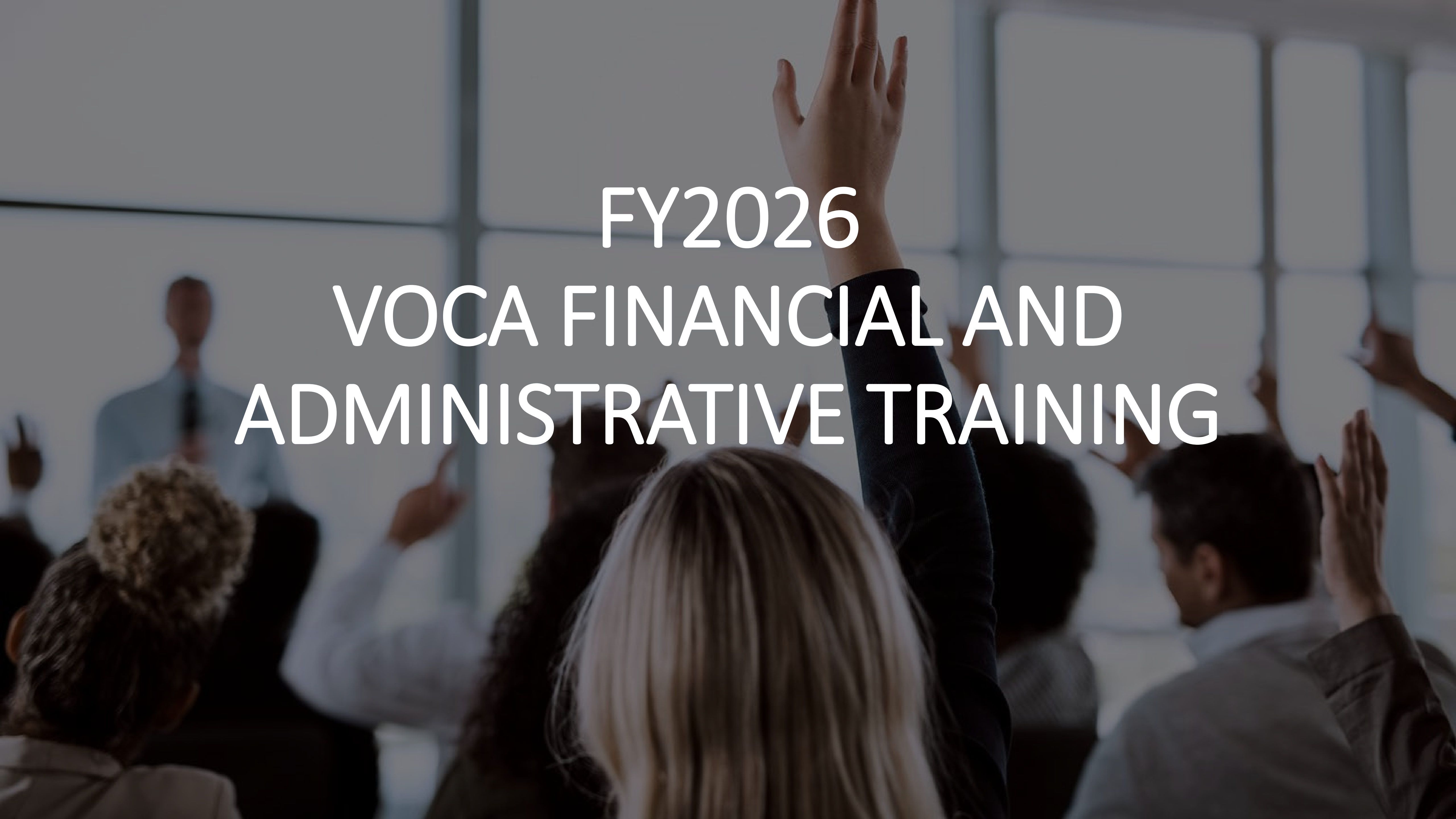


FY2026
VOCA FINANCIAL AND ADMINISTRATIVE TRAINING

Housekeeping Instructions

All participants are muted.

