

2014 JAG

Administrative, Financial, & Programmatic Training

Federal Grants Division
Oklahoma District Attorneys Council

Housekeeping

Housekeeping

- ⦿ This webinar should last 20 – 30 minutes

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- ⦿ Please feel to ask questions

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- ⦿ What are we going to cover today?

Housekeeping

- ⦿ This webinar should last 20 – 30 minutes
- ⦿ Please feel to ask questions
- ⦿ Mute your phone
- ⦿ What are we going to cover today?
 - Administrative Information
 - OKGrants
 - Financial Reporting
 - Programmatic Reporting
 - Questions

DAC Federal Grants Division

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Administrative Information

Administrative Information

- New for 2014

Administrative Information

⦿ New for 2014

- Special Conditions 15 has been deleted
- The subgrantee agrees not to exceed the salary cap per employee of \$58,000 (**federal only**) for salary. Salary includes the actual annual salary plus any payment for longevity, overtime and/or comp time. Benefits, which are excluded from the cap, include annual leave, and the employer's share of health insurance, FICA, unemployment insurance, workman's comp insurance, and retirement.

Administrative Information

● New for 2014

- Special Conditions 15 has been deleted
- Special Condition 21 has been modified

2013-DRUG TASK FORCES ONLY: The subgrantee agrees to trace all firearms recovered through the ATF National Firearms Tracing System.

2014-DRUG TASK FORCES ONLY: The subgrantee agrees to trace all firearms recovered through the ATF National Firearms Tracing System, where appropriate, and check all recovered firearms through the National Crime Information Center (NCIC).

Administrative Information

Personnel Changes in 2014

GAN

Grant Adjustment Notice

GAN



[GAN Grantee Information](#)



[Modification Comments](#)

Administrative Information

2015 JAG

Administrative Information

- 2014 JAG was a renewal year from 2013
- 2015 JAG will be competitive, not a renewal

Administrative Information

- 2014 JAG was a renewal year from 2013
- 2015 JAG will be competitive, not a renewal
- There will probably be less JAG money to be awarded in 2015

Administrative Information

Preparing for the 2015 JAG

Administrative Information

- In 2014, be timely and accurate on your fiscal and programmatic reports

Administrative Information

- In 2014, be timely and accurate on your fiscal and programmatic reports
- Achieve your goal and objectives stated in your application

Administrative Information

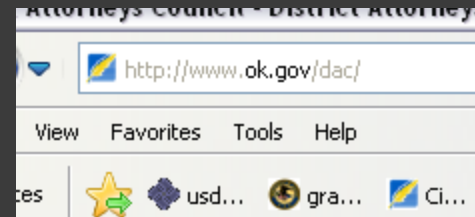
- In 2014, be timely and accurate on your fiscal and programmatic reports
- Achieve your goal and objectives stated in your application
- Fully report your accomplishments

Administrative Information

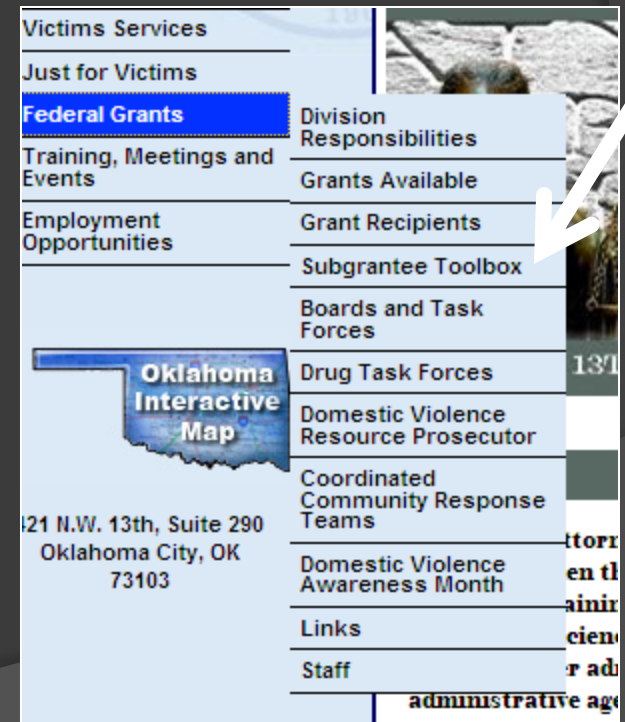
- In 2014, be timely and accurate on your fiscal and programmatic reports
- Achieve your goal and objectives stated in your application
- Fully report your accomplishments
- Write a deserving application for 2015
 - Look at the review comments in the 2014 application for ways to improve

