• This webinar will be recorded
• American Sign Language interpreters and automated closed captions
• Chat Features
• Question Follow-Up
• Technical Assistance/Help
  • Send private chat
  • Email Suzie.Dhere@dc.gov
Evaluation

https://www.surveymonkey.com/r/FY22orientation
Welcome

Purpose of Grantee Orientation
• Networking
• Overview of OVSJG
  o Meet the staff
  o Working through the COVID-19 pandemic
• Overview of FY22 grants

• Award Requirements
  o Roles and Responsibilities
• Common Compliance Challenges
• Reimbursement Process
• Reporting and Monitoring
  • Programmatic and Financial Reports
  • Grant Adjustment Notices
  • Risk Status and Monitoring
• Grant Management Policies and Procedures
• ZoomGrants Demonstration
## Breakout Rooms

- Introduce yourself
- Organization
- How long you have been a grantee
- OVSJG grant funded project overview
- Something you are excited to be working on/hope to accomplish this year

---

**Welcome, Introductions, & Networking**
Jam Board


Seeking Referrals

Seeking Partnerships/Collaborations

New Service(s) Available
<table>
<thead>
<tr>
<th>Presenters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Garcia, Director</td>
</tr>
<tr>
<td>Brenda Aleman, Grants Management Specialist</td>
</tr>
<tr>
<td>Yolanda Quintanilla, Grants Management Specialist</td>
</tr>
<tr>
<td>Daniel Rappaport, Grants Management Specialist</td>
</tr>
<tr>
<td>Anissa Walker, Grants Management Specialist</td>
</tr>
</tbody>
</table>
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

• Stewards of tax payer dollars
• Provide resources, tools, and support
• 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
Enhancing Trauma Informed Responses
Our Funders

Local
- Appropriated District dollars

Federal
- Department of Justice
  - Office for Victims of Crime (OVC)
    - VOCA
  - Office on Violence Against Women (OVW)
    - SASP
    - STOP
  - Bureau of Justice Assistance (BJA)
    - Byrne JAG
    - Project Safe Neighborhoods
    - Coverdell Forensic Sciences Improvement
    - Residential Substance Abuse Treatment
    - Sexual Offender Registration and Notification Act
  - Office of Juvenile Justice and Delinquency Prevention (OJJDP)
    - Title II
- Department of the Treasury
  - American Rescue Plan Act (ARPA)
What We Fund

- Crime Victim Services
- Gun Violence Services & Supports
- Reentry Services
- Juvenile Delinquency Prevention
- Truancy Reduction
- Forensic Science Enhancement
- Residential Substance Abuse
- SORNA Compliance
### Current Funding Opportunities

**Office of Victim Services and Justice Grants**

<table>
<thead>
<tr>
<th>FY 2022 Requests for Applications (RFAs):</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fiscal Year 2022 Building Blocks DC Services and Supports</strong></td>
</tr>
<tr>
<td><strong>Submission deadline:</strong> 11:59pm ET on November 10, 2021</td>
</tr>
<tr>
<td>A pre-bidder webinar was held at 9:30am ET on Tuesday, October 19, 2021. <strong>Webinar Recording</strong></td>
</tr>
<tr>
<td>Questions that cannot be answered by referring to sections of the RFA or that are specific to an applicant may be addressed by sending an email to <a href="mailto:ovsjg@dc.gov">ovsjg@dc.gov</a>. All questions must be received by 5pm ET, Friday, November 3, 2021. <strong>Questions and Answers</strong></td>
</tr>
</tbody>
</table>

**Office Hours**
Monday to Friday, 9 am to 5 pm

**Connect With Us**
Marion S. Barry, Jr. Building
441 4th Street, NW, Suite 727N,
Washington, DC 20001
Phone: (202) 727-0605
Fax: (202) 727-6332
TTY: 711
Email: ovsjg@dc.gov

**Ask the Director**
**Agency Performance**
Victim Services

Cheryl Bozarth
Deputy Director

Brenda Aleman
Grants Management Specialist

Kelley Dillon
Grants Management Specialist

Alina Gomez
Grants Management Specialist

Daniza Medina
Grants Management Specialist

Daniel Rappaport
Grants Management Specialist

Sean Smith
Grants Management Specialist
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
All District government contractors and grantees are required to comply with Mayor’s Order 2021-099, COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees, dated August 10, 2021, and all substantially similar vaccine requirements including any modifications to this Order, unless and until they are rescinded or superseded.