If you would like to ask a question, please “Raise your Hand”.

Or you can use the Chat Box by typing your question. These are being monitored by staff. We will answer questions during break times.

Please add your name and agency in the chat to help us track attendance.

VOCA GRANT PROGRAM SPECIALISTS

Bailey Haile
Bailey.Haile@dac.state.ok.us

Hanna Gunn
Hanna.Gunn@dac.state.ok.us

VICTIMS OF CRIME ACT (VOCA) GRANT OVERVIEW

OVC's Mission

OVC's mission is to enhance the nation's capacity to assist crime victims and to provide leadership in changing policies and practices to promote justice and healing for all victims of crime.

Federal Granting Agency

State Administering Agency (Pass-Through Entity/Direct Grantee)

Subgrantees (Aka – subrecipients/grantees)

General Responsibilities For DAC as the SAA

- Grant Making
- Financial Monitoring
- Programmatic Monitoring
- Program Compliance
- Providing Technical Assistance and Consultation to Subgrantees
- Programmatic and Fiscal Reporting to the Federal Granting Agency
- Serving as the Liaison to the Federal Granting Agency
- Strategic Planning with the Communities Served by the Grant
- Leveraging Funds to Have the Greatest Impact

Minimize Risk – For Fraud, Waste and Abuse

- **DOJ's Definitions:**
- **Fraud** – An attempt to obtain something valuable through intentional misinterpretation.
- **Waste** – Misuse of funds or resources through excessive or non-essential expenditures.
- **Abuse** – An intentional and unacceptable use of grant funds or misuse of one's position.

