

DCJS CASA Grant Program POST AWARD



DCJS

Virginia Department of Criminal Justice Services

Overview of DCJS CASA Grant Program

- The Department of Criminal Justice Services (DCJS) administers funds designated for the purpose of supporting Court Appointed Special Advocate (CASA) programs as grants to non-profit organizations and local units of government.

DCJS CASA Grant Program

- **Sources of Funding**


- The CASA grant program is supported by state general funds and federal Victims of Crime Act (VOCA) funds. Funding is awarded on a formula basis.
- Grant awards will be based upon the availability of funds appropriated for this purpose and will be distributed through a formula-based award process.
- Programs will be awarded a base amount, and a per-child allocation for those programs serving more than 60 children with an active CASA volunteer in the previous fiscal year.

DCJS CASA Grant Program

- **Authority and Purpose**

- This grant is intended specifically to support local CASA programs as specified in §9.1-151 *et seq.* of the *Code of Virginia*.
 - Funds are to be used for continuing, improving, and/or expanding existing agencies and services designed to provide court appointed volunteer advocacy services to child victims of abuse and neglect.
- Funds awarded under this purpose area are subject to performance and financial reporting as required by the federal Office for Victims of Crime (OVC) and the Department of Criminal Justice Services.

Performance Management Tool “PMT” Reports for required Status Reports



U.S. DEPARTMENT OF JUSTICE
Office of Justice Programs
Building Solutions • Supporting Communities • Advancing Justice

Performance Measurement Platform

User Name **Password**

[Forgot Password](#)

Please note:

1. The PMT system will remain open for reporting until further notice. The Grants Management System (GMS) closed on September 22. Beginning October 15, primary grantees or direct recipients of OJP grant funds should upload PMT reports in PDF format to JustGrants (<https://justgrants.ojp.gov>) instead of the GMS. Primary grantees should upload PMT reports in JustGrants semi-annually or annually (in accordance with the award solicitation) and at closeout.
2. The PMT System works best in Google Chrome (version 41.0 and above) and Internet Explorer (version 11 and above).
3. In order for PMT system features to properly function, users must enable JavaScript. For instructions on how to enable JavaScript, click [here](#).

NOTICE TO USERS

You are accessing a U.S. Government information system, which includes: (1) this computer; (2) this computer network; (3) all computers connected to this network; and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government authorized use only. Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications.


OVC-PMT reporting system can be accessed at <https://ojpsso.ojp.gov/>



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DCJS CASA Grant Program

- **Grant Period**
 - The grant periods are for 1 fiscal year that begins July 1st and ends June 30th
 - NOTE: You will not be reimbursed for any expenses or encumbrances of funds occurring before your project start date or after your project end date.
 - DCJS makes a funding opportunity available prior to the new fiscal year
 - Pre-application training is provided to grantees
 - CASA programs are required to complete the application process prior to the new fiscal year



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Grantee's Grant Management Tasks

- **SAM.gov Registration**

- All DCJS VOCA sub-recipients are required to enroll and maintain registration on the Federal System for Award Management (SAM).
 - Sub-recipient Organization Administrators are required to annually update the organization's SAM information on SAM.gov .
- Sub-recipient SAM records are publicly viewable and require an Unique Entity Identifier (UEI)
- **is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government.**



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What to expect?

- Statement of Grant Award Package (“SOGA”)
- Conditions and Requirements of Grant Program
- Documentation Retention
- Reporting Requirements
- Online Grants Management System (OGMS) items including claims, status reports, encumbrances, and contract amendments
- DCJS Contacts

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Award Package

- Contains the Statement of Grant Award (SOGA).
- By signing the Statement of Grant Award/Acceptance, the grantee agrees to comply with all the special conditions outlined.
- Acceptance of the grant award constitutes its agreement that the grantee assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant.
- The signed SOGA should be sent to the DCJS grants administration division as outlined in the award package (please copy your grant monitor on the email).

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STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia

Court Appointed Special Advocates FY2023		
Subgrantee: [REDACTED]		
DCJS Grant Number: [REDACTED]	UEI Number: [REDACTED]	
Grant Start Date: 7/1/2022	Grant End Date: 6/30/2023	
Federal Grant Number: 2019-V2-GX-0054 and 2020-V2-GX-0048		
Federal Awardee: OVC		
Federal Catalog Number: 16.575		
Project Description: To provide direct services for crime victims.		
Federal Start Date: 10/1/2018 and 10/1/2019		
Federal Funds: \$35,849		
State General Funds: \$40,696		
State Special Funds:		
Local Match:		
Total Budget: \$76,545	Indirect Cost Rate: _____%	*If applicable
Project Director	Project Administrator	Finance Officer
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

***Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and reviewing the Special Conditions, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

***Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and reviewing the Special Conditions, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.



