



# FY19 Grantee Orientation

## October 3 & 10, 2018

### One Judiciary Square

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OVSJG Overview

FY19 Application Review

Award Requirements

E-Invoicing

Zoomgrants Demonstration

## Agenda

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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

- 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



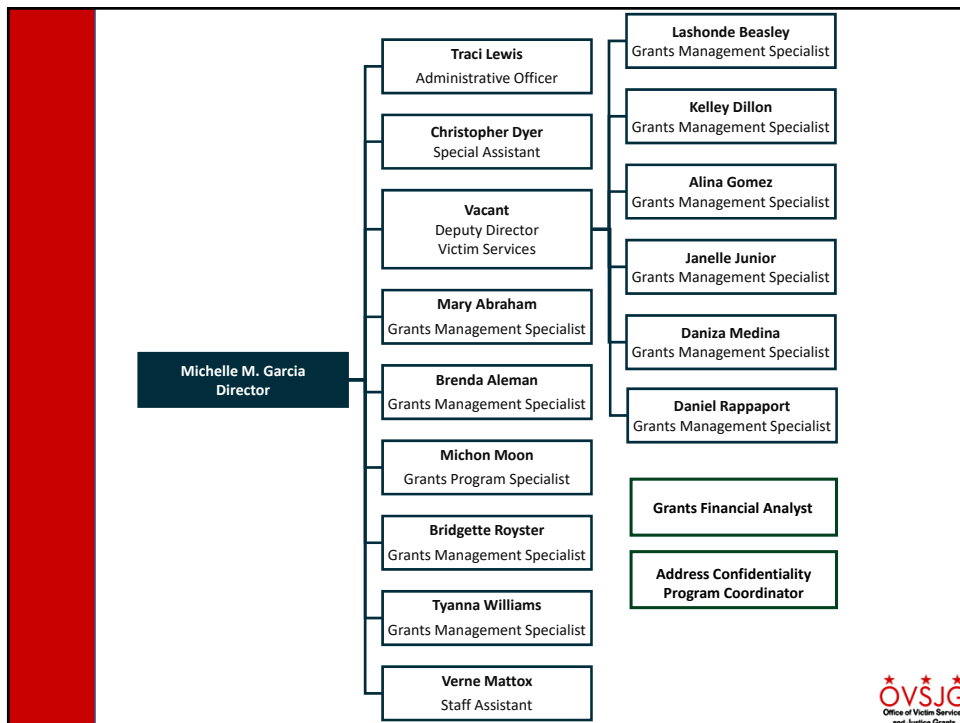
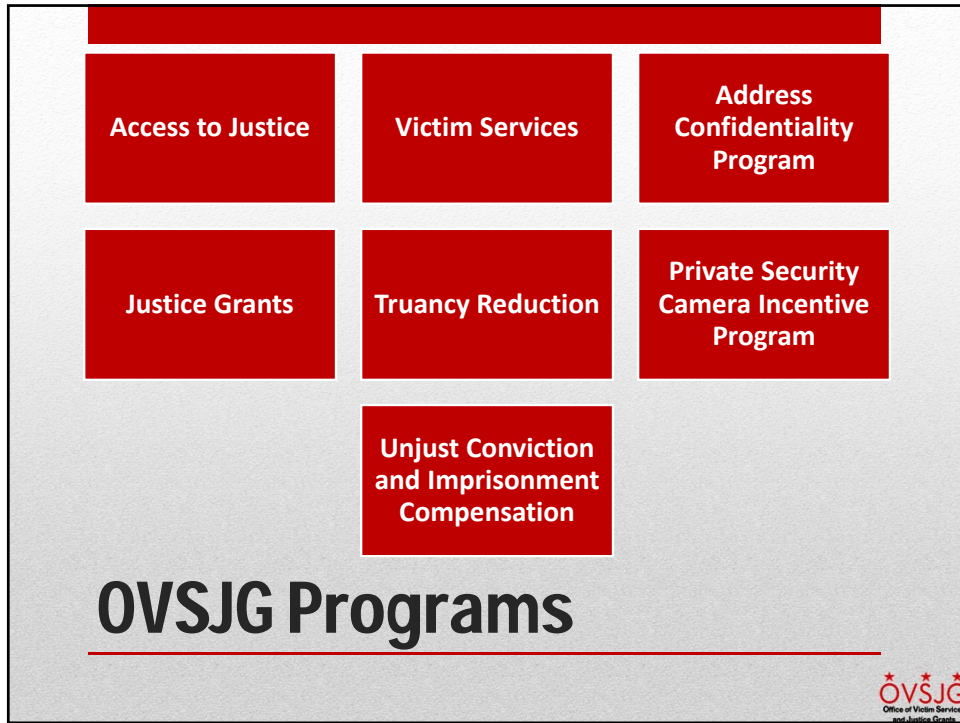
Promoting partnerships

