

VOCA FINANCIAL & ADMINISTRATIVE TRAINING

2020

Oklahoma District Attorneys Council
Victims Services Division



VOCA AT A GLANCE...

PURPOSE OF VOCA

To provide funding to programs that provide direct service to victims of crime



PROGRAMS FUNDED

167 VOCA projects funded in FY'21

Total Awarded:

\$25,337,240 which is \$4,792,273 less than FY'20

VOCA: VICTIMS OF CRIME ACT

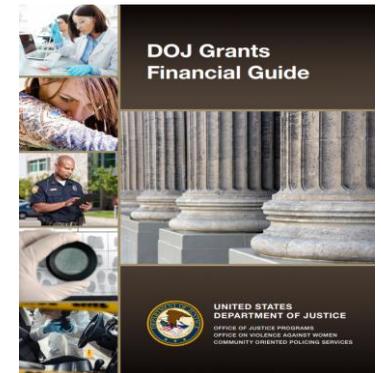
- Enacted into federal law in 1984
- Established the federal Crime Victims Fund
- Funding is generated entirely by federal fines, penalty assessments, forfeited appearance and bail bonds
- No taxpayer money is deposited into the Crime Victims Fund



DOJ GRANTS FINANCIAL GUIDE

- It is imperative that the Project Director and Financial Officer be familiar with the Department of Justice Federal Financial Guide

2018 DOJ Grants Financial Guide



- DAC has prepared a Financial & Administrative Guide for Subrecipients. Please review this document as well. [VOCA Financial & Administrative Guide](#)
- Note: VOCA does **not** allow for award adjustments without processing a GAN. The 10% rule in the DOJ guide does not apply.

VOCA FEDERAL GRANT PROGRAM RULES

- In addition to the DOJ Federal Guidelines, DAC has prepared the following VOCA Federal Grant Program Rules for your use

Victims of Crime Act (VOCA Federal Grant Program Rules)

- It is imperative that the Project Director and Financial Officer be familiar with this document as well



REPORTING WASTE, FRAUD & ABUSE

The subrecipient must promptly refer to DAC, and the Department of Justice (DOJ), Office of the Inspector General (OIG), any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has, in connection with funds under the subaward, 1) submitted a claim that violates the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

REPORTING WASTE, FRAUD & ABUSE

Potential fraud, waste, abuse, or misconduct involving or relating to funds under the VOCA subaward should be reported to:

Office of Inspector General
U.S. Department of Justice
Investigations Division

425 New York Avenue, N.W., Suite 7100
Washington, D.C. 20530

Email: oig.hotline@usdoj.gov

DOJ OIG Hotline: 800-869-4499 (phone) or 202-616-9881 (fax)

POLICIES AND PROCEDURES

THE FOLLOWING ITEMS REQUIRE A DETAILED POLICY AND MUST BE UPLOADED IN OKGRANTS EACH YEAR

- **Cell Phones**
- **Relocation** – Security deposits must be returned to the to the VOCA Subrecipient program, NOT the client, to be used for other clients
- **Transitional Housing** – Security deposits refunded by the landlord must be returned to the Subrecipient program NOT the client
- **Emergency Funds**
 - **Gift Cards** – Clients and advocates must return receipts for the VOCA file (make copies as receipts fade over time). Any unused balance must be returned to the Subrecipient, this ensures the funds are used for allowable expenditures only. See the [2018 VOCA Financial & Administrative Guide](#) for more information
- **Vehicles** - Request the 13 item policy from DAC
- **Background Check Policy (New)**
- **Limited English Proficiency Policy (LEP)**



DESTRUCTION OF RECORDS



- Record retention and access: Records pertinent to the subaward that the subrecipient at any tier must retain is 6 ½ years from the date of submission of the subrecipient's final quarterly report. During such time, the subrecipient must provide access, including performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at [2 C.F.R. 200.333](#)

CONFIDENTIALITY

VOCA Victim Assistance Program Final Rule 94.115 Non-Disclosure of Confidential or Private Information

- Prior to 8/8/16, non-disclosure of confidential or private information only applied to client-counselor and research or statistical information. The new rule establishes confidentiality and privacy requirements to protect persons receiving services
- The change requires State Administering Agencies and sub-recipients to reasonably protect the confidentiality and privacy of persons receiving services under this program and prohibits the release of personally identifying information or client information except in certain circumstances
- The rule allows for information sharing of certain non-identifying data and court-generated information, law-enforcement generated information, and law enforcement- and prosecution-generated information in certain circumstances
- Nothing in the rule prohibits compliance with legally mandated reporting of abuse or neglect

PERSONALLY IDENTIFIABLE INFORMATION (PII) BREACH

- The subrecipient at any tier must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if the subrecipient creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of their VOCA-funded program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130).

PERSONALLY IDENTIFIABLE INFORMATION (PII) BREACH CON'T.

- The subrecipient's breach procedures must include a requirement to report actual or imminent breach of PII to DAC no later than **12 hours** of after an occurrence of an actual breach, or the detection of an imminent breach. The written procedures to respond to an event of an actual or imminent breach should be uploaded in OKGrants.
- The DAC has only 24 hours from the actual breach, or detection of an imminent breach, to report to our VOCA Program Manager in DC. Once DAC is notified, we will send you the proper form to complete.

ALLOWABLE SERVICES



REMEMBER!

Before any service can be performed, that service must first be written in the VOCA grant, and approved by the VOCA Board

Just because a service or costs is “allowable”, does not mean that service or cost will be funded, review your grant Award Notice. When in doubt, call DAC for guidance



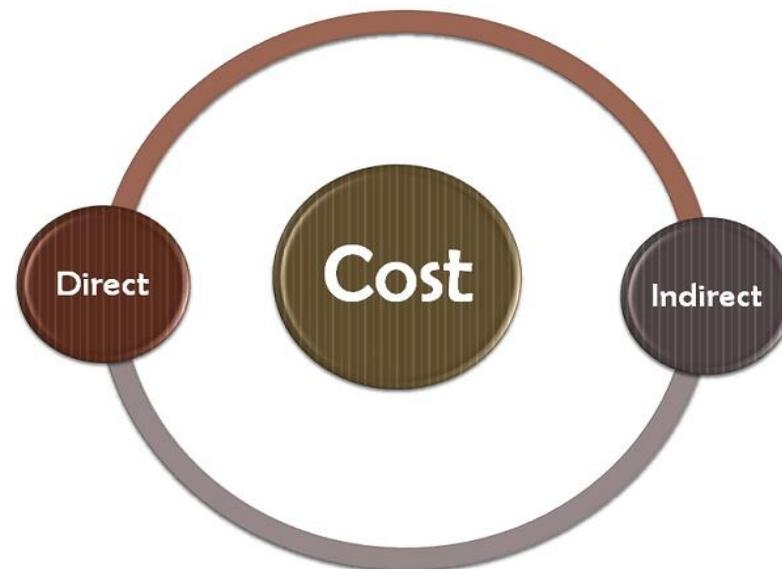
ALLOWABLE SERVICES

- You can find guidance on Allowable/Fundable Services in the [VOCA Final Rule](#).



