

# FY21 Grantee Orientation October 20, 2020

### **OVSJG Overview**

Award Requirements

**ZoomGrants Demonstration** 

Agenda



#### **OVSJG Mission**

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

### **Our Approach**

- Collaborative
- Approachable
- Helpful
- Respective of grantee expertise
- Working together for the betterment of District residents



## Safer Stronger DC

Reduce domestic and sexual violence, and improve outcomes for survivors

Make DC the safest big city in America

End homelessness



Promoting partnerships

Building capacity

Developing continuums of care

# Goals



**Access to Justice** 

**Victim Services** 

Address Confidentiality Program

**Justice Grants** 

**Truancy Reduction** 

Private Security
Camera Incentive
Program

Trauma Response & Community Engagement Program (TRCEP)

Unjust Conviction and Imprisonment Compensation

# **OVSJG Programs**





**Cheryl Bozarth Deputy Director** 



**Kelley Dillon Grants Management Specialist** 



Janelle Junior Grants Management **Specialist** 



**Alina Gomez Grants Management Specialist** 



**Daniza Medina Grants Management Specialist** 



**Vacant Grants Management** Specialist



**Daniel Rappaport Grants Management Specialist** 

# **Victim Services**





**Tholyn Twyman**Deputy Director



Melissa Milchman Grants Management Specialist



Brenda Aleman
Grants Management
Specialist



Tawana Stewart
Grants Management
Specialist



Yolanda Quintanilla Grants Management Specialist



Anissa Walker
Grants Management
Specialist



Charles Sutton
Grants Financial
Analyst

# **Justice Grants & Truancy Reduction**



# Roles and Responsibilities

### **Grant Manager**

- Ensure grant recipients are achieving appropriate progress towards meeting the objectives, outcomes, performance measures, and timelines identified in their award agreement.
- Address implementation challenges through training and technical assistance, as needed.
- Work collaboratively with grantees to identify additional resources and partnerships to address gaps in services

### **Grant Recipient**

- Comply with the terms and conditions of the award as outlined in the award agreement and special conditions.
- Submit complete and accurate program and financial reports.
- Notify Grant Manager of any issues relating to grant.
- Identify needs and gaps and work collaboratively with OVSJG and partners to address them.





# WORKING TOGETHER THROUGH COVID 19



# State of Emergency

Reopening Phases

**OVSJG** Guidance

**COVID Environment** 



## Continued Services

**Ongoing Communication** 

Flexibility

**Partnership During COVID** 





# AWARD REQUIREMENTS



### Review award package

- Award requirements
- Special conditions

# Initial every page of the grant agreement

Ensure the authorized official is signing

# **Award Requirements**



Collect data on primary languages spoken by LEP/NEP customers/clients

Provide interpretation services

Translate vital documents

Train public contact staff

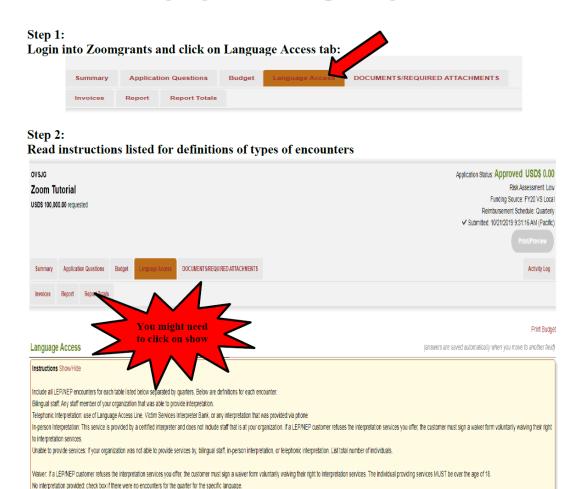
Report quarterly on LEP/NEP encounters and services provided with quarterly progress reports

