

rainin

Knowledge

useful abil

backbone

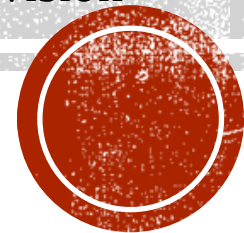
quired

VOCA FINANCIAL & ADMINISTRATIVE TRAINING

2022

Oklahoma District Attorneys Council

Federal Grants Division





Webinar Instructions



All participants are muted.



Please “Raise your Hand” if you would like to ask a question.



Please use the Chat or Question to also ask type a question. These boxes are being monitored by staff.



A time for questions and answers will be made available.

VOCA AT A GLANCE...

PURPOSE OF VOCA

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



PROGRAMS FUNDED

- 138 VOCA projects
- funded in 2022

TOTAL AWARDED:

- \$18,121,990 which is \$136,214 less than in 2021.

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



VOCA FIX UPDATE

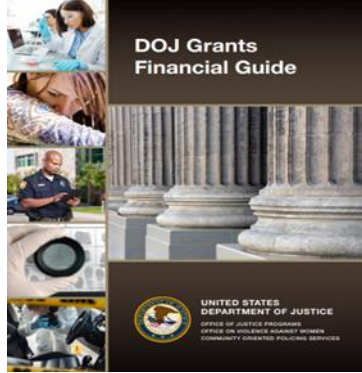
- Directs revenues collected from deferred prosecution and non-prosecution agreements to be deposited into the Crime Victims Fund.
- Increases the percentage – from 60% to 75% - of state compensation payments to crime victims in the prior fiscal year used to calculate formula grants for state victim compensation programs.
- Directs states to waive the matching requirement for VOCA recipients during and for one year after the pandemic-related national emergency. It also states to waive the matching requirement pursuant to a policy established by the state.
- Allows the US Attorney General to provide no-cost extensions to all VOCA recipients (at the state level).

VOCA – Future Outlook

- 2022 VOCA Awards did receive any significant cuts in funding this year.
 - Awards were based on the 2021 award amounts.
- VOCA may receive up to a **70% cut** in the next year.
- Sustainability Planning has been added as a Special Condition.



DOJ GRANTS DIVISION FINANCIAL GUIDE



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

[2022 DOJ Grants Financial Guide](#)

- DAC has prepared a Financial & Administrative Guide for Subrecipients. Please review this document as well.

Grants Division Financial 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 2022 VOCA Financial & Administrative Guide for more information
- Vehicles - Request the 13-item policy from DAC
- Determination of Suitability
- Limited English Proficiency (LEP)
- PII – report breach within 12 hours to DAC

District Attorneys Council
Federal Grants Division
VOCA Grant Required Uploads

Required Forms

- Determination of Suitability to Interact With Minors
 - Uploaded_____
- Personnel Form
 - Uploaded_____
- Employee Periodic Certification (Persons 100% VOCA Funded 2x year)
 - Uploaded_____
- Current Certified Assurances
 - Uploaded_____

Required Civil Rights Documents

- Procedures for Responding to Discrimination Complaints from Program Participants
 - Uploaded_____
- Procedures for Responding to Discrimination Complaints from Employees
 - Uploaded_____
- Limited English Proficiency (LEP) Policy and Procedures
 - Uploaded_____
- Civil Rights Training (Supportive Documentation due once per year)
 - Uploaded_____
- Equal Employment Opportunity Plan
 - Uploaded_____

Other Required Documentation

- Personally Identifiable Information (PII) Breach Policy
 - Uploaded_____
- Confidentiality Policy
 - Uploaded_____
- Single Audit (If Applicable)
 - Uploaded_____
- Current IDC Rate (If negotiated directly with the federal government)
 - Uploaded_____
- Proof of Training (VAT and or Other)
 - Uploaded_____
- Teleworking Policy (If Applicable)