DIRECT VS. INDIRECT COSTS

- **Direct** costs are those for activities or services that benefit specific projects, e.g. salaries for project staff and materials required for a particular project. Because these activities are easily traced to projects, their costs are usually charged to projects on an item-by-item basis.



DIRECT VS. INDIRECT COSTS

- **Indirect** costs are generally the expenses associated with doing business that are not readily identified with a particular grant, contract, or project, but are necessary for the general operation of the organization. Indirect costs are those for activities or services that benefit more than one project. Their precise benefits to a specific project are often difficult or impossible to trace. For example, it may be difficult to determine precisely how the activities of the director of an organization benefit a specific project

INDIRECT VS. DIRECT COSTS CONT.

- It is possible to justify the handling of almost any kind of cost as either direct or indirect. Labor costs, for example, can be indirect, as in the case of maintenance personnel and executive officers; or they can be direct, as in the case of project staff members. Similarly, material such as miscellaneous supplies purchased in bulk – pencils, pens, paper—are typically handled as indirect costs, while materials required for specific projects are charged as direct costs

EXAMPLES

Costs usually charged directly:

- Project Staff
- Consultants
- Project supplies
- Publications
- Travel



Costs either charged directly or allocated indirectly:

- Telephone charges
- Computer use
- Clerical and financial staff working with all agency programs
- Postage and printing
- Miscellaneous office supplies

EXAMPLES CONT.

Costs usually allocated indirectly:

- Utilities
- Rent
- Audit and legal
- Administrative staff
- Equipment rental



MEDICAL MARIJUANA



- DAC has been getting questions about how the legalization of Medical Marijuana may impact services.
- OVC has indicated they will be providing guidance in the future.
- Until there is something official from OVC, we don't have any information to pass on.

UNALLOWABLE COSTS



- Unallowable costs are costs that are not awarded in the grant application, and those costs specifically unallowable in the DOJ Grant Financial Guide and VOCA Final Rule.

ANY EXPENSE NOT APPROVED BY THE BOARD IN THE GRANT IS UNALLOWABLE. CONTACT DAC VICTIMS SERVICES IF A GRANT ADJUSTMENT IS NEEDED.

COMMON SPECIAL CONDITIONS FOR 2020 GRANTS

- Special Conditions can be found on the Award Notice
- Please read special conditions of the grant and share that information with all who are working on the VOCA-funded project, including match personnel
- Not all grants have the same special conditions

AWARD NOTICE WITH SPECIAL CONDITIONS

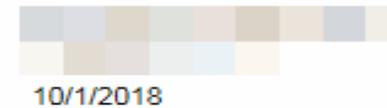
AWARD NOTICE

AWARD NOTICE
District Attorneys Council
421 N.W. 13th, Suite 290
Oklahoma City OK 73103
(405) 264-5006 FAX (405) 264-5097

Organization:
PHONE:
FAX:



SUBGRANT NO:



Project Name:

START DATE:

10/1/2018

END DATE:

9/30/2019

DAC CONTACT:

(405) 264-5006 or
VOCAhelp@dac.state.ok.us

Federal ID Number:



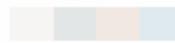
DUNS Number:



CFDA:



Program Director:



Grant Amount: \$176,495

Match Amount: \$44,124

Special Conditions:

- 1) Mandatory Victim Assistance Training (VAT) online or equivalent training for newly hired victim advocates, should be obtained within 6 months of hiring, with certificates upload into OKGrants;
- 2) Advocates employed less than 12 months, with no formal victims services training or education, will attend trauma-informed domestic violence training and upload verification into OKGrants;
- 3) Personnel will help victims seek victims compensation.

This grant is subject to the terms and conditions set forth in the application which was submitted to the District Attorneys Council. The award is authorized by the District Attorneys Council (DAC). The subgrantees shall administer the project for which this subgrant is awarded in accordance with the applicable rules, regulations, and conditions as set forth in the federal guidelines; the Administrative Guide published by DAC, and the effective edition of the Department of Justice (DOJ) Office of Justice Programs, Financial and Administrative Guide for Grants. The subgrantee shall also administer the project in accordance with the Certified Assurances and Special Conditions of the award.

The subgrantee shall maintain separate accounts and accounting records for the subgrant funds, and shall maintain and furnish to DAC and DOJ upon request, detailed accounting and supportive records. The subgrantee shall file such reports relating to the subgrant as are required by DAC and DOJ.

TRAINING SPECIAL CONDITION ON ALL 2020 VOCA SUBGRANTS

- Mandatory Victim Assistance Training (VAT) online or equivalent training for newly hired victim advocate, to be obtained within 6 months of hiring
- Mandatory training every three years for non-attorneys providing direct victim services, unless there is already a mandatory continuing education requirement established for that profession (e.g. a victim advocate working in a DAs Office)

SPECIAL CONDITION ON GRANTS FUNDING ATTORNEY POSITIONS

- Applies only to VOCA-funded attorneys and those used as match for the VOCA grant
- Special condition requires attorneys attend trauma-specific training during the grant period, provided no such training has been previously attended
- Verification of training should be uploaded into OKGrants

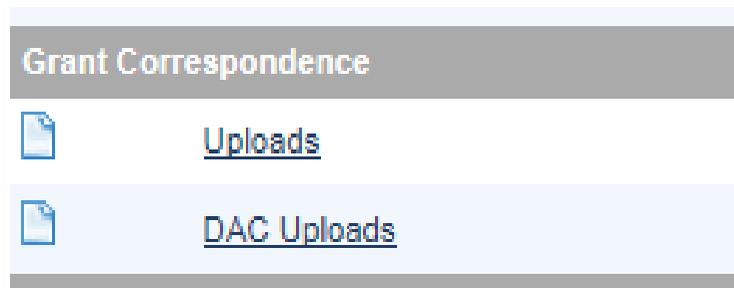
DAC TRAINING TEAM CONTACT

The District Attorneys Council Training Team:

- Coordinates free, quality training for VOCA subrecipients and law enforcement agencies
- Publishes a newsletter monthly listing all training available in the state. To see the list of trainings or to request a training, go to the [DAC Training Page](#)
- To request training for your organization, contact the DAC Training and Outreach Team at DACTrainingandPublications@dac.state.ok.us

HOW DO I SHOW TRAINING COMPLETION?