# Language Access Requirements



### Language Access Reporting Requirements

#### **Language Access Reporting Guide**

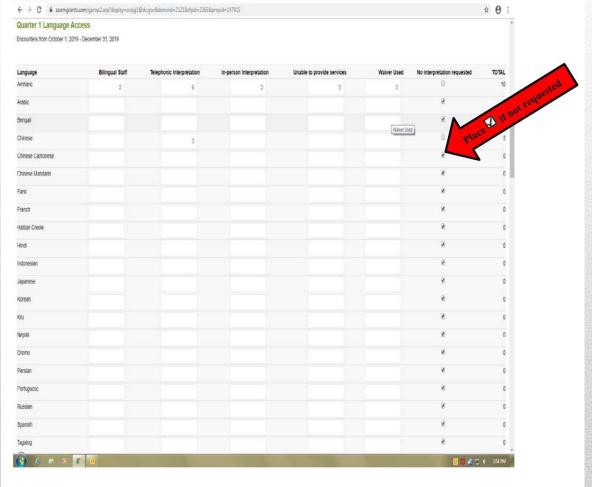




### Language Access Reporting Requirements

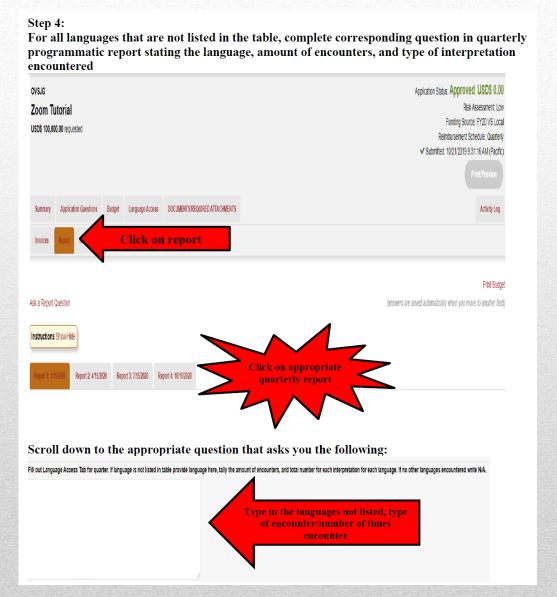
#### Step 3:

Fill in number of encounters corresponding to each language in the appropriate type of encounter used for the quarter. If no interpretation was requested for a language then click on the check box for each language under "NO INTERPRETATION REQUESTED". This part is critical to data collection.





### Language Access Reporting Requirements





Copies must be submitted to OVSJG no less than 45 days prior to public release

Grantee may publish or announce the results of grant activity with prior review and approval by OVSJG no less than **30 days** prior to the intended announcement or publishing date

Inclusion of OVSJG logo (on case by case basis)

#### Acknowledgement of OVSJG support

Acknowledgement of OVSJG shall read: This_	was produced by
under [enter grant number], av	varded by the Office of Victim Services and Justice
Grants, Executive Office of the Mayor, District	of Columbia. The opinions, findings, and
conclusions or recommendations expressed in	this are those of the contributors and do
not necessarily represent the official position	or policies of the Executive Office of the Mayor.

Failure to do so may result in suspension of funds or make the program ineligible for future funding

## **Publications**



#### Retention

- Grant records shall be maintained for at least three (3) years after the completion of a project
- For federal awards, 3 years after close of federal award

#### Access

- Records should be made available to OVSJG and federal funders
- Confidential/private records Non PII

# **Record Retention and Access**





Timesheets must be approved

Payroll charges are to be based on actual time spent on the project

Must be reasonable to meet the goals and objectives of the award

If staff are funded by multiple sources, track activities by time/funding source

# **Staff Time Allocation**



# Grantees are required to have an internal procurement policy

### Dollar threshold for procurement:

- Federal is changing from \$150K to \$250K and goes into effect on November 12th
- District \$25,000

# Must solicit 3 bids or request sole source exemption

Submit a letter to your grant manager

## **Procurement Process**



Rate can not exceed \$650 per day/\$81.25 per hour without prior authorization from OVSJG (and federal funder, if applicable)

Three examples of consultant's prior contracts at or above the requested rate must be provided for consideration

Consultant rates should be based on market and consultant prior compensation

# **Consultant Rates**



In accordance with DC Code § 47-138, no funds (either federal or local) appropriated for the government of the District of Columbia may be used to furnish materials or services to promote or further any demonstration in the District of Columbia undertaken for the purpose of influencing legislation or other governmental actions of the United States government or the government of the District of Columbia.