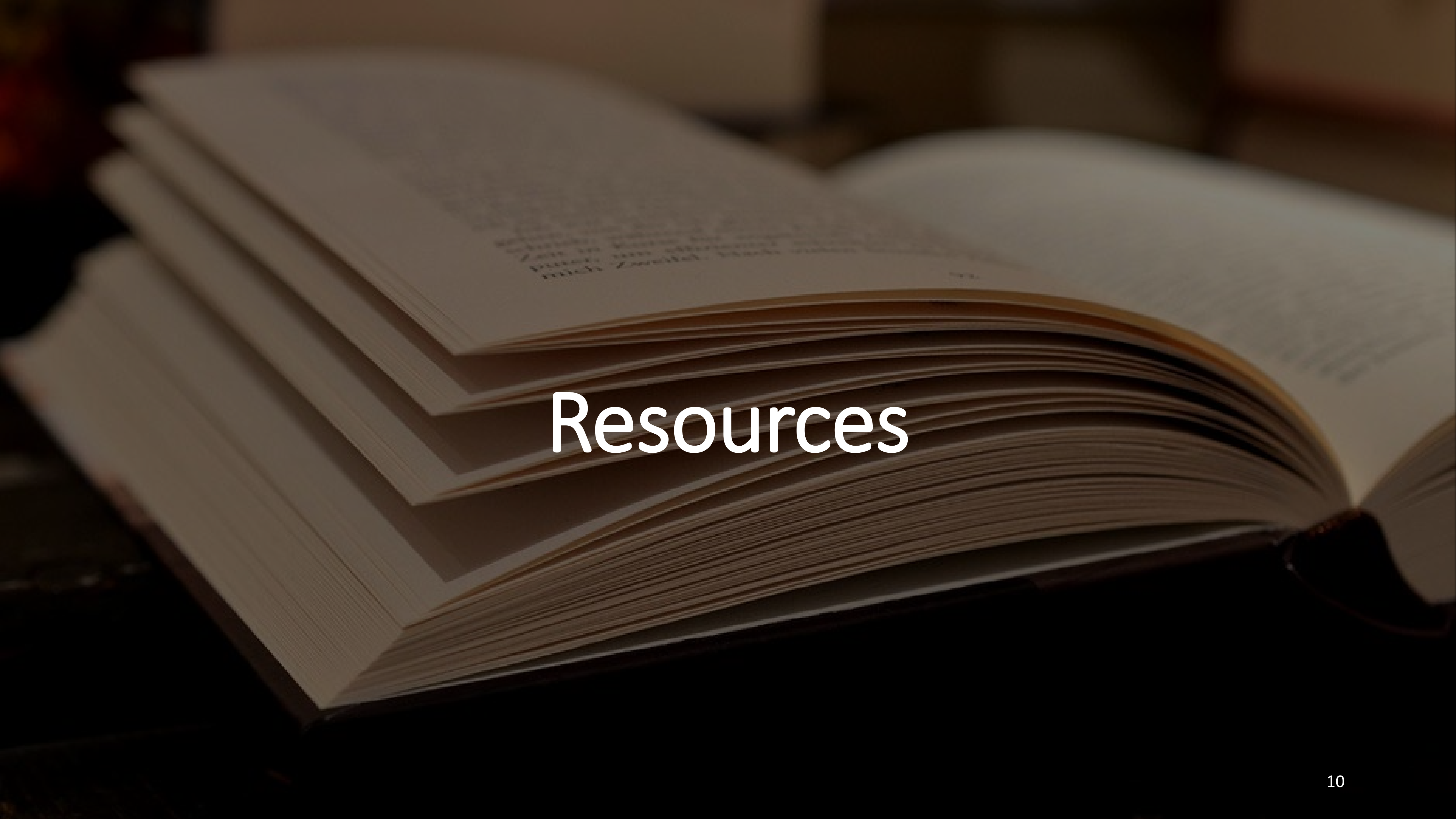
FY2026 VOCA Overview

Purpose:

- VOCA grants are funded through the Crime Victims Fund, which collects money from criminal fines, forfeited bail bonds, and penalties from federal offenders - not from taxpayers.
- Federal regulations require priority is given to direct services for victims of child abuse, sexual assault, domestic violence, and unserved or underserved victims.

Oklahoma Grants Funded:

- 110 VOCA Projects were awarded.
- Total Amount Awarded: $10,377,284.91



Resources

Compliance & Oversight Resources

2 CFR 200

Uniform Guidance

The Green Book

DOJ Grants Financial Guide

VOCA Rules

VOCA Rules are the federal rules and guidelines for how the grants must be administered. The VOCA Rules contains general provisions, such as definitions, how funds must be managed, core standards for funded projects, and allowable and unallowable costs.

- To review the VOCA Rules go to, Victims of Crime Act (VOCA Federal Grant Program Rules).

DAC Victims Website

Victims Assistance Grant (VOCA)

Close All Open All

- Subrecipient Rules and Financial Guides
- VOCA Forms
- VOCA PMT and SAR Materials
- Civil Rights Documents
- OGX and OKGrants Materials
- Crime Victims Compensation Claim Forms
- Board Meeting Documents
- Miscellaneous Information

VICTIMS OF CRIME ACT (VOCA)
ASSISTANCE GRANTS

VOCA Forms

- Revising Grant Goals and Objectives
- 2025 VOCA Grant Calendar
- 2026 VOCA Grant Calendar
- Sample Separation of Duties Policy
- Requirement to Report Actual or Imminent Breach of PII
- Determination of Suitability to Interact with Minors Form
- Project Income Report
- Personnel Form
- Employee Certification Form (must be completed every six months)
- Property Inventory Form
- VOCA Request for Check Form (DA Offices only)
- 2025 VOCA Certified Assurances
- Certification Regarding Lobbying; Debarment, Suspension
- Data Tracking Template (save to desktop of each VOCA paid employee and match personnel)