- Scan completion certificates and save to your desktop. When naming the document to save to your computer, reference employee name and type of training (e.g. JSmithVAT)
- In the OKGrants Forms Menu, scroll to “Grant Correspondence” and use the first “Uploads” link. Browse and paste training confirmations.



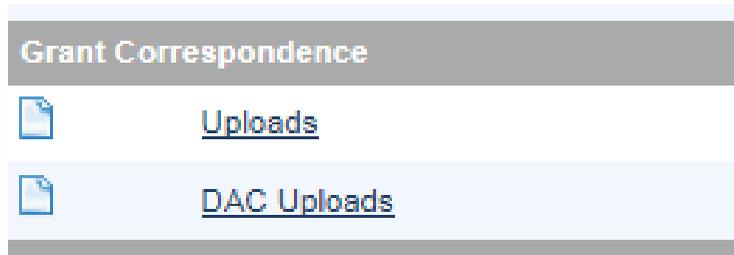
UPLOADS

Upload files below. If more files need to be uploaded, save the page and

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<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/>

SAVED FILES

- Files are now saved into a repository
- Please create a folder on your desktop and save all of your VOCA documents as a backup



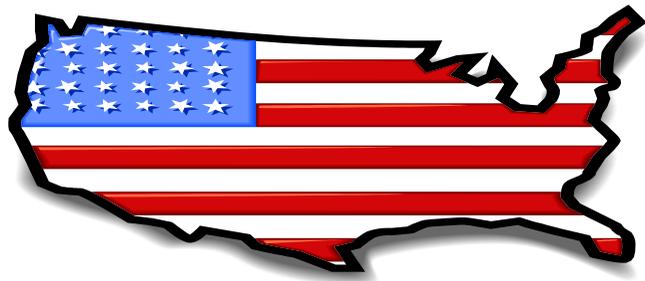
File Repository
Federal Award Used to Fund Subgrant [515864](#)
UPLOAD [515864](#)
UPLOAD [515864](#)
UPLOAD [515864-1](#)
UPLOAD [515864-2](#)
UPLOAD [515864-3](#)
UPLOAD [515864-4](#)

UPLOADS

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Name the document here



TRAVEL

- IRS Standard Mileage rate: 57.5 cents
<https://www.irs.gov/tax-professionals/standard-mileage-rates>
- Current State Mileage rate is the same as the IRS standard mileage rate above.
- Use map programs, such as Google Maps or MapQuest to document map miles for all in-state travel. Keep documentation and travel reimbursement claims in the VOCA binder
- Rates may be found at the [GSA website](#)

MATCH

- Subgrantees are required to meet match according to the Grant Award Notice
- American Indian Tribes have no match requirement
- Matching funds are considered the same as grant funds and must be used for allowable direct victims services
- Match may be cash or in-kind or a combination of both
- If the match requirement cannot be met, the proportional share of grant funds must be returned to the DAC and put back into the VOCA fund
- It is not necessary to match in all funded categories



CASH MATCH

Any non-federal funds can be used to meet a cash match.

CANNOT BE federal funds, VAWA funds for a VOCA grant or vice versa, TANF funds, etc.

CAN BE any other unobligated funding source such as: city, county, state, foundation funds, business/corporation funds, civic/church funds, United Way, individual gifts, or fundraiser proceeds

Note: State-funded personnel doing VOCA-allowable activities is an example of a cash match

IN-KIND MATCH

Definition: *Budgeted items DONATED whose fair market value total your match amount.*

Donations by an individual, group or business

- Donations must be:
 - relevant and integral to the project
 - prorated appropriately
 - documented as if a cash purchase
- Donations cannot be:
 - space owned by the subgrantee



VOLUNTEERS

- Utilizing volunteers is a requirement of receiving VOCA funds
- A volunteer waiver may be requested if all efforts to recruit volunteers have been exhausted

IF USED AS MATCH:

- Time sheets/activity logs **must** be kept for volunteers
- Volunteer hours are calculated at minimum wage unless otherwise justified and approved
- Current Paraprofessional Volunteer Rate is \$25.43/hour
https://independentsector.org/resource/vovt_details/
- Volunteer activities follow the same guidelines as VOCA funded employees; they must be providing direct victim services

REPORTING MATCH

- Do not report cash match on the Monthly Financial Report (MFR) unless that match has been expended
- All cash and in-kind match **MUST** be reported monthly as the match occurs
- Do not wait until the end of the grant period and report all of your match for the entire project



VOCA COMPLIANCE

Why is this important?

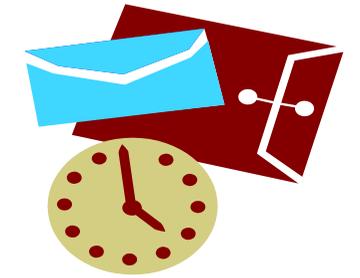
Not only is it important to make sure each subgrantee is in compliance with grant requirements, we have to make sure, as the State Administering Agency (SAA), that we are also in compliance when administering the VOCA grant award.



