



**OVC
Webinar Transcript**

2012 OVC Discretionary Grantee Orientation Series

Getting Started

November 15, 2012

Welcome

Sharron Chapman: Welcome to the *2012 OVC Discretionary Grantee Webinar Series*. Thank you for attending. I was just briefly going over the agenda and what we are going to cover in the next 90 minutes.

Agenda

Sharron Chapman: We are going to go over our welcome and learning objectives, as well as some Webinar rules and etiquette. We will also have remarks from our Acting Director, then we will move to start with the content of the Webinar and that is going over OVC and the Crime Victims Fund, as well as covering our eight post-award instruction steps and special conditions. We will talk about the GMS and some general grants administration tips, and then we will have our closing remarks and some additional Q&A.

Presenters

Sharron Chapman: In addition to myself today, as I mentioned, we are going to hear from our Acting Director at OVC, Ms. Joye E. Frost.

Learning Objectives

Sharron Chapman: The learning objectives we are going to cover, and this is all of the points that we would like for you all to take away by the end of the Webinar, and that is, of course, to hear from OVC leadership and staff. We also want you to get a better understanding of OVC and the Crime Victims Fund. We want to cover the eight steps of the post-award instructions, and we definitely want you to gain a basic understanding of the grants and financial requirements.

Webinar Tools

Sharron Chapman: Now, we are going to use several tools during this Webinar that hopefully will keep everyone engaged and awake. We have a chat box that you can see on the screen at the bottom left, and that is where we are going to be taking questions. All of the participants during the entire session are going to be on mute, and that should cut down on background noise. So all of the questions that you might have during the presentation can be sent to us via the chat box, and they will show up right there at the bottom left, and there will be time to answer questions at the end of each segment during the session, as well as at the very end of the Webinar as well.

Sharron Chapman: Throughout the Webinar and at the end of each section, there is also going to be a short quiz. During the quiz, I will ask that everyone respond to the questions on the screen, so you will be able to point and click to select an answer on the screen for those quiz questions when the time comes for it.

Sharron Chapman: We are also going to use the feedback box, which is located directly above the chat box on the bottom left, and we are going to use that to answer some questions from myself during the orientation session. For instance, if we go right now, we can use the feedback box to make sure that everyone can hear. Can everybody hear me okay? If so, you can click yes or no in the feedback box at the bottom left or in the middle of the left column of your screen. I have one response. I see a few chat box yeses but not in the feedback box. Does everybody see the feedback box? Okay, I see, great. All right. Looks like everybody is able to hear, so that is

wonderful. So with that, we will now have opening and welcoming remarks from OVC Acting Director Joye E. Frost.

Welcome

Joye E. Frost: Good afternoon, everyone, and I want to add my welcome to that of Sharron's. Welcome to our new grantees, and I guess it is best to say welcome back to our grantees that have been with us for a while. I think this is a really important series of four seminars – today, "Getting Started." I do want to thank Sharron and the rest of OVC and OVC's Training and Technical Assistance Center who worked hard to get this Webinar series together. As Sharron indicated, you are going to be learning more about OVC, about the Crime Victims Fund, and some major process rules and conditions that are involved in administering your grant.

Joye E. Frost: I will say, I actually began my career at OVC in 1997, and grant administration, whether you are on the federal agency perspective or the actual grantee perspective, is far more complex than it was even 5 years ago. So the process may not be terribly exciting, I am going to be up front about that, but it is very important, and as you work your way through these seminars you are going to find, I think, some really useful information. And one thing that I have asked staff to really emphasize is to look at the findings when we go out for our monitoring site visits, when our financial monitoring people go out and monitor, when the OIG (Office of Inspector General) goes out to monitor. What are the typical kinds of things that, the guidance that is not being followed or that perhaps has been confusing?

Joye E. Frost: This is our way, I think, to the greatest extent possible, of clarifying or demystifying some of that guidance for you. So I really appreciate each of you participating in this and the additional forums that will follow after this. One thing that I do want to say is that your OVC grant monitor we actually call them Victim Justice Program Specialists within OVC, but I guess the shorthand is your grant monitor, from your perspective as a grantee, that is the most important person in OVC. They are your advocate, they will work with you to problem solve. If there are issues, concerns, they are there for you, and I will tell you the customer service is one of my highest, if not the highest, priority in OVC. You may have had grants with other federal agencies and sometimes you may not have heard back from your grant monitor or did not hear back for a long time. I guarantee you that will not happen at OVC. The staff here are terrific and they absolutely love working closely with each of you. So I want to close by saying that OVC, speaking for the leadership as well as staff, that we look forward to working with each of you and highlighting the important work that you are doing or will shortly be doing on behalf of crime victims in this country. So thank you very much.

