

VOCA Grant Fundamentals: Award Life Cycle

This presentation will begin shortly



Important Information for Today's Presentation



 PowerPoint Handouts – The PowerPoint Presentation will be available on the conference website.

 Evaluations – Please complete the evaluations and leave them on the table.

• Need additional assistance? — Please contact us.



VOCA Grant Fundamentals: Award Life Cycle

Office for Victims of Crime San Diego, CA



Presenters





Joel Hall Victim Justice Program Specialist



Tiffany Graham Grants Management Specialist

Today's Goal



To inform participants and provide the knowledge and resources to successfully manage new OVC grant awards.

Polling Question



How many years have you worked with federal grants?

- A) Less than one year
- B) Less than three years
- C) Five years or less
- D) Five years or more



Section 1



Overview of OVC

Presented by Joel Hall

Victim Justice Program Specialist



Learning Objectives



- Gain a greater understanding of OVC's mission
- Identify your key grant documents
- Understand the terms and conditions of your award, including reporting responsibilities
- Recognize your obligation to comply with federal requirements
- Understanding the grant award cycle from start-to-finish



Outline of Webinar Presentation



- 1. Overview of OVC
- 2. Breakdown of the Application Process
- 3. VCC Forms
- 4. Understanding Your Award Document
- 5. OVC/OJP Monitoring
- 6. Closeout

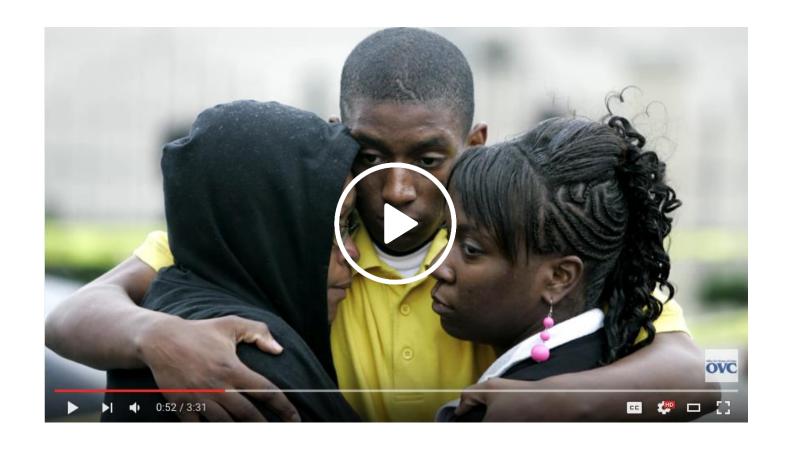
OVC Mission Statement



OVC is committed to enhancing the Nation's capacity to assist crime victims and to providing leadership in changing policies and practices to promote justice and healing for all victims of crime.

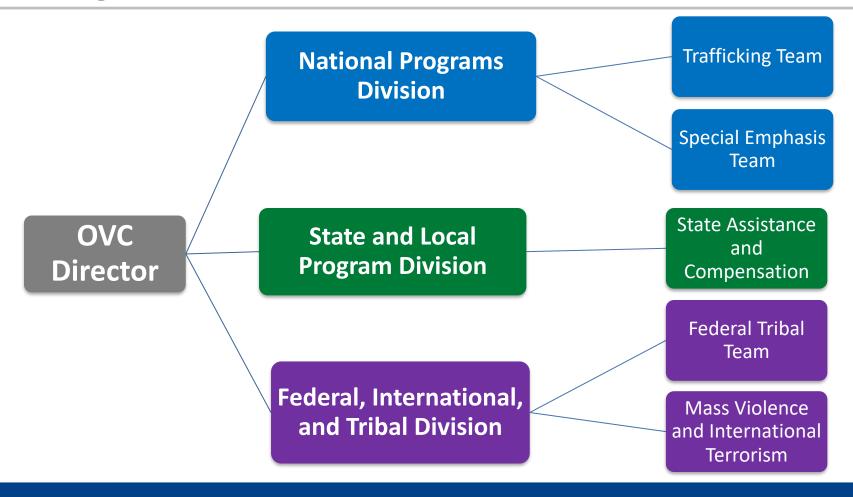
What is the Office for Victims of Crime?





OVC Organizational Chart







Section 2



Understanding Your VOCA Application Package

Presented by

Tiffany Graham

Grants Management Specialist



Grant Application Approval Process



Office for Victims of Crime (OVC) Step 1



Office of the Chief Financial Officer (OCFO)

Step 2



Office of Communications (OCOM)

Step 4



Assistant Attorney
General Office
(OAAG)

Step 3

Best Practices in Completing the Application Process

- Submit GANs for any changes related to the grant administering agency (Name, address, or authorized signing authority).
- Assign one agency POC to handle all application communication with the OVC Grant Manager.
- Follow the most recent application instructions provided for the fiscal year.
- Submit all required documents on or before OVC established deadlines.