VOCA COMPLIANCE PURPOSE

The VOCA Compliance procedures ensure that all documents required by VOCA are submitted on time:

- MFRs, QFRs, SAR, & PMTs
- EEOP, Certified Assurances, Periodic Certification, SAM
- Monthly expenditures and Match to ensure the funds are being expended and reported accurately
- Ensuring subgrantees are compliant with special conditions
- Tracking of audit requests and final audit reports



LATE REPORTS

- **IMPORTANT:** You must submit all MFRs, QFRs (even if there are no expenses to report) and quarterly PMT Reports, as required by DAC
- VOCA Board members receive a list of all subgrantees that have submitted 3 or more late reports throughout the grant year
- The initiation of a monthly request for funds (MFR) will not be permitted in OKGrants after the due date

LATE REPORTS CONT.



- First Year following late reporting
Special Condition language:

The subgrantee will submit all reports on time and understands that failure to do so may jeopardize future funding and/or result in grant suspension.

- Second Year following late reporting
Special Condition language:

The subgrantee will submit all reports on time and understands that failure to do so one time will immediately result in grant suspension and funds forfeited for the remainder of the grant year.

VOCA IS A REIMBURSEMENT GRANT!

VOCA project expenses will be paid using another funding source and then “reimbursed” with VOCA funds each month.

MONTHLY REQUEST FOR FUNDS



- Submitted electronically in OKGrants
- Due by the 15th of every month at 11:59 pm even if the 15th falls on a weekend or holiday
- Report previous month's expenses (even if \$0)
- Request for funds will self-populate in OKGrants and will EQUAL the total amount of the previous month's expenses

***Note: Be sure to change the status to “Submit”**

 Change the Status

Select the [View Status Options](#) button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

DA's Offices

- VOCA 21 ledgers will run in the negative each month and “reimbursed” with VOCA funds
- Funds for County level purchases and Indirect costs can be requested using the Check Request Form
- Payroll and Travel expenses are paid through DAC – please reference VOCA

- Email form to:
GRANTaccounting@dac.state.ok.us

TRENT BAGGETT
Executive Coordinator

KATHRYN BOYLE BREWER
Assistant Executive Coordinator



STATE OF OKLAHOMA
DISTRICT ATTORNEYS COUNCIL
421 NW 13TH STREET, SUITE 290 • OKLAHOMA CITY, OK 73103

EXECUTIVE 405-264-5000 FAX 405-264-5099	FINANCE 405-264-5004 405-264-5099	GRANTS 405-264-5008 405-264-5099	VICTIMS 405-264-5006 405-264-5097	IT 405-264-5002 405-264-5099	TRAINING 405-264-5000 405-264-5099
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REQUEST FOR CHECK FORM

TODAY'S DATE		VENDOR NO	PO NUMBER
GRANT NUMBER		BUDGET CATEGORIES	
SUBGRANTEE NAME		515990	CONTRACTOR
ADDRESS		541110	EQUIPMENT
CITY, STATE, ZIP		532110	RENT
COUNTY		536140	SUPPLIES
NAME OF AUTHORIZED OFFICIAL		559110	OTHER
SIGNATURE OF AUTHORIZED OFFICIAL		555110	INDIRECT COSTS
		TOTAL REQUEST	0.00

INVOICE APPROVED BY:

Suzanne Breedlove, Victims Division Director

Date of Approval

DA DISTRICT REPORT

REPORT ID: OCPGM0894	<u>District Report:</u> DA	Base Query: OCP_0894_GM Report File: OCP_0894_GM_8.RFT
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Sub-Recipient Award: 2019-VOCA-DA#

Activity Identification: 19V

Grant Category	Previously Billed (BLD_D)	Pending Billing (BIL_P&W)	Total Billing (ALL)	Expenditures Not Billed (Note 2)
A PERSONAL	84,830.33	9,268.60	94,098.93	.00
B BENEFITS	33,475.27	3,651.36	37,126.63	.00
C TRVL	835.80	0.00	835.80	.00
E SUP_OPER	2,000.00	0.00	2,000.00	.00
I IDC	6,646.43	5,467.72	12,114.15	.00
TOTALS	127,787.83	18,387.68	146,175.51	.00
Budget			174,510.00	
Remaining Budget	"Remaining Budget" = "Budget" – "Total Billing"		28,334.49	

NOTE 1: "Total Billing" = "Previously Billed" + "Pending Billing"

NOTE 2: If "Expenditures Not Billed" does not equal 0, call DAC for assistance.

QUARTERLY FINANCIAL REPORTS

- Submitted electronically in OKGrants.
- Due dates:
 - 1st quarter: 10/1 – 12/31/20 Year 1 due 1/15/21
 - 2nd quarter: 1/1 – 3/31/21 Year 1 due 4/15/21
 - 3rd quarter: 4/1 – 6/30/21 Year 1 due 7/15/21
 - 4th quarter: 7/1 – 9/30/21 Year 1 due 10/15/21
- Review Quarterly Reports and compare with your own ledger.
- Unlike other federal agencies, if the 15th falls on a weekend or holiday the report is still due on the 15th



ROLES IN OKGRANTS

Security Roles	Controls Access to Organization	Controls Access to Application	Read	Write	Initiate Application	Submit Application	Cancel Application
Agency Administrator /Project Director	X	X	X	X	X	X	X
Authorized Official /Chief Executive Officer		X	X	X	X	X	X
Financial Officer			X	X			
Writer			X	X	X		
Viewer			X	X			

OKGRANTS DEMONSTRATION

STATE OF OKLAHOMA

[System Login](#) [Portal Home](#)

Welcome to the OK Grants system. Within this system, you are able to search for grant opportunities, track your project status and submit requests for payment.

This system requires an initial registration process.

- The agency administrator (AA) will complete the initial registration process for the organization by selecting the Agency Administrator Registration button. Only the AA should complete the registration page. Examples of an agency administrator are Executive Director, Grants Manager, Program Director, Mayor, Research Administrator or CEO.
- Once access is approved, the AA will receive an e-mail and will designate access to organization members. Access to an organization is only granted by the AA. Examples of organization members are Principal Investigator, Grant Writer, Associate Director, City Manager or Financial Officer.
- If an organization member wants access to the organization prior to the agency administrator adding the member, the agency administrator should be contacted directly instead of using the Agency Administrator Registration page. If any user type besides the AA selects Agency Administrator Registration, the state system administrator will deny the account. If the member does not know who the agency administrator is, the state system administrator can provide the information.
- If an organization will pursue funding from multiple state agencies, the AA will contact each agency to request access. The Agency Administrator Registration process should not be used to request access to multiple organizations. This will result in multiple accounts.
- Agency contact information, including e-mail, is also included in the Show Help on the Welcome page.