REQUIRED UPLOADS FORM LINK

- <https://www.ok.gov/dac/documents/VOCA%20Required%20Uploads.docx>




DETERMINATION OF SUITABILITY TO INTERACT WITH PARTICIPATING MINORS



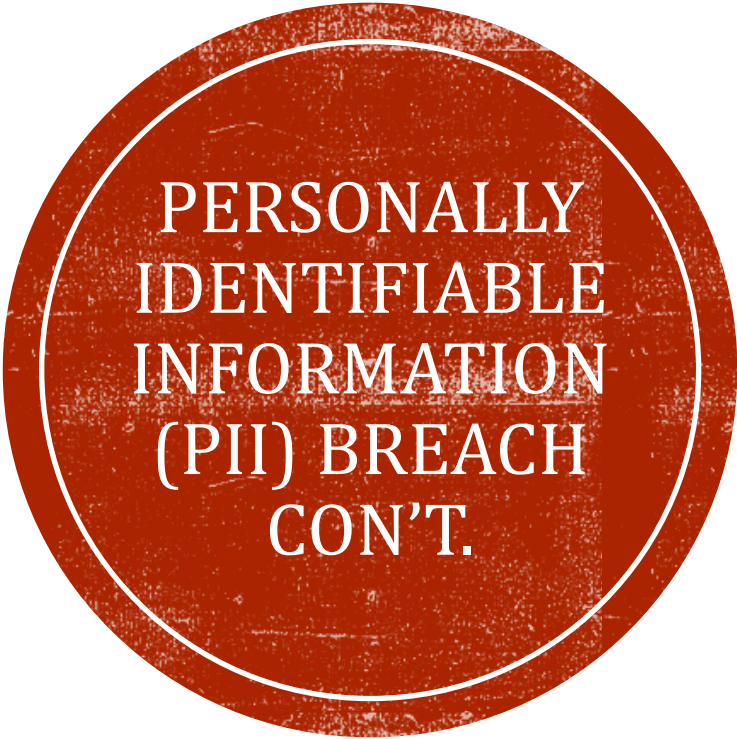
- The subrecipient must determine and document, in advance, the suitability of all persons who may interact with participating minors, including volunteers who may interact with minors.
- Certain individuals are prohibited from interacting with minors receiving services in the VOCA-funded program. This link will guide programs on what must be checked and documented in order to comply with this Federal mandate. DAC is required to monitor documentation for compliance.

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



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 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.



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

- The VOCA Rule establishes confidentiality and privacy requirements to protect persons receiving services
- State Administering Agencies and sub-recipients must reasonably protect the confidentiality and privacy of persons receiving services under this program and prohibit 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

ALLOWABLE SERVICES

REMEMBER!

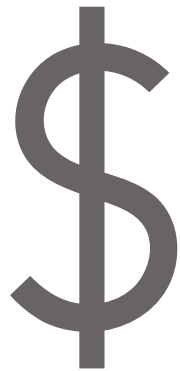
Before any service can be performed, that service must first be written in the VOCA Application and approved by the VOCA Board.

Even though a service or cost is allowable, it does not mean it was awarded by the VOCA Board. Review your grant Award Notice. When in doubt, call DAC for guidance.

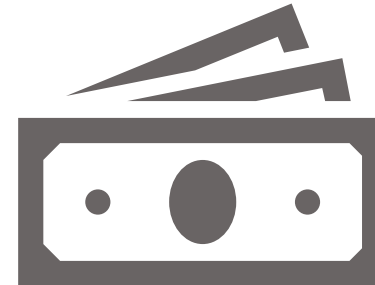
You can find guidance on Allowable/Fundable Services in the [VOCA Final Rule](#).



