert the community of the availability of funds prior to issuing an RFA. The NOFA is a brief summary description of the funding initiative, amount of funding available; eligible recipients, and instructions for obtaining a copy of the RFA.
3. Whenever OVSJG releases a NOFA, it will typically be published in the DC Register and the District's Funding Alert two (2) weeks before the release of an RFA. OVSJG will also attempt to publish both the NOFA and RFA in its own website.
4. In addition to the aforementioned sources, OVSJG will try to distribute the NOFAs/RFAs through its network of community-based and funding organizations, which may include OVSJG's current sub-grantees and a number of community-based organizations, funders, listservs and resource agencies that serve or represent a cross section of potential applicants.

2.5 RFA Questions and Bidder Conference

1. All RFAs will have a point of contact for questions about the grant program and

requirements.

2. Questions from applicants and the answers in response about the grants will be posted on the OVSJG website at ovsjg.dc.gov under Current Funding Opportunities until the deadline for submitting questions has arrived. This is to allow for all applicants to have access to the information.
3. OVSJG may host bidders' conferences for interested applicants. Conferences may be live or web based. The date, time, and location of the bidders' conferences will be identified in the RFA for interested attendees.
4. Unless specifically mentioned in the RFA, attendance at a bidders' conference is not a prerequisite for submitting an application, but attendance is strongly encouraged.
5. Throughout the application solicitation period, OVSJG can only respond to application questions in the manner specified in the RFA. Responses to any substantive questions that were not covered at the bidders' conference will be added to OVSJG's website.

2.6 Application Submission Process

1. The RFAs will outline the application instructions and the requirements to be eligible to apply.
2. All applicants are required to:
 - a. Obtain a Unique Entity ID (UEI) and create a [U.S. Government System for Award Management](#) (SAM) account prior to submitting an application for funding with OVSJG. This information must be included in all applications. Applicants are required to maintain active UEI and SAM accounts throughout the grant period and must be in good standing in to receive funding;
 - b. Submit all documentation required and listed in the RFA. OVSJG will not consider any application that:
 - does not include all required documentation;
 - is submitted after the deadline; or
 - does not comply with the instructions set in the RFA; and
 - c. Submit all originally produced documents and attachments required in the RFA.
3. Applicants must complete all the required Certifications prior to receiving an award, as specified in the RFA. Certifications will be treated as a material representation of fact, OVSJG will rely upon these representations when making a determination to award the applicable transaction or grant.
4. The Certifications will require applicants to attest that they are:
 - a. The authorized representative, authorized by their organization to negotiate with OVSJG. All individuals with that capacity must be named and their title, address, and phone number must be provided;
 - b. Able to maintain adequate files and records and meet all reporting requirements;
 - c. Current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia Office of Tax and Revenue (OTR), i.e., "Clean Hands" certificate, stating that the entity has complied with the filing requirements of District of Columbia tax laws and

- has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR;
- d. Financially and administratively able to provide and manage the proposed services and ensure an adequate administrative, performance, and audit trail;
 - e. Able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
 - f. Not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
 - g. Able to secure the financial resources and technical expertise necessary for the production, construction, equipment and have facilities adequate to perform the grant or subgrant, or the ability to obtain them;
 - h. Able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
 - i. In possession of a satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant;
 - j. In possession of a satisfactory record of integrity and business ethics;
 - k. Able to have the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
 - l. In compliance with the applicable District licensing and tax laws and regulations;
 - m. In compliance with the relevant provisions of the Drug-Free Workplace Act;
 - n. Meeting all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations;
 - o. Keeping all fiscal records in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection, as required;
 - p. Agreeing to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of any grant or subgrant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

5. Award recipients shall provide in writing the names of all its insurance carriers and the type of insurance provided. Before any award can be signed or executed, award recipients shall provide OVSJG a copy of the binder or cover sheet of their current policy for any policy that covers activities that might be undertaken in connection with performance of the grant, showing the limits of coverage and endorsements.
6. All award recipients' policies, except the Workers' Compensation, Errors and Omissions and Professional Liability policies, that cover activities that might be undertaken in connection with performance of the award, shall contain additional endorsements naming the Government of the District of Columbia, and its officers, employees, agents and volunteers as additional named insured with respect to liability abilities arising out of the performance of services under the award. The award recipient shall require their insurance carrier of the required coverage to waive all rights of subrogation against the District, its officers, employees, agents, volunteers, contractors and subcontractors.
7. OVSJG reserves the right to request additional certifications for award applicants and recipients.

2.7 Applicant Budget Preparation Guidelines

1. OVSJG will not pay for fundraising or development positions or functions.
2. Applicants requesting funding for non-programmatic personnel (for example, administrative or executive) must be cognizant that these positions may only be funded by OVSJG to the percentage that the final award (if approved) is a percentage of the organization's budget or the time that the employee can justify as direct work on the project.

For example, if an OVSJG award is 25% of an organization's budget, the organization will only be permitted to request funding for these non-programmatic positions up to 25%. If a non-programmatic employee can justify more than 25% of their time on the project being funded, the employee shall provide proof of that work through regularly executed timesheets. OVSJG has the sole discretion to approve funding for all requested positions.

3. Applicants must include any planned personnel salary increases in their original application for funding. If these are not included, OVSJG reserves the right to disallow future requests for reimbursement of salary increases. Notwithstanding the aforementioned, OVSJG is willing to meet with an awardee to discuss potential reprogramming of funds to subsequently include unforeseen personnel costs. Any salary adjustments approved in this manner will only be authorized as of the date of written approval of a Grant Adjustment Notice/Grant Amendment.
4. In accordance with the Nonprofit Fair Compensation Act (NFCA) of 2020, effective March 16, 2021 (D.C. Law 23-185; D.C. Official Code § 2-222.01), a nonprofit organization may be compensated for indirect costs incurred in provision of goods or performance of services within the terms of any grant or contract with the District. Nonprofits with a Negotiated Indirect Cost Rate Agreement (NICRA) are required to be compensated at the same rate the nonprofit has negotiated with the federal

government for a current federal contract or grant.

To be reimbursed for indirect costs, the organization must include a copy of an existing NICRA, if applicable. If the nonprofit organization does not have a NICRA, the nonprofit may elect to be reimbursed at a 10% *de minimis* rate, at a new rate negotiated with the awarding agency, at a rate negotiated with any District agency in the previous two years, or at a rate determined by a certified public accountant in accordance with the requirements of the NFCA.

5. OVSJG reserves the right to request documentation of indirect cost expenses incurred by an award recipient prior to reimbursing a NICRA or *de minimis* rate.

III. APPLICATION REVIEW PROCESS

3.1 Initial Application Review

1. Grant managers shall conduct an initial review of submitted applications to confirm the application is complete prior to forwarding the application for peer review.
2. A complete application is one that includes:
 - a. All elements required in the RFA; and
 - b. Verification that the organization has not been suspended or disbarred from receiving Federal or local contracts, if applicable.
3. In order for an application to be considered, it must be within the scope of the RFA, address the needs identified by the District, aim to cover any gaps in services identified in the RFA, build or sustain a core service, align to the OVSJG priorities, and meet all requirements.
4. OVSJG reserves the right not to review incomplete applications.

3.2 Application Review Process

1. Award applications that are complete and meet the RFA's criteria will be reviewed and scored by OVSJG or its designees. OVSJG will create criteria that reflects the specific programmatic components and key requirements highlighted in the RFA.
2. OVSJG may identify panelists to review each application when necessary. The review panelists may include experts in the fields related to the RFA; individuals familiar with OVSJG procedures and the systems and services landscape; and residents of the District of Columbia, particularly those who may benefit from services identified by the RFA. Review panelists should include a mix of government, community-based organization, and individual representatives. For juvenile justice grants, it should also include members of the Juvenile Justice Advisory Group's grant review committee.
3. Review panelists may be compensated depending on availability of funds.
4. District government employees may serve as reviewers. However, they cannot be compensated, and must provide a written authorization from their supervisors to serve as a reviewer.
5. Panelists are expected to review all their assigned applications for a particular RFA.
6. Review panelists are required to submit an application and resume or curriculum vitae

(CV) to OVSJG in order to be considered. Subsequently, once OVSJG has selected peer reviewers, they must complete and submit a Master Supplier Form and W-9 form. OVSJG electronically sends the review panelists: a letter describing the review process policies and procedures, a copy of the RFA, scoring information, and applications for review.

7. Peer reviewers selected to evaluate an application for funding may do so as long as she/he does not have a conflict of interest with that applicant. Peer reviewers shall sign a certification stating that they have no personal or professional vested interest in the organizations being considered. A peer reviewer has a conflict of interest and is ineligible to review an application when:
 - a. The reviewer or her/his spouse, partner, sibling, or parent is named in the application as a person having a role in the project;
 - b. The reviewer or her/his spouse, partner, sibling, or parent would receive a direct financial benefit of over \$1,000.00 if the application is funded;
 - c. The reviewer or her/his spouse, partner, sibling, or parent has been an employee, paid consultant, or board member with the applicant during the past year;
 - d. The application includes a letter of support, reference letter, or memorandum of understanding from the reviewer;
 - e. The reviewer has an indirect interest from the applicant institution of over \$10,000.00 in income, stock, or fees during the course of the last fiscal year or award period; and
 - f. The reviewer has a significant role in another application submitted in the same solicitation process.
8. A peer reviewer must disclose a conflict of interest to OVSJG as soon as she/he identifies the conflict. OVSJG will then verify there is a conflict, and if so, on the best course of action to resolve it.
9. If a peer reviewer feels that she/he has a conflict with an agency for another reason not listed above, she/he should disclose the perceived conflict to OVSJG as soon as possible for review and resolution.
10. Reviewers should be given no less than two (2) weeks to review applications and return the completed scoring and comment forms to OVSJG.
11. The OVSJG grant management team is responsible for synthesizing the peer review comments to determine the highest rated applications for each RFA.
12. The OVSJG Director and grant management team conduct their own review of all applications for funding to identify the strengths and weaknesses of each one; identify any questions or suggested changes; identify any missing required attachments; and establish any special conditions for applicants that can be funded such as restrictions and/or additions to the applicant's proposed budget and/or work plan. After all scores are received, the OVSJG director or peer review coordinator may schedule meetings with each review panel to discuss the applications and ratings received, with the majority of time focused on those applications with scores that place them in an indeterminate funding status given the number of awards that will be made and the funds available. Review panelists may help OVSJG identify the applications' strengths and weaknesses, key questions and additional information needed, project changes or

- adjustments recommended for the application to be worthy of funding, and identify consensus preliminary funding decisions when possible.
13. The names, scoring, and recommendations of the review panel are advisory only, and are confidential. A summary of peer reviewer information is publicly available upon request following the process outlined in OVSJG's Review Policy.
 14. All final funding decisions rest solely with the OVSJG Director. Decisions are made based on OVSJG's priorities and the impact that this application might have on advancing the agency's mission.
 15. OVSJG reserves the right to accept or deny any or all applications if it determines that it is in the best interests of the agency to do so.