Victims Services Division, District Attorneys Council - VOCA, 405-264-5008
Stephanie Lowery, District Attorneys Council - All other grants, 405-264-5008
Kathy Gain, Oklahoma Dept. of Commerce, 405-815-5267
Kim McCoy, Tobacco Settlement Endowment Trust (TSET), 405-521-8423
Jay Wall, Oklahoma Highway Safety Office (OHSO), 405-523-1583
Laura Sohl-Smith, OCAST, [Email](#)

Login
Username
Password

[Agency Administrator Registration](#)
[Forgot Password?](#)

To initiate a MFR or a QFR, go to My Applications, Select Victims of Crime Act (VOCA) Application 2020 and hit the search button.

SHC

[Back](#)

My Applications

Use the search functionality below to find a specific Application.

Search Applications

Application Types

Application Name

Person

Status

Organization

Year

SEARCH

CLEAR

 [Back](#)

DAC Application Menu

Document Information: 2018-VOCA-I

 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	DAC Application		DAC Grant Program Specialist	Grant Board Review Complete	10/01/2018 - 09/30/2019 03/02/2018 11:59PM CST

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)

Financial Documents

Select **View Related Items** to generate Monthly Requests for Funds (MFRs) and Quarterly Financial Reports (QFRs)

[VIEW RELATED ITEMS](#)

Scroll to Financial Documents and click on View Related Items



SHOW HELP

[Back](#)

DAC Application Menu - Related Items

The various sections below can link to items that are associated with this document.

Document Information: 2017-VOCA-

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	DAC Application		DAC Grant Program Specialist	Board Review Required	10/01/2017 - 09/30/2018 03/03/2017 11:59PM CST

Sort search results by: Filter by Document Type:

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
DAC Financial Report	Initiate a/an DAC VOCA August 2015 Monthly Financial Request 2015				
DAC Financial Report	Initiate a/an DAC VOCA December 2015 Monthly Financial Request 2015				
DAC Financial Report	Initiate a/an DAC VOCA July 2015 Monthly Financial Request 2015				
DAC Financial Report	Initiate a/an DAC VOCA November 2015 Monthly Financial Request 2015				

Select the item you wish to initiate or view the list of items already initiated and their status.

GRANT ADJUSTMENT NOTICE (GAN)

- Revision of Approved Subgrant Budget
- Personnel Change
 - Authorized Official, Project Director, Finance Officer
- Grant Period Change (rare)
- Revisions to Goals and Objectives

AWARD PACKET

- Must be signed and submitted by the Authorizing Official by changing the status of the grant to “Signatures Submitted”
- Financial Officer logs in and signs “Statement of Audit Arrangements” and “Accounting System Review”
- Review thoroughly – this is a legal contract
- Anticipated Award Packet due date: September 30, 2020

MONITORING



- 2 Types of Monitoring
 - On-site visit (every other year or as needed)
 - Desk Review (ongoing)

- On-Site Visit
 - Scheduled in advance
 - Includes both financial and programmatic review
 - Can be performed remotely via phone or video call

- Desk Review
 - Performed in house at DAC, may require the subgrantee to submit supporting documentation

RISK ASSESSMENT

- VOCA Staff has established a Risk Assessment to help determine a monitoring schedule. The following criteria are considered on each grant
 - Total amount of award
 - Years of previous grant experience
 - Frequent turnover of staff
 - Financial management issues
 - Significant findings or questioned costs
 - Recurring or Unresolved Findings
 - Programmatic Noncompliance
 - Forfeiture of funds



RISK ASSESSMENT RESULTS

The risk level determines the frequency of monitoring in both on-site and desk reviews



TOP MONITORING FINDINGS

- Failure to keep separate accounting of VOCA funds
- Not indicating split in funding sources for split funded employees on timesheets
- Lack of timesheets/activity logs for volunteers and VOCA funded match staff
- VOCA funded staff are not familiar with the goals and objectives of the grant and their expectations
- Submission of late reports
- VOCA funded staff performing unallowable activities
- Unallowable expenditures (e.g. non-emergency food, giveaways)

TOP MONITORING FINDINGS CONT.

- Failure to upload requested forms:
 - Personnel Form
 - Periodic Certification Form
 - Determination of Suitability Form
 - Inventory Forms
- Failure to have proper policies or procedures in place to address
 - Limited English Proficiency
 - Discrimination / Reporting Discrimination
 - Confidentiality

TOP MONITORING FINDINGS CONT.

In order for a contract to be adequate and allowable, both consulting and subcontracting agreements should:

- Include a description of the service(s) to be performed
- Detail the performance period and associated costs
- Indicate the method and timeline for invoicing
- Include termination provisions
- Invoices from consultants and subcontractors should describe the dates work was performed, the work completed, and the VOCA grant number

DOCUMENTATION

- Binder system is suggested, but not required
- Financial ledgers
- Timesheets: VOCA grant and match hours **MUST** be noted on timesheets
 - Timesheets must be signed by the employee or volunteer and a supervisor
- Travel Reimbursement Requests
- Receipts



SAMPLE TIMESHEET

Agency Name
MONTHLY EMPLOYEE SUMMARY

Month: _____

Name: _____

DE DESCRIPTION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL		
CAMA																																0		
STATE																																0		
VOCA																																0		
Undesig																																0		
TOTAL																																		
FLEX Accrued																																	0	
Sub-Total																																	0	
Sick Leave																																	0	
Annual																																	0	
FLEX Used																																	0	
																																		0
Sick Leave																																		0
Weekend																																		0
Holiday weather																																		0
Annual Comp																																		0

Employee Signature

Executive Director/Board President

CASA FISCAL USE ONLY	
Sick leave available	hrs.
Sick leave used	hrs.
Vacation available	hrs.
Vacation used	hrs.
Comp leave available	hrs.
Comp leave used	hrs.

LEDGERS

- Ledgers must be kept that track monthly VOCA deposits, expenditures, and cash match
- A separate ledger should be maintained for indirect costs
- Ledgers must match the expenses reported in monthly/quarterly reports in OKGrants
- Ledgers will be closely reviewed during monitoring visits/desk reviews

OTHER FORMS REQUIRED FOR VOCA

FORMS CONTAINED IN THIS
PRESENTATION CAN BE FOUND ONLINE
AT THE [DAC WEBSITE](#)

Property Inventory Form (found on DAC website)

- Submitted for each piece of equipment purchased with VOCA or matching funds

This form is to be uploaded in OKGrants no later than 30 days after purchase of equipment.