Signature: _____

Authorized Official (Project Administrator)

Title: _____

Date: _____

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Conditions and Requirements

- Become familiar with Conditions and Requirements.
 - Please note hard copies of the General Special Conditions, as well as the Reporting Requirements and Projected Due Dates, are now referred to as **Conditions and Requirements** and are posted online at <https://www.dcjs.virginia.gov/grants/grant-requirements>
 - In addition to the general Special Conditions, there may be grant specific Special Conditions related to your Grant Award called Encumbrances.
 - If there are any, please submit documents related to your Encumbrances via the On-line Grants Management System (OGMS) at <https://ogms.dcjs.virginia.gov/>.

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DCJS Grant Reporting

- **DCJS Grant Reporting**

- As part of the Special Conditions and requirement, pages 19-20 require the sub-grantee to submit on or before the scheduled due date (the 15th of the month following the close of the quarter) the following reports:
 - Quarterly Finance/Claim Requests Reports
 - Quarterly Status Reports
- The reports are submitted using the web based Online Grant Management System (OGMS)
- Failure to submit the reports by the deadline dates may result in delay for reimbursement requests and/or cancellation of the sub-award.

Quarterly Financial Reports

- Reporting Period: Please note that the financial Reports and Request for Funds processes from GMIS are now combined in OGMS under the two-part Claims process (Reimbursement and Detail of Expenditures).
 - Claims are processed quarterly, and only one Claim may be submitted per quarter.
 - If the due date falls on a weekend or non-business day, the Claim is due on the next business day.
 - A claim submission is still required even if no expenditures occurred during the quarter.
 - Claims are due within 15 days are the end of each calendar quarter.
 - Please refer to your grant program Special Conditions for more information.

Quarterly Progress Reporting

- Reports Required to be Submitted to OGMS in order to meet the Quarterly Status Reporting Requirements:
 - Program Stats Report from CASA Manager
 - Program Stats Report from CASA Connect
 - VOCA Report from CASA Manager
 - Supplemental CASA Outcomes Report
- A Quarterly Reporting FAQs is sent out prior to the due date to assist the grantee is completing and submitting the Quarterly Status Reports.

Financial & Programmatic Reporting Schedule

CALENDAR QUARTER ENDING	REPORT DUE DATES
9/30/2022	10/15/2022
12/31/2022	1/15/2023
3/31/2023	4/15/2023
6/30/2023	7/15/2023
Final	8/15/2023

Documentation Retention

- Records pertinent to the award must be retained for a period of three (3) years from the date of submission of the final expenditure report.
- Sub-grantee must provide access, including performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

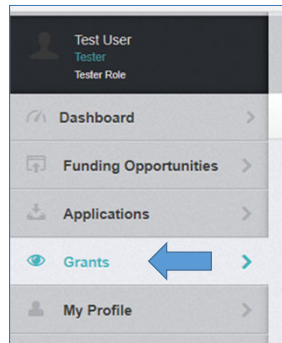
Register in OGMS

- Every user that manages a DCJS grant will need to register for an account.
- This includes those within your locality that are responsible for submitting a grant application, uploading status reports, entering financial reports, and reimbursements.
- Project Directors, Project Administrators, and Finance Officers are recommended to register.
- Information on how to register for OGMS can be found on the DCJS website at www.dcjs.virginia.gov/grants/ogms-training-resources

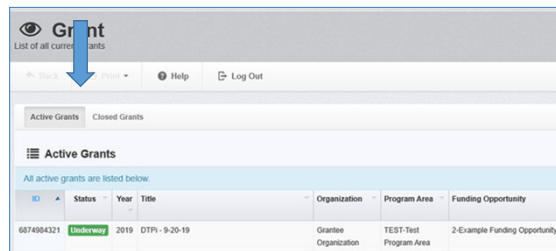
Accessing your Grant

From the Side Menu:

- Click on 'Grants'



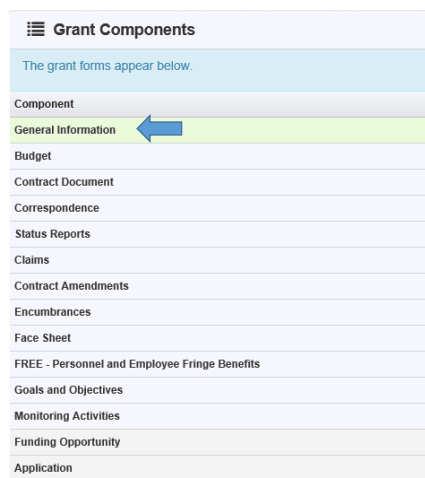
- Select the Grant you would like to access in the 'Active Grants' listing.
- If you need to access a closed grant, click on the 'Closed Grants' tab.



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Accessing your Grant (continued)

- Once you have selected the Grant, you will be directed to the 'Grant Components'.
- Components may not be the same for all grant programs.
- 'General Information' is where the Project Director can add additional contacts

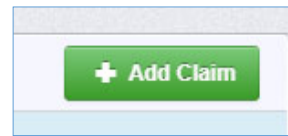


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Claim Component

The screenshot shows a sidebar menu titled "Grant Components". Below the title, it says "The grant forms appear below:". The menu items are: Component, General Information, Budget, Contract Document, Correspondence, Status Reports, Claims (highlighted with a blue arrow), Contract Amendments, Encumbrances, Face Sheet, FREE - Personnel and Employee Fringe Benefits, Goals and Objectives, Monitoring Activities, Funding Opportunity, and Application.