- Employees, agents, and subcontractors who provide goods or perform services in person in District of Columbia facilities or worksites, or who have in-person contact with other persons in order to complete their work under the grant have been either:
  - (i) fully vaccinated against COVID-19, or
  - (ii) granted one of the exemptions identified in Section III of the Order by the grantee, are undergoing weekly COVID-19 testing and only reporting to the workplace when such test result is negative and are wearing masks while working.

**COVID-19 Vaccine Requirement**
Grantees are responsible for ensuring compliance with this Order by their employees, agents, and subcontractors.

- At the request of the District government, grantees may be asked to provide certification of compliance with this requirement and/or documents and records in support of this certification.

For additional guidance regarding this requirement visit https://coronavirus.dc.gov/page/recovery-dc-gov-contractorsgrantees

FAQs

Q: Is there a form or process that we are required to use to collect and record information on vaccination status?

A: No, you can use whatever works for your organization.

Q: How frequently do we need to submit this information to OVSJG?

A: You are not required to submit anything at this time.
AWARD REQUIREMENTS
We signed the agreement, but what does this all mean?

**Responsibilities**

- Read, understand, and comply with ALL terms and conditions.
- Contact your grant manager for support.
- Share with all staff to ensure common understanding.
- Save in an easily accessible place for ease in reporting.

**Commitments**

- Deliver the program and/or services according to the approved budget and work plan.
OVSJG
- Support Project Goals
- Problem Solving
- Training/Technical Assistance
- Develop Resources
- Create Partnerships
- Secure Funding
- Identify EBPs

Meeting the needs of those in the District

Grantee
- Subject Matter Experts
- Identify Gaps
- Identify EBPs
- Collaborate
- Advocacy
- Create Partnerships
- Identify Funding Opportunities

Meeting the needs of those in the District
COMMON COMPLIANCE CHALLENGES
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], awarded 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
Grant funded staff must maintain timesheets – electronic or paper

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 – $250K
- District - $25,000

Must solicit 3 bids or request sole source exemption

- Submit a letter to your grant manager

Procurement Process
Consultant Rates

Rate cannot 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
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**
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.
When You Should Contact Your Grant Manager

- **Key Staff Changes (GAN – within 15 days)**
- **Budget Reprogramming Request (GAN)**
- **Workplan change request (activities, deliverables, or performance period) (GAN)**
- **De-obligation (not all grant funds will be expended) (GAN)**
- **Match Reallocation (GAN)**
- **Civil Rights Complaint (email grant manager within 48 hours)**
Two Part Process

1. Submit to OVSJG via ZoomGrants
   - Financial Workbook
   - Project Expenditure Report
   - Grantee Reimbursement Request

2. Submit to the DC Vendor Portal (E-Invoicing)
## REIMBURSEMENT REQUEST WORKSHEET

**SUB-GRAINTEE:**

**FEDERAL GRANT NUMBER:**

**REIMBURSEMENT REQUEST PERIOD:**

**Grantees should fill in gray sections ONLY.**

### PERSONNEL

List each position by title and name of employee, show payroll earnings for the period of reimbursement and % of time devoted to the project.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Percentage of Time</th>
<th>Payroll Earnings</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
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<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** $0.00

### COMMENTS:


### FRINGE BENEFITS

List the fringe benefits rate or the total fringe benefits for each employee listed under personnel category.

<table>
<thead>
<tr>
<th>Name</th>
<th>Period of Fringe</th>
<th>Other Fringe Cost</th>
<th>Percentage</th>
<th>Payroll Earnings</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dec-95</td>
<td>$50.00</td>
<td></td>
<td>$50.00</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** $50.00

### COMMENTS:

Data Entry - 2nd QTR  FSR - 2nd QTR  Reimbursement Request - 2nd QTR  Data Entry
# Project Expenditure Report

<table>
<thead>
<tr>
<th>Description</th>
<th>Approved Award Budget</th>
<th>Previously Approved Expenditures</th>
<th>Current Period Expenditures</th>
<th>Balance on Grant</th>
<th>Expensed to date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Services</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Contractual/Consultants</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Flex Funds</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Operating Cost</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Indirect Cost</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

Grant Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unpaid obligations are for the purpose set for the subgrant award documents.

