



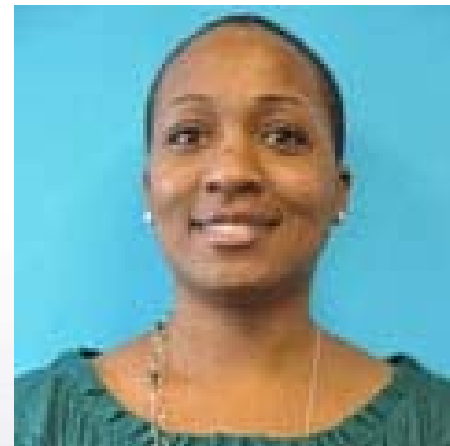
2012 OVC Discretionary Grantee Orientation Series: Getting Started

November 15, 2012



Presenter:

Sharron Chapman
Lead Victim Justice
Program Specialist
Office for Victims of Crime





Agenda

- Welcome and Learning Objectives (5 minutes)
- Webinar rules and Etiquette (5 minutes)
- Message from Acting Director (5 minutes)
- Office for Victims of Crime and Crime Victims Fund (15 minutes)
- 8 Post-Award Instruction Steps and Special Conditions (25 minutes)
- Grants Management System (10 minutes)
- Tips (5 minutes)
- Closing and additional Q&A (15 minutes)



Presenters

- Joye E. Frost, Acting Director, OVC
- Sharron Chapman, Lead Victim Justice Program Specialist, OVC



Learning Objectives

- Grantees will hear from OVC leadership and staff.
- Grantees will gain a greater understanding of the Office for Victims of Crime and Crime Victims Fund.
- Grantees will know the 8 steps of post award instructions.
- Grantees will gain a basic understanding of the grant and financial requirements.



Webinar Tools

- **Chat Box:** Please use the chat box to submit questions during the orientation session.
- **Quiz:** Please respond to the quiz questions posed during the orientation session.
- **Feedback Box:** Please respond to feedback questions posed by the presenters during the orientation session.