DAC Website

● www.ok.gov/dac



- Subgrantee Toolbox
 - Administrative Guides
 - Annual Reports & Plans
 - Grant Writing Tips
 - Other helpful links



2014 Financial Guide

District Attorneys Council
Federal Grants Division

2014
FINANCIAL
AND
ADMINISTRATIVE
GUIDE

FOR JAG, JAG-LLE, VAWA, SASP, and RSAT GRANTS

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OKGrants



OKGrants

The screenshot shows a web browser window with the URL https://grants.ok.gov/Menu_Person2.aspx?NavItem1=1. The browser's address bar and tabs are visible at the top. The main content area features a blue header with the "OKGRANTS" logo and the text "STATE OF OKLAHOMA". Below the header is a navigation menu with the following items: "My Home", "My Applications", "My Financials", and "My Programmatic Reports". A white circle highlights the "My Home" link. Below the navigation menu is a secondary menu with links: "My Reports", "My Administration", "My Training Materials", "My Organization(s)", "My Profile", and "Logout". A "SHOW HELP" button is located in the top right corner of the main content area. The main content area also displays a welcome message for "Jerry", a DAC Grant Program Specialist, with a "Change My Picture" link. To the right of the welcome message is a section titled "Instructions:" which lists several topics: "Select the SHOW HELP button above for detailed instructions on the following.", "> Applying for an Opportunity", "> Using System Messages", "> Understanding your Tasks", and "> Managing your awarded grant". Below the welcome message, a message states "Hello Jerry, please choose an option below." and "You have 50 new messages." followed by a prompt to "Select the Open My Inbox button below to open your system message inbox." and an "OPEN MY INBOX" button. At the bottom, there is a section for "My Tasks" which states "You have 35 new tasks." and "You have 4 tasks that are critical."

OKGRANTS

STATE OF OKLAHOMA

My Home | My Applications | My Financials | My Programmatic Reports

My Reports | My Administration | My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Welcome Jerry
DAC Grant Program Specialist
[Change My Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello Jerry, please choose an option below.

☒ My Inbox
You have 50 new messages.
Select the **Open My Inbox** button below to open your system message inbox.
OPEN MY INBOX

☒ My Tasks
You have 35 new tasks.
You have 4 tasks that are critical.

OKGrants

The screenshot shows a web browser window with the URL https://grants.ok.gov/Menu_Person2.aspx?NavItem1=3&NavIter. The browser's address bar and tabs are visible at the top. The website header features the 'OKGRANTS' logo and the 'STATE OF OKLAHOMA' text. A navigation menu is located below the header, with 'My Applications' highlighted by a white circle. Other menu items include 'My Home', 'My Financials', and 'My Programmatic Reports'. A secondary navigation bar contains links for 'My Reports', 'My Administration', 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. A 'SHOW HELP' button is positioned on the right side of the page. The main content area is titled 'My Applications' and includes a 'Back' link. Below the title, a message states: 'Use the search functionality below to find a specific Application.' The 'Search Applications' section contains several input fields: 'Application Types' (a dropdown menu showing 'Justice Assistance Grant (JAG) Application 2014: 2014'), 'Application Name', 'Person', 'Status' (a dropdown menu showing '-- Select --'), 'Organization', and 'Year'. At the bottom of the search section are 'SEARCH' and 'CLEAR' buttons.

OKGRANTS

STATE OF OKLAHOMA

My Home My Applications My Financials My Programmatic Reports

My Reports | My Administration | My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Back

My Applications

Use the search functionality below to find a specific Application.

Search Applications

Application Types Justice Assistance Grant (JAG) Application 2014: 2014

Application Name

Person




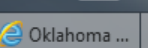
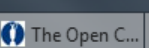
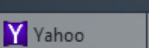

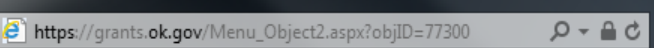


Status -- Select --

Organization

Year

SEARCH CLEAR

OKGrants




ADD NOTE


SHOW HELP

Document Information: A3-2013-DA#1-00156-Mar

Parent Information: 2013-JAG-DA#1-039


 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	DAC Financial Report	District Attorney's Office, District 1	DAC Grant Program Specialist	Invoice Paid	03/16/2014 - 04/15/2014 04/15/2014 11:59PM CST

