



Office of Victim Services  
and Justice Grants

# **FY22 Grantee Orientation**

## **October 25, 2021**

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- 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](mailto:Suzie.Dhere@dc.gov)



# WebEx Orientation

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# Evaluation

<https://www.surveymonkey.com/r/FY22orientation>



# Welcome

## **Purpose of Grantee Orientation**

- Networking
- Overview of OVSJG
  - Meet the staff
  - Working through the COVID-19 pandemic
- Overview of FY22 grants
- Award Requirements
  - 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

<https://bit.ly/FY22-JamBoard>



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Seeking Referrals

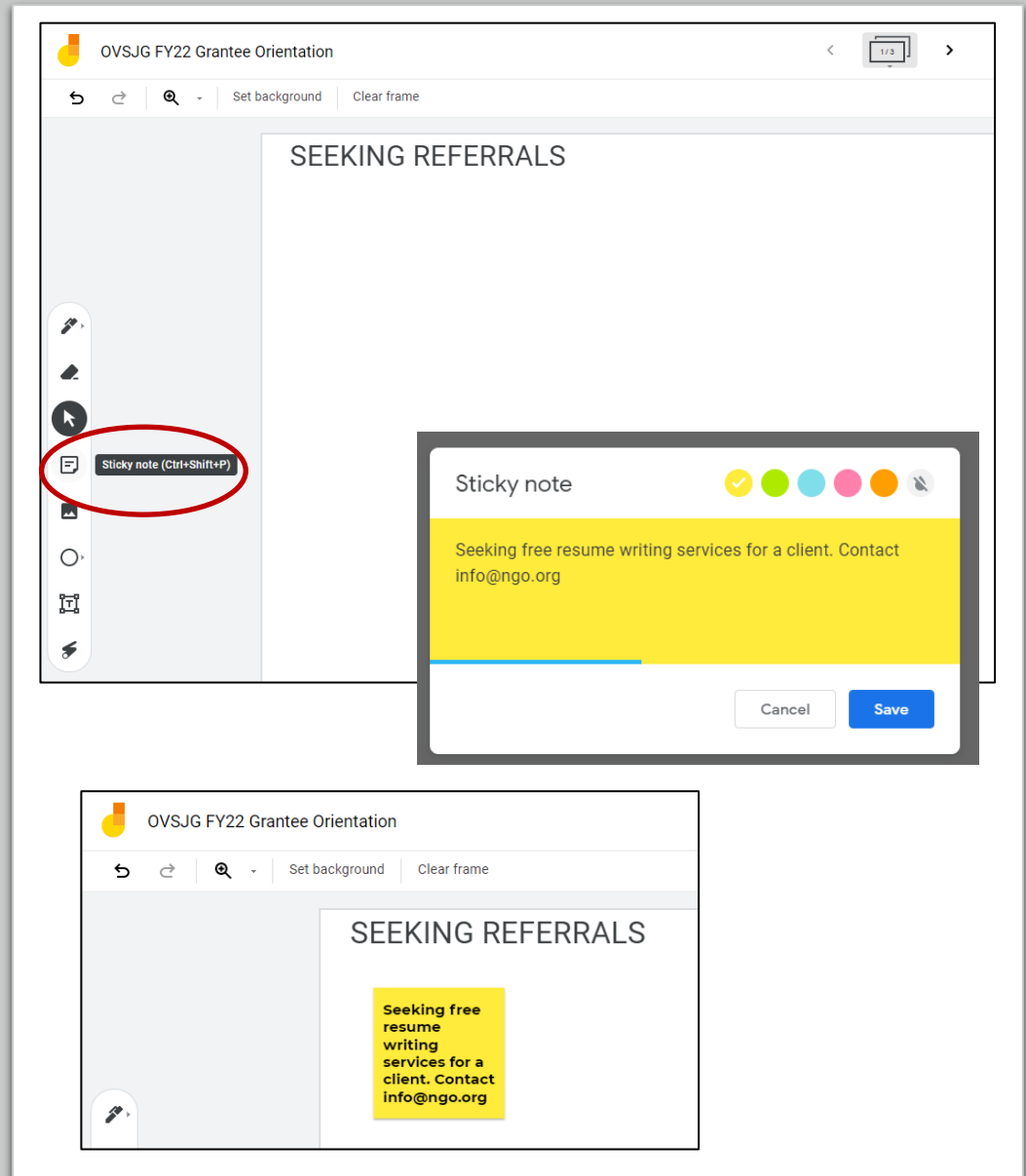
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Seeking  
Partnerships/  
Collaborations