United States Map

Sharron Chapman: Thank you, Joye. Now, I have put up, you should all see a map of the United States on your screen right now. If you recall, right before Joye began speaking, we were talking about the Webinar tools, and I know we have participants from all across the country who have registered for today's Webinar. What I want you all to do is look at the top of the screen; there is a check box, a check mark. If you could click on that check mark and then go down to the map and click on where you are to show us and everyone who is participating, that would be great. Oh, wow, look at all the check marks popping up. No one in Wyoming. No one in Idaho. Nobody in any of the Dakotas. Wow, a lot of Maryland, D.C., and Northern Virginia. Oh, New Jersey and Delaware. We are all over the middle Atlantic. A lot of California and Nevada. Great. We even have someone participating in Hawaii and Alaska. Thank you, because I know it is not a good

time of day for either of you, or any of you. Wonderful, thank you for participating. We will go ahead and get started on the first item.

Office for Victims of Crime (OVC)

Sharron Chapman: OVC is charged by Congress with administering the Crime Victims Fund, which is the major source of funding for victim services throughout the Nation. OVC supports state victim compensation and assistance programs, we assist victims in tribal communities, we respond to terrorism and mass violence at home and abroad, we develop and fund national scope demonstration projects, and we also provide training and technical assistance and information resources.

OVC Mission

Sharron Chapman: Our mission at OVC is 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

Sharron Chapman: The Crime Victims Fund was authorized by the Victims of Crime Act, which we term as our favorite government acronym, VOCA. It was authorized in 1984. The VOCA amendment formally established the Office for Victims of Crime within the Office of Justice Programs (OJP) in 1988 to administer the Crime Victims Fund, which we will call the Fund. The Fund is comprised of fines, criminal penalties, and bond forfeitures from convicted federal defendants. So it is important that there are no taxpayer dollars used in the Fund, so all of that specifically comes from those fines, criminal penalties, and bond forfeitures. The Fund was one of the first major sources of funding to support national efforts to assist crime victims, and it is the only federal source to address victims of all types of crimes. In 2001, the USA Patriot Act amended VOCA to authorize receipt of gifts, donations, and bequests from private entities or individuals.

Crime Victims Fund

Sharron Chapman: The Crime Victims Fund supports statutorily created programs, such as the Children's Justice Act, which provides formula grants for states through the U.S. Department of Health and Human Services and discretionary grants to tribes through OVC for services and programs to improve the investigation and prosecution of child abuse and neglect cases in American Indian and Alaska Native communities. And also supports state crime victim compensation program formula grants that supplement state funds for reimbursing victims of violent crimes for out-of-pocket expenses that result from crime. All states, including the District of Columbia and Puerto Rico and the U.S. Virgin Islands, receive VOCA compensation grants. It supports state victim assistance program formula grants that support providers who supply services directly to victims. And, again, all states and territories receive annual VOCA assistance grants based on a mandated formula. It also provides OVC discretionary grants that fund national-scope demonstration projects and training and technical assistance to enhance the professional expertise of victim service providers by funding program evaluations, building compliance, awarding fellowships, and improving services to victims of crime in tribal communities as well as victims of federal crimes. Additionally, the VOCA statute allows amounts retained in the Fund, after awarding funding in the above areas, to be used to replenish the

Antiterrorism Emergency Reserve, which funds emergency expenses and other services for victims of terrorism or mass violence within the U.S. and abroad.

Sharron Chapman: The Fund, in addition to all of that, supports DOJ operational costs via statutory set-asides, which include 170 victim witness coordinators and advocates who are housed in U.S. Attorneys' offices across the country. These positions assist victims of federal crimes and inform them of a variety of issues, including restitution orders and their right to make oral and written victim impact statements at an offender's sentencing, in accordance with the *Attorney General Guidelines for Victim and Witness Assistance*. It also funds 134 FBI victim witness specialists who keep victims of federal crimes informed of case developments and proceedings and direct them to appropriate resources in accordance with the *AG Guidelines*. Lastly, it supports the Federal Victim Notification System, which provides a means for notifying victims of federal crimes about the release or detention status of offenders, the filing of charges against suspects, court proceedings, sentences, and restitution. I will also add that, in addition to all of these things, there are additional funds that OVC uses to provide training for other federal agencies, such as the U.S. Postal System, the military, various branches of the military, and the Department of Interior which also has employees who work with victims of federal crime. So we do a lot with these funds, and you can use the link at the bottom there to get additional information on the Crime Victims Fund. The link goes directly to the Crime Victims Fund Fact Sheet on OVC's Web site.