Common Application Errors



SF-424 Form

- -Incorrect Type of Submission
- -Incorrect Type of Applicant
- -Incorrect Type of Application
- -Incorrect Descriptive Title of Applicant's Project
- -Incorrect Start/End dates
- -Incorrect Estimated Funding
- -Missing Congressional Districts



Required Application Files



- Statement Regarding Use of Administrative and Training funds
- Certification of State Eligibility Requirements Statement
- Statement Regarding Collecting the Data Required for This Solicitation's Performance Measures
- State Law Governing the Crime Victim Compensation Programs (Victim Compensation Programs Only)
- Financial Management and System of Internal Controls Questionnaire
- Applicant Disclosure of Pending Applications
- Applicant Disclosure and Justification-DOJ High Risk Grantees
- Disclosure of Lobbying Activities
- List of Staff Positions Paid with VOCA Administrative Funds
- Information on Proposed Subawards (if any) and on Proposed Procurement Contracts
- Indirect Cost Rate Agreement



OVC Application Review Process



- OVC Grant Manager Application Review
- OVC Program Administrator Review
- OVC Branch Chief Review
- OVC Deputy Director Review
- OVC Director Review



Section 3



Understanding Your Victim Compensation Certification

Compensation Applications Only

Presented by

Joel Hall

Victim Justice Program Specialist

Section 3 Learning Objectives



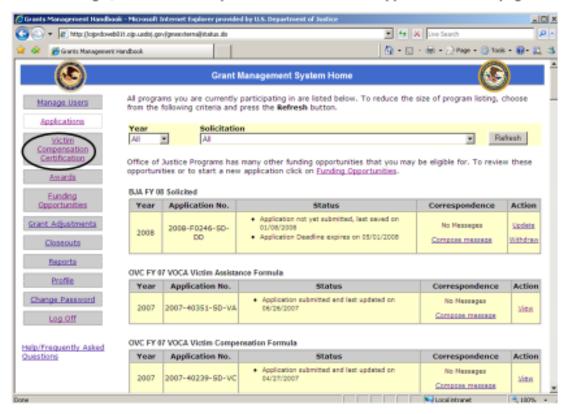
- GMS Navigation
- Understanding the VCC Form
- VCC Instruction
- Period of Performance
- Available Funds
- Understanding Deductions
- Common Mistakes



GMS Screen 1

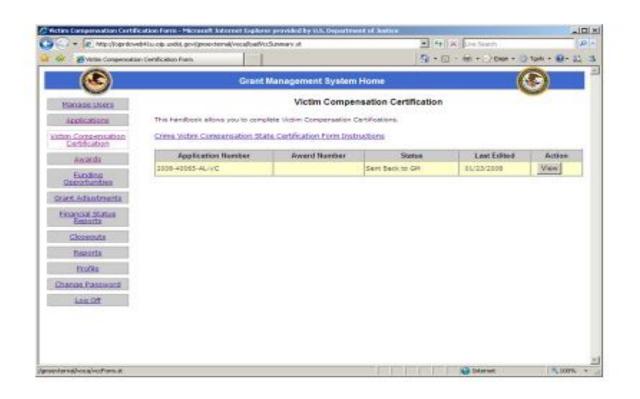


After Login, Crime Victim Compensation Certification link appears on the main page



GMS Screen 2





VCC Form Insturctions



🌽 Victim Compensation Certification Form - Microsoft Internet Explorer provi... 🔲 🗖 🔀 CRIME VICTIM COMPENSATION STATE CERTIFICATION FORM INSTRUCTIONS The Crime Victims Compensation State Certification Form must be used by each state and territory submitting an application for Victims of Crime Act (VOCA) crime victim compensation grant funds. The amount certified in Part I, line F will be used by the Office of Victims of Crime (OVC) to determine the annual VOCA grant award. State payments must be reported for the Federal Fiscal Year (October 1 through September 30). PART I: Line A Please record the total amount of payments made by the compensation program to, or on behalf of, victims of crime from all funding sources. This amount may include payments for forensic sexual assault examinations including payments made in connection with a compensation claim or through a separate payment process. Do not include amounts expended for administrative costs in this figure. Line B1 - B6. Please record all amounts to be deducted from the total funds. paid to crime victims. B1 Enter the total amount of VOCA grant funds used to pay compensation claims as reported on Line A. If funds from more than one grant were expended, enter the applicable grant years in the spaces provided. Do not include amounts expended for administrative costs. B2 Enter amounts recovered through civil suits or third party settlements. You do not need to include amounts expended for collection costs, such as attorney fees charged in connection with subrogation recoveries and service fees paid on wage garnishments. B3 Enter amounts of restitution recovered by your program, including reimbursements recovered for sexual assault examinations as well as compensation claims.