UNALLOWABLE COSTS



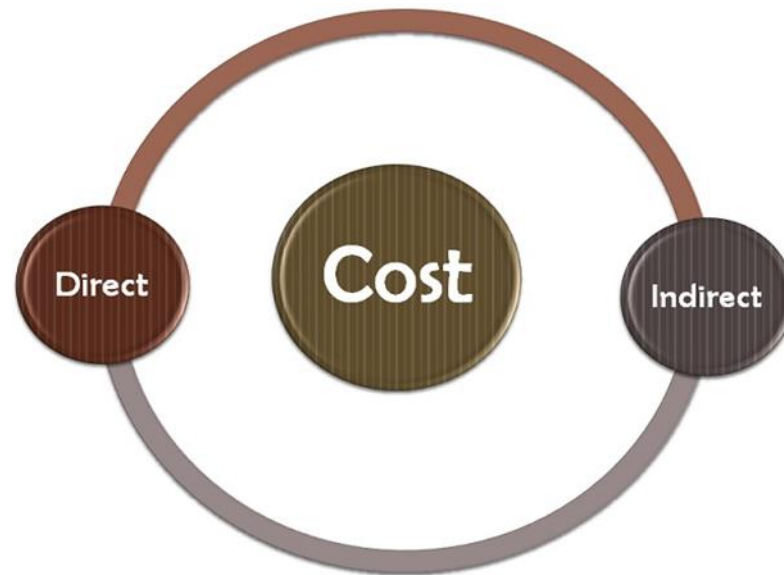
Costs that are not awarded in the grant application.



Costs specifically outlined in the [DOJ Grant Financial Guide](#) and [VOCA Final Rule](#) as prohibited.

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. These activities are easily traced to projects and their costs are usually charged to projects on an item-by-item basis.



- 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 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.



**DIRECT
VS.
INDIRECT
COSTS**

- 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.

INDIRECT VS. DIRECT COSTS CONT.

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



SPECIAL CONDITIONS

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:
END DATE:
DAC CONTACT:

10/1/2018
9/30/2019
(405) 264-5006 or
VOCAhelp@dac.state.ok.us

Federal ID Number:
DUNS Number:
CFDA:



Grant Amount: \$176,495
Match Amount: \$44,124

Program Director:



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.

SPECIAL CONDITIONS ON ALL 2022 VOCA SUBGRANTS

- Personnel will aid victims in applying for Victims Compensation.
- Advocates employed less than 12 months with no formal victims services training or education will attend trauma-informed domestic violence training (VAT) online or equivalent within 6 months of hiring and upload verification in OKGrants. Non-attorney victim services advocates will comply with any continuing education requirements. If no requirement exists, advocates will attend training every 3 years with documentation uploaded in OKGrants.
- In order to ensure continuity of victims services and to address a potential reduction of funds, all subgrantees awarded this funding period must submit a sustainability plan by their next application due date to address fiscal and programmatic continuum of services with a focus on detailed coordination and collaboration with community partners.

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



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.

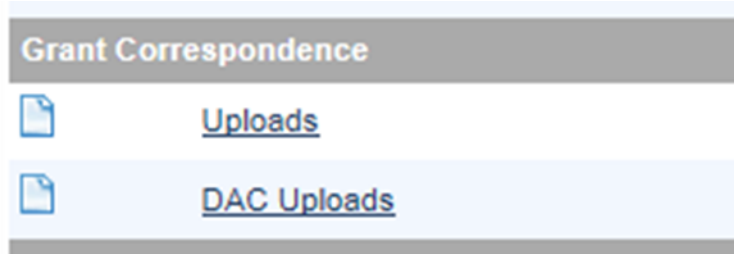
UPLOADS

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

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

SAVED FILES

- Files are saved into a repository
- Please save all of your VOCA documents as a backup



UPLOADS

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

A screenshot of an upload form. It consists of two rows. Each row has a text input field on the left and a "Browse..." button on the right. An arrow points from the text "Name the document here" to the first input field.

Name the document here

File Repository

Federal Award Used to Fund Subgrant	515864
UPLOAD	515864
UPLOAD	515864
UPLOAD	515864-I
UPLOAD	515864-S
UPLOAD	515864-S
UPLOAD	515864-I

TRAVEL



- IRS Standard Mileage rate: 0.625 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](#)



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

VOCA COMPLIANCE

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 Exclusion/Debarment List
- 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

VOCA COMPLIANCE



Why is this important?