Quiz # 1

Sharron Chapman: So we have reached the time for our first quiz question. Our first question, as you see on the screen, is: The OVC 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, or d) both a and c. So I will ask everyone now to go to their screen and click and select an answer. Have a moment to think about it and select an answer.

Answer

Sharron Chapman: Looks like we have a winner. Okay, most of us answered correctly – 71 percent. The answer is both a and c. So the answer was d, both a and c. Good job, everyone. If you did not get that first one right, no worries, you will have an additional chance to get a correct answer because we have another quiz question.

Quiz # 2

Sharron Chapman: Our second quiz question is: 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, or d) all of the above. So again, please select an answer on the screen. Okay, and let us go ahead and share the results.

Answer

Sharron Chapman: Very good, 75 percent of you picked the correct answer, which was d) all of the above. So good job, class.

Questions?

Sharron Chapman: As I mentioned, at the end of each section we will have some time for questions, so if anyone has a question, please feel free to send that via the chat box at the bottom left of your screen. I will give a moment. If not, then we can move on to the next item on the agenda. Okay, no questions, so moving on.

Award Package

Sharron Chapman: We are now going to start to talk about the award package. At this point in time, everyone, of course, has received their most recent OVC award and has had time to review that award package. The items contained in that package include a letter from the Office of the Assistant Attorney General, a letter from the Director of the Office of Justice Programs, Office of Civil Rights, a letter from the Office of Justice Programs, Office of the Chief Financial Officer, as well as the most important piece: your grant document, which, of course, provides your award number, the start and end dates for your project, the amount of award, the title of your project, and the special conditions.

Sharron Chapman: The link at the bottom of the screen which you see under Post Award Instructions is what we are going to be going over in this section, and that contains very important information on how you need to accept and review those award documents and special conditions.

Post Award Instructions

Sharron Chapman: Now, the first step in the Post Award Instructions is to complete the financial point of contact registration, and you can use the link at the top of the screen here to do so. That information is important in making sure that whomever is designated within your agency with submitting any reports, be they financial or programmatic, is able to access GMS and able to login and submit the appropriate reports.

Sharron Chapman: Step 2 is to review the award and special conditions. That is also important because you want to know exactly what the specific conditions of the award are. If you agree with the terms and conditions on your award document, your authorized official should sign that document and return that to the Office of the Chief Financial Officer. If you do not agree with the terms and conditions of your award, what you would need to do is immediately contact your OVC grant monitor or staff person point of contact to make sure that you are able to let them know whatever the issue is that prevents you from accepting that, and they are always going to be the best persons to help you walk through next steps on what to do to resolve that matter.

Special Conditions

Sharron Chapman: Next, we will go over the special conditions on the award. I am sure many of you have noticed that there are quite a few special conditions on all of the awards. The ones we have listed on the screen here are the special conditions that are automatically placed on every award that leaves OVC, and those automatic special conditions cover the OJP Financial Guide. The link under that bullet is the one that you can use to access the entire financial guide, Civil Rights compliance requirements, audit requirements, use of federal funds, reporting potential fraud, waste, and abuse, and similar misconduct, the Association of Community Organizations for Reform Now (ACORN) – which basically prevents any funds from being used to support

ACORN, the high-risk list, texting while driving, which basically says you cannot text while driving –the Central Contractor Registration and Universal Identifier Requirements, conference costs –which, of course, must be preapproved through DOJ and OVC, but we will go over that a little bit later as well as in a future Webinar – training guiding principles for awardees, and reporting of potential duplication of federal funds. All of these conditions are automatically placed on all of the awards that OVC puts out each year. If you have questions about all those, again, the best person to contact is your OVC grant monitor or point of contact. Many of you have probably already spoken with that person because we always, at OVC, we have a policy of reaching out to all of our new awardees to make sure they understand all of those special conditions. So if you have not had any contact with them yet and you do have questions, please feel free to do so, and reach out and ask questions about those conditions if you have them.

Federal Funding Accountability and Transparency Act of 2006

Sharron Chapman: Some of the newer special conditions that are covered include the Federal Funding Accountability and Transparency Act of 2006, also known as FFATA. The special condition language on the screen right now is from that special condition, and it is on all OVC awards. It requires award recipients to report subawards of \$25,000 or more, and in certain circumstances, to report the names and total compensation of highly compensated executives of the recipients and first-tier subrecipients.