- Choose 'Claims' from the components list.
- Click 'Add Claim' on the right side of the screen.



Claim Supporting Documentation

The screenshot shows a table titled "Claim Supporting Documentation" with a sub-header "Other Attachments". The table has columns for Description, File Name, Type, Size, Upload Date, and Delete. The table is currently empty, with the text "No files attached." below the header. There are three buttons at the top right: "Mark as Complete", "Add from the Repository", and "Add New Attachment". The footer of the table says "Last Edited By: DeAndrea Williams - Apr 16, 2021 1:17 PM".

The screenshot shows a dialog box titled "Attach File". It has a "Save File" button and a "Cancel" button. There are two input fields: "Upload File:" with a "Select file" button, and "Description:" with a text area. Below the text area, it says "500 character(s) left".

OGMS Claim Certification Form

DCJS On-line Grants Management System (OGMS)

OGMS Claim Certification

In our collective effort to ensure compliance and accountability, we ask that you please have your designated Financial Officer sign and return the attached Claim Certification. The signed certification, which will be an ongoing requirement, should be returned through the OGMS Claims component.

I certify that this report and the schedule, statements, and expenses for which payment is requested are true, correct and complete and were made in accordance with the appropriate Federal and State Rules and Regulations and that the articles or services listed were (or will be) necessary for and are to be used solely for the purposes specified in the contract for this project. All supporting documentation will be maintained and made available upon request for audit and reconciliation purposes.

Signature: _____
Authorized Official (Financial Officer)

Title: _____

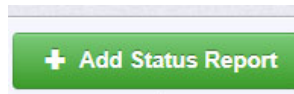
Date: _____

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Status Reports

The screenshot shows a web application interface with a top navigation bar containing 'Grant Components' and 'Status Report'. Below this is a sidebar menu titled 'Grant Components' with a list of items: 'Component', 'General Information', 'Status Reports', 'Claims', 'Contract Amendments', 'Site Visits', 'Encumbrances', 'Correspondence', 'Appropriations', 'Closeout', 'Budget', 'Contract Document', and 'Funding Opportunity'. A blue arrow points to the 'Status Reports' item in the list.

- Choose 'Status Reports' from the components list.
- Click 'Add Status Report' on the right side of the screen.



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Encumbrances

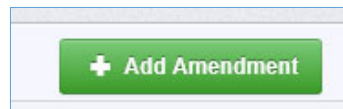
☰ Grant Components	
The grant forms appear below.	
Component	
General Information	
Budget	
Contract Document	
Correspondence	
Status Reports	
Claims	
Contract Amendments	
Encumbrances	←
Face Sheet	
FREE - Personnel and Employee Fringe Benefits	
Goals and Objectives	
Monitoring Activities	
Funding Opportunity	
Application	

- Encumbrances are actions that need to be taken before you can implement the project or submit a claim.

Contract Amendments

☰ Grant Components	
The grant forms appear below.	
Component	
General Information	
Budget	
Contract Document	
Correspondence	
Status Reports	
Claims	
Contract Amendments	←
Encumbrances	
Face Sheet	
FREE - Personnel and Employee Fringe Benefits	
Goals and Objectives	
Monitoring Activities	
Funding Opportunity	
Application	

- Choose 'Contract Amendment' from the components list
- Click 'Add Amendment'



Contract Amendments

- Contract Amendments is a request to change the grant
- Any changes must be approved by DCJS before it can take effect
- Types:
 - Budget Revision
 - Amendment
 - Budget Revision
 - In Line Adjustment
 - Change Grant Funded Staff
 - Change in Authorized Official
 - Change in Award Sponsorship
 - Grant Award Period Extension
 - Project Scope of Work Revision
 - Reporting Extension
 - Other

Contacting DCJS

- Status reports: Terry Willie-Surratt
- Budget Amendment: Terry Willie-Surratt
- Financial Reporting/Claims: Joseph Thompson or Will Abbott
- Grant Closeout: Joseph Thompson
- OGMS technical support: ogmssupport@dcjs.virginia.gov
- For financial questions, contact:
 - Joseph Thompson (804) 225-2782 or joseph.thompson@dcjs.virginia.gov
 - Will Abbott: (804) 997-5195 or will.abbott@dcjs.virginia.gov
- Programmatic Issues: Melissa O'Neill

Who is your main contact person?

- This should be the person who will have day-to-day responsibility for managing the project and who will be the contact if DCJS needs project-related information.
- If this person is different than the one listed as the Project Director on the grant, send name, email address, and phone number to terry.willie-surratt@dcjs.Virginia.gov

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DCJS CASA Grant Program Staff Contact

Terry Willie-Surratt, CASA Grant Monitor and Quality Assurance
Coordinator

804-225-4320 or terry.willie-surratt@dcjs.Virginia.gov

Melissa O'Neill, CASA State Coordinator

804-786-6428 or Melissa.o'neill@dcjs.Virginia.gov



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