Building capacity

Developing continuums of care

## Goals





# 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.



# FY19 APPLICATION REVIEW



Be sure to complete all fields and information

Update your data

Name of the agency

Budget formats – delete instructions and examples

Trauma informed

## FY Application Review

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## AWARD REQUIREMENTS

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## Review award package

- Award requirements
- Special conditions

## Initial every page of the grant agreement

- Ensure the authorized official is signing

# Award 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], 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

# Staff Time Allocation

Grantees are required to have an internal procurement policy

Dollar threshold for procurement:

- Federal - \$150,000
- 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







**PROJECT EXPENDITURE REPORT**  
Pg. 2 of 3

**GRANTEE:** \_\_\_\_\_ **PROJECT TITLE:** \_\_\_\_\_  
**SUB GRANT NUMBER:** \_\_\_\_\_ **LOCAL GRANT NUMBER:** \_\_\_\_\_  
**AWARD PERIOD:** 08/17/17-09/30/18 **REPORT PERIOD:** From: 08/01/2017 To: 08/31/2017  
**FINAL REPORT:** YES NO **DATE OF REQUEST:** \_\_\_\_\_

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
Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Operating Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Grant Certifications: 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.

**Financial Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**Authorized Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_

# Project Expenditure Report



**GRANTEE REIMBURSEMENT REQUEST**  
Pg. 1 of 2

**GRANTEE:** \_\_\_\_\_ **PROJECT TITLE:** \_\_\_\_\_  
**SUB GRANT NUMBER:** \_\_\_\_\_ **LOCAL GRANT NUMBER:** \_\_\_\_\_  
**AWARD PERIOD:** 08/17/17-09/30/18 **REPORT PERIOD:** From: 02/01/2017 To: 03/31/2017  
**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: \_\_\_\_\_ GRANT NUMBER: \_\_\_\_\_ PRO NUMBER: \_\_\_\_\_ INVOICE NO: \_\_\_\_\_

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



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

## Financial & Program Reporting



**Reporting Period**

**Due Date**

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

January 15

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**



**E-Invoicing**



# E-Invoicing

- ▶ District-Wide Implementation
- ▶ October 1, 2018
- ▶ DC Law
  - ▶ Accessible and Transparent Procurement Amendment Act of 2017 Act 22-034
    - ▶ “Allow for electronic submission of invoices to the District by a contractor”



## DC Vendor Portal E-Invoicing

DC Vendor Portal is an online system that allows vendors to view purchase orders electronically, submit invoices electronically, and track the payments. The link to the DC Vendor Portal website is provided below:

<https://vendorportal.dc.gov>

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

26

## Challenges Without E-Invoicing

### Vendor

- Multiple formats for invoices
- No tracking of invoices and payments
- No ACH payment detail
- Must call agency or AP staff regarding payment status

### Accounts Payable

- Manual entry of invoices
- Invoice errors
- Delayed responses from agencies on receiving
- Manual tracking of invoices

### Agency Staff

- Unable to track paper invoices
- Lack of invoice status reports
- Delayed payments
- Interest payments to vendors for invoices paid in excess of 30 days

27

## Benefits of E-Invoicing

### Vendor

- View purchase orders online
- Submit invoices online
- Standardized invoice formats
- Free of cost service
- Real time notifications
- Online tracking of invoice payments:
  1. In Review
  2. Rejected
  3. Approved
- Online list of all payments processed