Sharron Chapman: There is a wonderful Webinar, it is about 15 minutes in length. It is available on that first link on the screen. It goes over all of the requirements for the FFATA. It basically walks you through all of it. It is an automated thing so you do not have to sign up. It is available at any time that you are able to go to the link and have time to review it. Like I said, it is about 15 minutes in length and it has been prepared by the OJP Office of Audit, Assessment, and Management, and it pretty much goes over everything that is required.

Sharron Chapman: If you prefer to read that information in written format, the second link is a link to OJP's funding page, and it basically walks you through all of the requirements, as well as gives good explanation for any exemptions for those people who do not have to report.

Sharron Chapman: The last link on this screen is to the FFATA Subaward Reporting System, and that is the site where, if you are required to report, that is the site where you would go to submit any of the required information. Just a little dry government humor I thought was funny: FSRS is actually an acronym of an acronym. It stands for FFATA Subaward Reporting System. A little dry Washington humor for you.

Post Award Instructions

Sharron Chapman: Moving to the next step, Step 3: reading the guidelines. There are several Office of Management and Budget (OMB) circulars and common rules that are important, that are applicable to all federal grants, including all of those funded through OJP and OVC. Specifically, of course, the OJP Financial Guide, which was that first automatic special condition, and it also includes OMB Circular A-102, which covers grants and cooperative agreements with state and local governments; OMB Circular A-110, which covers uniform administrative requirements for grants and agreements with institutions of higher education, hospitals, and other nonprofit organizations; as well as OMB Circular A-133, which covers audits of states, local governments, and nonprofit organizations. So it is very important to familiarize yourself with those OMB circulars, if you have not done so already.

Sharron Chapman: The next step, Step 4, is to complete and return the Automated Clearinghouse form, which is available from the link that you see on the screen. That Automated Clearinghouse form is important because that is the way that you relay the banking information for your agency to OJP so we can make sure that when it is time to submit any drawdowns, that you are able to get that money transferred directly into the appropriate account for your agency.

Sharron Chapman: Moving on to Step 5, which is how you would access that payment using the Grant Payment Request System. I am going to move to the next slide really quickly so we can go over that.

Grants Payment Request System (GPRS)

Sharron Chapman: The Grants Payment Request System – also known as GPRS because we are the government and we believe in acronyms – acts as a Web-based payment request system that you can access from the first link on your screen where it says “Access GPRS.” The Grants Payment Request System enhances your ability to manage your awards by providing a secure individual login with audit tracking for each award, it allows you the ability to submit payment requests at any time, including during blackout periods, you are able to view the status of submitted payment requests, and you are able to print and export an award’s transaction history. It is also important for you to note that only users within your organization that have been designated as a Financial Point of Contact for the award in GMS may access the GPRS, and that was, again, one of the first things we covered in step one of the award acceptance process. In order to login and submit payment requests, your Financial Point of Contact has to first register in the GPRS. If you use that second link on the screen right now, it will take you to a User’s Guide for the GPRS, which will answer any questions you have about accessing and utilizing the system.

Post Award Instructions

Sharron Chapman: That will take us to Step 6 in the award instructions, and that is to fulfill the reporting requirements. The reporting requirements are covered in the Financial Guide, and we are also going to go over them a little bit more in detail during this presentation, and that Financial Guide is available from the link on the screen.

Sharron Chapman: Now, we are going to move on to Step 7, which kind of skips all the way to the end of your grant, but just so you know what to anticipate in the future, Step 7 is to initiate closeout. Within 90 days of the end date of your grant, you have that 90 days to initiate closeout of your grant within GMS, which also we will talk about later. What we mean by that, initiate closeout, is to submit a final progress report and final financial report, as well as perform a financial reconciliation. Then there is a separate button to click in GMS that will submit the entire closeout package to the Program Office.

Sharron Chapman: The last step of the Post Award Instructions is Step 8, and that is to review the top 10 frequently asked questions. And some of those questions include: How will I know that my application has been approved? How do I accept my award? How do I obtain payment? All of those questions are found in the actual instructions and you can look through the instructions by following the link highlighted in red at the bottom of the screen. It is a PDF and it goes through everything that I just went over in more detail.

Quiz # 3

Sharron Chapman: So now we have come to our favorite time. It is time for a quiz question. Our quiz question is: Which of the following is not part of the eight post award steps? a) get a DUNS number, b) fulfill reporting requirements, c) complete financial point of contact registration, or d) access payment using the Grants Payment Request System. So if everyone would please take a moment to consider their answer and then select one on the screen, that would be wonderful. Last call, go ahead and we will share the results.