OKLAHOMA DISTRICT ATTORNEYS COUNCIL Victims Services Division PROPERTY INVENTORY FORM	
Grant Program: Victims of Crime Act (VOCA)	
Subgrant Number:	_____
Subgrantee Name:	_____
Address:	_____
Project Director:	_____
Award Amount:	_____

The following information should be provided to DAC and kept in the subrecipient's VOCA file:

- 1) Item Description:
- 2) Title Holder:
- 3) Property Inventory, Voucher or Serial #:
- 4) Date Purchased:
- 5) Was item new or used?
- 6)
 - a. Cost (if donated, please state so and estimate a value):
 - b. What percentage did VOCA fund contribute to the overall cost if not 100%?
- 7) Equipment Location:
- 8) Present Use:
- 9) Condition:
- 10) Disposition (if lost, explain; if stolen, attach police report; if sold, date of sale and sale price*):

*If VOCA funded equipment is sold, proceeds must go toward purchase of replacement equipment. Prior written approval from DAC is required.

Project Income Form

- Send form monthly to report any income earned as a result of the VOCA funded project.
- Examples: Billing of Clients, Insurance and Medicaid
- Project Income must be used to further enhance the VOCA project and **MUST** be spent before drawing VOCA funds. The request for funds should be reduced if project income is not expended

OKLAHOMA DISTRICT ATTORNEYS COUNCIL Grant Program: VICTIMS OF CRIME ACT (VOCA) PROJECT INCOME MONTHLY STATUS REPORT	
Subgrant Number: _____	Report for Month Ending: _____
Agency Name: _____	Project Director: _____

This report should be completed only for those projects with **PROJECT INCOME** (reimbursement for services and sales of goods produced with grant funds). **Do not include VOCA grant funds received or expended and included on the Monthly Financial report in OKGrants.** This report should be completed and uploaded into the application upload section of OKGrants by the due date of the MFR monthly financial report. Project Income should be clearly shown on the agency VOCA ledgers and available for review by DAC monitors.

CASH BALANCE, Beg of Mth \$ _____	
RECEIPTS	SOURCE
Insurance Reimbursement \$ _____	_____
Sale of Goods \$ _____	_____
Other _____ \$ _____	_____
TOTAL RECEIPTS \$ _____	
EXPENDITURES	
Personnel \$ _____	
Benefits \$ _____	
Consultants \$ _____	
Travel \$ _____	
Equipment \$ _____	
Facilities \$ _____	
Supplies/Operating \$ _____	
Other _____ \$ _____	
TOTAL EXPENDITURES \$ _____	
CASH BALANCE, End of Mth \$ _____	

Explain below how the project income was used to further enhance the VOCA project:

Personnel Form

- This form is to be completed within 30 days of the start of the grant period
- List all employees funded with VOCA dollars regardless of percentage of time paid

This form is to be uploaded within 30 days of ANY change in VOCA paid staff. All employees (not just the new person) need to be listed on the form each time

OKLAHOMA DISTRICT ATTORNEYS COUNCIL Victims Services Division PERSONNEL FORM

Grant Program: Victims of Crime Act (VOCA)

Subgrant Number: _____

Subgrantee Name: _____

Please list the names of the personnel within your agency whose salaries are funded with VOCA dollars. Also, please state the person's title, FTE and the percentage of their time that is paid with VOCA dollars. For example, if they are working full-time and their entire salary is paid only with VOCA funds, the FTE is 1 and VOCA percentage would be 100%.

<u>NAME</u>	<u>TITLE</u>	<u>FTE</u>	<u>% OF TIME PAID WITH VOCA</u>

Explanation for the changes made above:

Effective Date _____

The above information should be provided to DAC and a copy kept in the subrecipient's VOCA file.
Upload to OKGrants (preferred) or
Fax: (405) 264-5097
Mail: DAC, 421 NW 13th # 290, OKC, OK 73103
E-mail: VOCAhelp@dac.state.ok.us

Periodic Certification

➤ In addition to the DAC Personnel Form, this form is to be uploaded in OKGrants every 6 months only for employees who are 100% VOCA funded.

➤ **Please complete and upload in OKGrants as follows:**

- Oct.-March – Upload by 4/30
- Apr.-Sept. – Upload by 10/31

PLEASE SET A CALENDAR REMINDER!

Oklahoma District Attorneys Council VOCA Grant - Periodic Certification



Agency Name: _____

Federal Award or Subgrant Number: _____

Certification

The person whose signature appears below hereby certifies for the period of

_____ (mm/dd/yy) through _____ (mm/dd/yy), _____ (employee name) Worked solely on the above award or subgrant with salary and wages 100% supported by the federal award or subgrant number listed above.

Employee Signature _____ Date _____

or

Supervisor Signature _____ Date _____

Only the Supervisor having first-hand knowledge of the work performed by the employee may sign instead of the employee.

This form meets the requirements of Title 2 Code of Federal Regulations (CFR) Part 225, *Cost Principals for State, Local, and Indian Tribal Governments, Appendix B, Selected Items of Costs*, for documenting time and effort reporting.

Periodic Certifications must be signed and filed after each six month period of employment. One form is required for each 100% VOCA funded employee.

After completion of each form, please upload into OKGrants for the Subgrant Number listed above.

THE OFFICE FOR CIVIL RIGHTS ENFORCES

- Title VI of the **Civil Rights Act** of 1964 (*race, color, national origin*)
- Section 504 of the **Rehabilitation Act** of 1973 (*disability*)
- Title II of the Americans with Disabilities Act (**ADA**) of 1990(*disability*)
- **Age Discrimination Act** of 1975 (*age*)
- **Title IX** of the Education Amendments of 1972 (*sex in educational programs*)
- Program Statutes (e.g. Safe Streets Act, VOCA, JJDPA, VAWA)
(*race, color, national origin, sex, religion, disability, sexual orientation, gender identity*)

CIVIL RIGHTS NON-DISCRIMINATION

- Does the agency notify program **participants and beneficiaries** that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, sexual orientation, or gender identity, in the delivery of services?
- If so how? Is it included in posters, brochures or other program materials?
- Does the agency notify **employees, prospective employees, & volunteers** that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, sexual orientation, or gender identity, in employment practices?
- If so how? Is it included on posters, within policy, and or recruitment materials?