#### **Allowable**

- Research into other state/city practices
- Whether there are or should be model laws or rules
- Interviews as to what consequences might ensue with different policy options
- Budgetary costs and benefits of different policy options
- Assessing the size/scope of the problem or defining it
- Mapping existing policies and identifying gaps

#### **Not Allowable**

- Organize the public to demonstrate
- Organize a parade or demonstration in favor of or against a proposal
- Buy matching t-shirts for supporters to wear during a hearing
- Write "vote for" or "vote against" petitions and circulate them regarding particular legislative proposals

# **Anti-Lobbying Provision**



#### **Victim Services**

- Office for Victims of Crime (OVC)
  - VOCA
- Office on Violence Against Women (OVW)
  - SASP
  - STOP

#### **Justice Grants**

- Bureau of Justice Assistance (BJA)
  - Byrne JAG
  - PREA
  - Project Safe Neighborhoods
  - Community-Based Crime Reduction
- Office of Juvenile Justice and Delinquency Prevention (OJJDP)
  - Title II
  - PREA
- Coverdell Forensic Sciences Improvement
- Residential Substance Abuse Treatment
- COVID Emergency Supplemental Funding (BJA)

### **Federal Subgrantee Requirements**





# REIMBURSEMENT PROCESS



#### **Two Part Process**

- Submit to OVSJG via ZoomGrants
  - Financial Workbook
  - Project Expenditure Report
  - Grantee Reimbursement Request
- 2. Submit to the DC Vendor Portal (E-Invoicing)

#### STEP 1

Log into your ZoomGrants account. In the **Documents** tab, download the **Financial Workbook**. Complete the required Workbook pages. You will use the Financial Workbook to calculate your reimbursement requests. Instructions for the Workbook are included in the first three tabs.

#### STEP 2

In the Fiscal Report/Invoices/Payments tab, click on Add Invoice and complete all required fields.

### You will see a Purchase Order (PO) number when you create a new invoice in ZoomGrants. The PO will display on the invoice cover sheet.

Create an invoice number that reflects the billing period, e.g., FY19-Q2-xxxx, or FY19-March-xxxx.

#### STEP 3

Upload the completed **Data Entry** worksheet, **Project Expenditure Report**, and signed **Grantee Reimbursement Request**.
Click **Submit Invoice**.

Your Grant Manager will review your submitted documents. If they have questions or require changes or additional information they will contact you.

#### STEP 4

When your reimbursement request has been approved by your Grant Manager, you will receive an email with a link to download the approved invoice.

#### STEP 5

Log into the DC Vedor Portal (E-Invoicing) - https://vendorportal.dc.gov/Account/Login

Create an invoice and upload your **approved** invoice as the source document.

Be sure to have registered in the DC Vendor Portal at https://vendorportal.dc.gov/.

Ensure you upload the **approved** reimbursement request signed by your grant manager. If you upload the wrong version, your payment request will be denied.

# Reimbursement Process



	A	В	С	D	E	F	K	L	
1		REIM	BURSEMENT REQI	<b>UEST WORKSHEE</b>	Т				
2									
3			SUB-GRANTEE:						
4			LOCAL GRANT NUMBER:						
5		REIMRI	RSEMENT REQUEST PERIOD:	From: 10/1/18	To: 12/31/18				
6		KEIMIDO	NOCIMENT REQUEST FERIOD.	110111. 10/1/10	10. 12/31/10				-
7			Grantees should fill in gra	v sections ONLY					
8			Grantees should fill in gra	y sections ofter.					
	PERSONNEL: List each position by	y title and name of employe	ee, show payroll earnings for the	period of reimbursement and	1 % of time devoted to the	project.			
10	Name		sition	Percentage of Time	Payroll Earnings	Cost			
11	Employees:								
12						\$0.00			
13						0.00			
14						0.00			
15						\$0.00			
16						0.00			
17						0.00			
18	Total					\$0.00			
19									
20									
21	COMMENTS:								
22									
23									
24									
25									
26									
27									
28									
29									
30	FRINGE BENEFITS: List the fringe	benefits rate or the total fr	inge benefits for each employee	listed under personnel catego	ory.				
31	Name	Period of Fringe	Other Fringe Cost	Percentage	Payroll Earnings	Cost	Check#		
32	Employee or Fringe Expense								
33	Center for Nonprofit Advance	Dec-11	\$250.00	25%	-	62.50	85483		
34	0				0.00	\$0.00			
35	0				0.00	0.00			
36	0				0.00	0.00			
37	0				0.00	\$0.00			
38	0				0.00	0.00			
39					0.00	0.00			
40	Total					\$0.00			
	✓ Instructions for D	ata Entry Instruction	s for FSR Instructions for	Reimb Req Data Entry	- 1st QTR FSR - 1s	t QTR Reimbursement R	equest - 1s	t Q 🤄	÷)