Answer

Sharron Chapman: It looks like everybody is on track once again, and the answer is a) get a DUNS number. So very good, the majority of us got that question right.

Questions?

Sharron Chapman: Now, are there any questions? Okay, I see that there is a question from Meryl Cousin about the submitting of a FFATA report. Okay, Meryl, I think for your specific question, it is kind of detailed, so I think what you would probably need to do is to contact your OVC program manager because I am not certain that you are required to do that. There might be some question about who the person works for and if it is a subrecipient. I know that can be a little bit confusing, but I would encourage you to reach out directly to your OVC point of contact to discuss that to make sure that you are on the same page for who is required to report and when.

Sharron Chapman: And just to answer Lauren's question, yes, we will go over the conference funding piece a little bit later, and it is also covered in another Webinar. I believe it is in the second Webinar series. So we will have additional information on that as well.

Grants Management System (GMS)

Sharron Chapman: So we will move on to the next item on our agenda, which is the Grants Management System, which it is very important for everyone to make sure that you take time to go to the GMS Web page, which you see this is what the homepage looks like from your end when you go through the main page to login. Please, please, please make sure that you familiarize yourself with GMS. It will be your best friend because you are going to have to keep coming back here for everything, and that is for your reporting, to track a number of requests if you submit requests to OVC for grant adjustments, and things of that nature. So I really implore everyone to make sure that you know how to get there and how to navigate GMS once you are there. Also, just a little side note, make sure that, if you have multiple people accessing the system, please make sure that you are sharing any passwords and user IDs with the appropriate people. I know sometimes people prefer to have separate accounts, but if you do have to share a GMS account, please make sure that you are sharing that with the appropriate staff within your agencies to make sure that, if you are out or if someone is covering for you or if there are multiple people involved in the project, that everyone is able to get in and do whatever they need to do.

Sharron Chapman: So, now we are going to take a few moments to talk about submitting your progress reports and financial reports, requesting grant adjustments, we are going to go over closeouts a little bit more, and we are also going to talk about some of the GMS online trainings available on the OJP Web site.

Submitting Progress Reports

Sharron Chapman: Submitting progress reports. That, of course, is done through the GMS. Note that sometimes your progress reports can be “change requested” if your OVC contact feels that they have a question about what you are submitting or if additional information is needed. The progress reports have performance measures so please make sure that you are answering any of those questions and providing the information within those areas, as needed. All of your progress reports, so you know, once they are submitted on your end, have to be approved by your OVC program manager, and if you do not submit a progress report, GMS automatically puts an immediate hold on your funding and you will not be able to make any drawdowns through GMS until the report is submitted. I also want to remind everybody that your progress reports should include a narrative discussion of your project that has information, such as the status of the goals and objectives, included in the original application, the identification of any problems or challenges that you might be facing as you are implementing your project, and it is also a wonderful place to share any success stories. We definitely always look for ways to find out what is going well for grantees and keeping track of those things so that we can help you both navigate challenges and celebrate success. I also want to remind everyone that you are allowed to include attachments to your progress report, such as any deliverables that you might have, minutes from meetings, pictures, articles, or related reports for your project. So that is a good place to share some of those things that are happening during that semiannual progress reporting period.

Submitting Financial Status Reports

Sharron Chapman: Moving on to our financial status reports, the financial status reports are due 30 days after the end of each quarter. You can use that second link on the screen to review the Financial Status Report Module User’s Guide, and that is available on the OJP training page. It is a very good resource so please do take note of that Web site.

Progress and Financial Reports

Sharron Chapman: I wanted to share, also, these are our due dates for both reports. The semi-annual progress reports are due on a 6-month basis. The January–June reporting period report is due July 30. The July–December reporting period report is due January 30. And all of our financial status reports, again, are due 30 days from the end of each quarter.

Requesting a Grant Adjustment

Sharron Chapman: Moving on to grant adjustments. Grant Adjustment Notices. There are several of those that may be submitted by grantees, so that is from your end, in GMS. They are initiated, again, by you, and there are several of those listed on the screen so we will go over those briefly right now. When you are creating or requesting a change in scope, there are several areas that GMS will allow you to select for a change in scope. By change in scope, we mean change in project size, a change in organization with primary responsibility for the project, altering programmatic activities, changes in key personnel or principal investigators, authorizing the use of a contractor or other organization not included in the original application, contracting out, subgranting, or otherwise obtaining third parties to perform activities that are essential to the purpose of the award, altering a project’s purpose, or “other,” which is kind of a catchall. So those are the areas that you would be able to manually select one of those when submitting a change in scope in GMS. Of course, you have to submit supplemental information: either you can type directly the narrative in or add an attachment to explain the purpose of that need for a change in scope.