 **View, Edit and Complete Forms**


Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

 **Change the Status**


Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

 **Access Management Tools**

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

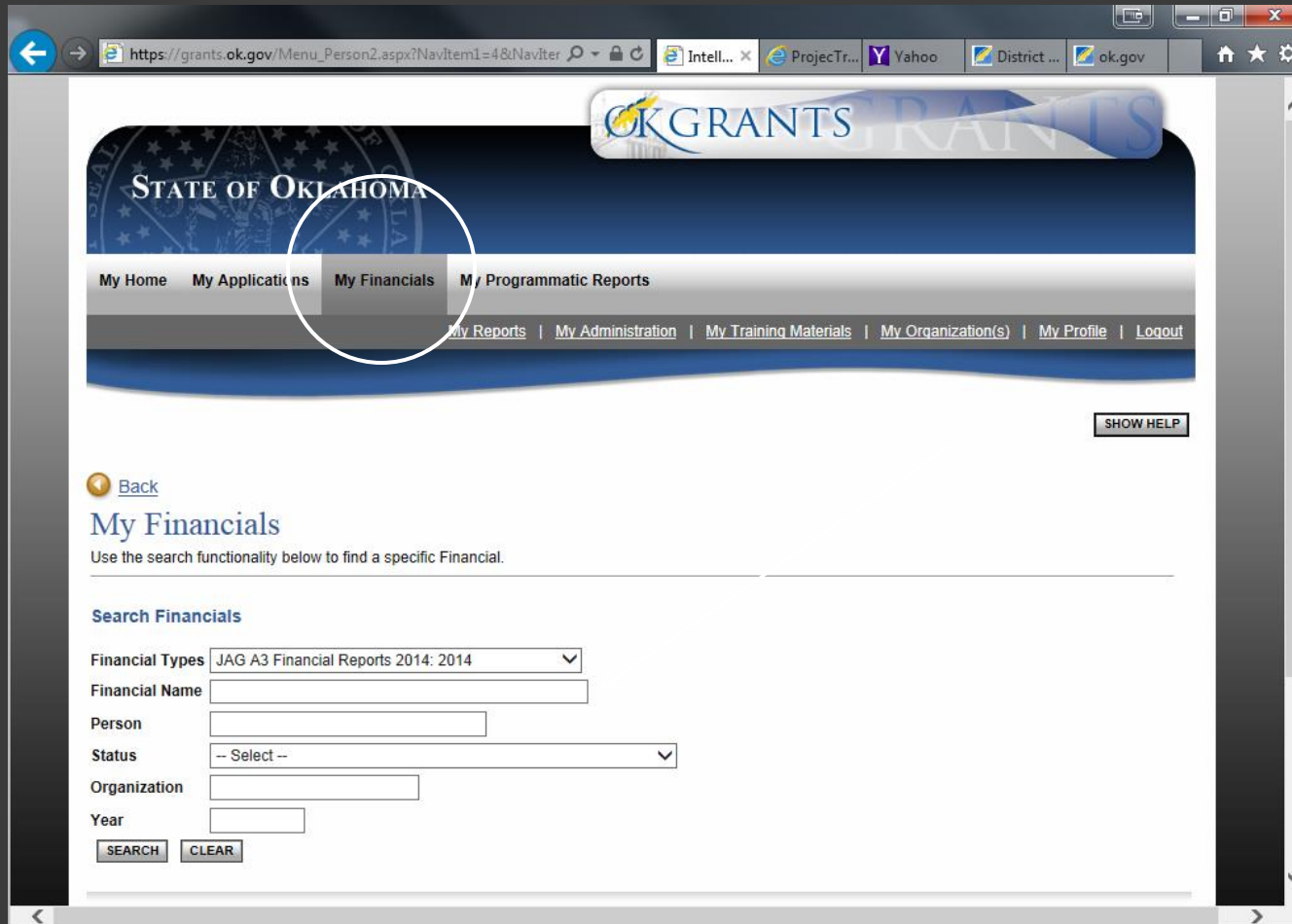
VIEW MANAGEMENT TOOLS

 **Examine Related Items**

Select the **View Related Items** button below to view related items such as claims, messages, etc.