3.3 Applicant Risk Factor Assessment

1. OVSJG will conduct an annual review of agencies' requests for funding, in addition to grantees' programmatic and financial reports and publicly available information in order to determine whether, if their proposal is selected for funding, they are a Low, Medium or High-Risk award recipient for the agency.
2. Factors considered for determining risk level include:
 - a. Award amount;
 - b. Prior experience managing same or similar awards;
 - c. Substantial changes to personnel or the budget in a fiscal year;
 - d. Timely submission of financial and program performance reports;
 - e. Results of audits.
 - f. Number of requests for advance(s); and
 - g. Site visit findings.
3. Depending on the risk level assessed, OVSJG may require award recipients or applicants selected for funding to comply with one (1) or more of the following special conditions to receive funding:
 - a. Provide monthly financial statements that include, at a minimum, balance sheet, cash flow, or Profit and Loss Statements;
 - b. Provide an organizational budget and any subsequent revisions to it.;
 - c. Provide project cost documentation upon request. This may include but is not limited to payroll journals, timesheets, vendor invoices, cancelled checks, credit card statements, and compliance with internal procurement policies;
 - d. Deliver Accounting Journal Entries and Ledgers upon request;
 - e. Offer copies of other grant agreements upon request;
 - f. Complete additional Performance Measure, Financial, or Program Reports;
 - g. Report its staffing plan and immediately report new hire updates;
 - h. Immediately report any changes to their Personnel or Financial Manuals;
 - i. Verify reported data and outcomes with backup information; or
 - j. Any other requirements determined by the OVSJG Director or their designee.
4. In the event that an award recipient is designated as a high-risk grantee, the grant manager and OVSJG Director or their designee will meet with the recipient's programmatic and fiscal point of contacts and Executive Director to discuss the findings

and develop a Corrective Action Plan with concrete deliverables and a timeline. Award recipients that exhibit continued noncompliance will receive notification through a formal letter that their funds will be de-obligated.

5. Award recipients that have an award de-obligated due to noncompliance may be declared ineligible to receive an award from OVSJG in the next fiscal year.

3.4 Award Notification

1. OVSJG will attempt to inform applicants of their application results within fifteen (15) business days of finalizing review of all applications.
2. Applicants whose applications are denied can request more information regarding OVSJG's decision by following the agency's application Review Process, which is available in Appendix B of this Manual.
3. Applicants who receive a Letter of Intent from OVSJG will be notified of the amount OVSJG is considering awarding them. The letter will direct the applicant to complete any required grant negotiations in GovGrants (submit any other forms, documents, or changes that need to be added or revised to the original application for an award to be granted).
4. In the event that an applicant does not submit the requested changes outlined in the Letter of Intent in the required timeframe or to the satisfaction of OVSJG, the Letter of Intent can be rescinded, and the application denied.
5. If the applicant declines the Letter of Intent or if OVSJG rescinds it, the OVSJG Director will determine how to best use the funds.
6. Receiving a Letter of Intent does not guarantee any rights or benefits to an applicant. OVSJG reserves the right to reduce the amount outlined in a Letter of Intent at any time before a Grant Agreement is signed. Furthermore, any award can be reduced by OVSJG after its issuance in accordance with this manual and Federal and District laws, rules and procedures, or if funding to OVSJG is reduced.
7. All awards are contingent upon OVSJG receiving funds to carry out a project.

3.5 Award Package

1. Once the requirements of the award negotiations are met, OVSJG will issue an award package that contains a description of the award's instructions and any award special conditions, which may include additional requests for information or revisions to the original application and budget.
2. The award letter will include an Award Agreement and other related documents, which must be signed and returned in accordance to the terms in the Award Letter.
3. Grant managers will assign each award recipient an award number in the appropriate OVSJG form and place this number on all recipient award forms. Award recipients must also include this number in their post-award reports.
4. 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 may affect their award status.
5. Organizations that fail to submit the required paperwork on time may have their awards

revoked by OVSJG.

3.6 Registration with the Office of Contracting and Procurement

1. Applicants receiving an award from OVSJG for the first time must establish a new supplier account with the District of Columbia's Office of Contracting and Procurement (OCP) District Integrated Financial System(DIFS), before any payments can be disbursed. The process to create an account can be found at OCP's website, <http://www.ocp.dc.gov>.
2. Once the applicant registers with OCP, they must also register with the ARIBA Supplier Network (ASN). Information on how to establish an AS account can be found at <http://ocp.dc.gov/page/vendor-registration-electronic-solicitations-ocp>.

3.7 Registration with the Department of Licensing and Consumer Protection (DLCP)

1. Any applicant or contractor with OVSJG that expects to receive a contract or award of at least \$2,500.00 in payments from the agency during a one-year period is required to obtain a business license with the Department of Licensing and Consumer Protection (DLCP) prior to signing the agreement.

IV. POST-AWARD REQUIREMENTS AND COMPLIANCE

4.1 Award Recipient Orientation and Training

1. All award recipients' Executive Directors (or similar positions), programmatic and/or financial points of contact may be required to participate in an OVSJG orientation and grant management training to be held before the end of the first quarter of the grant award period.
2. The training will include information on OVSJG's financial and programmatic expectations; the financial reimbursement process, forms and documentation; programmatic reporting process and forms; and any special conditions.
3. OVSJG will offer trainings on specific topics throughout the year as needed. Training or information sessions that address OVSJG policies or procedures may be mandatory.
4. Upon request, OVSJG can provide technical assistance (TA) to grantees on the Civil Rights' Audit requirements, Limited English Proficiency and Equal Treatment Regulations, among other topics.

4.2 Award Recipient Files

1. Award recipients are required to maintain a grant award file that includes all the documents kept by OVSJG, which include:
 - a. The final project application, budget, signed certifications and assurances, award letter, and award agreement;
 - b. EEOP waiver form;
 - c. Requests for reimbursement and support documentation;

- d. Match forms and support documentation;
 - e. Equipment and electronic purchase and sole source justification forms when applicable;
 - f. Programmatic and performance measure reports;
 - g. Site visit assessment findings;
 - h. Grant amendment requests and approvals; and
 - i. All other significant grant correspondence and documents. OVSJG grant managers may review this grant file during a site visit.
2. OVSJG, the DC Office of the Inspector General, and the U.S. Department of Justice, or any of its authorized representatives, have access for purposes of audit and examination, any books, documents, papers, and records of the award recipient related to the grant award at any time. This may include information that is otherwise confidential, although OVSJG will make every effort to limit the review of identifiable data. In addition, award recipients must maintain all grant records for at least three (3) years after the completion of the grant period or close of the source federal award, 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 to audit them and determine whether the costs incurred and billed are allowable under the terms of the grant award.

4.3 OVSJG Programmatic Responsibilities and Oversight

1. The OVSJG Director and grant managers are responsible for verifying that award recipients are:
 - a. Achieving appropriate progress towards meeting the objectives, outcomes, performance measures, and timelines identified in their award terms and conditions;
 - b. Accurately and completely collecting and reporting required data and outcomes;
 - c. Appropriately spending the District's funds in accordance with the parameters of the grant agreement;
 - d. Addressing startup and implementation challenges; and
 - e. Assisting their sub-grantees with addressing these challenges through training, technical assistance, and/or corrective actions as needed.
2. OVSJG grant managers shall aim to meet with each award recipient at least once during the first quarter of the grant award period to review project progress; obtain and review programmatic requirements; respond to all inquiries and discuss project activities and any grant related issues. This meeting can be conducted in person, online, or by telephone.
3. OVSJG grant managers are expected to check on the programmatic and financial status of their award recipients in relation to the size of the grant award and the level of award recipient's risk level. For high-risk award recipients, the grant manager is required to check in with the programmatic point of contact and the organization's Executive Director on a monthly basis or more frequently as needed.

4.4 Grant Amendment Requests

1. Grantees must obtain prior written approval from OVSJG for all financial or programmatic amendments or modifications to any portion of the approved budget or scope of work. Amendments will be approved at OCSJG's discretion. For proposed programmatic changes, a Grant Amendment Request must be submitted in GovGrants prior to the proposed change. Requests to make changes to a budget must be approved prior to the date of expenditures affected by the change. A Grant Amendment Request must be requested by an award recipient for:
 - a. Any change in the scope of the project;
 - b. Any change in the staff working on the project;
 - c. Any change to the project site; or
 - d. Any request to change the approved project budget.
2. Award recipients that experience significant programmatic or financial grant award challenges that adversely affect the timeliness, quality implementation, and/or objectives/outcomes of the grant award must submit to their grant manager an electronic Grant Amendment Request as soon as the issues are identifiable. Potential reasons for submitting this form include, but are not limited to:
 - a. Significant startup or staff hiring/retention challenges;
 - b. Lack of personnel to carry out the project;
 - c. Lack of referrals;
 - d. Program model adherence/implementation challenges;
 - e. Stakeholder/partnership conflicts; or
 - f. Financial expenditure and/or accounting problems.
3. Award recipients experiencing any of the above listed challenges must identify in the request the specific, detailed steps they are taking to remedy the problem. They may also submit a Grant Amendment Request to OVSJG at this time if the problem cannot be resolved.
4. If an award recipient needs to submit a Grant Amendment Request in the final quarter of a grant period, the request must be made no later than thirty (30) days prior to the end of the project. If said date falls on a weekend or holiday, the deadline shall be the next business day. Requests submitted after that date will not be approved, unless the change is needed due to an unforeseen emergency.
5. OVSJG grant managers will aim to review all received forms and subsequently provide feedback to award recipients within ten (10) business days of receiving the form. For identified problems, if needed, the grant manager will outline specific tasks with timelines for addressing the identified problems in addition to offering technical assistance resources requested or recommended. Award recipients must make and report to OVSJG sufficient progress towards accomplishing these tasks or face further actions.
6. The grant manager will determine whether to approve or deny a Grant Amendment Request. Grant managers will save copies of all approved Grant Amendment Requests.
7. Grant Amendment Requests will generally be approved if the:

- a. Grant amendment will assist the award recipient in more efficiently or effectively carrying out the goals and objectives of the grant;
 - b. Reason for the grant amendment was beyond the control of the award recipient;
 - c. The grant amendment request is submitted prior to August 31 of the relevant fiscal year; and
 - d. Failure to approve the Amendment Request would cause significant hardship to the award recipient or significantly impede its ability to successfully complete the goals and objectives of the grant.
8. All personnel funded in whole or in part under a Grant Award must be identified by name. Any changes in project personnel, including staff departures, must be submitted using the OVSJG Grant Amendment Request in GovGrants within fifteen (15) days of any changes in project personnel.
 - a. When new personnel are added to the project, then notification must be made promptly or the grantee will only be reimbursed for this person's expenses as of the date that they notified OVSJG of the change.
 9. Award recipients must obtain prior written approval from OVSJG for all requests for changes or modifications to any portion of the Grant Award. Requests must be submitted within thirty (30) days of the change or occurrence and require the written approval of OVSJG to become effective. Failure to submit this request within thirty (30) days may result in suspension of payments. All requests must be submitted in GovGrants.

4.5 Advance Payments Policy

1. As a general rule, award recipients can only receive payments on a reimbursement basis. However, agencies grantees receiving local grant funding may request an advance payment to cover expenses for up to a 30-day period and grantees receiving federal grant funding may request an advance payment to cover expenses for up to a 10-day period. Advance requests for locally funded grants in excess of 30 days will be considered upon request and on a case by case basis and upon OVSJG determination that this is urgently needed. Repeated advance requests will affect a grantee's risk assessment.
2. OVSJG reserves the right to suspend, deny, or limit advance payments to high-risk award recipients or any agency that is not in compliance with its reporting requirements.
3. Advance payments must be deposited and maintained in insured accounts whenever possible. Furthermore, interest earned on advance payments deposited in interest-bearing accounts must be remitted annually to the DC Treasury in the manner prescribed by OVSJG. However, if this presents an undue hardship to the agency, they may submit a written request to OVSJG's Director requesting a waiver of this requirement.