GMS Screen



	Grant Manageme	nt System Ho	ome			
Manage Users			Approved OMB No: 1121-0170 Expires:	02/28/2009		
<u>Applications</u>		U.S. Department of Justice Office for Victims of Crime				
<u>Victim</u>	CRIME VICTIN	CRIME VICTIM COMPENSATION STATE CERTIFICATION FORM				
Compensation		State of Alabama				
Certification	Reporting Period: October 1, 2006 through September 30, 2007					
Awards	Note: Please read the instructions on the Attached Page Before Completing this Form.					
Funding Opportunities	Part I: PAYMENT INFORMATION	Part I: PAYMENT INFORMATION Part II: FUNDS AVAILABLE FOR THE STATE VICTIM COMPENSATION PROGRAM (During the Reporting Period)				
	A. Total amount paid to or on behalf of crime		A. Funds from all sources other than VOCA Grant F	unds		
rant Adjustments	victims from ALL FUNDING SOURCES (both State and Federal)	(+) \$ 872150.00	1. General Funds	\$ 0.00		
Financial Status	B. Amounts to be deducted from total paid to		2. Court Costs	\$ 0.00		
Reports	crime victims.		3. Fees	\$ 110.00		
	1. VOCA Grant Funds FY 07 FY	\$ 60.00	4. Fines and Penalties	\$ 0.00		
Closeouts	2. Subrogation Recoveries	\$ 0.00	5. Private Donations	\$ 0.00		
Donosto	3. Restitution Recoveries	\$ 0.00	6. Bond Forfeitures	\$ 0.00		
Reports	4. Refunds	\$ 0.00	7. Subrogation Recoveries 8. Restitution Recoveries	\$ 0.00		
Profile	5. Amount Awarded for Property	\$ 0.00	9. Refunds	\$ 0.00		
	6. Other Reimbursements Specify :		10. Reimbursements	\$ 0.00		
nange Password		\$ 0.00	11. Earned Interest	\$ 0.00		
Log Off	C. Total amount to be deducted (Sum of B1	(-) \$60.00	12. Reserves Carried Over	\$ 0.00		
	through 86) D. Subtract Line C from Line A	(=) \$872090.00	13. Other Sources Specify:	\$ 0.00		
	E. Recovery Costs, if any (Attach	100 - 100 -		\$ 0.00		
	Documentation)	(+) \$ 0.00	B. Total amount of lines A1 through A13	(+) \$110.00		
	F. Total state payments eligible for matching VOCA Grant Award (Add Line D and Line E)	(=) \$872090.00	C. VOCA Grant Funds FY FY	(+) \$ 0.00		
			D. Total Funds Received (Add Lines B and C)	(=) \$110.00		