Sharron Chapman: I want to also make sure everyone realizes that sometimes there may be some changes in scope that also require submission of a budget modification, so you need to be mindful of that when submitting one, you might need to submit another. And, again, this is a good time for you, if you find that one of these GAN requests is necessary, that is always a wonderful time to reach out to your OVC program manager to talk through what you are proposing, and they can always give you the best guidance on how next to proceed. The sole source approval is basically a requirement that any procurements that are noncompetitively bid, that are greater than \$100,000, in order to do that, grantees have to obtain prior approval from OVC and our Office of the Chief Financial Officer for such a request, and that is also done via the change in scope GAN. You would click the “other” section and then you have to provide supplemental justification for the need to not compete that award.

Sharron Chapman: You can also submit GANs for changes to your project period. Note that you are not allowed to change that project period or submit such an extension request basically because we can only move the project period, we can only extend it out, we cannot move a start date up, for instance, via a GAN. So if you need an extension, you need to submit that request prior to the last 30 days of the award.

Sharron Chapman: You can also submit GANs to change the signing authority where there needs to be updates, changes in key personnel, to modify your budget, and it is important to note as far as budget modifications that grantees are allowed to change their budget or to modify their budget without prior approval when there is less than 10 percent of the total award involved in the change, and if there are no new items that will be added to the budget by the change. So if you have more than 10 percent of your award that will be changed and/or you are adding a new item to the budget, then you do need to request a budget modification and you have to do so via a GAN to get approval from both OVC and the Office of the Chief Financial Officer. You can also submit GANs to update or change your organization address and name, and other prior approvals. So you know as well, all GANs that are submitted for any reason do need to be approved by your OVC program manager. So, again, that is why it is always good to start with the OVC program manager so you can talk through what you are proposing, talk through any next steps, and get the best advice on how to do that.

Grant Closeout

Sharron Chapman: Moving on to grant closeout. All grantees, as mentioned previously, have 90 days after their project period to submit final progress and financial reports, and to perform a financial reconciliation, which is done directly in GMS in the closeout module. All grantees are allowed to request no-cost extensions in GMS if they have additional funds remaining towards the end of the grant period. But, again, please, please, please remember that extension requests have to be made 30 days or more in advance of the project end date. Within that last 30 days of the award, GMS locks you out, so what you would need to do if, for whatever reason, you find out at the last minute or within that last 30-day window that you have additional funds available, again, you would need to contact your OVC program manager to talk about whatever you are proposing and discuss next steps.

Online GMS Trainings

Sharron Chapman: There are several GMS trainings available on the OJP Web page, which is highlighted at the bottom of the screen. On that training page, there are several trainings that I recommend you go through if you are new to GMS individually or if your agency is a new grantee. Those trainings go over the GMS. There is a GMS overview and an overview of the

overall functionality of the GMS. There is a GANs training that leads you through the steps and the process of creating, saving, and submitting each of the different types of GANs that we have just covered. There is also a session on progress reporting and closeouts, and each session will walk you through how to complete both of those steps in the Grants Management System.

Quiz # 4

Sharron Chapman: It is another happy time during the session where we are going to go to a quiz question. Our fourth quiz question is: You must submit a GAN for all of the following except: a) address change, b) adjust project period dates, c) drawdown funding, or d) change in scope. So please take a moment to consider the answers and select one on the screen.

Answer

Sharron Chapman: Looks like a majority, again, have the correct answer: c) drawdown funding. That is not something that you need to do via a GAN. You draw down funds through the wonderful Grants Payment Request System, also known as, affectionately called GPRS in my agency.

Quiz # 5

Sharron Chapman: So you did so well, we will do another quiz question, # 5, which is: Which of these statements is false? a) Progress reports are due semiannually, b) financial status reports are due semi-annually, c) financial status reports are due quarterly, or d) progress and financial reports need to be submitted through GMS. So everyone, please take a moment to consider an answer and select one on the screen.

Answer

Sharron Chapman: Very good, class. Our answer, which statement was false? b) Financial status reports are due semi-annually. That is incorrect because financial status reports are due quarterly. Very good.

Questions?