# Financial Workbook





GOVERNMENT OF THE DISTRICT OF COLUMBIA

#### EXECUTIVE OFFICE OF THE MAYOR OFFICE OF VICTIM SERVICES AND JUSTICE GRANTS 441 4TH STREET NW, SUITE 727N - WASHINGTON, DC 20001

#### PROJECT EXPENDITURE REPORT

			Pg. 2 of 2			
SUBGRANTEE:			PROJECT TITLE:			
SUB GRANT NUMBER:			LOCAL GRANT NUMBI	ER:		
AWARD PERIOD:	10/1/17-9/30/1	8	REPORT PERIOD:	From: 10/01/2017	To: 10/31/2017	
FINAL REPORT:	YES N	0				_

Description	Approved Award Budget	Previously Approved Expenditures	Current Period Expenditures	Balance on Grant	Expensed to- date		
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Contractual/Consultants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Flex Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Operating Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Grant Certification: I certify t set for the sub grant award d		nowledge and be	lief that this repor	t is correct and co	mplete and that a	all outlays and unpa	aid obligations are for the
Financial Director:							Date:
Print Name							4
Signature							
Authorized Official:							Date:
Print Name							

# Project Expenditure Report

Ensure both signatures





GOVERNMENT OF THE DISTRICT OF COLUMBIA

#### EXECUTIVE OFFICE OF THE MAYOR OFFICE OF VICTIM SERVICES AND JUSTICE GRANTS 441 4TH STREET NW, SUITE 727N - WASHINGTON, DC 20001

#### **GRANTEE REIMBURSEMENT REQUEST**

					Pg. 1 of 2			
SUBGRANTEE:				PROJECT TITI	LE:			
SUB GRANT NUMBER:				LOCAL GRANT	Γ NUMBER:			
AWARD PERIOD:	10/1/17-9/30/18	1		REPORT PERI	OD:	From: 10/01/2017	To: 10/	31/2017
FINAL REPORT:	YES	NO		DATE OF REQ	UEST:			
			PROJECT DAT	A				
APPROVED EXPENDIT	URES TO DATE:	\$ -						
CURRENT REIMBURSE	MENT REQUEST:	\$ -						
GRANT AWARD AMOUN	NT:	\$ -						
	_	_	GRANTEE AGENCY INF	ORMATION	_	_		
GRANTEE ADDRESS:								
TELEPHONE:		FAX:			EMPLOYE	R TAX IDENTIFICATION N	0:	
AUTHORIZED OFFICIA	L NAME:							
AUTHORIZED OFFICIA	L SIGNATURE:							
тнія	SECTION TO BE COM	MPLETED BY JUST	FICE GRANTS ADMINIS	TRATION/OFF	ICE OF VIC	TIM SERVICES STAFF C	ONLY	
DATE:	AMOUNT TO BE PA	MD:	SOAR NUMBER:		PO NUMBI	R:	INAOIG	CE NO
CERTIFICATION: Pursu	uant to the authori	ty vested in me, i	Certify that this reque	st is correct a	nd proper 1	or payment.		
GRANT PROGRAM MAN	IAGER: (please prir	nt name, and sigr	1)					
	Signature:							

# Grantee Reimbursement Request



### Quarterly Reimbursements/Invoices

- PONumberQuarter
  - Example: PO696222Q3

### Monthly Reimbursements/Invoices

- PONumberMonth
  - Example: PO685222August

# File Naming Convention



Submit to OVSJG via Zoomgrants

Once approved by the Grant Manager, submit the Grantee Reimbursement Request in E-Invoicing

# Reimbursement Process



DC Vendor Portal is an online system that will allow vendors to view electronic purchase orders, submit invoices electronically, and track the payments. DC Vendor Portal website:

https://vendorportal.dc.gov

- A one-time registration is required to access the portal (no fee)
- An organization can have multiple user accounts
- An organization can manage their user accounts

# **DC Vendor Portal E-Invoicing**







Register

FAQ's

Contact Us





Email	
Password	
<u>a</u>	
Forgot Password	
I'm not a robot	raCAPTCHA Privacy - Terris

#### Info Center

DC Payments

Fiscal Year End Invoice Submission Guidelines

Quick Payment Act (QPA)