VCC Form



Sub				Approved OMB No: 1121-0243 Expires: 08/31/20
Reporting Paris (Octable 1) 1 1 1 1 1 1 1 1 1				
Reporting Period Cottober 1, 2016 through September 30, 2017 NOTE: Please read the instructions on the Marie Period Cottober 1, 2016 through September 30, 2017 Part I: PAYMENT INFORMATION A. Total Amount paid to or on bahalf of orms (a. 1, 1004 Amount paid to or on bahalf of orms (b. A total Amount paid to or on bahalf of orms (b. A total Amount paid to or on bahalf of orms (b. A total Amount paid to or on bahalf of orms (c. 1) 1, 1004 Cotton Funds, Pri 14 Pri 15 Pr		Victims of Crime		
Part I: PAYMENT INFORMATION A. Total Amount gaid to or in bitshif of crime (**) \$. (4.5) \$.	C	RIME VICTIM COMPENSAT		
Part I: PAYMENT INFORMATION Part I: PINOME VILLIABLE FOR THE STATE VILLIA BLASE FOR THE STATE VILL		Sta te of Q		
Part 1: PAYMENT INFORMATION		Reporting Period: October 1, 20	16 through September 30, 2017	
VICTIN COMPENSATION PROGRAM Count count count count paid to or on behalf of crime victime from ALL FUNDING SOURCES (bith Bittes and Federal) A. Fundis From ALL Sources Other Than VOCA Grant Funds \$	NOTE: P	lease read the instructions on the A	Attached Page Before Completing this Form.	
VICTIN COMPENSATION PROGRAM Count coun	Part I: PAYMENT INFORMATION		Part II: FUNDS AVAILABLE FOR THE STATE	
1. General Funds 1. General			VICTIM COMPENSATION PROGRAM	
Cath State and Federal (+) \$ 1,636,425.00			A. Funds From All Sources Other Than VOCA Grant Funds	
### Announts To Be Deducted From Total Paid Chrime Victories 1. VOCA Grant Funds, I'Y 14 F' 15 FY 16 FY 14 F' 15 FY 16 FY 17 14 FY 15 F		(+) \$ 1,636,425.00	1. General Funds	\$ 0.
1. VCCA Grant Funds, F1 14 F1 15 F1 15 F1 2. Subrogation Recoveries 3. \$64,969,43 3. Resthution Recoveries 4. Refunds 5. Amount Recoveries 5. Amount Avaraded for Property 5. Other Reimbursements 5. Other Reimbursement for over payments 6. Other Reimbursement for over payments 5. Other Reimbursement for over payments 6. Other Reimbursements 6. Other Sources 6. Total Amount of Lines A1 through A13 6. Other Sources 7. Other Reimbursements 7. Other Reim	•	.,,,	2. Court Costs	\$ 1,256,102.
2. Subrogation Recoveries \$ 0.00 5. Private Donations \$ 2.200. 3. Restlution Recoveries \$ 10.00 6. Bond Forfetures \$ 0.00 5. Annount Avarded for Property \$ 0.00 7. Subrogation Recoveries \$ 0.00 7. S	to Crime Victims		3. Fees	\$ 0.
3. Restitution Recoveries \$ 100.00	1. VOCA Grant Funds, FY 14 FY 15 FY 16 FY	\$ 664,969.43	4. Fines and Penalties	\$ 0.
4. Refunds \$ 0.00 \$ 0.00 or Subtroagtion Recoveries	2. Subrogation Recoveries	\$ 0.00	5. Private Donations	\$ 2,200.
5. Amount Awarded for Property 6. Other Reimbursements 7. Spacify; Reimbursements 8. Spacify; Reimbursement for over payments 8. Restitution Recoveries 9. Net unds 9. Net und	3. Restitution Recoveries	\$ 100.00	6. Bond Forfeitures	\$ 0.
6. Other Reimbursements	4. Refunds	\$ 0.00	7. Subrogation Recoveries	\$ 0.
Specify: Reimbursement for over payments \$ 1,539,49 \$ 0.00 \$ 1.0. Reimbursements \$ 1.539.49 \$ 0.00 \$ 1.0. Reimbursements \$ 1.539.49 \$ 0.00 \$ 1.1. Earned Interest \$ 1.1. Earned Int	5. Amount Awarded for Property	\$ 0.00		\$ 0.
C. Total Amount To Be Deducted (Sum of B1 through B6) (.) \$ 666,608.92 (.) \$ 666,608.92 (.) \$ 666,608.92 (.) \$ 666,608.92 (.) \$ 969,816.08 () \$ 969,816.08 () \$ \$ 969,816.08 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	6. Other Reimbursements		9. Refunds	\$ 0.
C. Total Amount To Be Deducted (Sum of £1 through £8) (-) \$ 666,608.92 (-)	Specify: Reimbursement for over payments			\$ 1,539.
(Sum of 81 through B6) D. Subtract Line C From Line A E. Recovery Costs, If Any (Attach Documentation) F. Total State Payments Eligible for Matching VCOK Grant Funds, FY 14 FY 15 FY 16 FY 17 D. Total Funds Received (Add Line D and Line E) Fortification I. Certification I. Ce		\$ 0.00		
D. Subtract Line C From Line A E. Recovery Costs, If Any (Attach Documentation) F. Total State Payments Eligible for Matching VOCA Grant Award (Add Line D and Line E) B. Total Amount of Lines A1 through A13 C. VOCA Grant Funds, FY 14 FY 15 FY 16 FY 17 C. VOCA Grant Funds, FY 14 FY 15 FY 14 FY 15 FY 16 FY 17 C. VOCA Grant Funds, FY		(-) \$ 666,608.92	12. Reserves Carried Over	\$ 375,247.
E. Recovery Costs, If Any (4thsch Documentation) (4thsch Documentation) (5, 50,895, 10, 10, 10, 10, 10, 10, 10, 10, 10, 10			13. Other Sources	
(Attach Documentation) (Attach Mount of Lines Al through A13 (At	E. Recovery Costs, If Any		Specify:	
F. Total State Payments Eligible for Matching VOCA Grant Hunds, FY 14 FY 15 FY 16 FY 17 C. VOCA Grant Funds Received (Add Line D and Line E) D. Total Funds Received (Add Lines B and C) Extiff that the amount reported in Part I F of this form is complete and accurate. F. Total State Payments Eligible for Matching C. VOCA Grant Funds, FY 14 FY 15 FY 16 FY 17 D. Total Funds Received (Add Lines B and C) Extiff that the amount reported in Part I F of this form is complete and accurate. F. Total Funds Received (Add Lines B and C) Extiff that the amount reported in Part I F of this form is complete and accurate. F. Total Funds Received (Add Lines B and C) Extiff that the amount reported in Part I F of this form is complete and accurate. F. Total Funds Received (Add Lines B and C) Extiff that the amount reported in Part I F of this form is complete and accurate. F. Total Funds Received (Add Lines B and C) Extiff that the amount reported in Part I F of this form is complete and accurate. F. Total Funds Received (Add Lines B and C) Extiff that the amount reported in Part I F of this form is complete and accurate. F. Total Funds Received (Add Lines B and C) Extiff that the amount reported in Part I F of this form is complete and accurate. F. Total Funds Received (Add Lines B and C) Extiff that the amount reported in Part I F of this form is complete and accurate. F. Total Funds Received (Add Lines B and C) Extiff that the amount reported in Part I F of this form is complete and accurate. F. Total Funds Received (Add Lines B and C) Extiff that the amount reported in Part I F of this form is complete and accurate. F. Total Funds Received (Add Lines B and C) Extiff that the amount reported in Part I F of this form is complete and accurate. F. Total Funds Received (Add Lines B and C) Extiff that the amount reported in Part I F of this form is complete and accurate. F. Total Funds Received (Add Lines B and C) Extiff that the amount reported in Part I F of this form is complete and accurate. F. T	(Attach Documentation)	(+) \$ 0.00	R. Total Amount of Lines A1 through A12	·
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I certify that the amount reported in Part I F of this form is complete and accurate. I certify that the amount reported in Part I F of this form is complete and accurate. I type Name and Title of Duly Authorized Official Signature of Duly Authorized Official O5/16/2018 Date Note: This form must be signed by the authorized individual within the agency designated by the Governor to administer			(Add Lines B and C)	(=) \$ 2,652,5/3.
Uner, Genout Treasurer Type Name and Title of Duly Authorized Official Signature of Duly Authorized Official O5/16/2018 Signature of Duly Authorized Official Note: This form must be signed by the authorized individual within the agency designated by the Governor to administer	Part III: Certification			
Type Name and Title of Duly Authorized Official Signature of Duly Authorized Official O5/16/2018 Signature of Duly Authorized Official Note: This form must be signed by the authorized individual within the agency designated by the Governor to administer	I certify that the amount reported in Part I F of this form is complete and accurate.			
Signature of Duly Authorized Official Note: This form must be signed by the authorized individual within the agency designated by the Governor to administer	Type Name and Title of Duly Authorized Official			