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New Service(s)  
Available

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Michelle Garcia, Director

Brenda Aleman, Grants Management Specialist

Yolanda Quintanilla, Grants Management Specialist

Daniel Rappaport, Grants Management Specialist

Anissa Walker, Grants Management Specialist

# Presenters

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## **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

## Goals

## 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)

# Our Funders





# What We Fund



# Current Funding Opportunities



Office of Victim Services and Justice Grants



[OVSJG Home](#)

[Help for Victims](#)

[Grants and Funding](#)

[Services](#)

[Newsroom](#)

[About OVSJG](#)

[Funding Recipients](#)

[Grant Management Resources  
for Grantees](#)

[Apply to Be a Peer Reviewer](#)

[Training and Technical  
Assistance](#)

## Office of Victim Services and Justice Grants



### 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](mailto:ovsjg@dc.gov)



[Ask the Director](#)  
[Agency Performance](#)

### FY 2022 Requests for Applications (RFAs):

#### Fiscal Year 2022 Building Blocks DC Services and Supports

[Building Blocks DC Services and Supports RFA](#)

**Submission deadline:** 11:59pm ET on November 10, 2021

A pre-bidder webinar was held at 9:30am ET on Tuesday, October 19, 2021. [Webinar Recording](#) | [PowerPoint Presentation](#)

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 [ovsjg@dc.gov](mailto:ovsjg@dc.gov). All questions must be received by 5pm ET, Friday, November 3, 2021.

[Questions and Answers](#)

#### Fiscal Year 2022 Reentry Services and Supports

[Reentry Services and Supports RFA](#)

**Submission deadline:** 11:59pm ET on November 10, 2021

A pre-bidder webinar was held at 2:00pm ET on Friday, October 15, 2021. [Webinar Recording](#) | [PowerPoint Presentation](#)

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 [ovsjg.justicegrants@dc.gov](mailto:ovsjg.justicegrants@dc.gov). All questions must be received by 5pm ET, Friday, November 3, 2021.

#### Fiscal Year 2022 Victim Services and Supports

[Victim Services and Supports RFA](#)

**Submission deadline:** 11:59pm ET on November 10, 2021

A pre-bidder webinar was held at 2:30pm ET on Thursday, October 14, 2021. [Webinar Recording](#) | [PowerPoint Presentation](#)

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 [ovsjg.victimservices@dc.gov](mailto:ovsjg.victimservices@dc.gov). All questions must be received by 5pm ET, Friday, November 3, 2021.



**Cheryl Bozarth**  
Deputy Director



**Brenda Aleman**  
Grants Management  
Specialist



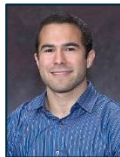
**Kelley Dillon**  
Grants Management  
Specialist



**Alina Gomez**  
Grants Management  
Specialist



**Daniza Medina**  
Grants Management  
Specialist



**Daniel Rappaport**  
Grants Management  
Specialist



**Sean Smith**  
Grants Management  
Specialist

# Victim Services





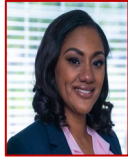
**Tawana Stewart**  
Deputy Director



**Linda Irizarry**  
Grants Management  
Specialist



**Melissa Milchman**  
Grants Management  
Specialist



**Yolanda Quintanilla**  
Grants Management  
Specialist



**Anissa Walker**  
Grants Management  
Specialist

# 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**

Continued Services

Ongoing Communication

Flexibility



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**

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- 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>

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## 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.

