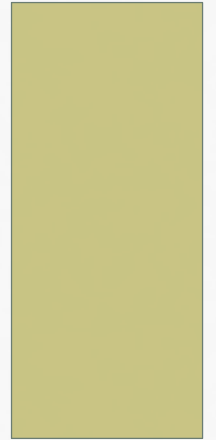


SOCIETY OF GOVERNMENT MEETING PROFESSIONALS

OLD DOMINION CHAPTER



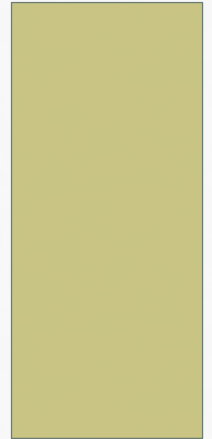


DARS

**VIRGINIA DEPARTMENT FOR AGING
AND REHABILITATIVE SERVICES**

GSA & COMMONWEALTH OF VA TRAVEL
GUIDELINES AND PROCUREMENT
STRATEGIES

PRESENTED
JOHN THANIEL
CFO



TOPICS

- Introduction
- Overview of DARS Finance
- DSA Travel and Conference Statistics
- Travel Regulations Guidance
 - Commonwealth Accounting Policies and Procedures Manual (CAPP)
 - General Services Administration
 - Federal Grants
 - Agency Procurement Surplus Property Manual (APSPM)
- Alternative Strategies

DARS FINANCE

- Provides Financial Services for six Disability Service Agencies (DSA) totaling \$355 Million.
- Disability Service Agencies are:
 - Department for Aging and Rehabilitative Services (DARS)
 - Department for the Blind and Vision Impaired (DBVI)
 - Virginia Rehabilitation Center for the Blind and Vision Impaired (VRCBVI)
 - Department for the Deaf and Hard of Hearing (VDDHH)
 - Virginia Board for People with Disabilities (VBPD)

DARS FINANCE

- Internal Control Environment
- Budget and Cash Management
- Purchasing
- Grants Management
- Financial Reporting
- Accounts Payable
- Account Receivable
- Payroll
- SPCC

DSA TRAVEL AND CONFERENCE

- Annual Spend on Conferences and Training

- Includes registration, lodging, per diem and transportation

- 2016 \$625K

- 2017 \$873k

- Annual Spend on Business Meeting Travel

- Includes meals, lodging, per diem and transportation

- 2016 \$601K

- 2017 \$625K

DSA TRAVEL AND CONFERENCE

- The DSA sponsors approximately 10 conferences annually that have over 30 participants.
- The DSA conducts approximately 72 -100 meetings requiring coordination of lodging and meals. Generally, space is provided by the agency.
- DSA travel planning is generally administered at the office level and is not conducted through RFP or IFB process due to total spend per meeting / conference being less than \$30k.

TRAVEL REGULATIONS GUIDANCE

- Commonwealth Accounting Policies and Procedures Manual (CAPP)
 - Travel Planning
 - Travel Regulations and Approvals
 - Utilizes General Services Administration schedule for Lodging and Per Diem
- Federal Grants and Uniform Administrative Guidance CFR 2 – 200

UNITED STATES DEPARTMENT OF EDUCATION
Office of the Chief Financial Officer

MEMORANDUM to ED GRANTEES REGARDING THE USE OF GRANT FUNDS FOR CONFERENCES AND MEETINGS

Receiving this memorandum to remind you that grantees must take into account the following factors when planning the use of grant funds for conferences and meetings:

Before deciding to use grant funds to attend or host a meeting or conference, a grantee should:

- Ensure that attending or hosting a conference or meeting is consistent with its approved application and is reasonable and necessary to achieve the goals and objectives of the grant;
- Ensure that the primary purpose of the meeting or conference is to disseminate technical information, (e.g., provide information on specific programmatic requirements, best practices in a particular field, or theoretical, empirical, or methodological advances made in a particular field; conduct training or professional development; plan/coordinate the work being done under the grant); and
- Consider whether there are more effective or efficient alternatives that can accomplish the desired results at a lower cost, for example, using webinars or video conferencing.

Grantees must follow all applicable statutory and regulatory requirements in determining whether costs are reasonable and necessary, especially the Cost Principles for Federal grants set out at 2 CFR Part 200 Subpart E of the, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." In particular, remember that:

- Federal grant funds cannot be used to pay for alcoholic beverages; and
- Federal grant funds cannot be used to pay for entertainment, which includes costs for amusement, diversion, and social activities.

Grant funds may be used to pay for the costs of attending a conference. Specifically, Federal grant funds may be used to pay for conference fees and travel expenses (transportation, per diem, and lodging) of grantee employees, consultants, or experts to attend a conference or meeting if those expenses are reasonable and necessary to achieve the purposes of the grant.

- When planning to use grant funds for attending a meeting or conference, grantees should consider how many people should attend the meeting or conference on their behalf. The number of attendees should be reasonable and necessary to accomplish the goals and objectives of the grant.

A grantee hosting a meeting or conference may not use grant funds to pay for food for conference

UNITED STATES DEPARTMENT OF EDUCATION
Office of the Chief Financial Officer

- All meeting or conference materials paid for with grant funds must include appropriate disclaimers, such as the following:

The contents of this (insert type of publication; e.g., book, report, film) were developed under a grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

Grantees are strongly encouraged to contact their project officer with any questions or concerns about whether using grant funds for a meeting or conference is allowable prior to committing grant funds for such purposes.

- A short conversation could help avoid a costly and embarrassing mistake.

Grantees are responsible for the proper use of their grant awards and may have to repay funds to the Department if they violate the rules on the use of grant funds, including the rules for meeting- and conference-related expenses.

TRAVEL REGULATIONS GUIDANCE

- Agency Procurement Surplus Property Manual (APSPM)
 - If a conference total cost exceed \$30K it must be **competed via RFP or IFB.**
 - The total package includes but is not limited to meeting rooms, lodging, tables and chairs, audio/visual equipment, food, etc. (lodging paid by 3rd party not included)
 - If items outside of the rental of the rooms totals exceeds \$5K, then those additional items will need to be competed.
 - Vendor needs to be in eVA to receive solicitations.

ALTERNATIVE STRATEGIES

- Partnership and Alliances
 - Utilize strategic partners to sponsor the conferences and / or meeting.
 - Negotiate requirements, expectations and capacity of partners.
 - Establish contracts between your organization and the strategic partners.

ALTERNATIVE STRATEGIES

- Partnership and Alliances, cont'd
 - Governor's Aging Conference
 - 2016 and 2017
 - Utilized Strategic Partner for Aging Organization
 - Hired Event Planner.
 - Contracted website, venue, sponsors and presentations, etc.
 - Paid vendors and provided monthly status and financial reporting.

QUESTIONS

THANKS