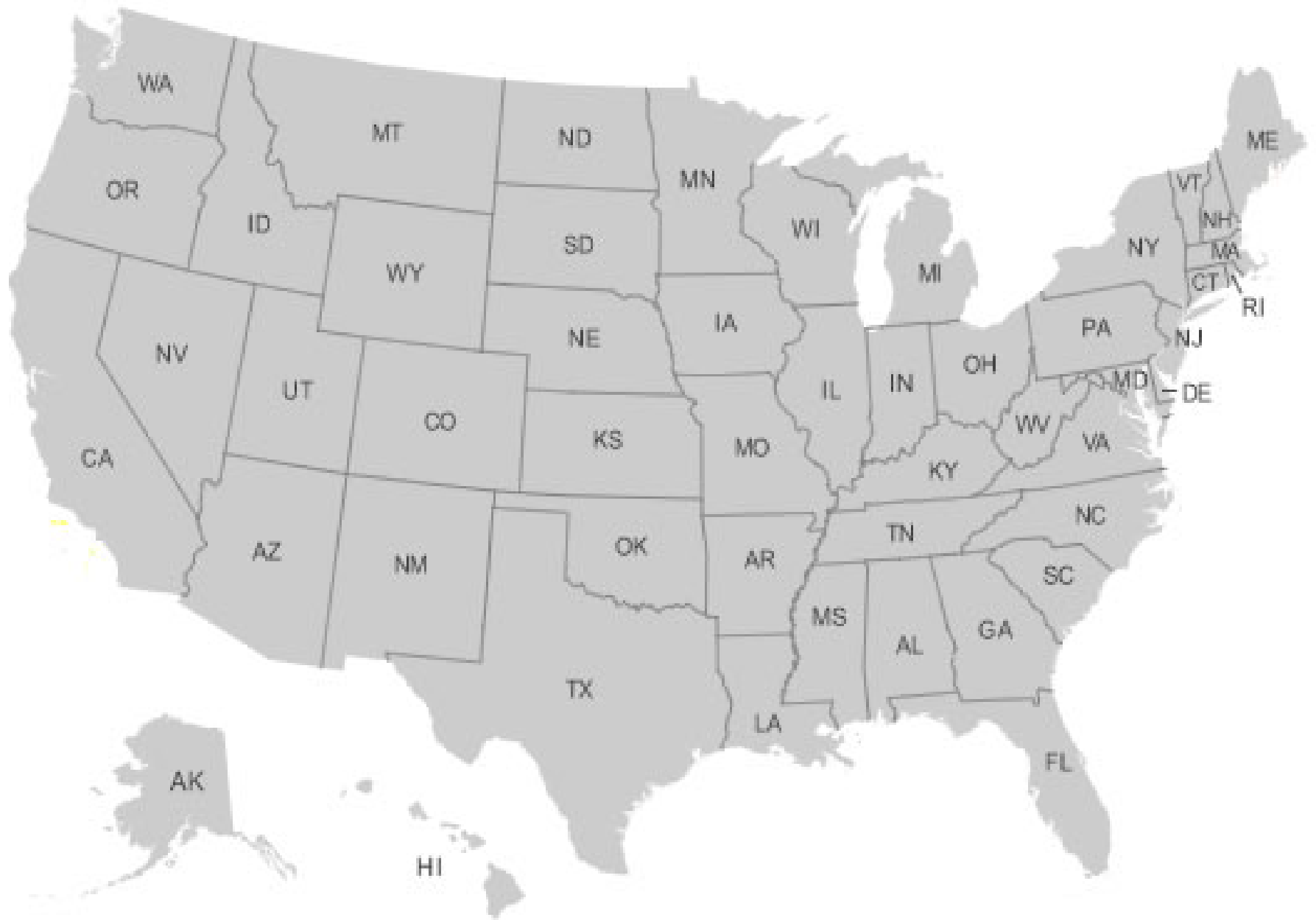
** All participants will remain on mute throughout the entire orientation session*

Message from:



Joye E. Frost
Acting Director
Office for Victims of Crime





Office for Victims of Crime (OVC)



- The Office for Victims of Crime is charged by Congress with administering the Crime Victims Fund, a major source of funding for victim services throughout the Nation.
- OVC Supports:
 - State Victim Compensation and Assistance Programs
 - Assisting Victims in Tribal Communities
 - Responding to Terrorism and Mass Violence at Home and Abroad
 - National Scope Demonstration Projects
 - Training and Technical Assistance and Information Resources



OVC Mission

To enhance the Nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices in ways that promote justice and healing for all victims.

Creation of the Crime Victims Fund



- Authorized by the Victims of Crime Act (VOCA) of 1984, as amended, Title 42 U.S.C. §§ 10601-10608.
- VOCA amendment formally established the Office for Victims of Crime (OVC) within the Office of Justice Programs in 1988 to administer the Crime Victims Fund (the Fund).
- The Fund is comprised of fines, criminal penalties, and bond forfeitures from convicted federal defendants—*no taxpayer dollars are used*.
- The Fund was one of the first major sources of funding to support national efforts to assist crime victims and the only federal source to address victims of all types of crimes.
- The USA PATRIOT Act amended VOCA to authorize receipt of gifts, donations, and bequests from private entities or individuals.