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# COVID-19 Vaccine Requirement



# **AWARD REQUIREMENTS**



# OVSJG Grant Award Package

## Responsibilities and Commitments

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.

Grant Award



Grant Agreement



Special  
Conditions



Approved budget  
and workplan

## 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





# **COMMON COMPLIANCE CHALLENGES**

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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

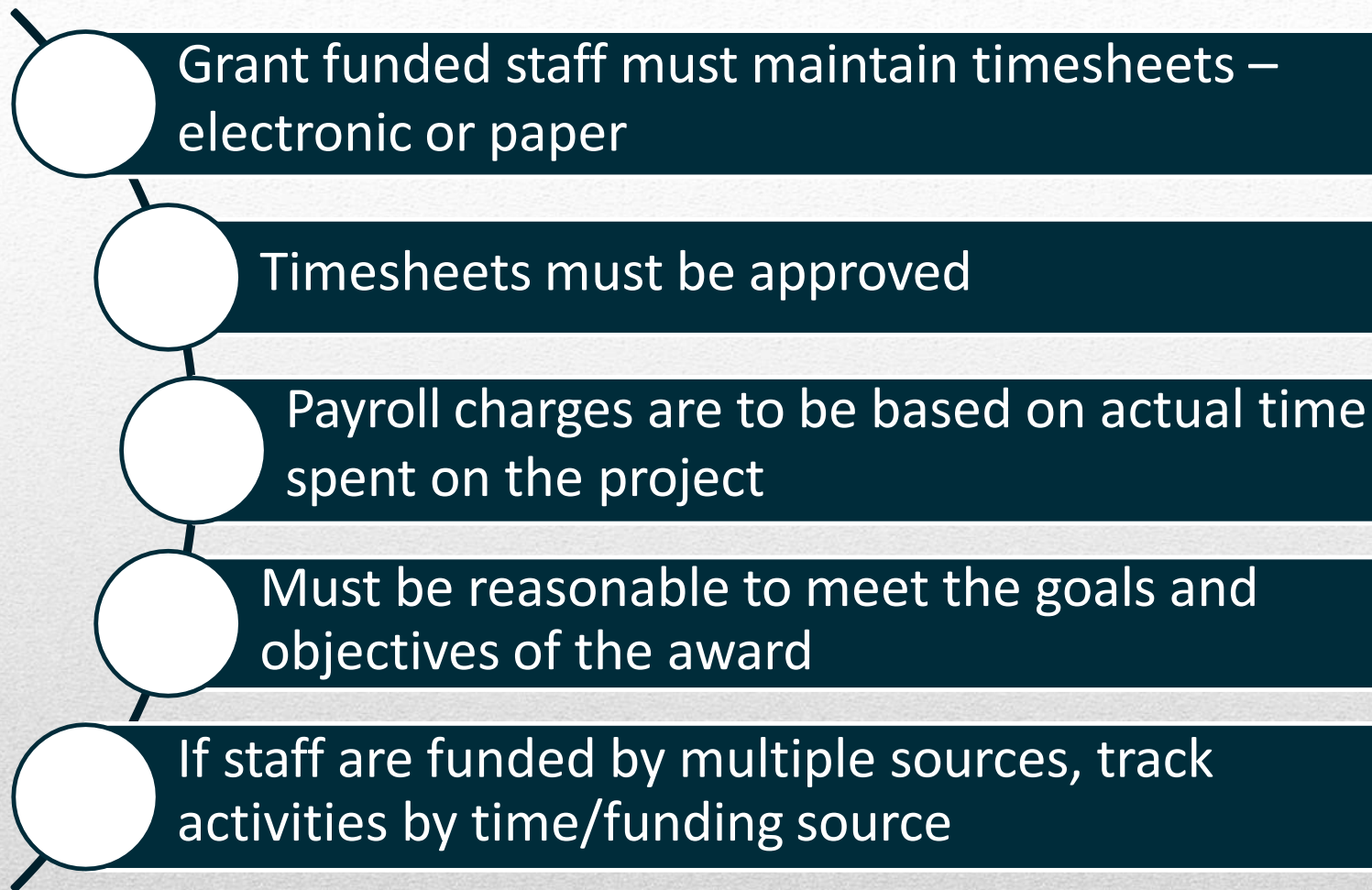
## Retention

- 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**

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

# **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**



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**

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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)