4.6 Compliance with Financial Requirements

1. Award recipients are expected to abide by all financial terms and conditions of their grant award as outlined in their award agreement. Among others, the key terms and conditions for award recipients include ensuring that expenditures are in line with their approved final budget and budget categories, expenditures are for allowable costs and follow

government standards on travel and consultant rates.

2. Award recipients must account for their expenditures in accordance to generally accepted accounting principles.
3. OVSJG grant managers will track the pace and nature of award recipients' expenditures, and if sub-grantees are not expending funds in a timely fashion, the grant manager may request further documentation, including a detailed spending plan for the remainder of the award period. By the end of the third quarter, award recipients that have not spent approximately 75% of their grant award and cannot provide a compelling explanation for how they will ensure all grant funds are expended, may have all or part of their funds deobligated. In this case, OVSJG may identify another recipient to receive this funding for the remainder of the grant period. OVSJG does not need the permission of the grantee to deobligate funds.
4. Award recipients are expected to spend the full amount of their grant award within the identified grant award period, with extensions to this period approved only in exceptional circumstances. Award recipients that expect to expend funds in a disproportionate manner throughout the grant period or that experience challenges in spending grant funds should bring this to OVSJG's attention as soon as they are aware of the situation. In addition, OVSJG reserves the right to unilaterally decrease the amount of the award in the event that an award recipient cannot provide any assurance that the funds awarded will be spent, or if the recipient has a significant amount of unexpended funds by the end of the Fiscal Year's 3rd quarter and cannot justify the lack of expenditures.
5. Award recipients that fail to spend down their grant award by the end of the award period may be classified as a medium or high-risk award recipient for the next fiscal year, and may significantly jeopardize their ability, for at least the next fiscal year, to secure additional awards from OVSJG.
6. Whenever established in a federal award program, award recipients may provide a cash and/or in-kind organization match to OVSJG's grant award. In these cases, award recipients must meet the full amount of this match by the end of the grant award period, in a manner consistent with their final grant budget and must provide quarterly or monthly updates to OVSJG on their match progress through their Financial and Programmatic Reports to OVSJG. Similar to reimbursement requests, they must provide OVSJG with financial documentation supporting all reported match expenditures, and the OVSJG grant manager will track and ensure that they meet their match in an appropriate and timely manner.
7. Award recipients that fail to meet their match requirements by the end of the award period may be reclassified as medium or high-risk award recipients and significantly jeopardize their ability to secure additional awards from OVSJG.
8. Award recipients that make individual purchases of **equipment or supplies** in excess of \$5,000.00 must develop an internal inventory system to record these purchases. In addition, award recipients are strongly encouraged to keep an inventory of all computers, cameras and electronic equipment purchased with grant funds. Upon request, award recipients must provide a report to OVSJG that includes the details of these purchases, their location, and the name of the staff person(s) using them.
9. During site visits, OVSJG will verify the existence and use of, in accordance with grant

purposes, all property and equipment included in the Equipment and Capital Expenditures Purchase Form.

10. Award recipients must identify and adhere to their own codified procurement policies and procedures regarding contracts with other vendors when using OVSJG grant funds. In addition, OVSJG strongly encourages award recipients to use District Certified Business Enterprise (CBE) companies as their vendors. CBEs can be found at <http://dslbd.dc.gov/service/find-certified-companies>.
11. Award recipients are required to submit to OVSJG a request for approval for any sole-source sub-contract in excess of \$150,000.00. OVSJG will not reimburse this purchase if it was not approved prior to the selection of the contractor or expenditure of any funds.
12. Award recipients that have spent less than 75% of their supplies and operating expenses budget through the end of the Fiscal Year's 3rd quarter must submit a Spending Plan explaining why these purchases have not been made. They will also submit a purchasing plan and request for pre-approval for any purchases to be made in the final quarter of the grant award period that exceed \$500.00. Otherwise, OVSJG may deny reimbursement of the purchase, even if it is included in the grant award budget. Furthermore, OVSJG reserves the right to deobligate these funds if the award recipient fails to submit a spending plan by the end of the 3rd quarter.
13. It is the responsibility of the award recipient to close out all award accounting records at the end of the project and submit a final report using the format approved by OVSJG.

4.7 Audit Requirements

1. Award recipients that received \$1,000,000 or more in federal or District funds over a year are required to conduct a single audit in accordance with the provisions of the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Requirements"), codified at 2 C.F.R. Part 200, as amended. The Uniform Requirements are available at [eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) Failure to do so shall be considered a significant violation of a Grant Agreement and may result in cancellation of an Award.
2. Award recipients that receive an award of \$1,000,000 or more from OVSJG can request in its program budget to be reimbursed for all its Single Audit costs. If this is requested, the recipient must sign a certification acknowledging that they are not requesting or using funds from any other source to pay for the Audit. If the recipient is only requesting partial reimbursement, they must sign a certification stating which other government agencies or foundations will be contributing to the Audit's costs, and the amount that each of them will provide.
3. If the award recipient receives an award of less than \$1,000,000, but, is nevertheless required to prepare a single audit due to a combination of other federal or District awards, the recipient can request funds to cover the single audit's costs up to the percentage that the award is relative to the total of \$1,000,000 For example, if the OVSJG award is for \$250,000, the award recipient can request in its program budget to receive up to 1/4 of its single audit costs.

4. Award recipients that receive between \$250,000 and \$999,999.99 in District and federal funds during a year and are not otherwise required to prepare a Single Audit shall have an independent accountant prepare and file at the end of the grant award's fiscal year a financial statement report covering the award recipient's last 12 months prior to the final month of the award period containing:
 - a. An Income Statement (or Statement of Financial Position);
 - b. A balance sheet;
 - c. Reconciliation of cash balances;
 - d. Reconciliation of stockholder equity (if the awardee is a for-profit entity);and
 - e. An independent review of management's internal controls.
5. Award recipients receiving and expending between \$25,000 and \$249,999.99 of OVSJG's funds during a fiscal year and are not otherwise required to prepare a Single Audit shall prepare and file at the end of the grant award's fiscal year a financial statement covering the award recipient's last 12 months prior to the final month of the award period that contains:
 - a. An income statement (or Statement of Financial Position);
 - b. A balance sheet;
 - c. A reconciliation of cash balances; and
 - d. A review of management's internal controls.
6. The audit reports and annual financial statements required under this Section are due within six (6) months of the conclusion of the award recipient's fiscal year. Copies of these reports shall be sent to OVSJG within thirty (30) days of receipt.

4.8 Programmatic Reports and Performance Measures

1. Award recipients will submit electronic quarterly programmatic reports to their OVSJG grant manager following the agency's programmatic report template. These reports will include a progress report on all objectives and outcomes as appropriate, any additional objectives and outcomes approved in their Grant's Award Terms and Conditions, and any required additional federal or District performance measures.
2. Completed programmatic reports shall be submitted in electronic form to the OVSJG grant manager by the fifteenth (15) day of the month following the end of quarters one through three; fourth quarter reports are due by October 10th. If said date falls on a weekend or holiday, the deadline shall be the next business day. The grant manager will review the reports to verify all requested information is included and identifies any questions or concerns. If there are any questions or concerns, the award recipient will be required to respond.
3. If the report submitted by the award recipient identifies significant implementation challenges, the grant manager will initiate a conversation to discuss and develop a plan for resolving these concerns. This discussion and a resolution plan should be finalized no later than one month after receiving the initial report.
4. OVSJG does not consider a reimbursement request complete and will not approve any invoice requests until all corresponding quarterly programmatic reports have been received and approved.

5. In the event that the Department of Justice requires specific reports or information, OVSJG grant managers will attempt to incorporate these into the quarterly reporting template provided to award recipients at the start of the award period.

4.9 Language Access Reports

1. Award recipients are required to comply with the District of Columbia Language Access Act of 2004 (DC Law 15-414; and D.C. Official Code § 2-1931 *et seq.*).
2. Award recipients must certify that they will provide meaningful access to their services for individuals who have limited or no English Proficiency and will document in GovGrants on a quarterly basis the number of encounters with individuals with limited or no English proficiency. (See Appendix F: Language Access Reporting Guide).
3. Completed language access reports shall be submitted in electronic form to the OVSJG grant manager by the fifteenth (15) day of the month following the end of quarters one through three; fourth quarter reports are due by October 10. If said date falls on a weekend or holiday, the deadline shall be the next business day. The grant manager will review the reports to verify all requested information is included and identifies any questions or concerns. If there are any questions or concerns, the award recipient will be required to respond.
4. OVSJG does not consider a quarterly reimbursement request complete without this report and will not submit any requests for payment until all corresponding quarterly language access reports have been received and approved.

4.10 Data Reports

1. OVSJG may require award recipients to complete data and performance measure reports, in addition to the regular programmatic and financial reports. All award recipients will be required to provide these, as necessary.
2. Failure to provide these data reports may lead to a suspension of funds, re-classification of the award recipient as high-risk, or termination of the grant agreement.

4.11 Reimbursement Requests

1. Award recipients shall submit reimbursement requests that include required forms through GovGrants.
2. New and high-risk grantees must submit supporting documentation for each reimbursable item requested. Medium-risk grantees may be required to provide supporting documentation at their grant manager's discretion.
3. Award recipients are required to submit reimbursement request packages on a quarterly basis or a monthly basis, at the award recipient's preference. However, the award recipient must specify their preference within fifteen (15) days of the start of their grant period.
4. Completed packages are due no later than the (fifteenth) 15th day of the month following the end of the agreed upon reimbursement period. If said date falls on a weekend or holiday, the deadline shall be the next business day. Repeated failure to submit

reimbursement packages in a timely manner may result in the elevation of the award recipient's risk status.

5. Final reimbursement requests are due no later than October 10th. If said date falls on a weekend or holiday, the deadline shall be the next business day.
6. Requests must be submitted online using OVSJG's GovGrants system. Once submitted, OVSJG grant managers will review the request, may solicit additional information, and approve or reject it.
7. Award recipients receiving a request for additional information must respond within five (5) business days. If the reimbursement total is adjusted by OVSJG, the OVSJG grant manager notifies recipients electronically by listing unallowable expenses via GovGrants.
8. Award recipients requesting payment for personnel overtime expenses must include in their reimbursement request the organization's overtime payment policy and internal documentation showing compliance with it. Otherwise, payment for overtime expenses will be disallowed.
9. Award recipients requesting payment for personnel or consultants hired through a temporary employment agency must have received prior approval from OVSJG to use an agency. Otherwise, the reimbursement will not be approved. Furthermore, once a person has been hired through an agency, the award recipient must inform OVSJG about the hire to OVSJG in the same manner as a regular personnel change. Otherwise, the agency will be reimbursed for the temporary employee's expenses from the date they communicated the hire to OVSJG. Please refer to Section 4.4.8 of this document.
10. Award recipients may request reimbursements for operating expenses related to the maintenance of telephone, computer or internet support services, or maintenance of a facility. However, these expenses will be limited to the percentage that OVSJG's award is of the recipient's total budget or as necessary to support the specific project being funded. An award recipient may submit a written request asking for a waiver of this requirement if this presents an undue hardship to the ongoing operations of the program. OVSJG has the sole right to deny this request.
11. Award recipients may request flex funds in their budget. However, all grantees requesting flex funds must submit their policies and procedures for using flex funds to their grant manager for approval. Regardless of grantee risk level, all requests for reimbursement of flex funds must be supported by supporting documentation, including de-identified client disbursement logs to be reimbursed. Bulk purchases of gift or grocery cards will not be reimbursed as one expense.
12. With each invoice submitted, grantee must certify that the items invoiced will not be billed to another District government agency grant or any other grant by another funder for the same work.
13. Award recipients that submit three (3) late or incomplete requests within their grant award period may be designated as high-risk and be in danger of having their award de-obligated and jeopardize their ability to secure additional awards from OVSJG.