VCC Form Part II



Part II: FUNDS AVAILABLE FOR THE STATE VICTIM COMPENSATION PROGRAM (During the Reporting Period)	
A. Funds From All Sources Other Than VOCA Grant Funds	
1. General Funds	
2. Court Costs	

1. General Funds	\$ 0.00
2. Court Costs	\$ 1,256,102.78
3. Fees	\$ 0.00
4. Fines and Penalties	\$ 0.00
5. Private Donations	\$ 2,200.00
6. Bond Forfeitures	\$ 0.00
7. Subrogation Recoveries	\$ 0.00
8. Restitution Recoveries	\$ 0.00
9. Refunds	\$ 0.00
10. Reimbursements	\$ 1,539.49
11. Earned Interest	\$ 0.00
12. Reserves Carried Over	\$ 375,247.19
13. Other Sources	
Specify:	\$ 0.00 \$ 0.00
3. Total Amount of Lines A1 through A13	(+) \$ 1,635,089.46
C. VOCA Grant Funds, FY 14 FY 15 FY 16 FY 17	(+) \$ 1,017,484.52
O. Total Funds Received Add Lines B and C)	(=) \$ 2,652,573.98



VCC Form Part I



Part I: PAYMENT INFORMATION

A. Total Amount paid to or on behalf of crime victims from ALL FUNDING SOURCES (both State and Federal)	(+) \$ 1,636,425.00
B. Amounts To Be Deducted From Total Paid to Crime Victims	
1. VOCA Grant Funds, FY 14 FY 15 FY 16 FY	\$ 664,969.43
2. Subrogation Recoveries	\$ 0.00
3. Restitution Recoveries	\$ 100.00
4. Refunds	\$ 0.00
5. Amount Awarded for Property	\$ 0.00
6. Other Reimbursements	
Specify: Reimbursement for over payments	\$ 1,539.49 \$ 0.00
C. Total Amount To Be Deducted (Sum of B1 through B6)	(-) \$ 666,608.92
D. Subtract Line C From Line A	(=) \$ 969,816.08
E. Recovery Costs, If Any (Attach Documentation)	(+) \$ 0.00
F. Total State Payments Eligible for Matching VOCA Grant Award	(-) + 050 045 00
(Add Line D and Line E)	(=) \$ 969,816.08

Polling Question



How many States have positions to collect restitution/recovery/subrogation?

Section 4



Understanding Your Award Package

Presented by

Joel Hall

Victim Justice Program Specialist

Expectations of Managing an Award



- Access the award package in GMS and sign and return the award document
- Send signed award to <u>acceptance.acceptance@usdoj.gov</u>
- Please do not fax
- Review the special conditions on the award document
- Manage the project according to requirements, standards, and guidance contained in the grant terms and conditions
- Submit all required reports
- Enter subawards into <u>www.fsrs.gov</u>



Expectations for Grant Managers



- Contact grantee to discuss grant requirements
- Monitor grantee compliance with programmatic, administrative, and fiscal requirements of relevant statutes, regulations, policies, guidelines, and with grantee-stated objectives and implementation plan*
- Perform desk reviews/enhanced desk reviews or site visits
- Approve progress reports
- Approve modifications to awards
- * For cooperative agreements or high-risk status, grant managers may provide additional direction and oversight



Common Rules



- All formula awards are "grants."
- VOCA Formula awards cannot exceed year of award plus three.
- All funds on a closing award must be obligated prior to September 30th.
- Funds can be drawn down up to the end of the calendar year.

