



Idaho Council on Domestic Violence & Victim Assistance

FY22 Grant Administration Training

July 7, 2021

What we'll cover today...

Funding &
Policy

Contract
Requirements

Reimbursement
Procedures

Reports &
Monitoring





Opening Remarks

Council Duties & Responsibilities

Idaho Statute 39-5208

- Establish standards for project applicants
- Disseminate information on availability of funds & application process
- Receive applications
- Distribute funds to approved projects
- Assess, review, monitor services & progress
- Compile data on services, programs, & geographic incidence
- Submit annual reports to governor & legislature



Funding Impacts

Changes for FY22

- Prioritization of direct services
- Funding cap on Executive Director salaries
- Tracking performance metrics
- Strict policy enforcement (pre-approvals, draw submittal & follow-up, reporting)
- Federal fiscal year

Looking Ahead

- Agency goals & objectives must tie to ICDV strategic plan
- Prioritization of critical services
- Data-driven application evaluation & scoring
- Funding formula rule change





Contract Requirements

New Terms & Conditions

Victim Survey –Scope of Work, Item I.H

FY21

The Subgrantee must share the ICDVVA victim survey with all victims who contact them for services.

FY22

*The Subgrantee must share the ICDVVA victim survey (<https://tinyurl.co/idahocrimesurvey>) with all victims who contact them for services. **Subgrantees are requested to use the victim survey instead of other surveys where possible so that victims are given ONE (1) survey. The ICDVVA will share responses with the Subgrantee if requested.***



New Terms & Conditions

Cost/Billing Procedure – Expense Period

FY21

Expense period and requests for reimbursement must not exceed forty-five (45) calendar days from the last day of the expense period. If the period exceeds forty-five (45) calendar days, it will be viewed as a non-compliance issue. ICDVVA reserves the right to deny reimbursement.

FY22

*Expense period and requests for reimbursement must not exceed forty-five (45) calendar days from the last day of the expense period. If the period exceeds forty-five (45) calendar days, it will be viewed as a non-compliance issue **and will be considered in scoring and evaluating future grant applications from the Subgrantee.** ICDVVA further reserves the right to deny reimbursement **of any untimely requests.***



New Terms & Conditions

Expense Tracking Data

	Received to SCO Paid	Received to Processing Start	Processing Start to SCO Paid
July	24	17	7
August	23	12	10
September	31	17	15
October	32	18	15
November	18	12	7
December	27	16	11
January	47	34	13
February	38	27	11
March	44	34	10
April	44	35	8
May	24	18	6
June	10	4	5
FY2021	31	22	10



New Terms & Conditions

Cost/Billing Procedure - Submittal

FY22

If the supporting documentation exceeds what can be attached to an email, the email should indicate that supporting materials have been uploaded. Subgrantees will be provided with access to a folder to upload supporting materials upon request to their Grants Manager and should use the same vs. multiple emails. The email to info@icdv.idaho.gov is the official record of the date of reimbursement request is received and will be used to compute the timeliness of the request; please do not email reimbursement requests directly to the Grants Manager or upload documentation for reimbursement without also sending a notification email of the upload.



Scope of Work Requirements

- Licenses
 - Applicable service provider licenses, certifications
- Funding Acknowledgments
 - Printed materials, billboards, advertisements
- Annual Board Training
 - One or more board members
 - At least two hours of training



Calculating Your Federal Match

*Federal share is 80% of Total Project Cost

For Example...

$$\begin{array}{ccc} \text{(Federal Award)} & \text{(80\%)} & \text{(Total Project Cost)} \\ \$150,000 \div .8 = & & \$187,500 \end{array}$$

$$\begin{array}{ccc} \text{(Total Project Cost)} & \text{(20\%)} & \text{(Required Match)} \\ \$187,500 \times .2 = & & \$37,500 \end{array}$$



Calculating Your State Match

*25% of your State Award

For Example...

$$\begin{array}{ccc} \text{(State Award)} & \text{(25\%)} & \text{(Required Match)} \\ \$10,000 & \times .25 & = \$2,500 \end{array}$$





Reimbursement Procedures

Grant Administration Workbook

Updates for 2022

- Personnel Summary Tab
- Cover Sheet Tab
- Links
- Reimbursement Review Summary Tab



Reimbursements

Payroll Requirements...

- Time sheets for employees (also volunteers) that show:
 - Total hours worked
 - Total hours worked under our grants
 - Hours of Paid Time Off (PTO), *if applicable*
- Pay stubs (must show hourly rate or salary)
- Payroll reports with benefits information, or benefits invoices with breakdowns of employee names/amounts
- Proof of payment to benefits providers
- ACTUAL costs not PERCENTAGES to verify requests



Reimbursements

The following are **NOT** allowable expenses:

- Office décor items
- Holiday decorations
- Party expenses
- Snacks served at meetings or classes
- Coffee and water for **office use**
 - Shelter use IS allowable