- DAC must ensure each subgrantee is in compliance with grant requirements
- AND ensure, as the State Administering Agency (SAA), we are also in compliance when administering the VOCA grant award.

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)

***Note: Be sure to change the status to "Submitted"**

 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

KATHRYN BOYLE BREWER
Executive Coordinator

ERIC EPPLIN
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

- VOCA 22 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

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			

INVOICE APPROVED BY:

Stephanie Lowery, Grants 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
----------------------	-----------------------------------	---

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 PERSONL	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 – 12/31/22 Year 1 due
1/15/23

2nd quarter: 1/1 – 3/31/23 Year 1 due 4/15/23

3rd quarter: 4/1 – 6/30/23 Year 1 due 7/15/23

4th quarter: 7/1 – 9/30/23 Year 1 due 10/15/23

- Review Quarterly Reports and compare with your own ledger.
- 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), 405-521-6423
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 2022 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

DAC Application Menu

Document Information: 2018-VOCA-DA 10-123

 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	DAC Application	District Attorney's Office, District 10	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

[Back](#)

DAC Application Menu - Related Items

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

Document Information:

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	DAC Application		DAC Grant Program Specialist	Board Review Required	

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



- 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: November 15, 2022

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

RISK ASSESSMENT



- VOCA Staff utilizes a Risk Assessment to 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

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 detailed 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

CONTRACTS



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 and dated by the employee or volunteer and a supervisor
- Travel Reimbursement Requests
- Receipts

TIMESHEETS



100% allowable activities, 100% funded

Name: Julia Roberts	9/5	9/6	9/7	9/8	9/9
VOCA	8	8	8	8	8
Employee Signature		Supervisor Signature			

100% allowable activities, but only partially funded by VOCA
(everything is VOCA allowable, but VOCA doesn't pay the entire salary).

This example shows an employee at 70% funded by VOCA.

Name: Julia Roberts	9/5	9/6	9/7	9/8	9/9
VOCA	5.6	5.6	5.6	5.6	5.6
Other funding source	2.4	2.4	2.4	2.4	2.4
Employee Signature	Supervisor Signature				

70% allowable activities, 70% funded – put exact time

Name: Julia Roberts	9/5	9/6	9/7	9/8	9/9
VOCA	6	4	5	5	6
Other funding source	2	4	3	3	2
Employee Signature					
Supervisor Signature					

Reconciling exact time – must be done at least quarterly

Payroll/Timesheet Hours		July	Aug	Sept	Total	
VOCA		126	138	132	396	75%
Other Source		42	46	44	132	25%
		168	184	176	528	

Payroll/Timesheet Hours		July	Aug	Sept	Total	
VOCA		135	142	132	409	77.5%
Other Source		33	42	44	119	22.5%
		168	184	176	528	

Payroll/Timesheet Hours		July	Aug	Sept	Total	
VOCA		120	139	120	379	71.8%
Other Source		48	45	56	149	28.2%
		168	184	176	528	



LEDGERS

- Ledgers must be kept to track monthly VOCA deposits, expenditures, and cash match
- Ledgers must match the expenses reported in monthly/quarterly reports in OKGrants
- Ledgers will be closely reviewed during monitoring visits/desk reviews

Forms Contained in this presentation can be found online at the [DAC Website](#)

PERSONNEL FORM

- This form is to be completed with the Award Packet in OKGrants
- 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

PROPERTY INVENTORY FORM

- 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: _____

Agency Name: _____

Report for Month Ending: _____

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~~ Balance Beg of Mth \$ _____

RECEIPTS

Insurance Reimbursement \$ _____

Sale of Goods \$ _____

Other _____ \$ _____

TOTAL RECEIPTS \$ _____

SOURCE

EXPENDITURES

Personnel \$ _____

Benefits \$ _____

Consultants \$ _____

Travel \$ _____

Equipment \$ _____

Facilities \$ _____

Supplies/Operating \$ _____

Other _____ \$ _____

TOTAL EXPENDITURE \$ _____

~~CASH BALANCE~~ Balance End of Mth \$ _____

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

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, national origin, religion, sex, disability, sexual orientation, or gender identity 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)?