OGX Training Materials on DAC Website

Subrecipient Rules and Financial Guides

VOCA Forms

VOCA PMT and SAR Materials

Civil Rights Documents

OGX and OKGrants Materials

- OGX Grantee User Manual
- How to Register in OGX
- How to Set up your Dashboard in OGX Video
- How to Initiate a VOCA Application in OGX Video
- How to Attach Users to an Organization in OGX Video
- How to Add Users to an Application in OGX Video
- How to Submit an Application in OGX
- DAC Subgrantee User Manual for OKGrants
- How to Tie a User to an Application in OKGrants

Crime Victims Compensation Claim Forms

Board Meeting Documents

Miscellaneous Information

OGX ROLES AND RESPONSIBILITIES

Required Roles in OGX

Authorized Official (AO)

- The Authorized Official (AO) is the individual who has ultimate administration authority over the grant and has the authority to obligate the agency on behalf of the organization.
- The AO provides oversight and ensures that the organization complies with all federal regulations and requirements related to the grant.
- The AO is the State Agency Head, District Attorney, City Manager, Mayor, Chairperson of the County Commissioners, Tribal Leader, or Chairperson of the Board of Directors for a non-profit.
- **ONLY** the AO can submit the award packet.

Project Director (PD)

- The PD is the primary contact person for the project. The PD is responsible for meeting the goals and objectives of the grant and ensuring that the Fiscal Officer meets their responsibilities. The PD shares responsibility with the Fiscal Officer to assure that all expenditures are within the approved budget. The PD must be an employee of the applicant agency.

Fiscal Officer (FO)

- The FO is responsible for fiscal matters related to the project, including the accounting, management of funds, verification of expenditures, and subgrantee financial reports. The FO completes AND submits the financial reports related to the grant.

YOUR FY2026 GRANT and NEXT STEPS

OGX (AS OF 09/10/26)

OKLAHOMA

OKLAHOMA GRANT EXCHANGE - OGX

Home | Searches ▾ | [redacted]

Dashboard

Use the below panels to work with your Grants and Funding Opportunities. Test

My Opportunities

› Filters

⌄ My Opportunities

Name	Provider	Availability	Description
2025 Oklahoma NEVI Proposal	Oklahoma Department of Transportation, Multimodal Division	8/20/2026 3:00:00 PM - 8/25/2026 2:00:00 PM	
ODOC CDBG Infrastructure Application	Oklahoma Department of Commerce	1/27/2026 12:00:00 AM - Open Ended	The CDBG program is federal funding provided to the Department of Commerce from the U.S.

My Tasks

Initiate Related Document

› Filter

⌄ My Tasks

Name	Document Type	Organization	Status	Status Date	Due Date
2026-VOCA-DAC-00001	ODAC Application	District Attorneys Council	Requires Signatures	8/25/2026 10:09:07 AM	