Sharron Chapman: Does anyone have any questions about the GMS section that we just covered? No questions it looks like, so I guess we will move on to the final section.

Tips

Sharron Chapman: Notice on the screen we have right now are just some general tips that I would like to go over that will help everyone manage their projects very efficiently. First and foremost, please be sure to keep an official award file. Recordkeeping is very important. Our expectation is that grantees will maintain a separate file for each award received that contains their signed award documents, special conditions, any correspondence to and from OVC, copies of progress and financial reports submitted, invoices, time and attendance logs, equipment logs, and GANs. So it is really important that you keep all of that documentation. It is wonderful if you can keep it all centrally located and together as well.

Sharron Chapman: It is also important, in order to ensure very good communication with OVC, please keep the GMS points of contacts up to date, and that would include your authorized

official's name, phone and e-mail, as well as the point of contact for the overall project's name, phone, and e-mail, as well as your financial point of contact's name, phone, and e-mail. We really rely on those oftentimes to make sure that we are able to get in touch with folks. I understand sometimes there is a lot of turnover, as well as here at OVC we get that, too, but we do want to make sure we keep that up to date as much as possible.

Sharron Chapman: Also, as far as key staff, please be sure to retain position descriptions and time and attendance logs. You may recall, in Joye's opening remarks, she mentioned that audit findings are some of the other things that we try to work hard against and help everyone to troubleshoot, and one of the biggest is the time and attendance logs. It is important for everyone to make sure that they are keeping any information for positions that are paid through your grant, make sure you are keeping the position descriptions and their time and attendance logs that are signed by the supervisors, because that is the number one audit finding throughout OJP, not just within OVC, because a lot of people just are not familiar with the level of detail that is required on that, so we are just trying to make sure we get the word out so people know what to do.

Sharron Chapman: Last, but not least, I have to emphasize again, please make sure that any successes or challenges, any problems or even good stories are always wonderful to share. Whenever you have an issue or feel the need, please make sure that you keep in good communication and contact with your OVC program managers, because we are definitely here to help. Again, as Joye said, we are very focused on providing good customer service and we definitely want to make sure that we are here to help you troubleshoot any issues that might arise during the time your project is active.

Helpful Contacts

Sharron Chapman: This screen just has some helpful information for you all to take note of, such as the OVC main number, the GMS Help Desk phone number and e-mail, Office of the Chief Financial Officer (OCFO) customer service, which can be reached at that phone number or e-mail, and the OCFO is a wonderful place to call if you have any financial issues with the GPRS. If you have accounting questions concerning submission of the Automated Clearinghouse forms or if you have very technical financial issues, they are a wonderful source to go to. As far as additional information, the first link on this screen will take you to the Grants Management page on the OVC Web site, so there are a number of resources there and information there that can be helpful to you, and the second link will take you to the training page on the OJP Web site, which will go over many of the things that we talked about during this Webinar, so please make sure that you note both of those pages and visit them as often as needed.

Questions?

Sharron Chapman: I see we have a few questions that came in. Judy, you asked about the last item to be included in the official award file. Okay, those items that I mentioned that we expect you to keep in the official award file are your signed award document with special conditions, correspondence to and from OVC, copies of progress and financial reports that have been submitted, any invoices, and time and attendance logs, equipment logs, and GANs.

Sharron Chapman: Karen Duncan had a question about the PowerPoint. Yes, this will be available after the Webinar. The entire Webinar itself is being recorded and will be available on the OVC Web page, along with the PowerPoint presentation.

Sharron Chapman: Lisa, you had a question about putting the link back up. Could you let me know which link you are referring to, or what is it you are trying to get exactly? Could you put that in the chat box really quickly? Okay, well, we read your mind, Lisa, I am glad we got you what you needed.

Sharron Chapman: Are there any more questions? Okay, Carrie Robinson did have a question about a sample time and attendance log and the level of detail. Basically, what we require is if you do any type of a timesheet, that you keep a copy of the timesheet and show a signoff by the person who is supervising the person paid through the grant. So there is not any one specific sample because everybody does it in a variety of ways, depending on which payment system they utilize, but whatever you use to submit your timesheet to get paid, we want you to keep a copy of that; that shows that it has been submitted and signed off by your supervisor. Does that make sense, Carrie? Okay, wonderful, I am glad that we were able to answer your question.