- 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.](#)

CIVIL RIGHTS TRAINING

- Does the 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.XXXXXX awarded by the Department of Justice, Office for Victims of Crime.”

2022 CERTIFIED ASSURANCES

The 2022 Certified Assurances will either be within the Award Documents or sent separately, must be signed and dated by :

- Authorized Official
- Project Director
- Financial Officer



VOCA Subgrant Award Report

1. Subgrantee Organization

- A. Organization Name:
Subgrant Number
- B. Organization Address:
- C. City:
- D. State:
- E. Zip + 4:

If Address information is incorrect, list correct information here:

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

- A. Name:
- B. E-mail:
- C. Phone:

If Point of Contact information is incorrect, list correct Point of Contact, e-mail, and telephone below:

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:

- 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:

SUBGRANT AWARD REPORT (SAR)

- We'll be discussing the SAR in more detail this afternoon.

VOCA Performance Measures

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

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: VOCAPMT (2021-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: 2021-VOCA- e.g. 2021- VOCA-AGENCY NAME-198)

Agency Name:

Person Completing Report: Title:

Email: Telephone Number:

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

Choose Quarter:

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). **Only count as a contact if a victimization is reported AND a service was provided.**

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

REMINDERS!



- **Subgrant Award Report (SAR) due: October 17th** (a customized form for each Subgrant program will be e-mailed)
- **Signed Grant Award Contracts due: November 15th**
- **The following items by November 15th:**
 - Signed 2022 Certified Assurances
 - Determination of Suitability to Interact with Participating Minors
 - Special Conditions
 - Requested MOUs
 - Leased Vehicle Special Condition
 - Revised Policies and Procedures
 - Gift Cards and transitional housing deposit returns
 - Revised Goals and Objectives
- **First Drawdown (Oct. Reimbursement) due: November 15th**

UPCOMING DAC VOCA SCHEDULE

- **December 3, 2022** - Open 2023 Grant Solicitation (grant period will be 10/1/21 – 9/30/22)
- **March 4, 2023** - Grant Due Date
- **March – June, 2023** - Analyze VOCA requests and work on Grant Adjustments (existing grants)
- **May – July, 2023** - Prepare staff recommendations and Board meeting documents
- **July 12, 2023** – Last date to submit Budget GAN (if needed)
- **August 3-5, 2023** - VOCA Board meeting
- **August-September 2023** - Prepare award documents, conduct financial training, subgrantees advertise for new staff (if applicable) and prepare to close out 2021 grants.
- **October 1, 2023** - New Grants Begin



- 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 or email victimsservices@dac.state.ok.us 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



Hope is now a
few clicks away!
okvictimscomp.com

Did you know that
with OCVCB's
**Online Access
Application**
victims of crime in
Oklahoma can...

Hope begins¹
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.



Easing the Financial Burden of Crime Victims
okvictimscomp.com • 1-800-745-6098

**oklahoma
crimevictims
compensation**

English Español Exit

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
405-264-5008 phone
405-264-5099 fax



VOCAHelp@dac.state.ok.us*

***Important: When emailing DAC or VOCAHelp, please put your grant number (e.g. 2021-VOCA-DAC-001) in the subject line and your agency name and contact information in your signature line.**

STAFF

Stephanie Lowery
Director of Federal Grants Division
Stephanie.Lowery@dac.state.ok.us

Michelle Naylor
VOCA Financial Manager
Michelle.Naylor@dac.state.ok.us



Robin Frank
VOCA Grant Program Specialist
Robin.Frank@dac.state.ok.us

Jaime Yahner
VOCA Grant Program Specialist
Jaime.Yahner@dac.state.ok.us

Connor Long
VOCA Grant Program Specialist
Connor.Long@dac.state.ok.us