CIVIL RIGHTS DISCRIMINATION COMPLAINTS

- Does the agency have written policies or procedures in place for notifying employees and participants on how to file complaints alleging discrimination by the agency? [Click here for DACs Procedures for Responding to Discrimination Complaints from Clients, Customers, Program Participants, or Consumers of the DAC or any DAC Subrecipient Organization.](#)
- Has agency had a finding of **discrimination** by a federal or state court or a federal or state administrative agency on the grounds of race, color, religion, national origin, or sex during the last three years?
- If yes, has agency complied with the requirement to submit the finding to the Office of Civil Rights? If so, what date was the finding submitted?
- If yes has the agency reported the finding to DAC?

CIVIL RIGHTS QUESTIONS

- Does agency have 50 or more employees and receive DOJ funding of \$25,000 or more?
- If yes, has the agency designated a person to coordinate compliance with the prohibitions against **disability** discrimination?
- If yes, has agency adopted grievance procedures that incorporate due process standards and provide resolution of complaints alleging discrimination based on **disability** in employment practices and the delivery of services? [Click here for DAC's Procedures for Responding to Discrimination Complaints from Employees of Sub-recipients.](#)

CIVIL RIGHTS- RELIGIOUS ACTIVITIES

- Does agency conduct religious activities as part of its programs or services?
- If yes, does agency ensure that it does not use federal funds to conduct inherently religious activities, and that such activities are kept separate in time or place from federally funded activities?
- If yes, does agency provide services to everyone regardless of religion or religious belief?

LIMITED ENGLISH PROFICIENCY

To avoid discrimination against LEP persons, subgrantees must:

- Take **reasonable steps** to ensure **meaningful access**
- Establish and implement **policies and procedures** for language assistance services
- [Click here for DACs Policies & Procedures to use as a sample.](#)

5 elements of a written LEP Policy:

- A process for identifying LEP Persons
- Information about available language assistance
- Training for staff
- Notice to LEP persons
- Monitoring and updating the LEP policy



WHAT IS AN EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) ?

- Is a 2 year plan that will need to be uploaded into OKGrants each year the plan is valid
- If you do not have a current EEOP, you can find the instructions in OKGrants under the EEOP tab

Note: We do not have access to the EEOP website. Please contact the EEOP helpdesk with assistance in filling out the EEOP form.

[Click here for an FAQ regarding the EEOP.](#)

DOES AN AGENCY HAVE TO PREPARE AN EEOP?

Depends on . . .

- Funding
- Status of Organization
- Amount of single award
- Number of employees

<div style="background-color: yellow; width: 100%; height: 100%; position: relative;"> Then If </div>	Does the recipient need to submit a Certification Form to OCR?	Does the recipient need to develop an EEOP?	Must the recipient submit an EEOP Utilization Report to OCR?
Recipient is a Medical or Educational Institution, Indian Tribe, or Nonprofit	YES	NO	NO
Largest individual grant received is less than \$25,000	YES	NO	NO
Recipient has less than 50 employees	YES	NO	NO
None of the above	YES	YES	YES

Prepare and Submit EEOP and Certification at
[EEOP Reporting Tool Website](#)

CIVIL RIGHTS TRAINING

- Does agency conduct any training for its employees on the requirements under federal civil rights laws?
- Office for Civil Rights – [Civil Rights Pre-Bid Training for Grantees](#)



PUBLICATIONS BLURB

- In all materials publicizing or resulting from award activities, you must acknowledge awarding agency assistance. An acknowledgement of support shall be made through use of the following or comparable footnote:

“This project was supported by Award No. XXXXX awarded by the Department of Justice, Office for Victims of Crime.”

2020 CERTIFIED ASSURANCES



The 2020 Certified Assurances will either be within the Award Documents or sent separately, must be signed by :

- Authorized Official
- Project Director
- Financial Officer

2020 CERTIFIED ASSURANCES CONT.



- **Determination of suitability to interact with participating minors – THIS IS EXTREMELY IMPORTANT TO READ AND UNDERSTAND.**
 - The subrecipient must make a determination, in advance, and document said determination, of all persons who may interact with participating minors, including volunteers who may interact with minors.
 - Certain individuals are prohibited from interacting with minors receiving services in the VOCA-funded program. This link will guide programs on what must be checked and documented in order to comply with this new Federal mandate. DAC will be required to monitor documentation for compliance.



<https://ojp.gov/funding/Explore/Interact-Minors.htm>

REMINDERS!

- Signed Grant Award Contracts due: September 30th
- Signed 2020 Certified Assurances due: October 30th
- Determination of suitability to interact with participating minors
- Special Conditions due: October 30th
 - Requested MOUs
 - Leased Vehicle Special Condition
 - Revised Policies and Procedures
(Gift Cards and transitional housing deposit returns)
 - Revised Goals and Objectives
- Subgrant Award Report (SAR) due: October 16th (a customized form for each Subgrant program will be e-mailed)
- First Drawdown (Oct. Reimbursement) due: November 15th



UPCOMING VOCA SCHEDULE

- **December 4, 2021** - Open 2021 Grant Solicitation (grant period will be 10/1/21 – 9/30/22)
- **March 5, 2021** - Grant Due Date
- **March – June, 2021** - Analyze VOCA requests and work on Grant Adjustments (existing grants)
- **May – July, 2021** - Prepare staff recommendations and Board meeting documents
- **July 12, 2021** – Last date to submit GAN (if needed)
- **August 4-6, 2021**- VOCA Board meeting
- **August-September 2020** - Prepare award documents, conduct financial training, subgrantees advertise for new staff (if applicable) and prepare to close out 2019 grants.
- **October 1, 2021** - New Grants Begin

SUBGRANT AWARD REPORT (SAR)

- We will be going over the SAR page by page this afternoon
- If you are a new subgrantee, you must attend the afternoon session
- If you are not a new subgrantee, but have questions you are welcome to come back for the afternoon session