Crime Victims Fund



- The Fund supports statutorily created programs
 - Children's Justice and Assistance Act of 1986 (CJA), Public Law 99-401
 - State Crime Victim Compensation Programs
 - State Crime Victim Assistance Programs
 - National scope training and technical assistance (T&TA), compliance efforts, demonstration programs, and support for direct services to federal crime victims
 - Antiterrorism Emergency Reserve Fund

Crime Victims Fund



- Supports DOJ operational costs via statutory set-asides (P. Law 107-77)
 - 170 EOUSA Victim Witness Coordinators and Advocates
 - 134 FBI Victim-Witness Specialists
 - Federal Victim Notification System

- For more information visit:

<http://www.ovc.gov/pubs/crimevictimsfundfs/intro.html>



Quiz #1



Answer:

- The Office for Victims of Crime mission is to:
 - A. Provide leadership in changing attitudes, policies, and practices in ways that promote justice and healing for all victims.
 - B. Prevent and respond to juvenile delinquency and victimization.
 - C. Enhance the Nation's capacity to assist crime victims
 - D. Both A and C



Quiz #2



Answer:

- The Crime Victims Fund is:
 - A. Comprised of fines, criminal penalties, and bond forfeitures from convicted federal defendants.
 - B. One of the first major sources of funding to support national efforts to assist crime victims.
 - C. The only federal source of funding to address victims of all types of crimes.
 - D. All of the above.



Questions



Award Package



- Letter from the Office of the Assistant Attorney General
- Letter from Director of the Office of Justice Programs, Office of Civil Rights
- Letter from the Office of Justice Programs, Office of the Chief Financial Officer
- Your Grant Document
 - Award Number
 - Start and End Dates
 - Amount of Award
 - Project Title
 - Special Conditions
- Post Award Instructions:
http://www.ojp.usdoj.gov/funding/pdfs/post_award_instructions.pdf



Post Award Instructions



- Step 1. Complete financial point of contact registration
 - http://www.ojp.usdoj.gov/training/pdfs/gms_userguide.pdf
- Step 2. Review the award and special conditions
- Post award instructions found here:
http://www.ojp.usdoj.gov/funding/pdfs/post_award_instructions.pdf

Special Conditions



- Automatic:
 - Office of Justice Programs Financial Guide
<http://www.ojp.usdoj.gov/financialguide/index.htm>
 - Civil Rights
 - Audit Requirements
 - Use of Federal Funds (anti-lobbying)
 - Reporting potential fraud, waste, and abuse, and similar misconduct
 - ACORN
 - High Risk
 - Texting while driving
 - Central Contractor Registration and Universal Identifier Requirements
 - Conference Costs
 - Training Guiding Principles for Awardees
 - Reporting of potential duplication of federal funding

Federal Funding Accountability and Transparency Act of 2006



The recipient agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/ffata.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own operate in his or her name).



FFATA

- *FFATA Subaward Reporting Webinar* is available on OJP's training and technical assistance page:
 - <http://www.ojp.gov/training/training.htm>
- More FFATA info:
 - <http://www.ojp.gov/funding/ffata.htm>
- Reports submitted:
 - <https://www.fsrs.gov>



Post Award Instructions

- Step 3. Read the guidelines
 - OJP Financial Guide, OMB (OMB Circular A-102, OMB Circular A-110, OMB Circular A-133)
- Step 4. Complete and return the Automated Clearinghouse form
 - http://www.ojp.usdoj.gov/funding/forms/ach_vendor.pdf
- Post award instructions found here:
http://www.ojp.usdoj.gov/funding/pdfs/post_award_instructions.pdf

Post Award Instructions



- Step 5. Access payment using the Grant Payment Request System
- Step 6. Fulfill reporting requirements
 - <http://www.ojp.usdoj.gov/financialguide/index.htm>
- Post award instructions found here:
http://www.ojp.usdoj.gov/funding/pdfs/post_award_instructions.pdf



Grants Payment Request System (GPRS)



- GPRS is a web-based payment request system.
 - Access GPRS: www.grants.ojp.usdoj.gov/gprs
- GPRS User's Guide for Recipients:
 - http://www.ojp.gov/training/pdfs/GPRS_ExternalParticipantGuide.pdf



Post Award Instructions

- Step 7. Initiate closeout
- Step 8. Review top 10 frequently asked questions
- Post award instructions found here:
http://www.ojp.usdoj.gov/funding/pdfs/post_award_instructions.pdf