DC e-Invoicing Implementation Timeline

#### Quick Links

View Tutorials

FAQ's

Contact Us





# E-Invoicing Tutorial Videos Visit the following link:

https://vendorportal.dc.gov/Tutorials





Home Register FAQ's Contact Us

8

★ Home / Tutorials		
Tutorials		
• HOW TO		
Navigate the DC Vendor Portal	△ PDF	■ VIDEO
e-Invoicing Vendor Registration Process	□ PDF	■ VIDEO
Reset Password	□ PDF	<b>■</b> VIDEO
View and Access the User Account	△ PDF	<b>■</b> VIDEO
View Purchase Orders	□ PDF	<b>■</b> VIDEO
View Invoices	△ PDF	<b>■</b> VIDEO
View Payments	△ PDF	<b>■</b> VIDEO
Create and Submit an Invoice on Vendor Portal	△ PDF	<b>■</b> VIDEO
View Rejected Invoices and resumbit on Vendor Portal	□ PDF	<b>■</b> VIDEO
Vendor Manual	△ PDF	
Vendor Benefits		■ VIDEO





Grantees must maintain full records and supporting documentation of grant expenditures (and match, if applicable) on file and be prepared to submit any and all documentation upon request.

New grantees and high-risk grantees are required to submit full back-up documentation with each reimbursement request.

# **Documentation**



### **Quarterly Reporting**

### **Programmatic reports**

Financial reports (i.e., reimbursement requests)

Performance Measures Truancy Reduction – ETO

Reentry - ETO

Victim Services – PMI

Federal performance measures

### **Financial & Program Reporting**



#### **Reporting Period**

1<sup>st</sup> Quarter: October 1 – December 31 January 15

**Due Date** 

2<sup>nd</sup> Quarter: January 1 – March 31 April 15

3<sup>rd</sup> Quarter: April 1 – June 30 July 15

4<sup>th</sup> Quarter: July 1 – September 30 October 10

If the due date falls on a weekend or holiday, reports are due the **NEXT BUSINESS DAY**.

If more frequent reimbursements are needed, the grantee should contact their OVSJG Grant Manager informing them of the situation and submit a written request seeking approval of a different reimbursement period.

### Financial & Program Report Schedule



### **Grant Adjustment Notice (GAN)**

#### **WHEN**

- To change project workplan
- To change project budget
- To change project personnel
- To change Authorized Official
- To change organization name

#### **HOW**

- Communicate with your Grant Manager to discuss the GAN and to avoid submitting for unallowable costs or completing unnecessary paperwork
- Submit GAN in ZoomGrants along with supporting documentation

#### **NOTE**

- No limit to the number of GANs that can be submitted during an award period
- Deadline for final GAN is 30 days prior to the end of the award period
- Retroactive GANs are not allowed, all changes must be approved prior to expending funds





#### GOVERNMENT OF THE DISTRICT OF COLUMBIA Executive Office of the Mayor

OFFICE OF VICTIM SERVICES AND JUSTICE GRANTS DISTRICT OF COLUMBIA MURIEL BOWSER, MAYOR



#### GRANT ADJUSTMENT NOTICE

			NATURE OF ADJUSTMENT:	
PHONE:			□ Budget	
SUB-GRANT NUMBER:				
FEDERAL GRANT NUMBER:			☐ De-Obligation of Funds	
PO NUMBER:			☐ Match Reallocation	
PROJECT TITLE:			SOAR #:	
ORIGINAL BUDGET	MATCH BUDGET (if applicable)		CHANGE REQUESTED	REQUESTED BUDGET
			1.27	
PERSONNEL CHANGE				
(Authorized Official, Program Personnel, Financial Contact, etc.)				
Phone:				
		TEC		
EXPLANATION AND JUSTIFICATION FOR REQUESTED MODIFICATION				
(ATTACH REQUIRED MODIFIED FORMS, i.e., Project Budget, Project Work plan, resumes, etc.)				
Grantee Authorized Official Signature			Date	
OVSJG Grant Manager Signature			Date	
	ORIGINAL BUDGET  PERMOTIZED OFFICIAL, PRODUCT OF AND JUSTIFIC DISTRICT OF MODIFIED FOR STATE OF THE PRODUCT OF	ORIGINAL BUDGET (if applied to the property of	ORIGINAL BUDGET (if applicable)  PERSONNEL CHANG Morized Official, Program Personnel, Fit To: Title: Phone: Email: CHANGE PROJECT DATE: To: DN AND JUSTIFICATION FOR RED MODIFIED FORMS, i.e., Project Budicial Signature	PERSONNEL CHANGE ROTICEL Phone:  PERSONNEL CHANGE (if applicable)  PERSONNEL CHANGE (if applicable)  PERSONNEL CHANGE (if applicable)  To: Title: Phone: Email:  CHANGE PROJECT DATES To: DN AND JUSTIFICATION FOR REQUESTED MODIF D MODIFIED FORMS, i.e., Project Budget, Project Work p