<table>
<thead>
<tr>
<th>Financial Director</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authorized Official</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
</tbody>
</table>
# Grantee Reimbursement Request

## Project Data

<table>
<thead>
<tr>
<th>Approved Expenditures to Date</th>
<th>$ -</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Reimbursement Request</td>
<td>$ -</td>
</tr>
<tr>
<td>Grant Award Amount</td>
<td>$ -</td>
</tr>
</tbody>
</table>

## Grantee Agency Information

- **Grantee Address**:
- **Telephone**:
- **Fax**:
- **Employer Tax Identification No.**: 
- **Authorized Official Name**: 
- **Authorized Official Signature**: 

---

**This section to be completed by Justice Grants Administration/OFFICE OF VICTIM SERVICES STAFF ONLY**

- **Date**: 
- **Amount to Be Paid**:  
- **SOAR Number**:  
- **PO Number**:  

**Certification:** Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

**Grant Program Manager:** (please print name and sign)

Signature: 

---

**Grantee**:  
**Reimbursement Request**:  
**Project Title**:  

**Grant Number**:  
**Local Grant Number**:  

**Award Period**: 10/1/21 - 9/30/22  
**Report Period**: From: 09/01/2022  
To: 09/30/2022  

**Final Report**: YES  
**DATE OF REQUEST**:  

---

**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**
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
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

- Registration is required to access the portal (no fee)
- An organization can have multiple user accounts
- An organization can manage their user accounts
- Keep your profile up to date/accurate

DC Vendor Portal E-Invoicing
E-Invoicing Tutorial Videos

Visit the following link:

https://vendorportal.dc.gov/Tutorials
REPORTING AND MONITORING
Quarterly Reporting

- Programmatic reports
- Financial report (i.e., reimbursement requests)
- Language access report

Performance Measures
- Truancy Reduction – ETO
- Reentry – ETO
- Victim Services – PMI
- Federal performance measures

Financial & Program Reporting
### Financial & Program Report Schedule

#### Reporting Period

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Period</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter</td>
<td>October 1 – December 31</td>
<td>January 15</td>
</tr>
<tr>
<td>2nd Quarter</td>
<td>January 1 – March 31</td>
<td>April 15</td>
</tr>
<tr>
<td>3rd Quarter</td>
<td>April 1 – June 30</td>
<td>July 15</td>
</tr>
<tr>
<td>4th Quarter</td>
<td>July 1 – September 30</td>
<td>October 10</td>
</tr>
</tbody>
</table>

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.
### Federal Subgrantees

#### Victim Services
- Office for Victims of Crime (OVC)
  - VOCA
- Office on Violence Against Women (OVW)
  - SASP
  - STOP
- American Rescue Plan Act (ARPA)

#### Justice Grants
- Bureau of Justice Assistance (BJA)
  - Byrne JAG
  - Project Safe Neighborhoods
- Office of Juvenile Justice and Delinquency Prevention (OJJDP)
  - Title II
- Coverdell Forensic Sciences Improvement
- Residential Substance Abuse Treatment
- American Rescue Plan Act (ARPA)
## Grant Adjustment Notice (GAN)

<table>
<thead>
<tr>
<th><strong>WHEN</strong></th>
<th><strong>HOW</strong></th>
<th><strong>NOTE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• To change project workplan</td>
<td>• Communicate with your Grant Manager to discuss the GAN and to avoid submitting for unallowable costs or completing unnecessary paperwork</td>
<td>• No limit to the number of GANs that can be submitted during an award period</td>
</tr>
<tr>
<td>• To change project budget</td>
<td>• Submit GAN in ZoomGrants along with supporting documentation</td>
<td>• Deadline for final GAN is 30 days prior to the end of the award period</td>
</tr>
<tr>
<td>• To change project personnel</td>
<td></td>
<td>• Retroactive GANs are not allowed, all changes must be approved prior to expending funds</td>
</tr>
<tr>
<td>• To change Authorized Official</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• To change organization name</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
GRANT ADJUSTMENT NOTICE