## **When You Should Contact Your Grant Manager**

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# REIMBURSEMENT PROCESS

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# 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)



## OVSJG Grantee Reimbursement Process

### 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.

### STEP 3

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

Create an invoice number using the following formula:

- POxxxxxx-[MONTH] for monthly requests, e.g., PO123456-OCT
- POxxxxxx-[MONTH-MONTH] for quarterly requests e.g., PO123456-OCT-DEC

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.

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

### STEP 5

Log into the DC Vendor Portal (E-Invoicing) - <https://vendorportal.dc.gov/Account/Login>. Create an invoice and upload your approved invoice as the source document.

Ensure you upload the **approved** reimbursement request signed by your grant manager and do not change the name of the file. If you upload the wrong version, your payment request will be denied.

If you receive payment by ACH, please type in the "vendor comment" section "Pay by ACH [your financial institution's name]".

If you require assistance with E-Invoicing, help is available Monday – Friday (9am-5pm) at 202-741-5200

# Reimbursement Process



	A	B	C	D	E	F	K	L
1	REIMBURSEMENT REQUEST WORKSHEET							
2								
3	SUB-GRANTEE:							
4	FEDERAL GRANT NUMBER:							
5	REIMBURSEMENT REQUEST PERIOD: From: 7/1/22 To: 9/30/22							
6								
7	Grantees should fill in gray sections ONLY.							
8								
9	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.							
10	Name	Position	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 fringe benefits for each employee listed under personnel category.							
31	Name	Period of Fringe	Other Fringe Cost	Percentage	Payroll Earnings	Cost	Check #	
32	Employee or Fringe Expense							
33	Center for Nonprofit Advan	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				0.00	0.00		
40	Total					\$0.00		
41								
42								
43	COMMENTS:							
44								

◀ ▶ ...
Data Entry - 2nd QTR
FSR - 2nd QTR
Reimbursement Request - 2nd QTR
Data Entry

# Financial Workbook

## PROJECT EXPENDITURE REPORT

Pg. 2 of 2

SUBGRANTEE:		PROJECT TITLE:	
GRANT NUMBER:		LOCAL GRANT NUMBER:	
AWARD PERIOD: 10/1/21-9/30/22		REPORT PERIOD: From: 10/01/2021 To: 10/31/2021	
FINAL REPORT: YES NO			

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
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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 sub grant award documents.

<b>Financial Director:</b>		<b>Date:</b>
Print Name		
Signature		
<b>Authorized Official:</b>		<b>Date:</b>
Print Name		
Signature		

# Project Expenditure Report







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 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 NO		DATE OF REQUEST:	
PROJECT DATA			
APPROVED EXPENDITURES TO DATE:	\$ -		
CURRENT REIMBURSEMENT REQUEST:	\$ -		
GRANT AWARD AMOUNT:	\$ -		
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

## 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>

- 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**

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### Login/Sign Up

Email

Password

Forgot Password

☐

I'm not a robot



reCAPTCHA  
Privacy - Terms

Log in

Register Company

Supported Browsers | Terms of Use

### 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>





# REPORTING AND MONITORING

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## 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



## Reporting Period

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

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

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

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

## Due Date

January 15

April 15

July 15

**October 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**

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## Victim Services

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

## Justice Grants

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- **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)**

## Federal Subgrantees

## Additional Reporting Requirements

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# 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