### Grant Adjustment **Notice**

Be sure you use the most recent version - available in **ZoomGrants** 



### De-obligation vs. Unspent Funds

### **De-obligations**

- Reduction in award based on spending projections
  - salary lapses
  - delayed project start date
- Grantee initiated
  - grantee financial acumen
  - fiscal responsibility
- OVSJG initiated deobligations

#### **Unspent Funds**

- Funds that are unspent (i.e., lapsed) at the end of the award period
- Unable to reprogram those funds during the fiscal year to fund other needed services



### De-obligation vs. Unspent Funds

Award recipients are expected to spend the full amount of their grant award within the identified grant award period

unless a de-obligation occurs

OVSJG grant managers track the pace and nature of recipients' expenditures

 By the end of the third quarter, award recipients that have not spent approximately 75% of their grant award, and do not have a robust plan for expenditure, should submit a de-obligation request. Grant managers can initiate a deobligation.

Failure to spend down grant/submit de-obligation request

- Included in risk assessment of grantee
- Jeopardize ability to secure future awards from OVSJG



### **Risk Assessment**

OVSJG will conduct an annual review of grant recipients in order to determine whether, they are a **Low**, **Medium**, or **High** Risk award recipient for the agency.

Risk assessment considers the relevance, importance, incidence, and manageability of risk related to grant recipients performance and financial operations.





### Risk Level Factors

#### Award amount

Prior experience managing same or similar awards

Substantial changes to personnel or the budget in a fiscal year

Timely submission of financial and program performance reports

Results of audits

Number of request for advance(s)

Site visit findings

**GRANTEE RISK LEVEL INFORMS LEVEL OF MONITORING** 



### **Quarterly Review**

- Financial Reports
- Programmatic Reports
- Performance Measures

**Desk Reviews** 

Site Visits

Audits

### **Grant Monitoring**



#### Low

 Site visit every three years

#### Medium

 Site visit every two years

#### High & New

- Site visit every year
- Must submit all back-up documentation with reimbursement requests

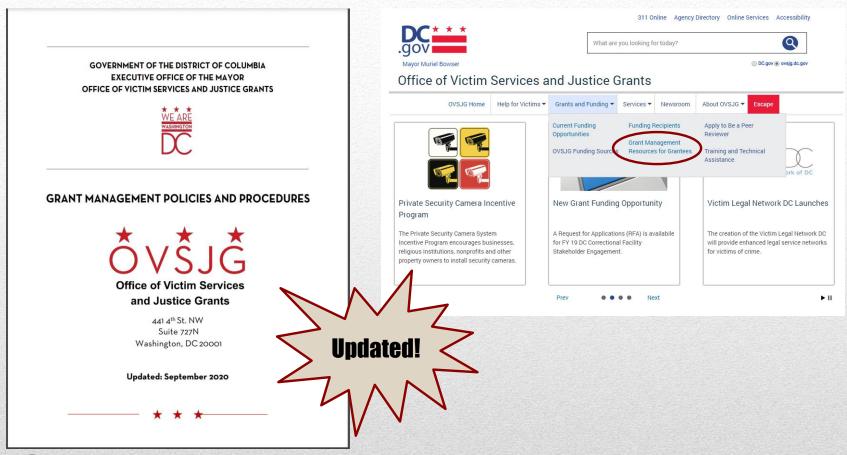
**On-going technical assistance** 

### Monitoring by Risk Level



#### **OVSJG** Grantee • Subject Matter Experts • Support Project Goals Meeting Problem Solving Identify Gaps the needs • Training/Technical Assistance • Identify EPBs of those • Develop Resources • Collaborate in the Create Partnerships Advocacy **District** Secure Funding • Create Partnerships • Identify EPBs • Identify Funding Opportunities





## Grant Management Policies and Procedures



### **Training/Technical Assistance**



#### **Events**



### **Additional Resources**



# Evaluation https://bit.ly/37cQML3



### ZoomGrants

Presented by

Janelle Junior

**Grants Management Specialist** 