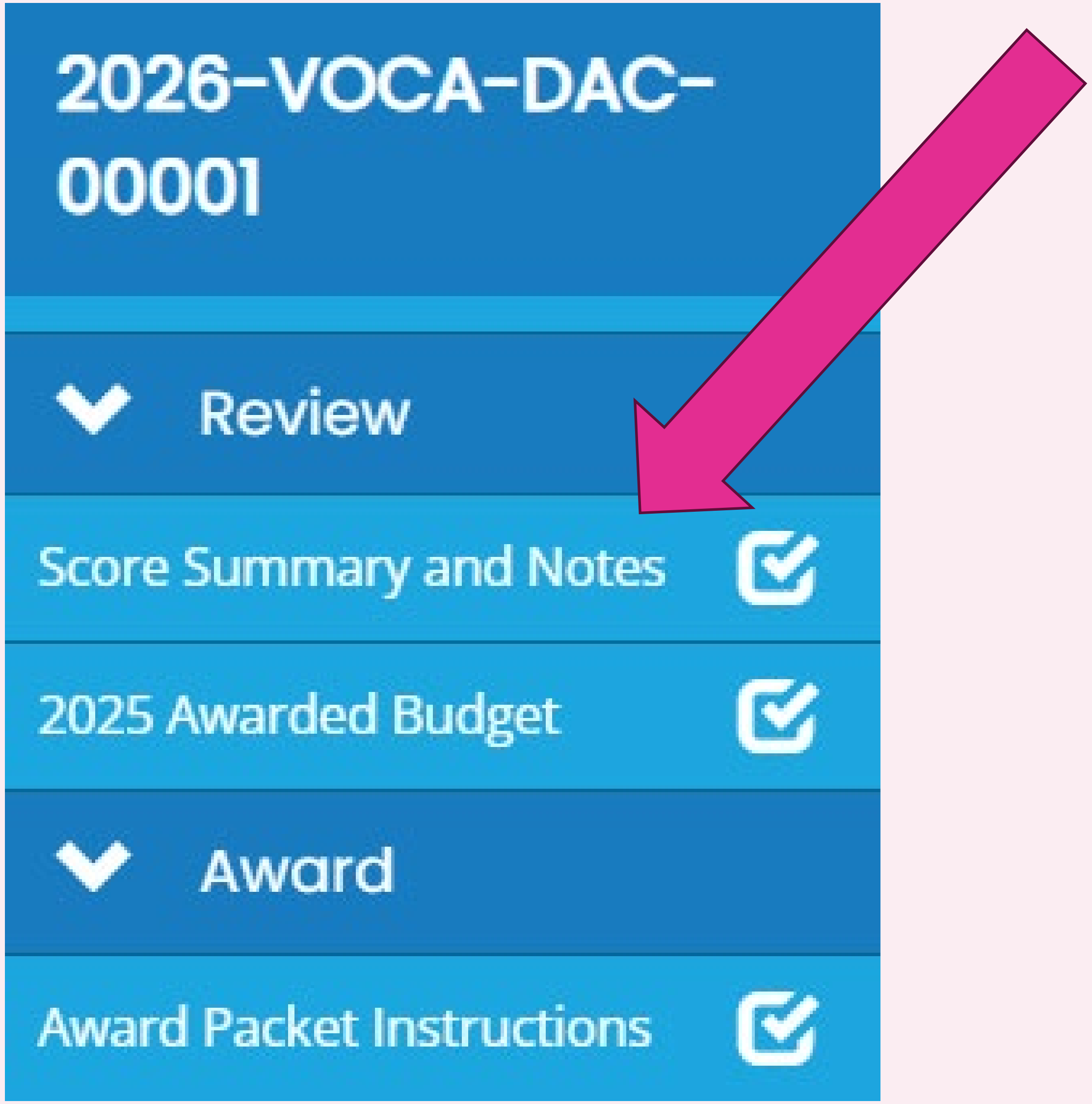
1

FY26 VOCA – Current Grant Status

- A blanket match exemption was approved by the Board, so match isn't required this year.
- The Board approved specific positions, so make sure you understand what was approved for funding.
- All applications have been moved to the status of REQUIRES SIGNATURE in OGX.
- Once the Award Packet has been completed, the Authorized Official will change the status to SIGNATURES SUBMITTED.
- Grants will not be moved to GRANT AWARDED until all required uploads are uploaded.
- The deadline for completion of your award packet is October 14, 2026.

Applicants may review the notes from the reviewer as well as their score on the 2026 application.

If you open your application and scroll down on the left-side navigation panel, you will see a page that says, “Score Summary and Notes”. This will show you the total score of the application as well as the strengths and weakness notes from both reviewers.