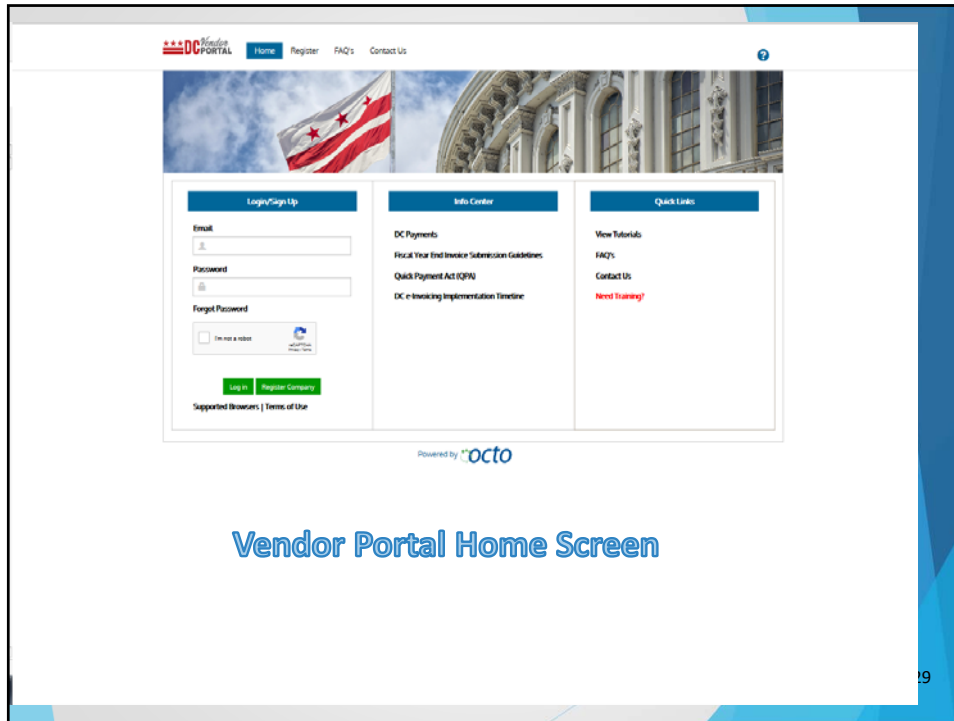
### Accounts Payable

- Consistent invoice format
- Track progress of invoices
- No manual keying of invoices
- Reject improper invoices with explanation
- Agency in the approval flow if receiving is not complete

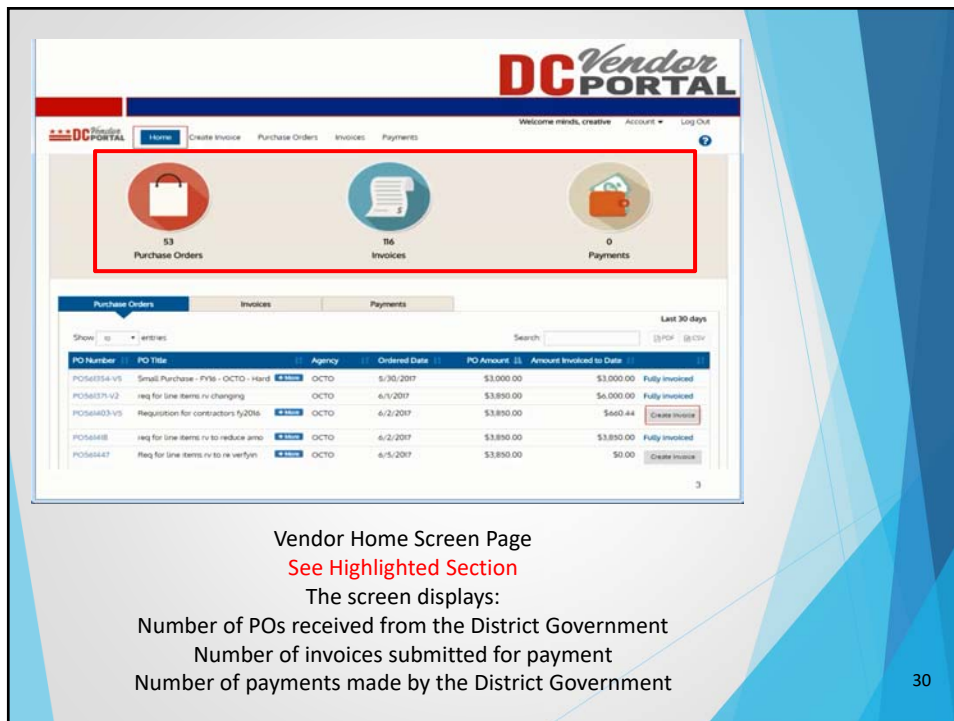
### Agency Staff

- Helps track the 30-day QPA
- Reduce time required to process and pay invoices
- Reduction in interest payments
- Reject improper invoices with explanation
- System generated reports and emails
- Management dashboards for executive staff tracking payments