4.12 Disallowed Costs

1. Disallowed costs are expenses charged to an award that are subsequently rejected by

- the original funder or OVSJG for not complying with the terms of the award agreement.
2. Disallowed costs might be identified by the District or the original grantor.
 3. If OVSJG notifies an award recipient that any disbursements made under a grant or subgrant are disallowed costs, the award recipient shall be given the opportunity to justify the questioned costs prior to a final determination. If OVSJG or the grantor ultimately determines that the costs are disallowed, reimbursement in full to the District of said amounts must be made by the award recipient within forty-five (45) calendar days after final official notification from the District, unless otherwise agreed upon in writing.
 4. If the reimbursement is not received in full in the manner agreed upon by OVSJG and the award recipient, the recipient shall receive no further funds from the agency until such time as the reimbursement is fully repaid.
 5. Agencies found to have disallowed costs may be classified as high-risk grantees.

4.13 Drawdown Process of District Agency Sub-Grant Expenditures

1. Expenditures incurred will be categorized in three groups:
 - a. Management and Administrative Costs
 - b. Non-District Entity Sub-Grant Costs
 - c. District Agency Sub-Grant Costs
2. For drawdown purposes, expenditures from the first two groups can be drawdown as soon as the expenditures post to the District's Integrated Financial System (DIFS). This is because those costs were approved by OVSJG prior to posting to DIFS.
3. Because of the Inter-agency process, the third group (District Agency Sub-Grant Costs) will incorporate additional steps to make sure that expenditures are not drawn down until OVSJG has done its review and approvals.
 - a. All District Agency Sub-Grantees will be identified with a unique project code in DIFS.
 - b. When period drawdowns are executed by the District, expenditures tied to those project codes will not be included, unless the following takes place:
 - I. District Agency Sub-Grantee have submitted an invoice via GovGrants to OVSJG;
 - II. OVSJG has reviewed and approved the costs included in the invoice;
 - III. OVSJG will send an email to OCFO this includes a copy of the approved invoice with expenditures identified by account code;
 - IV. The email will include the DIFS project code, the total approved expenditures and will be sent to the AFO for OVSJG;
 - V. The AFO team will verify that the expenditures are in the DIFS for the specific project included. If there is reconciling issues between DIFS and the invoice, the AFO team will reach out to OVSJG; and
 - VI. Once reviewed and reconciled by the AFO and their team, the email will be forwarded to the PSJC Accounting Manager to be included in the next drawdown.
4. This process will continue for all District Agency sub-grantees throughout the rest of the fiscal year or until the sub-grant award is fully expended.

4.14 Reimbursement Payments

1. OVSJG shall review submitted requests, required forms, and supporting documentation to ensure that submitted costs are allowable under the award agreement and comply with requirements of the funding source. All reimbursement requests should be submitted in GovGrants. Grants Managers will aim to review reimbursement requests within ten (10) business days. (See APPENDIX D: Grantee Reimbursement Process)
2. Once OVSJG has verified that the reimbursement request contains only allowable costs, OVSJG approves the reimbursement request in GovGrants. The OVSJG grant manager will notify the grantee of the approved requests via email.
3. The grantee must download the approved Project Expenditure Report in GovGrants and submit them to the District Integrated Financial System (DIFS) to receive payment from the District.
4. Once the DIFS submission has been verified as correct, grantees can expect to receive a check (at the address listed on the organization's Vendor Registration Form and Master Supplier Form or via electronic transfer (if the recipient has submitted an ACH automatic deposit form) within thirty (30) business days
5. If the grantee does not receive payment within thirty-one (31) business days of submitting to DIFS, the grantee shall contact their Grant Manager by telephone or email for an investigation into the matter.

4.15 Fraud or Misconduct Complaints

1. If an OVSJG employee has reason to believe that an award recipient is committing financial or programmatic fraud or any other kind of misconduct or harassment in an OVSJG partially or fully funded organization or receives a complaint from a third party describing or alleging similar activities, the employee shall report this suspicion to the OVSJG director. The director will review the allegation, and if the Director believes there is reason to believe that fraud or other misconduct may have occurred, within forty-eight (48) hours, the director may do one or more of the following:
 - a. Suspend temporarily all reimbursement to the award recipient and notify their programmatic and financial points of contact, as well as, the executive director of this suspension and the potential fraud investigation;
 - b. Conduct an investigation into the matter;
 - c. Submit an electronic report to the Department of Justice, Office of the Inspector General via their required Grantee Reporting Form and Alert the District's Office of the Attorney General, if required;
 - d. Request a meeting with the complainant to receive more information on the allegations; or
 - e. Request a meeting with the award recipient to receive more information on the allegations. The OVSJG director or her/his designee shall conduct an inquiry into the allegations without identifying the source of the allegations.
2. The OVSJG Director will work with authorities to address the allegation, as required.
 - a. If there are no findings of fraud, abuse, or other misconduct, the Director will inform

- the award recipient, who may then resume grant award and project activities.
- b. If it is determined that fraud has occurred, OVSJG will determine the status of the grant award and notify the award recipient's executive director and board president of its findings and next steps.
 3. Organizations that knowingly commit fraud or other financial misconduct with grant funds may have their award immediately terminated and be ineligible to receive OVSJG funding for up to the next three (3) fiscal years.
 4. Organizations that unknowingly commit fraud or other financial misconduct with grant funds may be declared ineligible to receive OVSJG funding in the next fiscal year, even if they have already received a letter of intent or award.

4.16 Discrimination Complaints

1. Complaints of impermissible discrimination should be reported via email or letter to the subgrantee grant manager, the agency civil rights coordinator, or the director of OVSJG.
2. In the event that OVSJG receives a complaint against an award recipient for discrimination, the agency civil rights coordinator will immediately assign staff to investigate the matter. OVSJG will train staff regarding the responsibility to refer discrimination complaints or potential discrimination issues to the complaint coordinator as soon as the alleged discrimination comes to light.
3. OVSJG will share the information with the DC Office of Human Rights (OHR) and will notify the complainant that it is their responsibility to [file a complaint](#) directly with OHR if they wish to have OHR investigate the complaint. OVSJG cannot file a complaint with OHR on someone's behalf.
4. If the grant is supported by federal funds, OVSJG will report the matter to the Office for Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice, and notify the complainant of this action. OVSJG will also notify the complainant that they may file a complaint directly with the Office for Civil Rights. See Appendix C for the Procedures for Responding to Discrimination Complaints Against Department of Justice-funded subgrantees.
5. OVSJG reserves the right to suspend any award until the matter is investigated and its findings are communicated to the award recipient.
6. All award recipients are required to report to OVSJG within 48-hours of notice any complaints of discrimination that have been filed against them. Award recipients must update OVSJG on the status of the complaint and its resolution.
7. Failure to report a complaint is considered to be a significant violation of the award agreement. Whenever this occurs, OVSJG has the option to terminate the award agreement or classify the grantee as high risk.
8. An award recipient that is found to have engaged in intentional discrimination may be declared ineligible to receive OVSJG funding, even if they have already received a letter of intent or award.
9. OVSJG will monitor recipients to verify that each recipient and subrecipient is providing notification to its employees and beneficiaries that the subrecipient does not discriminate on the basis of any traits protected under federal law or the [DC Human](#)

[Rights Act](#); and that it does not retaliate against persons who file a discrimination complaint or lawsuit, who complain to the state administering agency or the recipient about discrimination; or who participate in a discrimination proceeding, such as being a witness in a complaint investigation or lawsuit.

4.17 Risk Level Assessment

1. OVSJG will conduct, at least annually, a review of grantees' performance and reports in order to determine whether they are a low, medium or high-risk award recipient, as defined in Section 3.3 of this Manual.
2. Depending on the assessment, OVSJG may require the award recipient to comply with one or more of the following special conditions in order to continue receiving funds:
 - a. Provide monthly financial statements that include, at a minimum, balance sheet, cash flow or Profit and Loss Statements;
 - b. Provide an organizational budget and any revisions to it;
 - c. Provide upon request Project Cost documentation – which may include but are not limited to payroll journals, timesheets, vendor invoices, cancelled checks, credit card statements, and compliance with internal procurement policies;
 - d. Deliver Accounting Journal Entries and Ledgers upon request;
 - e. Offer copies of other grant agreements upon request;
 - f. Complete additional Performance Measure, Financial or Program Reports;
 - g. Immediately report any changes to their Personnel or Financial Manuals;
 - h. Verify reported data and outcomes with backup information; or
 - i. Any other requirement as determined by the OVSJG Director or their designees.
3. Failure to comply with any Special Condition may result in award termination and make the program ineligible to receive continued or increased funding.

4.18 Desk Reviews, Enhanced Desk Reviews, Site Visits, and Audits

1. OVSJG may review award recipients' program activities and expenditures at any time to determine whether activities and expenses are allowable, consistent with the approved budget and project activities, and conform to required grant conditions. Any unallowable activities may affect an award recipient's risk status and unallowable expenses will not be approved for reimbursement or will require award recipients to return funds to the District.
2. Grant managers may conduct desk reviews, enhanced desk reviews, site visits, and audits of award recipients at any time.
3. Award recipients selected for an enhanced desk review will receive a letter requesting information that the agency must provide to OVSJG. After the enhanced desk review is concluded, grant managers will send a close-out letter within sixty (60) days that summarizes the process undertaken, informs any findings that require immediate action, provides recommendations for improvement and communicates whether their risk assessment level has changed as a result of the review.
4. The frequency of site visits will depend on the award recipients' risk level. OVSJG will schedule routine site visits in the following manner:

- a. Low risk grantees may receive site visits once every three (3) years.
- b. Medium risk grantees may receive site visits once every two (2) years.
- c. High risk grantees may receive site visits once a year or more frequently as required.
5. New grantees will receive a site visit in the first year of funding from OVSJG.
6. Site visits may include one or more of the following components:
 - a. Grant managers will send a letter to selected grantees prior to the site visit. The letter will inform the agency about the documentation it must provide before and during the visit.
 - b. During the site visit, grant managers will review all requested programmatic and financial reports. They reserve the right to ask for additional documentation during and after the site visit.
 - c. Grant managers will also interview designated programmatic and financial contacts, as well as other personnel as determined necessary.
 - d. At the conclusion of the site visit, the Grant Manager may conduct an exit interview with the agency's leadership to discuss the visit and outline the next steps in the process.
 - e. After the visit, grant managers will send a report that summarizes the visit, informs any findings that require immediate action, provides recommendations for improvement, and a plan to follow-up on requested technical assistance. The Report will also inform the award recipient whether their risk assessment level has changed as a result of the site visit.
7. If significant concerns are identified in the close-out report, the award recipient will be required to provide a written response that outlines their corrective action plan to address the identified concerns within a timeline to be determined by OVSJG.
8. A hard copy of the site visit or desk review findings and any follow-up correspondence shall be placed in the award recipient's agency file.
9. If an emergency precludes a scheduled site-visit from occurring, an enhanced desk review may occur in its place.

