

Commonwealth of Massachusetts  
Executive Office of Public Safety and Security  
Office of Grants & Research



Restorative Justice  
Technical Assistance Training  
Session  
January 31, 2024

*Emily Haines, Program Manager*  
*Allison Garvey, Program Manager*  
*Elizabeth Flynn, Division Manager*



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Justice and Prevention Division*

## Agenda

- **Introductions**
- **Grant Overview**
- **Reporting Schedule & Reimbursement Process**
- **Quarterly Reporting Forms**
- **Fiscal Team Demonstration**
- **Questions**



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# Grant Overview

- ▶ **State Legislation governing these funds-***Fiscal Year 2024 General Appropriation Act, Chapter 276B of the Acts of 2023*
- ▶
- ▶ **8100-0112**      *For a grant program to be administered by the executive office of public safety and security, in consultation with the restorative justice advisory committee established in section 5 of chapter 276B of the General Laws, for community-based, restorative justice programs; provided, that funds shall be prioritized for community-based, restorative justice groups in low-income communities; and provided further, that not later than April 1, 2024, the executive office shall submit a report to the joint committee on the judiciary and the house and senate committees on ways and means detailing the programs receiving funds from this item.....*



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## Grant Overview

- ❑ 14 awardees totaling \$380,000.00
- ❑ Grant Project Period : **Start Date - 6/30/24**  
*(The start date is the date your Standard Contract Form was signed by our Executive Director Kevin Stanton.)*
- ❑ All expenses must be obligated between these dates.



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## **Reporting Schedule**

Reporting Period	Due Date
<input type="checkbox"/> Quarter 1: Contract start date - March 31, 2024	April 15, 2024
<input type="checkbox"/> Quarter 2: April 1 - June 30, 2024	July 15, 2024

- ☐ Each reporting period your agency will submit a quarterly report. It will consist of a programmatic report and a financial report.
- ☐ Submission of this report is required in order to process grant funding reimbursements.



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## **Reimbursement Process**

- ❑ Once OGR has approved the submitted quarterly reports, our fiscal team will process the payment for the expenditures incurred during that quarter.
  - ❑ For example, if your Quarter 1 report shows \$1,000 in expenditures, your agency will be reimbursed \$1,000. Our fiscal team will use the Vendor Code on your Contract to electronically deposit the payment.
  - ❑ It can take up to 45 business days from OGR approval for the sub-awardees to receive the reimbursement.



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## **Quarterly Reporting Forms**

<https://www.cognitoforms.com/maofficeofgrantsandresearchogr/sfy2024restorativejusticecommunitygrantprogramprogressreport>

- ❑ Through the link above reporting forms can be accessed and the Excel workbook will be provided by OGR.
- ❑ The quarterly reporting includes:
  - Programmatic/Progress reporting information
  - Financial reporting which will require uploading your completed and signed Excel Financial Reporting workbook and supporting documents.
- ❑ The Excel Financial Reporting Workbook will be provided to you within the next week.



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## Quarterly Reporting Form Process

- 1) Receive link and Excel workbook from OGR
- 2) Around ~ April 1<sup>st</sup> - open Excel workbook, input expenditures for that quarter. Save backup documentation (invoices, receipts, etc).
- 3) Sign Excel Workbook Q1 Budget Summary tab and save Excel workbook
- 4) Open [Restorative Justice Quarterly Reporting Form link](#) from OGR
- 5) Complete all questions in report
- 6) Upload the signed financial report in Excel format.
- 7) Upload supporting documents.
- 8) Digitally sign reporting form & submit\*

*\*note - you will be signing in 2 places - on the financial Excel workbook and on the online form*



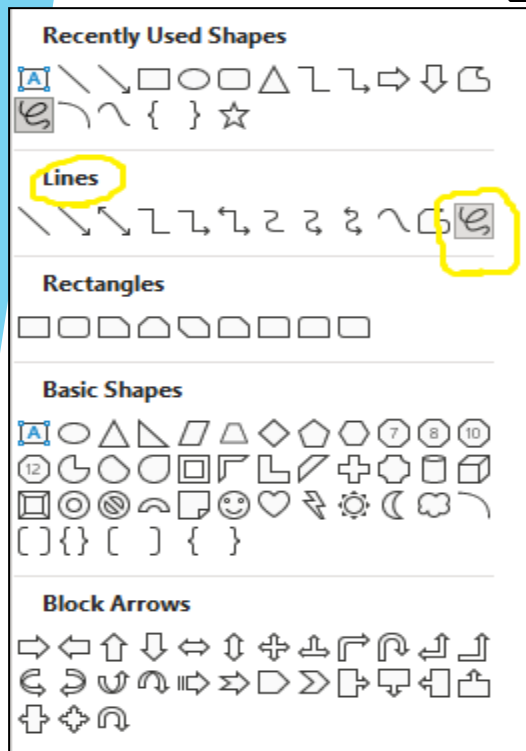



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## Electronically Signing Excel Workbook

- ☐ At the top of Excel, click Insert, Shapes (In Illustrations).
- ☐ In the dropdown selection, choose the Freeform: Scribble option.
- ☐ After clicking this option, the user's mouse cursor will turn from an arrow to a pencil. The subrecipient is now able to sign the *Budget Summary* page

- ☐ To complete a signature, the user will need to hold down the mouse button for the duration of the signature. Any break in the signature, will cause the user to repeat the actions in order to complete the signature.



Total Costs	\$	-
Completed by		
Signature:		
Date:	February 23, 2023	
Print Name:	Steven Domings	
Email Address:	steve.m.domings@mass.gov	
certify that this report, schedules, statements, and the expenses for which payment is requested are true, correct, and complete and were made in accordance with the appropriate Federal and State regulations and that the articles or services listed were		



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## Quarterly Reporting Forms Financial Reporting (Excel Workbook)

- ☐ When completing the financial portion of the reporting forms, be sure to only include approved expenditures from OGR approved budget. Your agency's approved budget will already be entered into the form.
- ☐ Any sub-awardee spending will be reported in the *Contracts/Subawards* category. Sub-awardees should submit all required information to the primary awardee and those expenditures should get included in the report under *Contracts/Subawards*. The primary awardee should submit an invoice from the sub-awardee supporting the expenditures incurred that quarter.
- ☐ All primary awardees are required to monitor sub-awardees activity.
- ☐ Requirements & descriptions for each budget category can be found on the reporting forms.



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# Financial Reporting

- ❑ Steve Domings Budget Manager from our fiscal team will now review the quarterly financial reporting.



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# **OGR Contact Information & Questions**

## **Restorative Justice Grant Resource Page**

<https://www.mass.gov/resources-for-commonwealth-restorative-justice-community-grant-recipients>

**We look forward to scheduling site visits with all of you to observe the wonderful work this grant is funding.**

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