



Project Implementation

Overview of the OCJP Grants Manual



SOCIAL WORK OFFICE OF RESEARCH & PUBLIC SERVICE



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



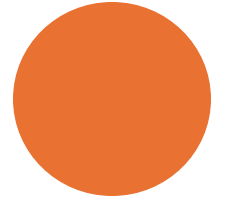
VII. Reporting Requirements

- 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



A person is sitting at a desk, working on a laptop. The laptop screen displays a dashboard with various charts and graphs. The person is holding a white calculator in their right hand, and their left hand is pointing towards the laptop screen. On the desk, there is a notebook with a pen, a pair of glasses, and some papers. The background is slightly blurred, showing a wooden desk and a chair.

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:
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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!



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