4.19 Corrective Actions and De-obligation

1. Award recipients that consistently fail to comply with significant administrative, financial, and/or programmatic requirements may be designated as a high-risk award recipient, which may hamper the continuation of their current grant award and ability to secure continued or increased funding.
2. Upon being designated a high-risk grantee, the grant manager and OVSJG Director or her/his designee will meet with the recipient's programmatic and fiscal point of contacts and executive director to discuss the findings and develop a Corrective Action Plan with concrete deliverables and a timeline. Award recipients that exhibit continued noncompliance will receive notification through a formal letter that their funds will be

de-obligated.

3. Award recipients that have an award de-obligated in this manner may be declared ineligible to receive an award from OVSJG in the next fiscal year.
4. Award recipients 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.
5. Grant managers and the OVSJG Director may identify an eligible agency that can receive the de-obligated funds so these can be spent down by the end of the award period. Per District policy, these funds are not required to be re-competed.

4.20 Award Extensions

1. It is OVSJG's policy that no Grant Award Extensions will be authorized for programs using local appropriations if the duration takes them past the end of the District's fiscal year that the award was granted. The District's Anti-Deficiency Act prohibits the authorization of an expenditure or obligation exceeding an amount available in an appropriation for an agency, fund, or capital project.
2. An award extension may be requested for programs using federal funds, if requested ninety (90) days prior to the end of the original grant period. Prior to approving this extension, program managers must check with the OVSJG director or her/his designee to determine whether approval is appropriate. If there are funds available for a specific grant and time frame, the administrative officer must initial their approval prior to the grant manager's approval of the request. If the resources are not available, the grant manager can request a modification to cover the extension. Once this is approved, the request may be granted.
3. An award extension may be requested for the following reasons:
 - a. Delay in programming;
 - b. Extraordinary circumstances; or
 - c. Delays in receipt of funding.
4. For grant adjustments, an award recipient must obtain prior written approval from OVSJG to implement any desired change.
5. Other grant award extensions requests may be considered by the agency's Grant Managers upon written submission.

4.20 Requirement to Report Actual or Imminent Breach of Personally Identifiable Information

Definitions

- i. Breach: A breach is defined as the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, or any similar occurrence where:
 - (1) a person other than an authorized user accesses or potentially accesses personally identifiable information (PII); or
 - (2) an authorized user accesses or potentially accesses PII for an other than authorized purpose. It includes both intrusions (from outside the organization) and misuse (from

within the organization). (OMB M-17-12).

- ii. PII: PII means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Some information that is considered to be PII is available in public sources such as telephone books, public Web sites, and university listings. This type of information is considered to be Public PII and includes, for example, first and last name, address, work telephone number, email address, home telephone number, and general educational credentials. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information is made publicly available, in any medium and from any source, that, when combined with other available information, could be used to identify an individual. (2 C.F.R. 200.79).

As the custodian of sensitive and private information, the Office of Victim Services and Justice Grants (OVSJG) recognizes the importance of protecting information resources from loss, misuse, and unauthorized access or modification. All printed and electronic material containing confidential, personal information related to business, financial or grant program transactions—including, but not limited to names, telephone number, financial identification information like EIN/DUNS, bank account information, financial audit information, or other personally identifiable information (PII)—are to be safeguarded.

OVSJG and federal grant funding subrecipients are required to have written procedures in place to respond in the event of an actual or imminent breach of PII if the agency or grantee:

- 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of personally identifiable information (PII) within the scope of an OVW grant-funded program or activity, or
- 2) uses or operates a Federal information system (as defined in OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to the DOJ Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

The agency/organization head, or designee, is responsible for conducting and monitoring an annual risk assessment and security audit to ensure that any potential threats to information security are identified, evaluated, and resolved. All employees should be informed of their obligation to OVSJG, the Department of Justice, its clients, and its partners to protect the confidential nature of the PII obtained and used during the course of its daily operation. In the event that inappropriate employee or volunteer conduct is detected, supervisory and management personnel will address the issue with the employee or volunteer and take appropriate remedial or disciplinary action as warranted under the circumstances.

Applicable grantees must notify their OVSJG grant manager as soon as possible after an occurrence of an actual breach or the detection of an imminent breach, and not later than 24

hours after. The OVSJG grant manager will then notify the relevant DOJ Program Manager.

V. APPENDICES

Appendix A: Annual Grant Cycle Timeline

The following grant cycle provides a general timeline of OVSJG's grant award year. OVSJG strives to manage its federal and local grants within these timeframes; however, dates are subject to change given federal or local circumstances and may be different for specific awards. For specific details, please read each RFA when published and an award's terms and conditions.

1. March/April/May: Release of OVSJG principal Requests for Application (RFA)
2. May/June: Funding applications due
3. June – July: Application review and scoring
4. August: Application decisions and Letters of Intent and Declination Letters issued
5. September: Awards issued
6. October 1: Start of fiscal year and grant period
7. By December 15: Award recipient orientation and training
8. January 15: First quarterly reports due
9. April 15: Second quarter reports due
10. July 15: Third quarter reports due
11. August 31: Final grant amendment requests due
12. October 10: Fourth quarter and final reports due
13. October 31: Award files will be reviewed and closed

Appendix B: OVJSG Review Policy

This section is intended to provide guidance to applicants on how OVSJG will address any questions related to its RFA competitive award process.

I. Notification

Applicants should be provided a timely written notification that they were not selected as an award recipient. Declinations may be based on one or more of the following:

1. The application was not reviewed due to being incomplete and/or the applicant has been suspended or disbarred from receiving District or federal grants.
2. The applicant was determined to be ineligible for award consideration as a result of the eligibility criteria established in the Request for Applications (RFA);
3. The applicant was not selected for an award based on their ranking/scoring after an evaluation of their application against the scoring criteria contained within the RFA;
4. The applicant had been classified by OVSJG as a high-risk grantee and failed to implement the reforms necessary to remove itself from this risk level;
5. The applicant has a deficient programmatic or financial reporting record with OVSJG;
6. The applicant has exhibited inadequate internal controls;
7. The applicant has failed to comply with requirements in prior OVSJG awards;
8. The applicant's proposal does not appear to be feasible;
9. The applicant lacks a track record of collaboration with other community service providers or following best practices in the delivery of services;
10. The application was not selected for funding due to lack of award money available;
11. The applicant is debarred from receiving District or federal funding; or
12. The applicant was not selected for an award based on other grants management considerations.

II. Non-Compliance with Submission Requirements

Applications deemed to be non-compliant with the RFA's technical submission and formatting requirements will not be eligible for an award. Failure to receive an award for not complying with these requirements is not subject to decision review.

III. Notification of Funding Decision

OVSJG will make its best efforts to notify its funding decisions to applicants within fifteen (15) calendar days of concluding its process. The notification will indicate whether the application was successful, unsuccessful, or ineligible for consideration based on a review of the criteria established in this Policy.

IV. Request Application Review Summary

Any applicant may request a written summary of the strengths and weaknesses of their

application under the evaluation criteria published in the RFA. Reviewer specific comment and information are not discoverable, as they are part of the deliberative process.

Requests should be submitted to the contact designated in the letter of declination or the Director of OVSJG.

V. Policy on Grant Score Confidentiality and Appeals

To maintain the integrity, fairness, and confidentiality of the grant review process, this Appendix outlines OVSJG's stance on the disclosure of grant scores and the availability of an appeal process.

1. Confidentiality of Grant Scores

- The organization does not share individual grant scores or reviewer comments with applicants. OVSJG leadership may, on occasion, share scores based on individual applicant situations.
- This policy is in place to:
 - Protect the confidentiality of the peer review process;
 - Ensure candid and unbiased feedback from reviewers; and
 - Maintain consistency and fairness across all applicants.

2. No Appeal Process

- OVSJG does not offer an appeal process for funding decisions.
- All funding decisions are final and made based on:
 - The merit of the application;
 - Alignment with OVSJG program goals and priorities;
 - Availability of funds; and
 - Recommendations from the review panel and internal staff.

Appendix C: Procedures for Responding to Discrimination Complaints Against DOJ-funded Subgrantees

I. Policy

All individuals have the right to participate in programs and activities operated by OVSJG subgrantees regardless of race, color, national origin, sex, religion, disability, and age, and (if the subgrantee receives funds under the Violence Against Women Act) sexual orientation and gender identity. Further, discrimination is prohibited in employment by subgrantees based on race, color, national origin, sex, religion, disability, and age, and (if the subgrantee receives funds under the Violence Against Women Act) sexual orientation and gender identity. The OVSJG will ensure that its subgrantees are in compliance with the following statutes and regulations, as applicable:

- A. Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin in the delivery of services (42 U.S.C. § 2000d), and the U.S. Department of Justice (DOJ) implementing regulations at 28 C.F.R. pt. 42, sub pt. C;
- B. The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (34 U.S.C. §§ 10228(c) and 10221(a)), and the DOJ implementing regulations at 28 C.F.R. pt 42 sub pt. D;
- C. The Victims of Crime Act of 1984, which prohibits discrimination on the basis of race, color, national origin, religion, sex, or disability in the delivery of services and employment practices (34 U.S.C. § 20110(e));
- D. The Juvenile Justice and Delinquency Prevention Act of 1974, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (34 U.S.C. § 11182(b)), and the DOJ implementing regulations at 28 C.F.R. pt. 31;
- E. The Violence Against Women Act (VAWA) of 1994, as amended, (34 U.S.C. § 12291(b)(13)), prohibiting discrimination in programs either funded under the statute or administered by the Office on Violence Against Women, both in employment and in the delivery of services or benefits, based on actual or perceived race, color, national origin, sex, religion, disability, sexual orientation, and gender identity, referring to the Safe Streets Act for enforcement.
- F. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C. § 794), and the DOJ implementing regulations at 28 C.F.R. pt. 42, sub pt. G;
- G. Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (42 U.S.C. § 12132), and the DOJ implementing regulations at 28 C.F.R. pt. 35;
- H. Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs (20 U.S.C. § 1681), and the DOJ implementing regulations at 28 C.F.R. pt. 54;
- I. The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in the delivery of services (29 U.S.C. § 6102), and the DOJ implementing regulations at 28 C.F.R. pt. 42, sub pt. I; and

- J. The DOJ regulations on the Partnerships with Faith-Based and Other Neighborhood Organizations, which prohibit discrimination based on religion in the delivery of services and prohibit organizations from using DOJ funding on explicitly religious activities (28 C.F.R. pt. 38).

These laws also prohibit agencies from retaliating against an individual for taking action or participating in action to secure rights protected by these laws.

II. Definitions

- A. “Complainant” refers to the person or persons who initiate a complaint.
- B. “Complaint Coordinator” refers to the OVSJG employee designated by the OVSJG to receive and process complaints of discrimination filed against OVSJG subgrantees. The Complaint Coordinator is Jennifer Porter.
- C. “Discrimination” refers to unfair treatment of one or more individuals due to race, color, national origin, sex, religion, disability, age, sexual orientation, or gender identity.
- D. “Retaliation” refers to adverse actions by an agency because an individual engaged in a protected activity, such as opposing a discriminatory practice or participating in a discrimination complaint process.
- E. “Subgrantee” refers to an organization which receives a DOJ grant award that is administered by the OVSJG.