28



Vendor Portal Home Screen

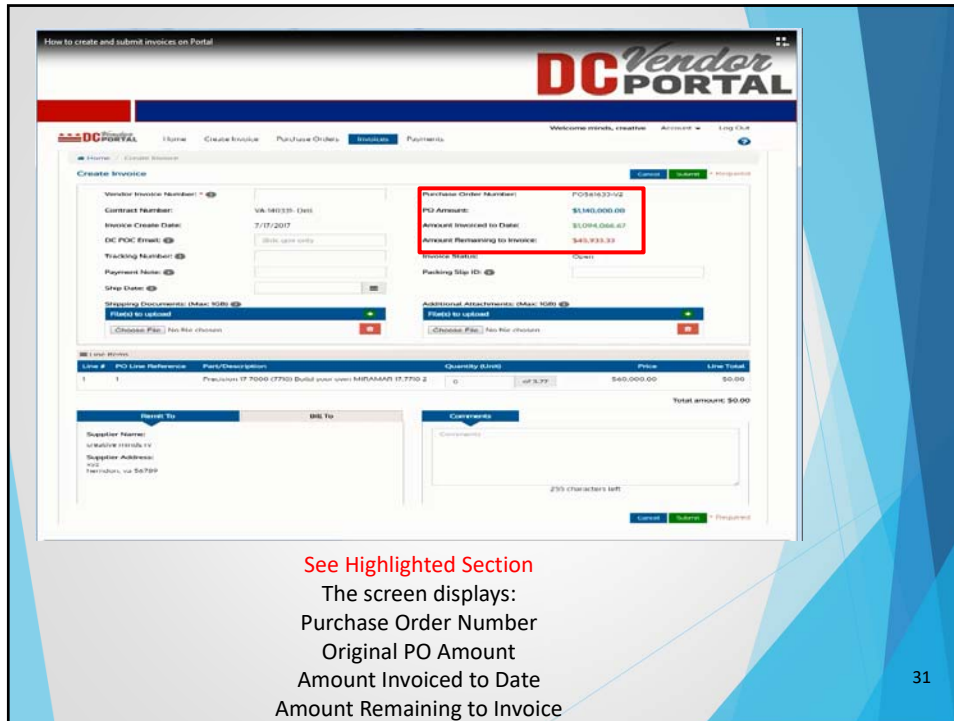


Vendor Home Screen Page

See Highlighted Section

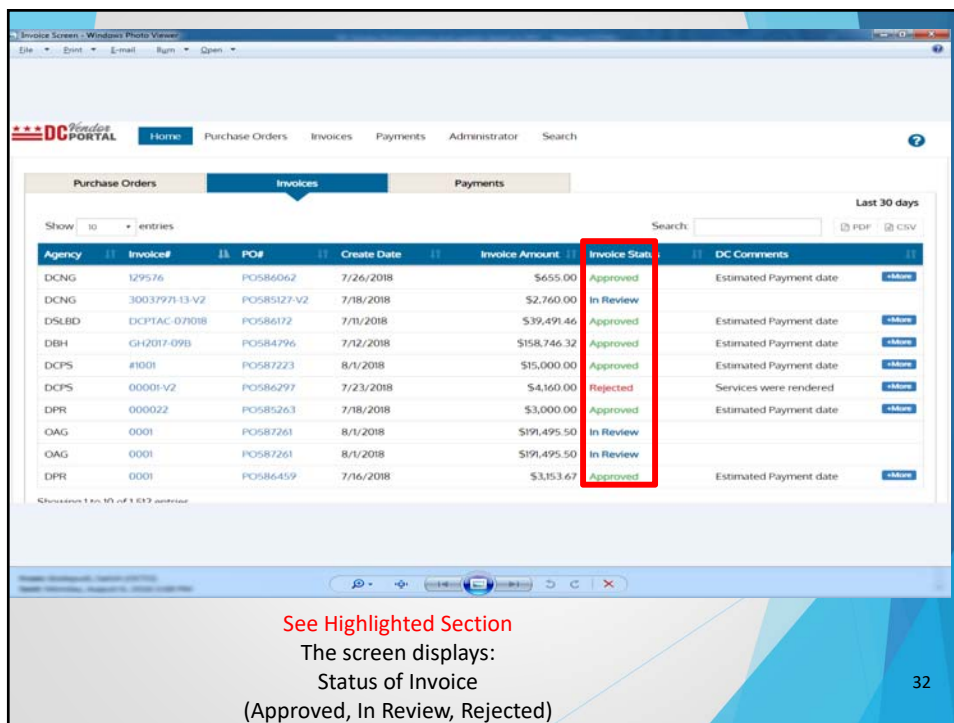
The screen displays:

- Number of POs received from the District Government
- Number of invoices submitted for payment
- Number of payments made by the District Government



See Highlighted Section  
 The screen displays:  
 Purchase Order Number  
 Original PO Amount  
 Amount Invoiced to Date  
 Amount Remaining to Invoice

31



See Highlighted Section  
 The screen displays:  
 Status of Invoice  
 (Approved, In Review, Rejected)

32



\*\*\*DC Vendor PORTAL Home Register FAQ's Contact Us

Search

Use one of the search criterias to find payments

Purchase Order Number Invoice Number ACH/Check # Voucher Number

Purchase Order Number Invoice Number 006183862 Voucher Number

Reset Search DC Payment data as of: 8/4/2018

Show 10 entries Search: PDF CSV

Agency	PO #	Invoice #	Payment Date	Voucher #	ACH/Check #	Payment Amount	Action
DCRA	PO572340	838456711	7/23/2018	VOF99573	006183862	\$1,015.57	Details
DFHV	PO572253	838455678	7/23/2018	VOF99429	006183862	\$338.52	Details
DFHV	PO572253	8388921	7/23/2018	VOF99426	006183862	\$324.45	Details
DFHV	PO572253	8388922	7/23/2018	VOF99423	006183862	\$324.45	Details
DFHV	PO572253	8388923	7/23/2018	VOF99420	006183862	\$324.45	Details

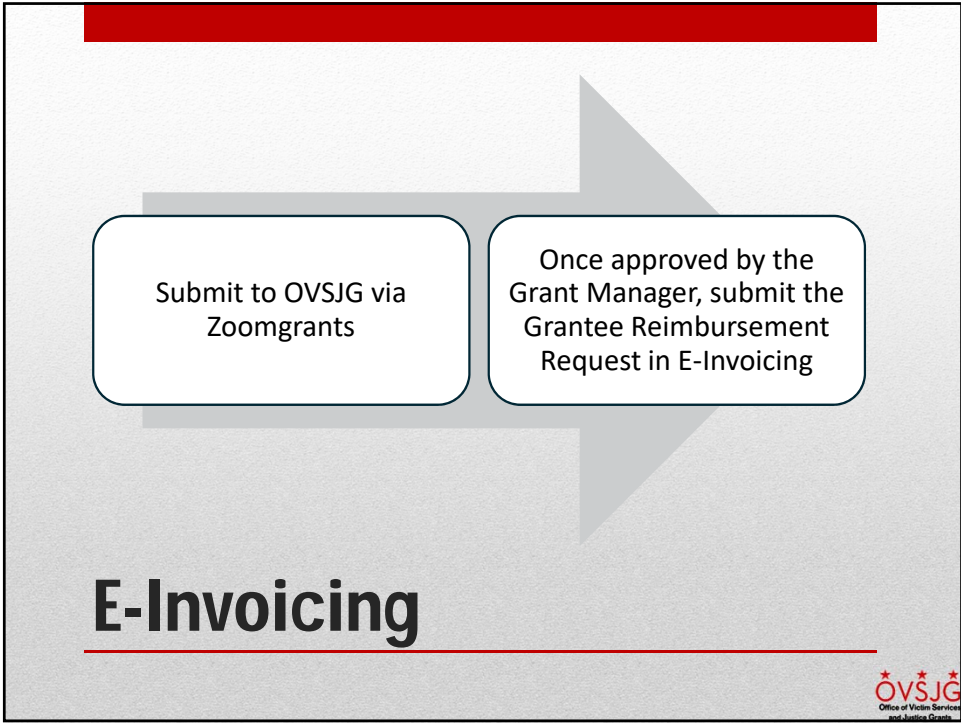
Screen Displays  
Individual Payments Included In The ACH Payment  
(currently, individual payments included in an ACH payment are not identified)