VIEW RELATED ITEMS

OKGrants



The screenshot shows a web browser window with the URL https://grants.ok.gov/Menu_Person2.aspx?NavItem1=48&NavIter. The browser's address bar and tabs are visible at the top. The OKGrants logo is in the top right corner of the page header. The navigation menu includes 'My Home', 'My Applications', 'My Financials' (highlighted with a white circle), and 'My Programmatic Reports'. Below this, a secondary menu contains links for 'My Reports', 'My Administration', 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. A 'SHOW HELP' button is located on the right side of the page. The main content area is titled 'My Financials' with a 'Back' link. Below the title, a message states: 'Use the search functionality below to find a specific Financial.' The 'Search Financials' section contains several input fields: 'Financial Types' (a dropdown menu showing 'JAG A3 Financial Reports 2014: 2014'), 'Financial Name' (a text input field), 'Person' (a text input field), 'Status' (a dropdown menu showing '-- Select --'), 'Organization' (a text input field), and 'Year' (a text input field). At the bottom of the search section are 'SEARCH' and 'CLEAR' buttons.

OKGRANTS

STATE OF OKLAHOMA

My Home My Applications **My Financials** My Programmatic Reports

My Reports My Administration My Training Materials My Organization(s) My Profile Logout

SHOW HELP

[Back](#)

My Financials

Use the search functionality below to find a specific Financial.

Search Financials

Financial Types JAG A3 Financial Reports 2014: 2014

Financial Name

Person

Status -- Select --

Organization

Year

SEARCH CLEAR

OKGrants

The screenshot shows a web browser window with the URL https://grants.ok.gov/Menu_Person2.aspx?NavItem1=5&NavIter. The page features a header with the 'OK GRANTS' logo and a navigation bar with the following links: My Home, My Applications, My Financials, My Programmatic Reports (highlighted with a white circle), My Reports, My Administration, My Training Materials, My Organization(s), My Profile, and Logout. A 'SHOW HELP' button is located in the top right corner.

Below the navigation bar, there is a 'Back' link with a circular arrow icon. The main heading is 'My Programmatic Reports', followed by the instruction: 'Use the search functionality below to find a specific Programmatic Report.'

The search section is titled 'Search Programmatic Reports' and contains the following fields:

- Programmatic Report Types: JAG Progress Report 2014: 2014 (dropdown menu)
- Programmatic Report Name:
- Person:
- Status: -- Select -- (dropdown menu)
- Organization:
- Year:

At the bottom of the search section are two buttons: 'SEARCH' and 'CLEAR'.

Financial Reporting

A-3

- The A-3 is due by 11:59 P.M. on the 15th of the following month i.e. the May A-3 is due June 15

Financial Reporting

A-3

- ⦿ The A-3 is due by 11:59 P.M. on the 15th of the following month i.e. the May A-3 is due June 15
- ⦿ A-3 can be found in *My Tasks* or *Examine Related Items* or in *My Financials*

Financial Reporting

A-3




- ⦿ The A-3 is due by 11:59 P.M. on the 15th of the following month i.e. the May A-3 is due June 15
- ⦿ A-3 can be found in *My Tasks* or *Examine Related Items* or in *My Financials*
- ⦿ An A-3 is due every month even if it is for \$0

Financial Reporting

A-3

- The A-3 is due by 11:59 P.M. on the 15th of the following month i.e. the May A-3 is due June 15
- A-3 can be found in *My Tasks* or *Examine Related Items* or in *My Financials*
- An A-3 is due every month even if it is for \$0
- After completing the A-3 and saving, you then need to change the status to submit the form

Forms

Status	Page Name	Note	Created By	Last Modified By
Monthly Financial Report				
	A-3 Request for Funds		Grant System	5/25/2014 4:00:06 AM
	Peoplesoft Transaction Form DAC			
	Click Here to change the status			

Helpful Hint

Changing your Password

- Every 90 days OKGrants wants you to change your password.
- When it's time to change, you enter your new password in "My Profile". Even though there is a SAVE button there, the new password will not be saved until you log in with the new one.
- We can see your username, but not your password. There is a button on the log in that will send you a new password.

Financial Reporting

A-7

- The A-7 is due 11:59 p.m. on the 15th of the month following the quarters ending September 30, December 31, March 31, and June 30

Financial Reporting

A-7

- The A-7 is due 11:59 p.m. on the 15th of the month following the quarters ending September 30, December 31, March 31, and June 30
- The A-7 can be located in *My Tasks*, *Examine Related Items* or *My Financials*

Financial Reporting

A-7

- The A-7 is due 11:59 p.m. on the 15th of the month following the quarters ending September 30, December 31, March 31, and June 30
- The A-7 can be located in *My Tasks*, *Examine Related Items* or *My Financials*
- The A-7 pulls information from the last three (3) A-3's, do the A-3 first, then the A-7