III. Complaint Procedures

An employee, applicant, or beneficiary of a OVSJG subgrantee may raise a complaint alleging discrimination by a OVSJG subgrantee with any OVSJG employee. All discrimination complaints shall be submitted in writing (via email or letter) to the Office of Victim Services and Justice Grants (OVSJG) Complaint Coordinator, Jennifer Porter, OVSJG Director. The OVSJG Complaint Coordinator shall ensure that the written complaint includes specific information regarding the perceived discrimination, such as the name of the subgrantee, the involved employees and the date, location, and nature of any alleged discriminatory actions. If the complaint is verbal, the OVSJG employee receiving the complaint shall instruct the complainant to document the complaint in writing. Complaints must be filed within either 180 days or one year of the alleged discrimination, depending on the relevant statute.

The Complaint Coordinator will review the complaint and will share the information with the District of Columbia Office on Human Rights (OHR). The Complaint Coordinator will notify the complainant that it is their responsibility to [file a complaint](#) directly with OHR if they wish to have OHR investigate the complaint. OVSJG cannot file a complaint with OHR on someone’s behalf.

If the grant is supported by federal funds, OVSJG will report the matter to the Office for Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice, and notify the complainant of this action. OVSJG will also notify the complainant that they may file a complaint directly with the Office for Civil Rights at:

Office for Civil Rights (OCR)
Office of Justice Programs
U.S. Department of Justice
810 7th Street NW,
Washington, DC 20531.

Upon resolution of complaint, OVSJG will compile each individual complaint into a complaint package (which will consist of the subgrantee's written complaint; the date OVSJG staff forward the complaint to the Complaint Coordinator; the date the Complaint Coordinator shared the complaint to the District of Columbia Office on Human Rights (OHR). The complaint package will be filed in OVSJG's office located at:

899 North Capitol Street, NE,
Suite 4100,
Washington DC, 20002.

In accordance with the applicable federal and District statutes, a subgrantee agrees to notify OVSJG within 48 hours of any and all employee or beneficiary formal complaints of discrimination against any and all employee units within their organization, and to more generally, comply with all civil rights hiring and beneficiary service policies and procedures as identified in statutes and regulations referenced in Section I. Notice should be in writing to the subgrantee's assigned grant manager and include includes specific information regarding the complaint, such as the perceived discrimination and the name of the involved employee(s). The subgrantee is not required to provide a copy of the complaint at the time of notice to OVSJG. Furthermore, the subgrantee will keep OVSJG informed on the status of any complaint filed pursuant to this section. Failure to provide this information or any updates constitutes a breach of the grant agreement and may result in a suspension of funds or make the program ineligible for future funding. Subgrantees are required to inform a complainant that they may file a complaint directly with the Office of Victim Services and Justice Grants and the Office for Civil Rights.

IV. Training

These procedures will be posted in the OVSJG office and will be kept on the shared document drive used by all employees. OVSJG will distribute written copies of complaint procedures to all OVSJG staff in an in-person training. This training will explain the complaint procedures and inform OVSJG staff of their responsibility to refer any and all complaints regarding discriminatory actions by subgrantees to the Complaint Coordinator, Jennifer Porter. As Complaint Coordinator, Jennifer Porter will be responsible for ensuring OVSJG staff understands the procedure and their responsibility.

V. Policies and Procedure Manual

All subgrantees must incorporate into their policies and procedures manual how they will inform their employees and/or beneficiaries in what way to file a complaint of discrimination against the subrecipient, and that employees and beneficiaries can also file a complaint with the Office of Victim Services and Justice Grants or the Office for Civil Rights.

Appendix D: OVSJG Grant Reimbursement Process

Subrecipient GovGrants User Guide – Reimbursement Payment Request



I. Introduction

This guide provides OVSJG users with detailed instructions for creating and submitting system generated/Ad-Hoc reimbursement Requests to Grantor. Please review the prerequisites and applicable user roles for each section before proceeding.

- **Applicable Users:** Subrecipient primary and secondary users
- **Key Steps:** Creating Ad-hoc reimbursement request, fill system generated/Ad-hoc payment request, Submit reimbursement request to Grantor
- **Support:** If you encounter any issues, please email OVSJGegms@dc.gov.

II. Logging In

To access GovGrants, follow these steps:

- **URL:** <https://dcovsig--uat.sandbox.my.site.com/recipient>
- Enter your username and password.

III. Reimbursement Payment Requests

In grant management, a reimbursement payment request is when a subrecipient asks to be repaid for expenses already incurred.

IV. Create(Ad-Hoc) Reimbursement Request/Fill Reimbursement Request (Scheduled or Ad-hoc) And Submit to Grantor

1. To start the advance payment request process, Navigate to an active award.
2. Navigate from the Overview tab to the **Actuals** tab. Under this tab, the user will see the **Payment Requests** section.

Home Grants Monitoring Closeout

Subaward
Direct Grant for Demo 23 07 Activated Amended

EGMS ID: AD-DG237-03 Status: Activated Grant ID: GT-DG237-00001 Budget Period: 7/1/2024 - 6/30/2025

Overview Budget **Actuals** Management Terms Performance Files History Messages

Actuals Summary

Budgeted Amount	Spent	Balance
\$179,378.29	\$8,860.00	\$170,518.29
Advance Requested	Advance Applied	Advance Balance
\$9,100.60	\$430.00	\$8,670.60
Reimbursed Amount	Reimbursement Balance	
\$8,430.00	\$161,847.69	

Payment Requests Reimbursement Request Advance Request

Showing 1 to 5 of 5 records

EGMS ID ↑	Subaward ID	Type	Payment Request Amount	Payment Period	Paid Date	Payment Reference	Status
PR-DG237-00	AD-DG237-01	Reimbursement	\$2,500.00	7/1/2024--9/30/2024			Approved
PR-DG237-02	AD-DG237-01	Advance	\$6,600.10	7/1/2024--7/31/2024			Approved
PR-DG237-04	AD-DG237-01	Reimbursement	\$5,100.00	7/1/2024--7/31/2024			Approved
PR-DG237-05	AD-DG237-01	Advance	\$2,500.50	7/1/2024--7/31/2024			Approved
PR-DG237-06	AD-DG237-01	Reimbursement	\$1,260.00	7/1/2024--9/30/2024			Paid

Total Records: 5

- In the **Payment Requests** section of the award, click on the **Reimbursement Request** button. This will initiate the process for creating a new ad-hoc reimbursement payment request.

Home Grants Monitoring Closeout

Subaward
Direct Grant for Demo 23 07 Activated Amended

EGMS ID: AD-DG237-03 Status: Activated Grant ID: GT-DG237-00001 Budget Period: 7/1/2024 - 6/30/2025

Overview Budget **Actuals** Management Terms Performance Files History Messages

Actuals Summary

Budgeted Amount	Spent	Balance
\$179,378.29	\$8,860.00	\$170,518.29
Advance Requested	Advance Applied	Advance Balance
\$9,100.60	\$430.00	\$8,670.60
Reimbursed Amount	Reimbursement Balance	
\$8,430.00	\$161,847.69	

Payment Requests Reimbursement Request Advance Request

Showing 1 to 5 of 5 records

EGMS ID ↑	Subaward ID	Type	Payment Request Amount	Payment Period	Paid Date	Payment Reference	Status
PR-DG237-00	AD-DG237-01	Reimbursement	\$2,500.00	7/1/2024--9/30/2024			Approved
PR-DG237-02	AD-DG237-01	Advance	\$6,600.10	7/1/2024--7/31/2024			Approved
PR-DG237-04	AD-DG237-01	Reimbursement	\$5,100.00	7/1/2024--7/31/2024			Approved
PR-DG237-05	AD-DG237-01	Advance	\$2,500.50	7/1/2024--7/31/2024			Approved
PR-DG237-06	AD-DG237-01	Reimbursement	\$1,260.00	7/1/2024--9/30/2024			Paid

Total Records: 5

4. A pop-up window will open. Enter the required details and click on **Save and Continue** button.

For Scheduled Reimbursement Request

a. Optional - If there is scheduled payment request, click on the **Pending Tasks** link from the Home module. Locate the **Payment Request** task created for the external user. Click **Start**.

OR

b. Scheduled payment requests are also listed on **Award** → **Actual Tab** → **Payment Requests** section. Click on line level **Edit** button to navigate to a **Detailed Payment Request** layout.

5. Enter the reimbursement details at the **Financials** tabs.

- a. Click on line level action **Add/View Line Items** to enter the details for the reimbursement for each budget category.

The screenshot shows the 'Financials' tab of a reimbursement system. The main content area displays the 'Payment Request Budget' table. The 'Add/View Line Items' button for the 'Personnel' category is highlighted with a red box. The table lists various budget categories with their respective financial values.

Budget Category	Awarded Budget	Subaward Spent	Subaward Balance	Advance Balance	Spent This Action	Disallowed Amount	Net Spent This Action	Advance Applied This Action	Reimbursed Amount This Action
Personnel	\$39,265.47	\$3,700.00	\$35,565.47	\$2,570.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$10,335.82	\$0.00	\$10,335.82	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel/Training	\$1,175.00	\$60.00	\$1,115.00	\$100.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Consultant/Contracts	\$87,300.00	\$0.00	\$87,300.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$2,940.00	\$0.00	\$2,940.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$30,000.00	\$5,100.00	\$24,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Client Assistance (Flex Funds)	\$15.00	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Operating Costs	\$3,346.50	\$0.00	\$3,346.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Costs	\$5,000.50	\$0.00	\$5,000.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

b. Every category has a different pop-up window. But the steps are the same for all categories.

c. All award line items are copied on payment request. Click on line level **Edit** action to make changes.

The screenshot shows the 'Add Line Items' pop-up window for the 'Personnel' category. The 'Edit' button for the second record (Natasha Thomas) is highlighted with a red box. The table lists personnel records with their respective financial values.

Name	Position	Awarded Budget	Percentage Of Time	Payroll Earnings	Spent This Action	Advance Applied	Reim Amou
Amy Wilken	Staff Attorney	\$8,238.47	40%	\$0.00	\$0.00	\$0.00	
Natasha Thomas	Deputy Director	\$10,479.34	40%	\$0.00	\$0.00	\$0.00	
Natasha Thomas	Deputy Director	\$20,547.66	40%	\$0.00	\$0.00	\$0.00	
Total		\$39,265.47		\$0.00	\$0.00	\$0.00	

d. (Optional) To add additional line items, click the **Add Line Item** button.

Add Line Items Edit

*Required to Save | ⚠️ Required to Submit

Personnel

▲ Personnel Save **Add Line Item**

Showing 1 to 3 of 3 records * Records are sorted by Last Modified Date ascending order

⚡	*Name	Position	Awarded Budget	*Percentage Of Time	*Payroll Earnings	Spent This Action	Advance Applied	Reim Amou
▼	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>	0	\$0.00	0	
▼	Amy Wilken	Staff Attorney	\$8,238.47	40%	\$0.00	\$0.00	\$0.00	
▼	Natasha Thomas	Deputy Director	\$10,479.34	40%	\$0.00	\$0.00	\$0.00	
▼	Natasha Thomas	Deputy Director	\$20,547.66	40%	\$0.00	\$0.00	\$0.00	
	Total		\$39,265.47		\$0.00	\$0.00	\$0.00	

Total Records: 3

▲ Narrative

Description ⓘ

Close

e. Once details are filled, click **Save**.

