Project Implementation

Overview of the OCJP Grants Manual
Objectives

- Gain understanding of the contents in each chapter of the OCJP Grants Manual
- Locate procedures and requirements for grant-funded programs in the OCJP Manual
- Build knowledge and familiarity with OCJP standards and practices
- Inform direction on establishing written policies and procedures specifically for your OCJP funded organization
Chapter II. Achievement of Operational Status

• Expectations for the structure of your organization's financial, programmatic, and administrative systems
• Project Director responsibilities
• Financial Director responsibilities
• Authorized Official and Non-Profit Board of Directors responsibilities
• Events that require written notification to OCJP
• Grievance procedures for service recipients
Chapter III.
Financial Requirements

• OCJP standards for your organization's financial and accounting systems
• Financial irregularities
• Commingling and supplanting of grant funds
• Reimbursement submission
• Obligation of Funds and "Year End" fiscal responsibilities
IV. Program Income Procedures

- Examples of Program Income
- Use and expenditure of allowable program income
- Reporting Program Income
V. Annual Financial Report and Audit Instructions

- Link to "The Audit Manual"
- Internal control framework and accounting
- General compliance
VI. Personnel Policies and Procedures

- Required personnel policies
- Personnel costs: time and attendance records
- Hiring and employment verification procedures
- Personnel file requirements
- Personnel changes and notification
VII. Reporting Requirements

- Payment and reimbursement procedures for non-profits (Section C)
- Timeline for submitting expenditures
- Equipment reporting
- Annual financial reports and fiscal auditing procedures
VIII. Supplies and Operating Expenses

• Written internal purchasing procedures
• Supplies and operating expenses
• Documentation types for justification of purchases
• See Chapter XII for more details of Procurement of Goods and Services
IX. Travel, Conferences, and Meetings

• Documentation for travel expenditures within and outside of Tennessee
• Compensation of Speakers with grant funds
• Links to travel regulations and reimbursement rates
X. Property and Equipment

• Definitions of property and equipment
• Documentation for the acquisition and management of property
• Implementing a control system to safeguard loss, damage, or theft of property
XI. Printing, Publications, and Media

• Guidance on allowable costs pertaining to printing, publications, and posting of media

• Directions for publicizing your organization's affiliation with the state or OCJP funding

• See the Fund Source chapter's section on Publication and Media for more details
XII. Procurement of Goods and Services

- Policies, procedures, and standards for the procurement of goods and services
- Need for adequate competition and non-competitive practices
- Non-competitive procurement "sole source" practices
XIII. Procurement of Professional Services

- Aspects of subcontracts that must be developed and implemented when a subrecipient uses professional fees line items from an OCJP grant award to pay for services
- Link to required language for setting up a subcontract
- Consultant rates of payment
- OCJP Authorization for Procurement of Professional Services
XIV. Allowable Costs

• Guidance on allowable costs
• Audit requirements
• Items that require prior written approval from the OCJP to adjust the budget amount
• Check the Fund Source Chapter for additional information on allowable costs
XV. Unallowable Costs

General costs that are unallowed with grant funds

Check the Fund Source Chapter for additional unallowable costs
XVI. Cost Allocation

- Indirect Costs
- Acceptable allocation methods
- Preparation of allocation methods
- Definition of costs
- De-minimis rate election
XVII. Grant Project Revisions and Modifications

- Procedures for minor changes or revisions in the program narrative or scope of services
- Project budget changes that fall under the 20% rule
- Budget items requiring prior approval
- Certain changes require prior written approval
XVIII. Contract Amendments

- Program narrative amendments
- Budget amendments
- Agency name changes
XIX. Subrecipient Monitoring

- Definitions of monitoring
- Procedures and expectations for monitoring
- Monitoring Report and response requirements
- Corrective Action Plans
- Audit Requirements
XX. Retention of and Access to Records

- Client file requirements
- Retaining and maintaining records
- Confidentiality practices
- HIPAA Compliance
XXI. Sanctions and Termination of Funding

Consequential Actions for failing to comply with terms of your contract

Probationary status

Possibility of termination of contract

Protections for whistleblowers
XXII. Civil Rights

- Laws and procedures protecting civil rights
- Discrimination allegations
- Civil Rights Compliance Training
- Language Access Services
For any questions, Email:
strongfamilies@utk.edu

We will be following up by email with a training evaluation survey. Please help us make our trainings effective and relevant by giving us feedback!