33

## E-Invoicing Helpdesk Contact Information

- Telephone: 202-741-5200
- Email: [dcvendor.help@dc.gov](mailto:dcvendor.help@dc.gov)

34



The diagram shows a two-step process for E-Invoicing. Step 1: 'Submit to OVSJG via Zoomgrants'. Step 2: 'Once approved by the Grant Manager, submit the Grantee Reimbursement Request in E-Invoicing'. A large grey arrow points from the first step to the second. The title 'E-Invoicing' is at the bottom left, and the OVSJG logo is at the bottom right.

Submit to OVSJG via Zoomgrants

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

## E-Invoicing


OVSJG  
Office of Victim Services  
and Justice Grants

## Grant Adjustment Notice (GAN)


WHEN	HOW	NOTE
<ul style="list-style-type: none"> <li>To change project workplan</li> <li>To change project budget</li> <li>To change project personnel</li> <li>To change Authorized Official</li> </ul>	<ul style="list-style-type: none"> <li>Communicate with your Grant Manager to discuss the GAN and to avoid submitting for unallowable costs or completing unnecessary paperwork</li> <li>Submit GAN in Zoomgrants along with supporting documentation</li> </ul>	<ul style="list-style-type: none"> <li>No limit to the number of GANs that can be submitted during an award period</li> <li>Deadline for final GANs is 30 days prior to the end of the award period</li> <li>Retroactive GAN's are not allowed, all changes must be approved <b>prior</b> to expending funds</li> </ul>

**New**

OVSJG  
Office of Victim Services  
and Justice Grants



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Executive Office of the Mayor  
OFFICE OF VICTIM SERVICES AND JUSTICE GRANTS



MAYOR MURIEL BOWSER

# Grant Adjustment Notice

**GRANT ADJUSTMENT NOTICE**

ORGANIZATION:		NATURE OF ADJUSTMENT:	
PHONE:		<input type="checkbox"/> Budget	
SUB-GRANT NUMBER:		<input type="checkbox"/> Personnel	
FEDERAL GRANT NUMBER:		<input type="checkbox"/> Work Plan	
PO NUMBER:		<input type="checkbox"/> De-Obligation of Funds	
PROJECT TITLE:		<input type="checkbox"/> Match Reallocation	
PROJECT DETAILS		SOAR #:	
ORIGINAL BUDGET	MATCH BUDGET (if applicable)	CHANGE REQUESTED (Amt)	REQUESTED BUDGET
PERSONNEL			
FRINGE BENEFITS			
TRAVEL/TRAINING			
CONTRACT CONSULTANTS			
SUPPLIES			
EQUIPMENT			
FLEX FUNDS-OTHER			
OPERATING			
INDIRECT COSTS			
TOTAL			

**PERSONNEL CHANGE**  
(Authorized Official, Program Personnel, Financial Contract, etc.)


From:	To:
Title:	Title:
Phone:	Phone:
Email:	Email:

**CHANGE PROJECT DATES**

From:	To:
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**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