Score Summary and Notes

SCORE SUMMARY

	Reviewer 1			Reviewer 2	
Program Narrative	25	Out of 25	Program Narrative	20	Out of 25
Program Work Plan	30	Out of 30	Program Work Plan	30	Out of 30
VOCA Guideline Requirements	9	Out of 9	VOCA Guideline Requirements	8	Out of 9
Project Classification and Evaluation	10	Out of 12	Project Classification and Evaluation	12	Out of 12
Funding Sources	10	Out of 10	Funding Sources	5	Out of 10
Budget Narrative	7	Out of 14	Budget Narrative	7	Out of 14
REVIEW TOTAL	91	100 MAX Points	REVIEW TOTAL	82	100 MAX Points

Average Score Between Reviewers

87

PROJECT NOTES

Applicant is a DV/SA program located in OKC that serves the metro area. Applicant is requesting personnel, benefits, and IDC for 2 FT Victim Advocates at 100%

158 of 10000

STRENGTHS

Applicant had strong program narrative with descriptive problem statement. Problem statement included statistical data and tied it back to their service area. Applicant had excellent project description.

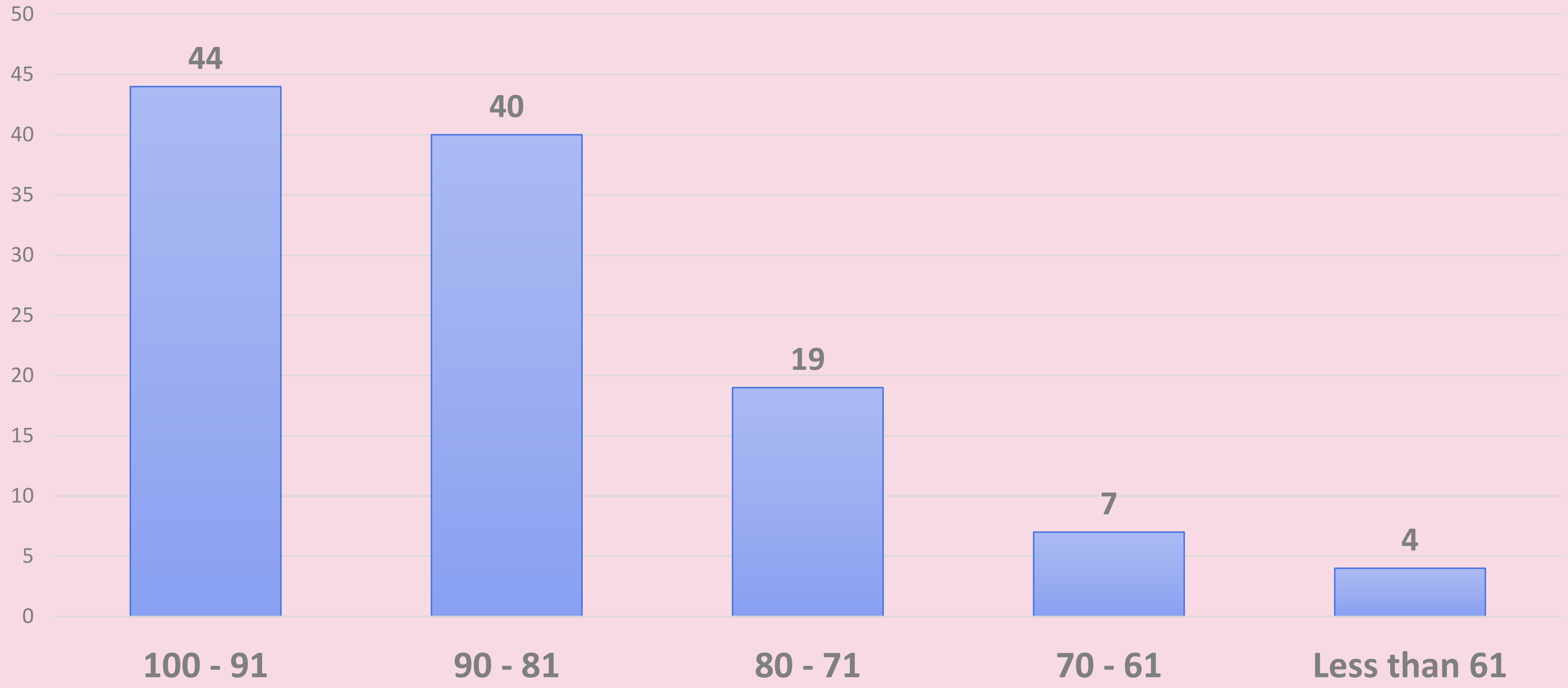
204 of 10000

WEAKNESSES

Objectives need to be corrected to be total numbers served OR add a baseline for the percentages. Applicant does not mention community collaboration in their program narrative or their workplan.

195 of 10000

Lowest Application Score: 46
Highest Application Score: 100
Average Score: **85**



Award Notice and Special Conditions

Award Notice

District Attorneys Council
421 N.W. 13th, Suite 290
Oklahoma City OK 73103

Organization:	DAC Victims Testing Organization	SUBGRANT NO:	2026-VOCA-DAC-00001
PHONE:	(405) 123-4567	Project Name:	DAC Testing
FAX:	(000) 000-0000	START DATE:	October 1, 2026
		END DATE:	September 30, 2027
Federal ID Number:	123456789	DAC Contact:	(405) 264-5008 or VOCAhelp@dac.state.ok.us
UEI Number:	ABCDEFGHIJK	Program Director:	Hanna G
CFDA:	16.575		
Grant Amount:	$63,200.00		
Match Amount:	$0.00		

Special Conditions:

Scroll to read ALL special conditions!

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 federal award number(s) used for this award can be found on the document "Federal Funds Used for Subaward" that has been uploaded to the Correspondence section of the grant. 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.

Name of Authorizing Official or Designated Authority

Date

Aug 25 2026 10:19AM