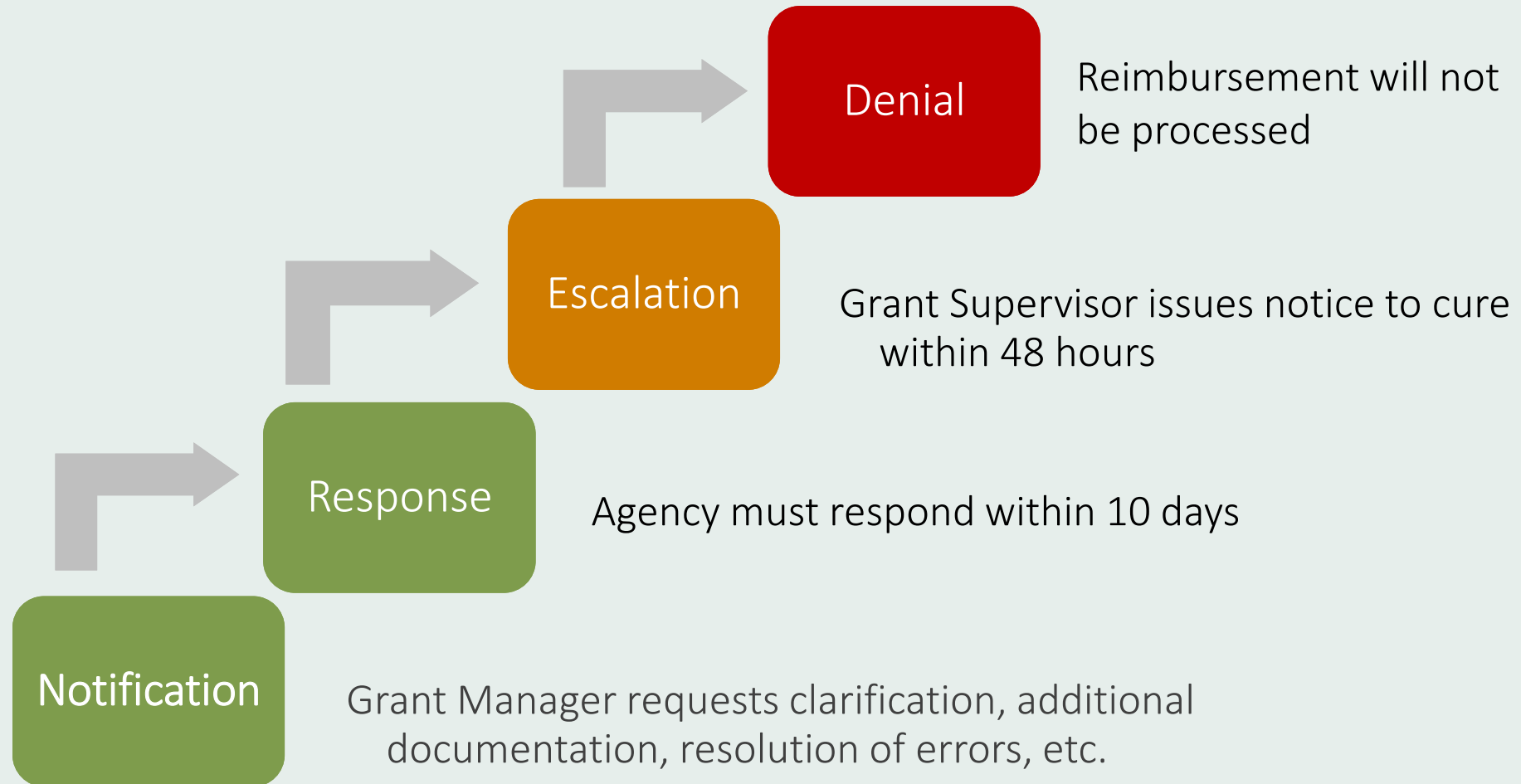
Reimbursements

- Submit to info@icdv.idaho.gov – not to Grant Mgr.
- File share for large document transmission
- Expense periods = < 45 days (Calendar month not necessary)
- Due within 45 days from end of expense period
- Resolving follow-up items



Reimbursements

Resolving follow-up items



Pre-Approval Requirements

- Travel/Conferences
 - Visit [gsa.gov](https://www.gsa.gov) for travel per diem rates
- Asset Acquisitions
- Repair/Replacement
- Grant Adjustments (Scope of Work Changes)
- Budget Adjustments



Budget Adjustments

- Complete and sign the Budget Adjustment Request tab in the Workbook
- Do not move the tab or rename it
- Do not add the adjustment anywhere else in the workbook (it has not been approved yet!)
- All Budget Adjustments should be preserved in the Workbook for the entire grant year
- It is helpful to reference the Budget Adjustment in your submission email to be sure we see it





Reporting

Reporting Requirements

Quarterly Financial

- Grant Workbook with supporting match documentation

Performance Measures

- VOCA: Jotform, Direct entry into PMT
- FVPSA: Jotform
- ICDVVA: Jotform

Goals & Objectives

- Narrative in your own format



Reporting Due Dates -

Quarterly Reports

	1st Qtr July 1-Sep 30	2nd Qtr Oct 1-Dec 31	3rd Qtr Jan 1-Mar 31	4th Qtr Apr 1-Jun 30
Performance Measurement Data	October 15th	January 15th	April 15th	July 15th
Financial Report & Match Documentation	Workbook including September 30	Workbook including December 31	Workbook including March 31	Workbook including June 30

Biannual Reports

Goals & Objectives	January 15th/July 15th
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Program Monitoring

Program Monitoring

Through December 2021

- Finish monitoring for all subrecipients

Calendar Year 2022

- Monitoring 23 agencies
- Determined by monitoring results





Final Thoughts

Please remember...

- Use ICDV office numbers to contact Grant Managers – no personal cell phones, please
- Report any criminal, civil, or administrative investigations to ICDVVA within 5 business days
- Display ICDVVA funding acknowledgment cards
- OneDrive does NOT send notifications to ICDVVA – **you must email to let us know you have uploaded files**
- Questions? Please call us!!



Information & Resources

- Bookmark the ICDVVA [Website](#)
- Review the ICDVVA [Strategic Plan](#)
- Check out the [Resource Library](#)
- Sign up for the [ICDVVA Newsletter](#)
- Find book recommendations on [Goodreads](#)
- Follow us on Social Media:





Final Questions?



**Thank You
for Your Partnership!**