Quiz #3



Answer

- Which of the following is not part of the 8 post-award steps:
 - A. Get a DUNS number
 - B. Fulfill reporting requirements
 - C. Complete financial point of contact registration
 - D. Access payment using the Grant Payment Request System



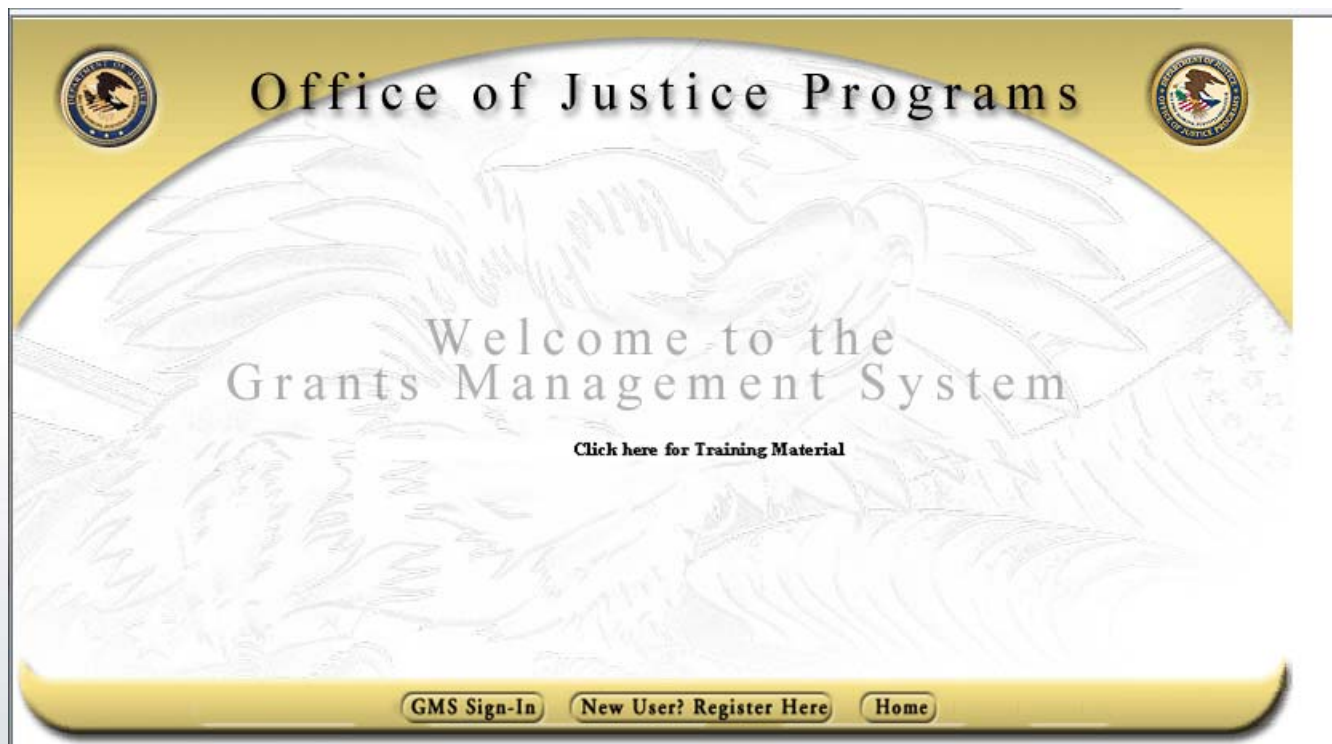
Questions



Grants Management System (GMS)



- Website: <https://grants.ojp.usdoj.gov/gmsexternal/>





GMS

- Submitting Your Progress and Financial Reports
- Requesting a Grant Adjustment
- Grant Closeout
- GMS Online Trainings