Financial Reporting

A-7

- The A-7 is due 11:59 p.m. on the 15th of the month following the quarters ending September 30, December 31, March 31, and June 30
- The A-7 can be located in *My Tasks*, *Examine Related Items* or *My Financials*
- The A-7 pulls information from the last three (3) A-3's, do the A-3 first, then the A-7
- For those with Project Income, complete and save the A-7 before the A-8

Project Income

- Complete the A-8, even if you have no Project Income

Project Income

- Complete the A-8, even if you have no Project Income
- Project Income should be expended quickly, must be expended by the end of the grant year

Closeout

- When the final A-7 has been submitted and approved, the GPS will begin the Financial Reconciliation

Closeout

- ⦿ When the final A-7 has been submitted and approved, the GPS will begin the Financial Reconciliation
- ⦿ Financial Reconciliation
 - Have the Progress Reports been completed?
 - Final A-7 (and A-8) Completed?
 - Funds Awarded minus Funds Expended = Balance
 - Project Income minus Project Income Expended

Closeout

- When the Financial Reconciliation is in order and correct, the GPS will move the grant into a *Grant Closed* status
- Properly managing the grant all year makes for smooth closeout

Programmatic Reports

- ◎ Two types of Programmatic Reports for JAG
 - Semi-Annual Progress Reports
 - Performance Measurement Tools (PMT)

Programmatic Reports

Semi-Annual Progress Reports

- The Semi-Annual Progress Reports can be found in *My Tasks*, *Examine Related Items*, or *My Programmatic Reports*

Programmatic Reports

Semi-Annual Progress Reports

- The Semi-Annual Progress Reports can be found in *My Tasks*, *Examine Related Items*, or *My Programmatic Reports*
- Report 1, July to December is due January 30th
- Report 2, January to June is due July 30th

Programmatic Reports

Semi-Annual Progress Reports

The screenshot shows a web browser window with the URL https://grants.ok.gov/Menu_Object2.aspx?objID=74176. The page title is "JAG Progress Report 1 Menu - Forms". Below the title, it says "Please complete all required forms below." The document information is "JAGPR-2013-DA 22-00011" and the parent information is "2013-JAG-DA 22-027". There is a "Details" link. A table shows the document information:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
1	JAG Progress Report	District Attorney's Office, District 22	DAC Grant Program Specialist	Progress Report Approved	07/01/2013 - 12/31/2013 01/31/2014 11:59PM CST

Below the table, there is a "Forms" section with a table of forms:

Status	Page Name	Note	Created By	Last Modified By
Purpose Area 1				
	Purpose Area 1 Page 1		Heath Miller 1/22/2014 9:57:33 AM	Heath Miller 1/24/2014 2:28:30 PM
	Purpose Area 1 Page 2		Heath Miller 1/24/2014 2:34:54 PM	Heath Miller 1/24/2014 2:37:45 PM
	Purpose Area 1 Successes		Heath Miller 1/24/2014 4:06:35 PM	
	Purpose Area 1 Goals and Objectives (6)			
	Click Here to change the status			

At the bottom, there is a "Top of the Page" link.

Programmatic Reports

Semi-Annual Progress Report

Importance of the Progress Reports

Next Year is a competitive year

More competition (applicants)

Probably less funds to award

Programmatic Reports

Performance Measurement Tool

(PMT)

- These are quarterly reports required by the Bureau of Justice Assistance (BJA)

Programmatic Reports

Performance Measurement Tool (PMT)

- These are quarterly reports required by the Bureau of Justice Assistance (BJA)
- The PMT is due by the 15th of the month following the quarters ending in September, December, March, and June

Site Visits

- ◎ Monitoring Functions
 - Programmatic and fiscal accountability
 - Assists in implementing programs

Site Visits

⦿ Monitoring Functions

- Programmatic and fiscal accountability
- Assists in implementing programs

⦿ Frequency of Site Visits

- Program Specialist is required to visit 50% of all subgrantees annually
- High Risk Subgrantees
 - New FO or PD

Site Visits

- ⦿ Who must be present?
 - Project Director, Financial Officer, Grant Funded Staff
- ⦿ Random or Scheduled?
 - Every Site visit is scheduled well in advance and you are provided with a pre-Monitoring checklist
- ⦿ Please be Prepared
- ⦿ Items that should be ready
 - Award Documents, Financial Records, Drug-Free workplace Policy, Updates on Goals and Objectives

Questions

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