# De-obligation vs. Unspent Funds

### De-obligations

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

### 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

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**



## Quarterly Review

- Financial Reports
- Programmatic Reports
- Performance Measures

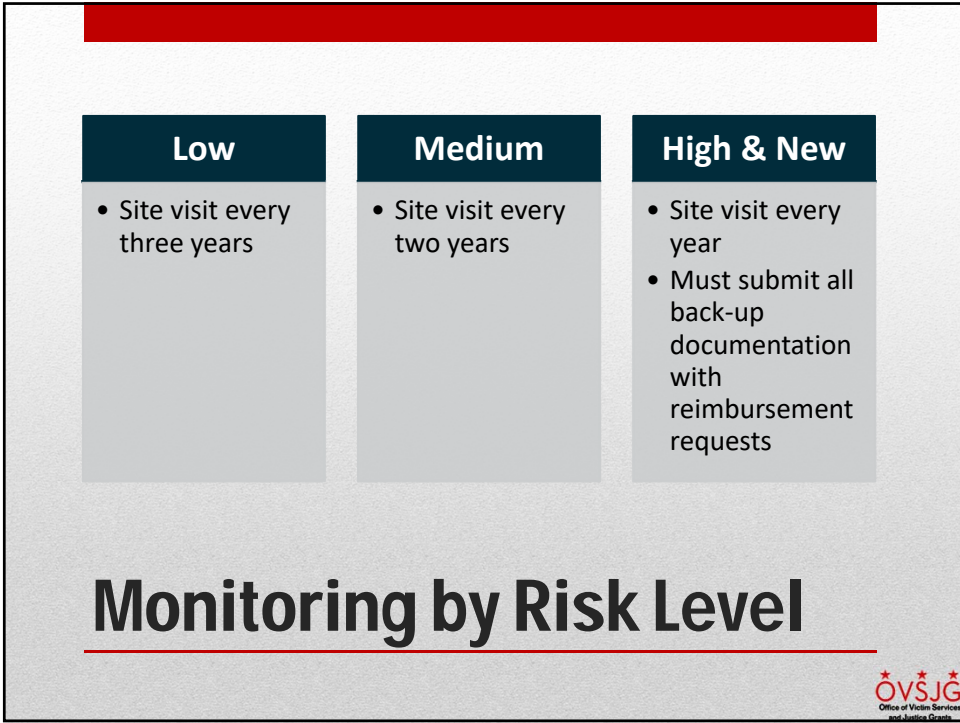
## Desk Reviews

## Site Visits

## Audits

## Grant Monitoring




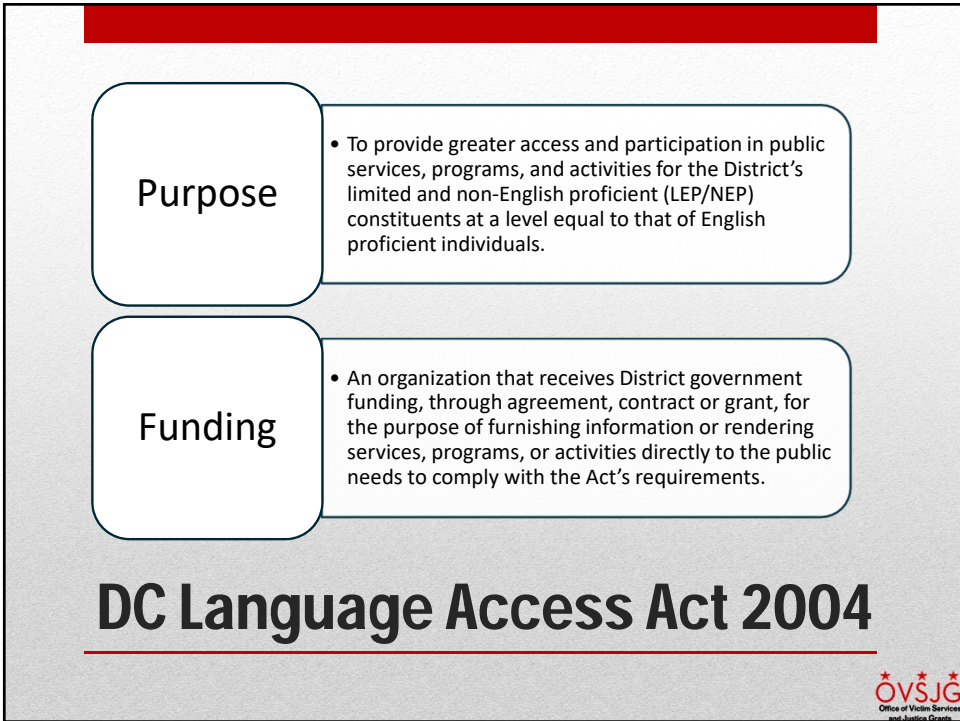


This slide features a red header bar at the top. Below it, three vertical columns represent different risk levels: Low, Medium, and High & New. Each column has a dark blue header with the risk level name and a light gray body containing a bulleted list of requirements. At the bottom, the title 'Monitoring by Risk Level' is centered and underlined in red. The OV SJG logo is in the bottom right corner.