Add Line Items Edit

*Required to Save | ⚠️ Required to Submit

Personnel

▲ Personnel **Save** Add Line Item

Showing 1 to 3 of 3 records * Records are sorted by Last Modified Date ascending order

⚡	*Name	Position	Awarded Budget	*Percentage Of Time	*Payroll Earnings	Spent This Action	Advance Applied	Reim Amou
▼	Amy Wilken	Staff Attorney	\$8,238.47	40	1,000.1	\$0.00	100	
▼	Natasha Thomas	Deputy Director	\$10,479.34	40%	\$0.00	\$0.00	\$0.00	
▼	Natasha Thomas	Deputy Director	\$20,547.66	40%	\$0.00	\$0.00	\$0.00	
	Total		\$39,265.47		\$0.00	\$0.00	\$0.00	

Total Records: 3

▲ Narrative

Description ⓘ

Close

- f. Click **Edit** button to add/edit narrative for a budget category.

Add Line Items x
*Required to Save | ▲ Required to Submit

Personnel

▲ Personnel
Q Search...
Add Line Item
☰

Showing 1 to 3 of 3 records * Records are sorted by Last Modified Date ascending order

	*Name	Position	Awarded Budget	*Percentage Of Time	*Payroll Earnings	Spent This Action	Advance Applied	Reimbur Amount
▼	Natasha Thomas	Deputy Director	\$10,479.34	40%	\$0.00	\$0.00	\$0.00	
▼	Natasha Thomas	Deputy Director	\$20,547.66	40%	\$0.00	\$0.00	\$0.00	
▼	Amy Wilken	Staff Attorney	\$8,238.47	40%	\$1,000.10	\$400.04	\$100.00	\$:
	Total		\$39,265.47		\$1,000.10	\$400.04	\$100.00	\$:

Total Records: 3

▲ Narrative

Description ⓘ

Budget added for Amy

Save
Close

- g. Add/Edit narrative and click **Save**.

Add Line Items x
*Required to Save | ▲ Required to Submit

Personnel

▲ Personnel
Q Search...
Add Line Item
☰

Showing 1 to 3 of 3 records * Records are sorted by Last Modified Date ascending order

	*Name	Position	Awarded Budget	*Percentage Of Time	*Payroll Earnings	Spent This Action	Advance Applied	Reimbur Amount
▼	Natasha Thomas	Deputy Director	\$10,479.34	40%	\$0.00	\$0.00	\$0.00	
▼	Natasha Thomas	Deputy Director	\$20,547.66	40%	\$0.00	\$0.00	\$0.00	
▼	Amy Wilken	Staff Attorney	\$8,238.47	40%	\$1,000.10	\$400.04	\$100.00	\$:
	Total		\$39,265.47		\$1,000.10	\$400.04	\$100.00	\$:

Total Records: 3

▲ Narrative

Description ⓘ

Budget added for Amy

Save
Close

6. Acknowledgements

- Two acknowledgements are required from the Authorized Signatory and the Fiscal Contact (as declared on the award).
- Only eligible users can check the acknowledgment boxes.
- Check the Award → **Overview** tab under Contacts for the Authorized Signatory and Fiscal Contact details. The grantor can update this if necessary. If one contact holds both roles, they can check both boxes.
- If any changes are made to the advance amount after the acknowledgment or the request is sent back by the grantor, the acknowledgment boxes will be reset.

The screenshot shows the 'REIM_REQ_003' form in the 'Overview' tab. The form is in a 'Created' state. At the top right, there are 'Save' and 'Cancel' buttons. Below the header, there are tabs for 'Overview', 'Financials', 'Forms and Files', 'History', and 'Messages'. The 'Overview' tab is active, showing a 'Payment Request Summary' and a 'Payment Request Budget' section. Below these, there are two acknowledgment sections: 'Acknowledgement By Authorized Signatory' and 'Acknowledgement By Fiscal Contact'. Each section contains a 'Grant Certification' text and an 'Acknowledgement' checkbox. The 'Acknowledgement By Fiscal Contact' section has a dropdown menu with options: '--None--', 'I Agree', and 'I Disagree'. The 'I Agree' option is selected. There are red boxes and numbers 1, 2, and 3 highlighting specific elements: 1 points to the 'I Agree' option, 2 points to the 'Acknowledgement' checkbox, and 3 points to the 'Save' button.

- If marked as mandatory, users must upload a supporting document checklist. Additional files can also be uploaded if needed.

The screenshot shows the 'Forms and Files' tab of the 'REIM_REQ_003' form. The 'Supporting Documents Checklist' section is active, displaying a table with 2 records. The table has columns for 'Attach', 'Description', 'Required', 'Applies To', 'Status', 'Template Link', and 'Subrecipient Document Link'. The first record is 'Reimbursement mandatory' with a 'Mandatory' status. The second record is 'Reimbursement optional' with an 'Optional' status. There are red boxes and numbers 1 and 2 highlighting specific elements: 1 points to the 'Forms and Files' tab, and 2 points to the 'Attach' button in the first row of the table.

Attach	Description	Required	Applies To	Status	Template Link	Subrecipient Document Link
2	Reimbursement mandatory	Mandatory	Reimbursement Request	Active	Not Applicable	View
	Reimbursement optional	Optional	Reimbursement Request	Active	Not Applicable	Not Applicable

- Once all required details are entered, click the **Submit to Grantor** button from the page-level action menu. Only Primary users can take 'Submit to Grantor' action.

The payment request cannot be submitted to grantor if SAM.gov expiration date or Business License expiry date is in past for organization.

The screenshot shows the OVSJG DC web application interface. At the top, there is a search bar and navigation tabs for Home, Grants, Monitoring, and Closeout. The main content area displays a Reimbursement Payment Request for REIM_REQ_003. The status is 'Created', and the subaward is AD-DG237-03. The budget period is 7/1/2024 - 6/30/2025. A red box highlights the 'Submit to Grantor' button in the top right corner of the request card. Below the card, there is a 'Payment Request Summary' table.

Payment Request Summary		
Budgeted Amount	Subaward Spent	Advance Balance
\$179,378.29	\$8,860.00	\$8,670.60
Reimbursement Balance	Spent This Action	Disallowed Amount
\$161,847.69	\$400.04	\$0.00
Net Spent This Action	Advance Applied This Action	Reimbursed Amount This Action
\$400.04	\$100.00	\$300.04

- If there are no errors, the request will be submitted to grantor.

The screenshot shows the OVSJG DC web application interface after the request has been submitted. The status of the Reimbursement Payment Request (REIM_REQ_003) is now 'Submitted to Grantor', which is highlighted with a red box. The 'Submit to Grantor' button is no longer visible. Below the request card, there is a 'General Information' section with details about the subrecipient organization, remittance address, and payment dates.

General Information		
Subrecipient Organization	Type	Department
REI Subrecipient Org UAT	Reimbursement	Victim Services
Remittance address	Payment Period Start Date	Payment Period End Date
101 Cross Street SA CA 21345 USA	7/1/2024	9/30/2024
Due Date	Submission Date	Is Final Payment Request?
10/7/2024	7/30/2024	<input type="checkbox"/>

Below the general information, there is a 'System Information' section:

System Information			
Created By	Created Date	Last Modified By	Last Modified Date
Clark Kent	7/30/2024, 3:45 AM	Clark Kent	7/30/2024, 5:25 AM

The expenditure report is generated and attached to all approved or paid advance requests under the **Forms and Files** tab.

The screenshot displays a web application interface for managing an Advance Payment Request (AR). The top navigation bar includes Home, Opportunities, Applications, Grants, Monitoring, and Closeout. The left sidebar lists various tasks and activities. The main content area shows the AR details, including the EGMS ID (PR-REI00-15), Status (Approved), Subaward (AD-REI00-30), and Budget Period (11/1/2024 - 11/30/2025). The 'Forms and Files' tab is selected, showing a 'Supporting Documents Checklist' with no records found and an 'Advance Payment Files' table with two records.

Title	Classification	File Extension	Description	Created Date
Expenditure_Report_15102024070800.pdf				10/15/2024, 07:08 AM
After_Actuals_Sr.png	Invoice	png		10/14/2024, 07:23 AM

APPENDIX E: Progress Reporting Guide

Per the OVSJG grant agreement, all grantees certify that they will provide meaningful access to their services for individuals who have limited or no English Proficiency and will document in GovGrants on a quarterly basis the number of encounters with individuals with limited or no English proficiency. This document provides guidance to grantees for submitting quarterly reports in GovGrants.

Subrecipient GovGrants User Guide – Completing Progress Report



I. Introduction

This guide provides OVSJG users with detailed instructions for managing progress report within GovGrants. Please review the prerequisites and applicable user roles for each section before proceeding.

- **Applicable Users:** Grantor Users with PM or EXE profiles
- **Key Steps:** Filling system generated progress report, Submitting progress report to Grantor
- **Support:** If you encounter any issues, please email OVSJGegms@dc.gov.

II. Logging In

To access GovGrants, follow these steps:

- **URL:** <https://dcovsjg--uat.sandbox.my.site.com/recipient>
- Enter your username and password.
- After logging in, you will be directed to the **Home Page**.

III. Progress Report

A Progress Report is a periodic report submitted by the Recipient describing the status, accomplishments, and issues of the Project. The grantor will define the frequency of the Progress Report during subaward creation.

a. Filling and Submitting Progress Report to Grantor

1. Login to the EGMS Grants portal. Click on the Monitoring module and click the 'Pending Tasks' link under My Tasks in the left-hand navigation menu. On the Pending Tasks page, locate the pending task to complete progress report and click on Start under the Actions column.

Monitoring

Tasks

- My Tasks
 - Pending Tasks
 - Completed Tasks
- Activities
 - Monitoring Activities
 - Monitoring Schedules
 - Progress Reports
 - Site Visits
 - Enhanced Desk Reviews
 - Risk Assessments
 - Subaward Terms and Conditions
 - Payments
 - Advances
 - Reimbursements
 - Refunds

Pending Tasks (Assigned To Me)

Showing 1 to 2 of 2 records

EGMS ID	Task Type	Subject	Due Date	Status
PR-REI00-000	Create Payment Request	Create Payment Request for Subaward #AD-REI00-02	08/08/2024	Not Started
PR-GT-REI00-00002-001	Complete Grantor Progress Report	Complete Progress Report for Subaward #AD-REI00-02 for R...	08/08/2024	Not Started

Total Records: 2

Pending Tasks (Assigned By Me)

No Records Found

Risk Across Awards

Payment Requests, by ...

Request Amount

7.8k

2. The **Report Overview** section within the **Overview** tab displays information such as Reporting Period, Report Due Date, Report Frequency, Progress Report Due Date, Budget Period and Budget Period Number. If this is the Final Report check the **Final Report?** checkbox.

3. Navigate to the **Certification** section, where you must agree to the acknowledgment.

Home Grants Monitoring Closeout

REI_DR_Demo_0208

Created Submitted to Grantor Approved

Save Cancel

EGMS ID: PR-GT-REI00-00002-001 | Status: Created | Subaward ID: AD-REI00-03

Required to Save | Required to Submit

Overview Performance Forms and Files History Messages

Report Overview

External Organization: REI Subrecipient Org UAT | Department: Victim Services

Reporting Period Start Date: 7/1/2024 | Report Frequency: Quarterly

Reporting Period End Date: 9/30/2024 | Final Report?:

Budget Period: 7/1/2024 - 6/30/2025 | Due Date: 10/7/2024

Certification

I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.