VOCA Subgrant Award Report

1. Subgrantee Organization

A. Organization Name: [REDACTED]
Subgrant Number 16- [REDACTED] *(this is the year and number assigned by OKGrants, e.g. 16-123)*

B. Organization Address: [REDACTED]
C. City: [REDACTED]
D. State: [REDACTED]
E. Zip + 4: [REDACTED]

Has any of the information above changed from the previous reporting period? Yes No N/A

2. Subgrantee Organization Point of Contact *(list the person who will get messages relating to this report)*

A. Name: [REDACTED]
B. Phone: [REDACTED]
C. E-mail: [REDACTED]

Has the Point of Contact changed from the previous reporting period? Yes No N/A

3. Subgrantee Organization Type *(select only one response in the category that best describes the organization type)*

A. Government Agencies Only: Which designation best describes your government agency *(select one response)?*

- Courts
- Juvenile Justice
- Law Enforcement
- Prosecutor
- Other government agency

Description: [REDACTED]

B. Nonprofit Organization Only: Which designation best describes your nonprofit organization *(select one response)?*

- Child abuse service organization (e.g. child advocacy center)
- Coalition (e.g. state domestic violence or sexual assault coalition)
- Domestic and family violence organization
- Faith-Based organization
- Organization provides domestic and family violence and sexual assault services
- Organization by and/or for underserved victims of crime (e.g. drunk driving, homicide, elder abuse)
- Sexual assault services organization (e.g. rape crisis center)
- Multiservice agency
- Other type of nonprofit organization serving victims of crime

Describe: [REDACTED]

QUARTERLY PERFORMANCE MEASUREMENT TOOL (PMT)

- Monitors will be reviewing your data collection method at on-site visits as required by OIG
- New subgrantees must attend the afternoon session
- We will be covering the end of the grant period narrative questions during the afternoon session
- Effective October 1, 2017, the VOCA Board voted to include the PMT on the late reporting list

District Attorneys Council
421 N.W. 13th, Suite 290
Oklahoma City, OK 73103
405-264-5006
405-264-5097 (fax)
E-mail: VOCAHelp@dac.state.ok.us

VOCA Performance Measures

URGENT: E-mail completed report to: VOCAHelp@dac.state.ok.us within 30 days of the end of EACH QUARTER. The subject line of the e-mail should read: VOCA-PMT (2017-VOCA-AGENCY NAME-198). Please use current form. All noncompliant forms WILL be sent back and asked to be re-submitted with current form.

FILL IN ALL GREY SECTIONS, AND SELECT YES/NO, WHERE APPLICABLE.

My Subgrant Number: 2017-VOCA- [] (e.g. 2017-VOCA-AGENCY NAME-198)

Agency Name: []

Person Completing Report: []

Title: []

E-mail: [] Telephone Number: []

Some of the information above is different than the previous quarter.

Choose Quarter: 7/1/2018 - 9/30/2018

1. TOTAL number of individuals who received services during the reporting period: []

INSTRUCTIONS: Count all individuals served by your organization with the use of VOCA plus match funds during the reporting period. This number should be an unduplicated count of people served during a single reporting period, regardless of the number of services they received or victimization types with which they presented.

DO NOT count anonymous contacts here. They should be reported in question 2. If your organization only had anonymous contacts, enter zero (0).

2. TOTAL number of anonymous contacts received during the reporting period: []

INSTRUCTIONS: Count all anonymous contacts received by your organization through a hotline, online chat, or other service where the individuality of each contact cannot be established. If your organization did not have any anonymous contacts enter zero (0).

3. Of the individuals entered in Question 1, how many were NEW individuals who received services from your agency for the first time during the reporting period? []

INSTRUCTIONS: Report the number of NEW individuals served with the use of VOCA plus match funds for the first time during the reporting period. This number should be an unduplicated count of identified NEW clients served during a single reporting period, regardless of the number of services they received or victimization types with which they presented.

For the first quarter of the 12-month grant period, ALL individuals that are continuing to receive services from the previous subgrant period should be counted as NEW.

If your organization cannot track new individuals, please check the box below indicating such.

We cannot track new individuals.

Definitions:

Reporting period = Quarter for which data is being reported

Subgrant period = 12-month project period



- Informing victims on the availability of crime victims compensation is a VOCA requirement. Direct victims to the [Crime Victims Compensation Program Website](#) for a claim form
- Contact DAC at (405)264-5006 for brochures, claim forms, posters (also available in Spanish); and Victims Compensation Program training for your organization
- Get to know the Victim Witness Coordinator in your local DA's Office



Did you know that
with OCVCB's
**Online Access
Application**

victims of crime in
Oklahoma can...

Hope begins[™]
with help

Apply

for assistance
online with
a computer,
tablet, or
smartphone.



Victims can now apply **ONLINE** for reimbursement of eligible costs incurred as a result of a crime. Mailing or faxing are no longer necessary.

Upload

any document seamlessly
with a smart device.

Victims can upload medical, dental, counseling bills and more; speeding up the time for reimbursement.



Update

any information
quickly and easily at
the click of a button.

Victims can make changes to personal contact information such as address, phone number and more.



Hope is now a
few clicks away!

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Easing the Financial Burden of Crime Victims
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Search



Compensation Program ▾ Victim Services ▾ Resources ▾ About ▾ Contact

- Program Mission
- Fund Eligibility
- OK Crime Victims Compensation Claim
- Claim Status
- Payment Status

Please ask victims to read the Fund Eligibility requirements under the Compensation Program tab **BEFORE** filing a claim. Property crimes are not eligible.

HOPE BEGINS WITH HELP

Easing the Financial Burden of Crime Victims

FILE A CLAIM

CONTACT US



- Twitter: Username: OCVCSocial
- Facebook: Oklahoma Crime Victims Compensation
- LinkedIn: Oklahoma Crime Victims Compensation
- YouTube: Oklahoma Crime Victims Compensation Social

QUESTIONS?





CONTACT

District Attorneys Council
421 N.W. 13th Street, Suite 290
Oklahoma City, OK 73103
405-264-5006 phone
405-264-5097 fax

VOCAhelp@dac.state.ok.us*

***Important: When emailing anyone at DAC or VOCAhelp regarding your grant, please put your grant number (e.g. 2020-VOCA-DAC-001) in the subject line and your agency name and contact information in your signature line.**

STAFF

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