☑ I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority or official, to provide the information requested throughout this contract package on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.*

Award Special Conditions and Assurances

- Included in the award package are standard assurances and special conditions.
- Standard assurances are common requirements that all federal recipients (SAA and subgrantees) must agree to.
  - The SAA and subgrantees assure compliance with civil rights laws.
  - The use of Determination of Suitability to Interact with Participating Minors is an assurance.
  - Reporting potential fraud, waste, and abuse is an assurance.
- Special conditions are customized requirements or restrictions imposed by the federal granting agency.
  - The use of volunteers is a special condition of VOCA.
  - The specific use of funds for VOCA.
- There are DAC special conditions which apply to all subgrantees and others special conditions which may ONLY apply to a single agency.

2026 VOCA Special Conditions

KNOW and **FOLLOW** all award assurances and special conditions outlined in the award document.

OJP and/or DAC may withhold award funds, disallow costs, or suspend or terminate the award if one or more of these award requirements are not followed.

Previous Uploads From Application

Required Forms and Policies from Application Process

- ❖ EEOP Certification or Utilization Report
- ❖ Job Descriptions
- ❖ Board of Directors
- ❖ Organizational Chart
- ❖ Sustainability Plan
- ❖ Tax Exempt Status
- ❖ 2025 Certified Assurances
- ❖ IDC Federal Negotiated Rate (if there is one)

Award Packet - Required Grant Uploads

- PII Breach Policy Agreement Form
- PII Breach Policy Agreement Policy
- Determination of Suitability to Interact With Minors Form
- Determination of Suitability to Interact With Minors Policy
- Certification Of Equal Employment Opportunity Plan
- Confidentiality Policy
- Most Recent Audit or Financial Review
- Certification Regarding Lobbying
- Contracts (if applicable)
- Volunteer Job Description (or policy)
- PMT Policy
- Certificates for Training (VAT or equivalent)
- Procedures for Responding to Discrimination Complaints from Program Participants
- Procedures for Responding to Discrimination Complaints from Clients
- LEP Policy
- Separation of Duties Policy
- Proof of Sam Registration
- Most Recent Completed Audit