Low	Medium	High & New
<ul style="list-style-type: none"> <li>• Site visit every three years</li> </ul>	<ul style="list-style-type: none"> <li>• Site visit every two years</li> </ul>	<ul style="list-style-type: none"> <li>• Site visit every year</li> <li>• Must submit all back-up documentation with reimbursement requests</li> </ul>

## Monitoring by Risk Level

  
Office of Victim Services and Justice Grants



This slide features a red header bar at the top. Below it, two rounded rectangular boxes are arranged vertically. The first box is labeled 'Purpose' and contains a bulleted list. The second box is labeled 'Funding' and also contains a bulleted list. At the bottom, the title 'DC Language Access Act 2004' is centered and underlined in red. The OV SJG logo is in the bottom right corner.


**Purpose**

- To provide greater access and participation in public services, programs, and activities for the District's limited and non-English proficient (LEP/NEP) constituents at a level equal to that of English proficient individuals.

**Funding**

- An organization that receives District government funding, through agreement, contract or grant, for the purpose of furnishing information or rendering services, programs, or activities directly to the public needs to comply with the Act's requirements.

## DC Language Access Act 2004

  
Office of Victim Services and Justice Grants

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

## Language Access Requirements



OVC

- VOCA
- Victim Legal Network
- Male Survivors

OVW

- SASP
- STOP

BJA Byrne

- JAG
- PREA

OJJDP

- Title II
- PREA

Coverdell

RSAT

## Federal Subgrantee Requirements





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

DC

**GRANT MANAGEMENT POLICIES AND PROCEDURES**

OVSJG  
Office of Victim Services  
and Justice Grants

441 4th St. NW  
Suite 727N  
Washington, DC 20001

Updated: September 2018

DC.gov

Office of Victim Services and Justice Grants

Grant Management Policies for Grantees

## Grant Management Policies and Procedures

OVSJG  
Office of Victim Services  
and Justice Grants



## Training/Technical Assistance

DC.gov Office of Victim Services and Justice Grants

**Training and Technical Assistance**

**BIP**  
Battered Incest Perpetrator

DC Victim Hotline

Office Hours: Monday - Friday, 9 am to 6 pm

Grant and Opportunities

## Events

DC.gov Office of Victim Services and Justice Grants

**Events**

Start Date: 10/01/2018

End Date: 10/01/2018

Type: Meeting

Location: 10/01/2018 - 10/01/2018

Topic: Meeting for the Office of Victim Services and Justice Grants

**Email**  
christopher.dyer@dc.gov

# Additional Resources



### Grantee FAQs


Frequently Asked Questions



- Q:** Should I submit an incomplete financial report?
- A:** Only complete submission of financial reports will be reviewed for payment processing.
- Q:** Do I need to complete all fields of the workbook?
- A:** Yes, all fields are necessary for identification and reporting accuracy. Use the workbook for the entire grant period.
- Q:** Should I use the same workbook throughout the entire grant?
- A:** Yes, the workbook is a continuous working spreadsheet that is formulated to track all expense balances and reimbursements for the grant period.
- Q:** How do I record expenses for the budget category that exceed the approved amount?
- A:** Request only up to the approved budget amount per category. Negative balances are not allowed.
- Q:** What is the best way to upload resumes, contracts, etc.?
- A:** Upload separately, labeled with document name.
- Q:** How will I know when my payment has been approved?
- A:** Payment status will be reflected in E-invoicing.
- Q:** Who should I contact if I have questions about E-invoicing?
- A:** The E-invoicing Helpdesk at 202-741-5200 or dcvendor.help@dc.gov
- Q:** What if a due date falls on a weekend or holiday?
- A:** If the due date falls on a weekend or holiday, reports are due the **NEXT BUSINESS DAY**.

# Frequently Asked Questions





Evaluations

Zoomgrants  
Demonstration