Submitting Progress Reports



- May be “change requested” if additional information is needed
- Ensure Performance Measures are included
- Must be approved by OVC Program Manager
- Failure to submit will put an immediate, automatic “hold” on funding



Submitting Financial Status Reports



Standard Form (SF) 425 Financial Status Report

- Due 30 days after end of quarter
- Financial Status Report Module User's Guide:
http://www.ojp.gov/training/pdfs/gms_userguide.pdf

Progress and Financial Reports



- Semiannual reports are due:

– <u>Reporting period:</u>	<u>Due no later than:</u>
January 1–June 30	July 30
July 1–December 31	January 30

- Quarterly Financial Reports are due:

– <u>Reporting quarter:</u>	<u>Due not later than:</u>
January 1–March 31	April 30
April 1–June 30	July 30
July 1–September 30	October 30
October 1–December 31	January 30

Requesting a Grant Adjustment



- Grant Adjustment Notices (GANs)
- Initiated by grantee in GMS to request change:
 - Change in Scope
 - Sole source approval
 - Project Period
 - Signing Authority
 - Key Personnel
 - Budget Modification
 - Organization Address/Name
 - Other Prior Approvals
- Must be approved by OVC Program Manager



Grant Closeout

- All grantees have 90 days after their project period ends to submit final progress and financial reports
- Perform a financial reconciliation
- All grantees may request a no-cost extension (NCE) in GMS if they have funds remaining and wish to continue program activities
- NCE requests **MUST** be made 30 days or more **IN ADVANCE** of the project end date!



Online GMS Trainings



- GMS Overview
- Overview of the overall functionality of GMS.
- Grant Adjustment Notices (GANs)
- Progress Reporting
- Closeouts
- The training module can be accessed by going to <http://www.ojp.usdoj.gov/gmscibt>.



Quiz #4



Answer

- You must submit a GAN for all of the following except:
 - A. Address change
 - B. Adjust project period dates
 - C. Drawdown funding
 - D. Change in scope



Quiz #5



Answer

- Which of these statements is false?
 - A. Progress reports are due semi-annually.
 - **B. Financial status reports are due semi-annually.**
 - C. Financial status reports are due quarterly.
 - D. Progress and financial reports need to be submitted through GMS.



Questions





Tips

Record Keeping

- Retain official award file - this is important!

GMS POCs

- Points of contact in GMS must be kept current!

Key Staff

- Retain Position descriptions and Time & Attendance logs!

OVC Program Managers

- Communicate successes and challenges to federal staff !

Helpful Contacts



- OVC Main Line
 - 202-307-5983
- GMS Help Desk
 - 202-514-2024 or GMS.HelpDesk@usdoj.gov
- OCFO Customer Service
 - 1-800-458-0786 or ask.ocfo@usdoj.gov
- Additional Information
 - <http://www.ojp.usdoj.gov/ovc/grants/managinggrants.html>
 - <http://www.ojp.usdoj.gov/training/training.htm>



Questions






2012 OVC Discretionary Grantee Orientation Series



- Future Webinars
 - Financial and Legal Responsibilities
 - Grant Requirements
 - Measuring Success



Financial and Legal Responsibilities



November 29, 2012 2:00 PM – 3:30 PM ET

- Allowable costs and withholdings
- Top 10 audit findings
- Financial reports
- Conference cost approvals and reports
- Legal grant responsibilities



Grant Requirements

December 13, 2012 2:00 PM – 3:30 PM ET

- Overall grant management
- Progress reports
- Special conditions
- Grants Management System
- Resources available through the Office for Victims of Crime (OVC) Training and Technical Assistance Center and the OVC Resource Center.



Measuring Success

January 10, 2013 2:00 PM – 3:30 PM ET

- Performance measures
- Evaluation
- Closeout instructions



Evaluation

Please complete the “Getting Started”
online evaluation that you will receive
via e-mail.

Thank you for your participation in the
2012 OVC Discretionary Grantee Orientation
Session: Getting Started.