Special Conditions





U.S. Department of Justice Office of Justice Programs Office for Victims of Crime

AWARD CONTINUATION SHEET

Cooperative Agreement

PAGE 3 OF 15

PROJECT NUMBER

AWARD DATE

09/28/2017

SPECIAL CONDITIONS

4. Required training for Point of Contact and all Financial Points of Contact

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2015, will satisfy this condition

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after—(1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2015, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at https://www.ojp.gov/training/fints htm. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.



Special Conditions Highlights

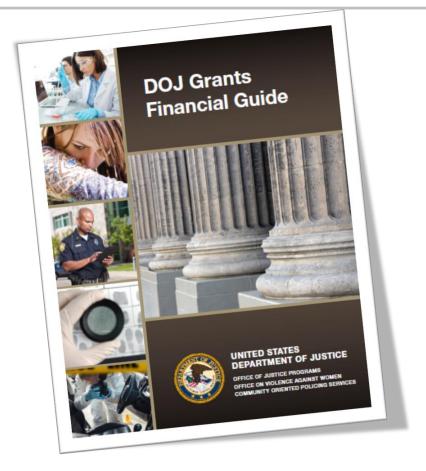


- Compliance and 2 C.F.R. Part 200 Uniform Requirements
- Required financial training for Financial Points of Contact (FPOC) and POC (distinction to be explained later)
- Grants vs. cooperative agreement
- Conferences and training
- Reporting responsibilities
- Confidentiality and privacy certificate
- VOCA statutory requirements "year of award plus three years"

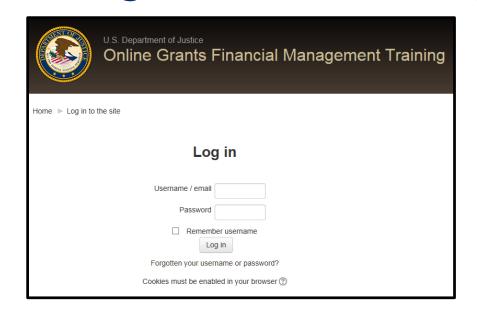
General Condition: DOJ Grants Financial Guide



- The recipient agrees to comply with the DOJ Grants Financial Guide.
- Reference for all grant financial concerns and 2 C.F.R. Part 200— "Uniform Administrative Requirements"
- This should be your first stop for Grant Financial Management Questions



General Condition: Online Grants Financial Management Training



For more information, please visit: https://onlinegfmt.training.ojp.gov/login/index.php

Who: Grants Management System (GMS) Points of Contact (POC)—BOTH Program and all Financial

When: Training must be completed within 120 days after the date of award acceptance AND within 120 days of POC and FPOC changes.

How Often: Must complete every 3 years!*

Turn It In: Upon completion, certificates must be submitted to your assigned grant manager. If you do not complete the training within 120 days, OJP will place a **WITHHOLDING** on the award.

*Successful completion of the training on or after January 1, 2016, will satisfy this condition.

Special Conditions: GMS Reporting Responsibilities



Progress Report

- Annual reporting (Formula Award)
- Due December 30.

Financial Status Report

- Quarterly reporting
- Due within 30 days of each quarter

PMT Report

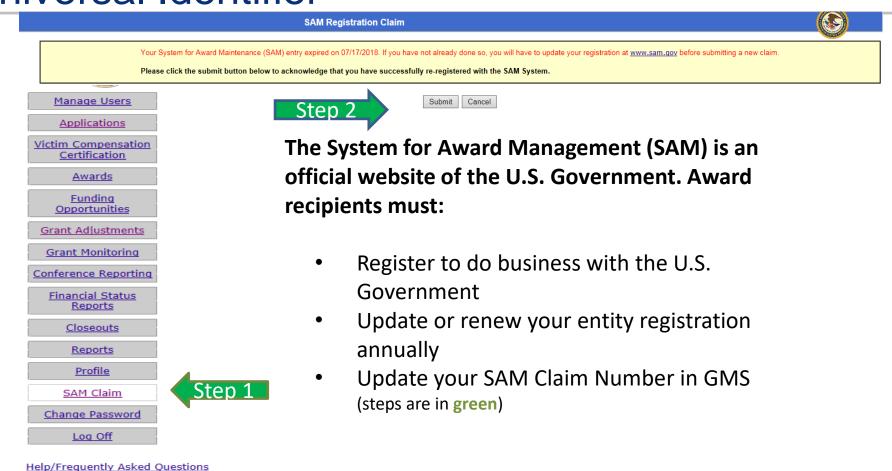
 Due no later than 45 days after the end of the quarter.