Sharron Chapman: Suzanna Kramer has a question, and her question is do we need to keep track of how much staff time is devoted to grant activities? Absolutely. You definitely need to do that because you need to be able to support however much time is charged to the grant. For instance, if you have a staff person who is only being paid by the grant for 10 percent of their job, then you need to be able to support that they are being paid for the 10 percent. Or if they are being paid 100 percent, you need to be able to document that they were spending their time on 100 percent of the grant. So yes, please, definitely keep track of that to the best of your ability. Thank you.

Sharron Chapman: Are there any more questions? Okay, we have a question from Lola, and her question is if we are hiring a full-time staff to coordinate and do some case management, do we need to keep track? Yes. In that case, what you need to keep track is you want to make sure that you have a good position description that shows that this person is dedicated to your project 100 percent in what they are doing. You also want, again, to keep track of their time and attendance, whatever timesheets that they are submitting with a signature showing that their supervisor has approved that. Does that answer your question, Lola? Wonderful, thank you.

Sharron Chapman: Are there any additional questions? We have another question from Rena. How do vacations work with full-time staff? That is going to fall to whatever guidelines are developed by your agency. That is basically how we expect that to fall. Whatever leave or benefits that you have, we expect you to follow those same procedures, even if that staff person is paid with OVC grant funds, we do still expect you to have those same hiring and personnel practices that your agency has put in place. So if a new employee cannot get vacation for a year at your agency, we would expect that same requirement to be given to your employee who is being paid with OVC staff, unless you are specifically hiring them for a different role. If you are saying to them, like if they are contractual, perhaps they would not have the same benefits as a full-time staff person for your agency. So that is basically going to go by whatever H.R. procedures are put in place for your agency. Does that answer your question, Rena? Okay, great.

Sharron Chapman: We have another question from Becky. The same issue for sick time or family medical leave? Again, your answer is yes, Becky. You need to adhere to whatever H.R. policies are put in place by your agency, unless they specifically have a rule for that type of employee which says if they are a contractor, they do not get that, or if there are other regulations that might govern that. Did that answer your question, Becky? I hope so. Okay, thank you, Becky.

Sharron Chapman: We have another question from Dixie, and her question is do we track all hours for each person or only hours charged to the grant? I would recommend that you track all of the hours, but make sure that you are specifically able to show which of those hours are charged

to the grant, because that way you are able to justify whatever amounts are paid through the grant. So documentation for the entire 100 percent of their time, if that makes sense, because oftentimes I have had experiences in the past where our monitors from the Comptroller's Office, our Chief Financial Officer's Office, have gone out and they do ask to see what overall the person does, and then they want to know how you extrapolate the amount paid through the OVC grant. So, yes, it is good to track all of the hours so you can highlight which of those are specifically focused on grant activities. Does that answer your question, Dixie? Okay.

Sharron Chapman: If anyone else has a question, please feel free to ask. We have a few moments remaining. Okay, well, if there are no more questions, we will go ahead and wrap up.

2012 OVC Discretionary Grantee Orientation Series

Sharron Chapman: What we have on the screen now are the remaining Webinars in the *OVC Discretionary Grantee Orientation Series*.

Financial and Legal Responsibilities

Sharron Chapman: The next is scheduled for November 29, and it will cover financial and legal responsibilities. That, again, is scheduled for November 29, at 2:00 p.m. Eastern time. It will cover allowable costs and withholdings, the top 10 audit findings, financial reports, conference cost approvals and reports, as well as legal grant responsibilities.

Grant Requirements

Sharron Chapman: Our third Webinar is scheduled for December 13, at 2:00 p.m., and it will cover grant requirements. We are going to go over the overall grants management, progress reports, special conditions, more about the GMS, and other resources available through OVC's Training and Technical Assistance Center as well as the OVC Resource Center.

Measuring Success

Sharron Chapman: The final Webinar in this series, Measuring Success, is scheduled for January 10, 2013, at 2:00 p.m. Eastern time, and it will cover performance measures, evaluation, and closeout instructions.

Evaluation

Sharron Chapman: Please complete the "Getting Started" online evaluation that everyone will receive via e-mail, and that is going to basically ask for your feedback in evaluating how the Webinar went today. Thank you for your participation in the *2012 OVC Discretionary Grantee Orientation Series: Getting Started*.

Sharron Chapman: Oh, there is one last question, and that was from Sonja: Are there makeup dates? Yes, all of the Webinars will be recorded so you will be able to review them, the recorded Webinar as well as the PowerPoint presentation, on OVC's Web site. So you will be able to see that right after they post it.

Sharron Chapman: So thank you, everyone, for joining. Again, if you have additional questions, please be sure to reach out to your OVC program manager.