Acknowledgement

I Agree

Chatter

Post

Share an update... Share

Sort by: Most Recent Activity

- Under the **Performance Narrative** section, provide the details for Key Accomplishments, Obstacles, and Plans. Click on the **Save** button.

The screenshot shows the OVSJG DC Progress Report interface for report REI_DR_Demo_0208. The 'Performance Narrative' section is highlighted with a red box. It contains three sub-sections: Key Accomplishments, Obstacles, and Plans, each with a text input field. The 'Obstacles' section includes a note: 'For the current reporting period, describe any issues/barriers experienced while conducting the proposed project activities.' The 'Plans' section includes a note: 'Describe any changes planned for the upcoming reporting period.'

- In the 'Forms and Files' tab, locate and complete any required forms. Mandatory forms are clearly marked in the 'Mandatory' column under the 'All Forms' section, making it easy to identify which forms need to be filled out.

The screenshot shows the OVSJG DC Progress Report interface for report REI_DR_Demo_0208, with the 'Forms and Files' tab selected. A table titled 'All Forms' is displayed, showing 3 records. A red box highlights the 'Mandatory' and 'Is Form Validated' columns. The table data is as follows:

Preview	Name ↑	Report Type	Mandatory	Is Form Validated	Percentage	Last Modified By	Last Modified
View	and Language Access Report	Progress Report	✓	✓	100.00%	James Smith	08/05/2024,1
Splitview	and Progress Report	Progress Report	✓	✓	100.00%	James Smith	08/05/2024,1
Edit	Trauma Informed Mental Health Serv...	Progress Report	✓	✗	0.00%	James Smith	08/05/2024,1

Below the table is a 'Supporting Documents Checklist' section with a 'Descr' column and a 'Subrecipient Document Link' column. The text 'No Records Found' is displayed below this section.

- To make changes to any form, navigate to the 'Forms and Files' tab and locate the form you wish to edit. In the 'Action' column next to the form, click the 'Edit' button.

Progress Report
REI_UAT_Victim_All_Budget_Cate_P

Created Submitted to Grantor Approved

EGMS ID: PR--GT-Bud_P-00001-002 Status: Created Subaward ID: AD-Bud_P-01

Overview Performance Forms and Files History Messages

*Required to Save | *Required to Submit

Chatter Form

Post

Share an update...

Sort by: Most Recent Activity Search this fe...

Form Name ↑	Report Type	Mandatory	Is Form Validated	Percentage	Last Modified By	Last Modified
Advocacy/Case Management Data	Progress Report	✓	✗	0.00%	James Smith	08/09/2024
Awareness and Outreach Data	Progress Report	✓	✗	0.00%	James Smith	08/09/2024
Community Education Data	Progress Report	✓	✗	0.00%	James Smith	08/09/2024
Legal or Material Assistance Data	Progress Report	✓	✗	0.00%	James Smith	08/09/2024
Housing Data	Progress Report	✓	✗	0.00%	James Smith	08/09/2024
Language Access Data	Progress Report	✓	✗	0.00%	James Smith	08/09/2024
Legal Services Data	Progress Report	✓	✗	0.00%	James Smith	08/09/2024
Medical and Forensic Services Data	Progress Report	✓	✗	0.00%	James Smith	08/09/2024

Total Records: 16

- To conveniently view a form alongside other details, you can use the split screen option. In the 'Action' column next to the form, click the 'Split View' button. This will open a dual-pane view, with the form displayed on the right side of your screen and the 'Chatter' section alongside it, allowing you to easily interact with both sections simultaneously. Clicking on the form in the right-hand column will bring it into view for review or further actions."
- "Alternatively, if you prefer to open the form in a new tab for a full-screen view, simply click the 'View' button located in the 'Action' column. This will open the form in a separate browser tab, where you can focus on reviewing or completing it without distractions.

Progress Report
REI_UAT_Victim_All_Budget_Cate_P

Created Submitted to Grantor Approved

EGMS ID: PR--GT-Bud_P-00001-002 Status: Created Subaward ID: AD-Bud_P-01

Overview Performance Forms and Files History More

Chatter Form

Form Name: Community Education Data

Is Form Validated? Last Modified Name: James Smith Last Modified Date: 8/9/2024, 8:39 AM

*Required to Save | *Required to Submit

Community Educatio...

Community Education Data

Providing presentations to a defined population (e.g., ANC, civic organization, public meeting, students, etc.) on crime victimization issues, activities aimed at stopping victimization, and increasing the knowledge of the participants.

1. Total number of community education events conducted this quarter
0

a. Virtual events:

b. In-person events:

- If you need to edit a form while in split view, simply click the 'Edit' button within the split screen.

This allows you to make changes to the form on the right side of your screen while keeping other relevant information in view on the left. Once you've completed your edits, click the 'Save' button to ensure your changes are stored.

The screenshot shows a web application interface with a split view. On the left, there is a navigation menu with categories like 'Tasks', 'Activities', and 'Payments'. The main area displays a 'Progress Report' for 'REI_UAT_Victim_All_Budget_Cate_P' with a status of 'Created'. Below this is a table titled 'All Forms' with columns for 'Form Name', 'Report Type', 'Mandatory', and 'Is Form Validated'. The right pane shows a 'Form' titled 'Community Education Data' with a 'Save' button highlighted in a red box. The form content includes a description of community education and a list of events.

Form Name	Report Type	Mandatory	Is Form Validated
Advocacy/Case Management Data	Progress Report	✓	✗
Awareness and Outreach Data	Progress Report	✓	✗
Community Education Data	Progress Report	✓	✗
Financial or Material Assistance Data	Progress Report	✓	✗
Hotline Data	Progress Report	✓	✗
Housing Data	Progress Report	✓	✗
Language Access Data	Progress Report	✓	✗
Legal Services Data	Progress Report	✓	✗
Medical and Forensic Services Data	Progress Report	✓	✗

- After saving the form, it's important to ensure the information entered complies with the required rules. To do this, click on the 'Validate' button. The system will automatically check the form for accuracy and completeness based on the predefined validation rules. If the form successfully passes validation, the 'Is Form Validated' checkbox will be marked as 'True,' confirming that the information meets all necessary criteria.
- Be sure to review any validation errors or prompts if the form does not pass, correct the information, and revalidate to ensure everything is in order.

The screenshot shows the 'Standard Language Access Report' form. The 'Is Form Validated?' checkbox is checked and highlighted with a red box. The 'Validate' button is also highlighted with a red box. The form shows the last modified name as 'Mike Piazza' and the last modified date as '8/10/2024, 11:00 AM'.

12. In the **Files** or **Notes** section, you can attach by clicking on **Add** button in the respective section.

The screenshot shows a progress report for 'REI_test_GRFC'. The status is 'Created'. Below the header, there are navigation tabs: Overview, Performance, Forms and Files, History, and Messages. The 'Forms and Files' tab is active. Under this tab, there are three sections: 'Supporting Documents Checklist', 'Progress Report Files', and 'Notes'. Each section has a table header and a table body. The 'Progress Report Files' section has a table with columns: Title, Classification, File Extension, Description, and Created Date. The 'Notes' section has a table with columns: Title, Description, Created Date, and Created By. In both the 'Progress Report Files' and 'Notes' sections, the 'Add Files' and 'New' buttons are highlighted with red boxes.

13. Click on **Submit to Grantor** button from green action button in header.

The screenshot shows a progress report for 'REI_DR_Demo_0208'. The status is 'Created'. Below the header, there are navigation tabs: Home, Grants, Monitoring, and Closeout. The 'Monitoring' tab is active. Under this tab, there are two sections: 'All Forms' and 'Supporting Documents Checklist'. The 'All Forms' section has a table with columns: Form Name, Report Type, Mandatory, Is Form Validated, Percentage, Last Modified By, and Last Modified. The 'Supporting Documents Checklist' section has a table with columns: Description, Required, Status, Template Link, and Subrecipient Document Link. In the top right corner, the 'Submit to Grantor' button is highlighted with a red box.

14. The status of Progress report will be updated to 'Submitted to Grantor.'

Appendix F: VOCA Match Waiver Request Policy

The policy of the Office of Victim Services and Justice Grants (OVSJG) is to encourage VOCA subgrantees to meet matching requirements. Subgrantees that are the least capable of providing the match amount may request a full or partial waiver of the match requirement. Match waivers, whether partial or full, must be justified by the applicant. OVSJG will consider the following when deciding whether to approve a match waiver request:

- Practical or logistical obstacles to providing match (*e.g.*, public agencies that do not engage in private fundraising and may have limitations on soliciting contributing funds);
- Local resource constraints (*e.g.*, limited local funding availability or volunteer capacity);
- Increases to VOCA funding where local funding availability has not increased to the same extent; and
- Past ability to provide the same dollar amount match, whether cash or in-kind value.

All match waiver requests submitted during a pandemic national emergency, and for one year after it ends, will be approved.

OVSJG will consider all written requests to waive the match requirement received during the application for funding process. All waiver requests must be justified in the VOCA grant application. OVSJG may consider match waivers submitted outside of the application process. However, this consideration will be granted only in the event of emergency or extraordinary unanticipated events. No match waivers will be approved 60 days or less before the sub-award project end date, except for those match waivers that are requested due to a national pandemic emergency.

A match waiver request should include:

1. Match waiver amount requested;
2. Amounts and sources of current grant match, if applicable;
3. Current or projected extenuating circumstances that may limit the organization's ability to partially or fully match the VOCA grant funds requested;
4. Description of the organization's options and efforts to meet the match requirement from in-kind and/or cash sources that are not being used as match for other federal funds;
5. Detailed explanation of the impact of a denial for a match waiver on the VOCA funded project, including intention to decline VOCA funding if a waiver is not approved; and
6. Indicate whether the requested waiver is one-time or if extenuating circumstances will require a waiver in subsequent years if approved for funding.

OVSJG will review the waiver requests and reach a determination consistent with the VOCA Fix to Sustain the Crime Victims Fund Act of 2021 (Public Law No: 117- 27) and 28 CFR §94.118 VOCA Assistance Program Match Requirement guidelines. Subgrantees will receive a match waiver determination notice uploaded to the OVSJG grant management system, GovGrants. The match waiver determination letter will include the basis for approval or denial, consistent with the

Department of Justice, Office of Justice Programs grants management guidelines. Waivers will be applicable for the duration of the sub-award, unless otherwise indicated in the determination notice. All match waivers must be approved and signed by the Director of the Office of Victims Services and Justice Grants.

OVSJG will submit approved match waiver determinations to U.S. Department of Justice, Office for Victims of Crime (OVC) via upload to JustGrants, Grant Award Modification (GAM) or other method, as requested by OVC within 30 days of approval. Determinations will be submitted, in bulk, to the appropriate federal award that is being used to fund the sub-grants containing the match waiver(s). OVSJG will submit the match waiver spreadsheet, using the OVC template, showing all active waivers approved in a federal fiscal year, no later than 120 days after the fiscal year end.

OVSJG agrees to apply the OVC approved match waiver percentage derived from) the original waiver request to a subgrantee's modified budget to determine the new match waiver dollar amount.