Funds will be automatically frozen if you fail to submit your reports by the deadlines



General Condition: System for Award Management and Universal Identifier





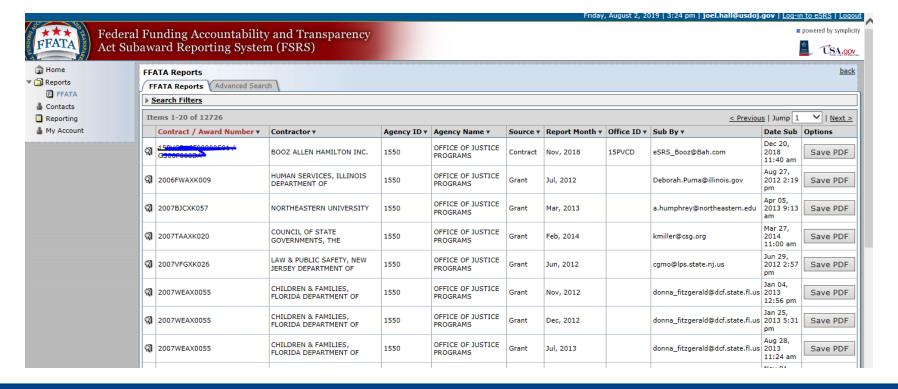


FFATA = FSRS.GOV



The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$25,000 or more and, in certain

circumstances.





Progress Reports



- Formula award recipients must submit an <u>annual</u> <u>progress report</u> in GMS by December 29
- Discretionary award recipients must submit a
 semiannual progress report in GMS by July 30 for the
 period covering January—June, and by January 30 for
 the period covering July—December



Prior Approval



Program Office Approval is Required for the Incurring of Certain Costs

Some costs require prior written approval (as specified in the applicable Title 2 Code of Federal Regulations section [Parts 215, 220, 225, and/or 230] and discussed in Chapter 3.6: Costs Requiring Prior Approval). Examples of costs that require prior approval include:

- Compensation for consultant services in excess of the current OJP consultant rate maximum limit
- Sole source procurements in excess of \$250,000 (limited use)
- Purchase of Automatic Data Processing equipment and software
- Costs incurred prior to the date of the subaward period
- Foreign travel



Section 5



Understanding OVC/OJP Onsite Monitoring

Presented by

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Programmatic Monitoring



- Assess and ensure compliance with the regulations, terms, and conditions
- Examine programmatic progress
- Validate information that has been reported through progress reports, performance measurement tools, and financial reports
- Provide technical assistance, as necessary

Financial Monitoring



- Assess and ensure compliance with the regulations, terms, and conditions
- Examine Federal Financial Reports
- Validate information that has been reported through federal financial reports, FFATA and VCC forms
- Review the agency's general accounting practices
- Provide technical assistance, as necessary

Monitoring



Desk Reviews include a comprehensive review of materials available in the grant file to determine administrative, financial, and programmatic compliance, as well as grant performance.

Enhanced Programmatic Desk Reviews (EPDR) allows grant managers to

allows grant managers to follow up on any issues identified during the desk review, verify grantee activities, validate reported information, and assess the status of project implementation.

Onsite Monitoring Visits

Grant managers go onsite to meet with the grantee to discuss specific issues related to implementing the program, observe grant activities, review relevant materials/documents, and assess planned versus actual progress.



Multi-Office Site Visit



- OJP has a new onsite monitoring format for State Administrating Agencies.
- This is called the Multi-Office site visit which differs from the past. Multi-Office site visits include:
 - Representatives from the Office of the Chief Financial Officer
 - Grant Managers from other OJP program offices
 - Multiple state agencies can be involved



Purpose of Site Visits







Required Files for Review



Example of files OJP may require you to provide to conduct the site visit:

- Organizational Chart
- Total Program Budget
- Financial System Report or General Ledger
- Programmatic or financial manuals
- Time Sheets for staff supported with grant funds
- Physical inventory records and/or receipts
- Subreceipient files
- Subreceipient site visit forms



General Ledger – "Budget-to-Actual"