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>NATURE OF ADJUSTMENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHONE:</td>
<td>□ Budget</td>
</tr>
<tr>
<td>GRANT NUMBER:</td>
<td>□ Personnel</td>
</tr>
<tr>
<td>FEDERAL GRANT NUMBER:</td>
<td>□ Work Plan</td>
</tr>
<tr>
<td>PO NUMBER:</td>
<td>□ De-Obligation of Funds</td>
</tr>
<tr>
<td>PROJECT TITLE:</td>
<td>□ Match Reallocation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUDGET DETAILS</th>
<th>ORIGINAL BUDGET</th>
<th>MATCH BUDGET (if applicable)</th>
<th>CHANGE REQUESTED (+/-)</th>
<th>REQUESTED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONNEL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VENUE BENEFITS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRAVEL/TRAINING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTRACT/CONSULTANTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUPPLIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EQUIPMENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FLEX FUNDS/OTHER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPERATING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INDIRECT COSTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL PERSONNEL CHANGE</th>
<th>(Authorized Official, Program Personnel, Financial Contact, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>To:</td>
</tr>
<tr>
<td>Title:</td>
<td>Title:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Email:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHANGE PROJECT DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
</tr>
<tr>
<td>To:</td>
</tr>
</tbody>
</table>

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

Online training on completing GANs will be available shortly
De-obligation vs. Lapsed 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 de-obligations

**Lapsed Funds**
- Funds that are unspent at the end of the award period
- Unable to reprogram those funds during the fiscal year to fund other needed services
De-obligation vs. Lapsed 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
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.
<table>
<thead>
<tr>
<th>Risk Level Factors</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award amount</td>
<td></td>
</tr>
<tr>
<td>Prior experience managing same or similar awards</td>
<td></td>
</tr>
<tr>
<td>Substantial changes to personnel or the budget in a fiscal year</td>
<td></td>
</tr>
<tr>
<td>Timely submission of financial and program performance reports</td>
<td></td>
</tr>
<tr>
<td>Results of audits</td>
<td></td>
</tr>
<tr>
<td>Number of request for advance(s)</td>
<td></td>
</tr>
<tr>
<td>Site visit findings</td>
<td></td>
</tr>
</tbody>
</table>

GRANTEE RISK LEVEL INFORMS LEVEL OF MONITORING
<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Monitoring Schedule</th>
<th>Additional Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Site visit every three years</td>
<td></td>
</tr>
<tr>
<td>Medium</td>
<td>Site visit every two years</td>
<td></td>
</tr>
<tr>
<td>High &amp; New</td>
<td>Site visit every year</td>
<td>Must submit all back-up documentation with reimbursement requests</td>
</tr>
</tbody>
</table>

On-going technical assistance

Monitoring by Risk Level
Grant Monitoring

Quarterly Review
- Financial Reports
- Programmatic Reports
- Performance Measures

Desk Reviews

Enhanced Desk Reviews

Site Visits

Audits
Grant Management Policies and Procedures

Updated! AGAIN!
Training/Technical Assistance

DC Victim Hotline

Beyond the Basics: Collecting and Utilizing Sexual Orientation and Gender Identity Data Webinar Recording - This webinar will provide guidance on best practices for collecting sexual orientation and gender identity information from clients. This webinar was recorded using Adobe Connect, you will be prompted to download Adobe Connect to view the webinar.

DC Victim Academy: Elder Abuse Training Resources - This training will enhance victim service providers’ abilities to respond to survivors of abuse in later life. The presentation will cover all types of elder abuse, including physical abuse, sexual abuse, emotional neglect, and financial exploitation.

DC Victim Academy: Mass Disaster Training Resources - This Academy is designed to prepare victim service providers – legal, mental health, advocacy, outreach, prevention, education, anyone – to serve as a victim services provider in the event of a crisis-related massive disaster in the District.

Language Access Act Compliance Training II - This webinar will provide participants with an overview of the District's Language Access Act and guidance for grantees on how to be in compliance. This webinar was recorded using Adobe Connect, you will be prompted to download Adobe Connect to view the webinar.

Privacy and Confidentiality Webinar - This webinar will provide information on best practices for maintaining victim privacy and confidentiality, work with releases of information to benefit victims and navigate crime victim privacy in an interdisciplinary setting.

Grants and Opportunities

The Office of Victim Services and Justice Grants (OVSJG) awards and manages a portfolio of funding opportunities to support victim service providers.

Events

Email suzie.dhere@dc.gov

Additional Resources
Evaluation

https://www.surveymonkey.com/r/FY22orientation
Next...

ZoomGrants
Demonstration

Thursday, October 28th
12 - 2pm ET
Please email any questions to ovsjg@dc.gov