### GRANT ADJUSTMENT NOTICE

<b>ORGANIZATION:</b>			<b>NATURE OF ADJUSTMENT:</b>	
<b>PHONE:</b>			<input type="checkbox"/> Budget	
<b>GRANT NUMBER:</b>			<input type="checkbox"/> Personnel	
<b>FEDERAL GRANT NUMBER:</b>			<input type="checkbox"/> Work Plan	
<b>PO NUMBER:</b>			<input type="checkbox"/> De-Obligation of Funds	
<b>PROJECT TITLE:</b>			<input type="checkbox"/> Match Reallocation	
			<b>SOAR #:</b>	
<b>BUDGET DETAILS</b>	<b>ORIGINAL BUDGET</b>	<b>MATCH BUDGET (if applicable)</b>	<b>CHANGE REQUESTED (+/-)</b>	<b>REQUESTED BUDGET</b>
PERSONNEL				
FRINGE BENEFITS				
TRAVEL/TRAINING				
CONTRACT/CONSULTANTS				
SUPPLIES				
EQUIPMENT				
FLEX FUNDS/OTHER				
OPERATING				
INDIRECT COSTS				
TOTAL				
<b>PERSONNEL CHANGE</b> (Authorized Official, Program Personnel, Financial Contact, etc.)				
From:		To:		
Title:		Title:		
Phone:		Phone:		
Email:		Email:		
<b>CHANGE PROJECT DATES</b>				
From:		To:		
<b>EXPLANATION AND JUSTIFICATION FOR REQUESTED MODIFICATION</b> (ATTACH REQUIRED MODIFIED FORMS, i.e., Project Budget, Project Work plan, resumes, etc.)				
Grantee Authorized Official Signature			Date	
OV SJG Grant Manager Signature			Date	

# Grant Adjustment Notice

Be sure you  
use the most  
recent version  
– available in  
ZoomGrants

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



# 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.



LOW  
RISK

MEDIUM  
RISK

HIGH  
RISK

# 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**



## 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

## Quarterly Review

- Financial Reports
- Programmatic Reports
- Performance Measures

## Desk Reviews

## Enhanced Desk Reviews

## Site Visits


## Audits

# Grant Monitoring


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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**

441 4<sup>th</sup> St. NW  
Suite 727N  
Washington, DC 20001

Updated: January 2021

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DC.gov  
Mayor Muriel Bowser


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Current Funding Opportunities Funding Recipients Apply to Be a Peer Reviewer  
OVSJG Funding Sources **Grant Management Resources for Grantees** Training and Technical Assistance

  
**Private Security Camera Incentive Program**  
The Private Security Camera System Incentive Program encourages businesses, religious institutions, nonprofits and other property owners to install security cameras.

  
**New Grant Funding Opportunity**  
A Request for Applications (RFA) is available for FY 19 DC Correctional Facility Stakeholder Engagement.

  
**Victim Legal Network DC Launches**  
The creation of the Victim Legal Network DC will provide enhanced legal service networks for victims of crime.



# Grant Management Policies and Procedures

## Events



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## Office of Victim Services and Justice Grants

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10/01/2018

E.g.: 10/01/2018

**End Date**

10/01/2018

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 Listen



**Events**

Sort by
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- 10/05/2018 - 5:00pm
Sí Te Cojo Cuerpo Mujer Y Rótura Public Unveiling
- 10/09/2018 - 10:00am
Providing a Voice for Children: Guardian Ad Litem
- 10/11/2018 - 9:00am
Keeping Victims Safe: Litigating Family Law Cases
- 10/12/2018 - 4:00pm
Clothesline Project
- 10/16/2018 - 9:00am
Fighting for Survivors: Litigating Civil Protection Orders
- 10/18/2018 (All day)
Purple Thursday
- 10/25/2018 - 6:00pm
Share Your Story
- 10/26/2018 - 5:30pm
Latinx March & Vigil

Email  
suzie.dhere@dc.gov

# Additional Resources



# Evaluation

<https://www.surveymonkey.com/r/FY22orientation>

Next...

# ZoomGrants Demonstration

Thursday, October 28th  
12 - 2pm ET