Α	В	С	D	E	F	G	Н	1	J	Κ	L	М	N	0	P	Q	R	S	Т
											Vendor								
	Budget						Object		Sub		Invoice	Check	Ref Doc			Vendor			
Date	FY	Fund	Dept	Approp	Unit	Sub Unit	Class	Object	Object	Line Description	Number	Number	Code	Ref Doc ID	Vendor Customer Name	Customer	Amount		
-	~	₩	~	₩	~	~	₩	~	~		~	₩	-	-	· ·	~	~		
9/5/17	2018	1	112	B10	B103	16	801	4124				84190792	GAX	AGSL090517001	Latinas Unidas POR	2087750	\$22,094.00		
9/5/17	2018	1	112	B10	B103	16	801	4124				84190793	GAX	AGSL090517001	Latinas Unidas POR	2087750	\$13,224.00		
9/5/17	2018	1	112	B10	B103	16	801	4124				84190794	GAX	AGSL090517011	AMANI COMMUNITY SERVICES	3106562	\$11,680.00		
9/5/17	2018	1	112	B10	B103	16	801	4124				84190795	GAX	AGSL090517011	NISAA AFRICAN FAMILY SERVICES	3086787	\$7,395.00		
9/5/17	2018	1	112	B10	B103	16	801	4124				84190796	GAX	AGSL090517011	NISAA AFRICAN FAMILY SERVICES	3086787	\$7,575.00		
9/5/17	2018	1	112	B10	B103	16	801	4124				84190797	GAX	AGSL090517011	MONSOON UNITED ASIAN WOMEN	2099295	\$13,630.16		
9/5/17	2018	1	112	B10	B103	16	801	4124				84190798	GAX	AGSL090517011	MONSOON UNITED ASIAN WOMEN	2099295	\$11,064.67		
9/5/17	2018	1	112	B10	B103	16	801	4124				84190799	GAX	AGSL090517011	DEAF S AGAINST ABUSE INC	3097634	\$6,026.00		
9/5/17	2018	1	112	B10	B103	16	801	4124				84190800	GAX	AGSL090517011	DEAF S AGAINST ABUSE INC		\$6,026.00		
9/8/17	2018	1	112	B10	B103	17	801	4124				84195233	GAX	AGSL090717001	Helping Services for Youth & Fami	2110640	\$27,106.58		
9/12/17	2018	1	112	B10	B103	16	407	3901		JULY VA-16 TAO			IET	AGKH090817051			\$106,881.27		
9/18/17	2018	1	112	B10	B103	16	801	4124				84202105	GAX	AGSL091517001	Project Iowa	3056889	\$14,353.09		
9/18/17	2018	1	112	B10	B103	16	801	4124				84202106	GAX	AGSL091517001	Disability Rights Iowa	2116221	\$19,661.08		
9/18/17	2018	1	112	B10	B103	17	801	4124				84202107	GAX	AGSL091517001	Jesse Cosby Neighborhood	2114264	\$5,789.38		
9/18/17	2018	1	112	B10	B103	16	801	4124				84202108	GAX	AGSL091517001	Black Hawk Co Attorney	2130799	\$2,949.60		
9/18/17	2018	1	112	B10	B103	16	801	4124				84202109	GAX	AGSL091517001	Black Hawk Co Attorney	2130799	\$1,474.80		
9/18/17	2018	1	112	B10	B103	17	801	4124				84202110	GAX	AGSL091517001	WAYPOINT SERVICES FOR WOMEN	2106963	\$30,357.09		
9/18/17	2018	1	112	B10	B103	17	801	4124				84202111	GAX	AGSL091517001	Riverview Center Inc	2100676	\$61,219.28		
9/18/17	2018	1	112	B10	B103	16	801	4124				84202112	GAX	AGSL091517001	AMANI COMMUNITY SERVICES	3106562	\$12,488.49		
9/18/17	2018	1	112	B10	B103	16	801	4124				84202113	GAX	AGSL091517001	Latinas Unidas POR	2087750	\$29,043.08		
9/18/17	2018	1	112	B10	B103	16	801	4124				84202114	GAX	AGSL091517001	Latinas Unidas POR	2087750	\$13,891.23		
9/18/17	2018	1	112	B10	B103	16	801	4124				84202115	GAX	AGSL091517011	MONSOON UNITED ASIAN WOMEN	2099295	\$10,464.74		
9/18/17	2018	1	112	B10	B103	16	801	4124				84202116	GAX	AGSL091517011	MONSOON UNITED ASIAN WOMEN	2099295	\$8,533.49		
0/10/17	2010	1	117	D10	D100	16	901	A12A				0//202117	CVA	A GCI 001517011	MICAA AEDICANI EANNII V CEDVICEC	2006707	¢10 221 21		



Entrance Interviews



 Usually coordinated and conducted by OCFO. It is a chance for introductions but also to ask questions about the site visit and request T&TA that can be provided while staff are onsite.



Exit Interview



 This is the time to review OCFO and the program office findings and areas for improvement. It's also a great time to ask questions and discuss ways to resolve the findings.





Important Websites



- Office for Victims of Crime www.ovc.gov
- DOJ Grants Financial Guide https://ojp.gov/financialguide/DOJ/index.htm
- OVC Training and Technical Assistance Center www.ovcttac.gov
- Grants Management System https://grants.ojp.usdoj.gov/
- Grants Payment Request System https://grants.ojp.usdoj.gov/gprs
- Performance Measurement Tool https://ovcpmt.ojp.gov
- Trafficking Information Management System https://tims.ovcttac.gov
- National Criminal Justice Reference Service <u>www.ncjrs.gov</u>







To submit a question, use the **Q&A Box** and select **all presenters**.