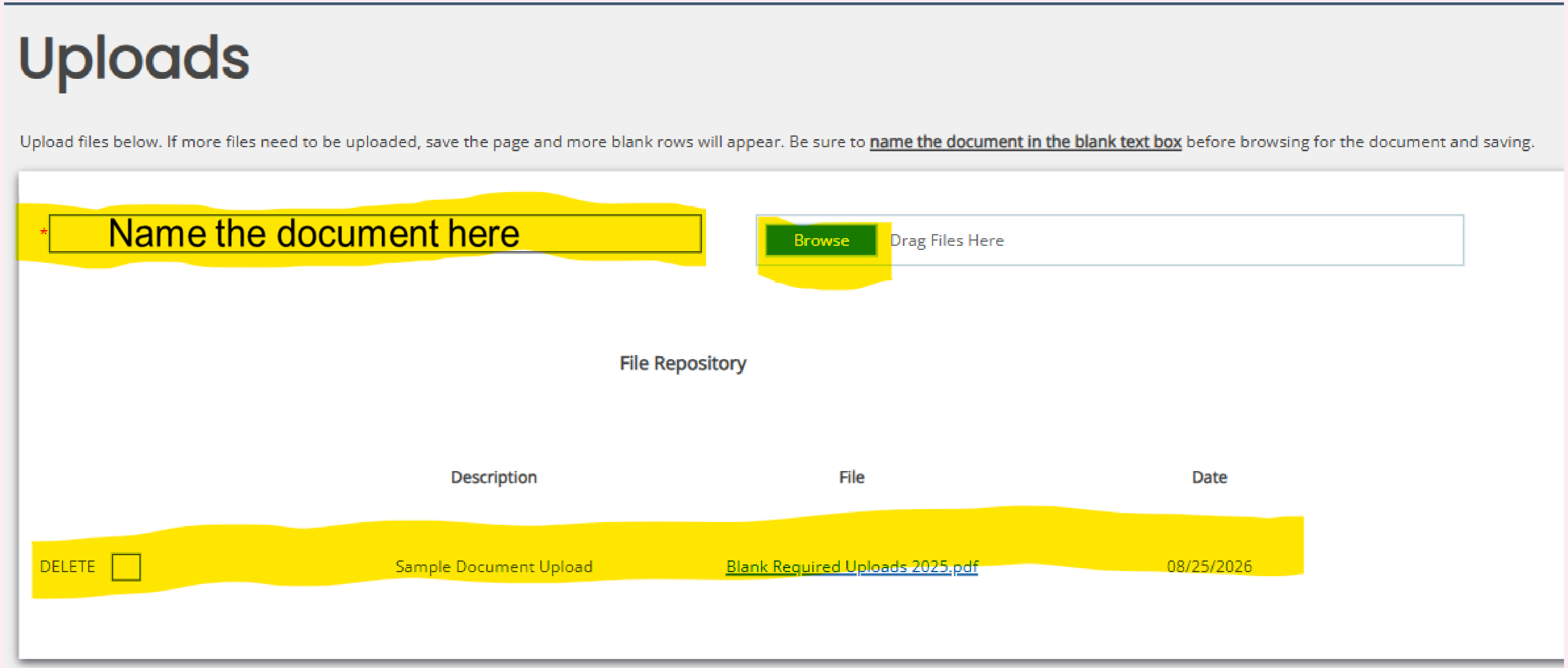
AWARD PACKET - Required Grant Uploads

Other Required Documentation That Must Be Uploaded During Grant Year

- ❖ Single Audit (If Applicable), State Audit, OR Independent Audit (uploaded within 30 days of audit closeout)
- ❖ Current IDC Rate (if unapproved at the time of application)
- ❖ Victim Assistant Training (uploaded at a later date)
- ❖ Civil Rights Training (uploaded at a later date)
- ❖ 2026 Certified Assurances (uploaded at a later date)

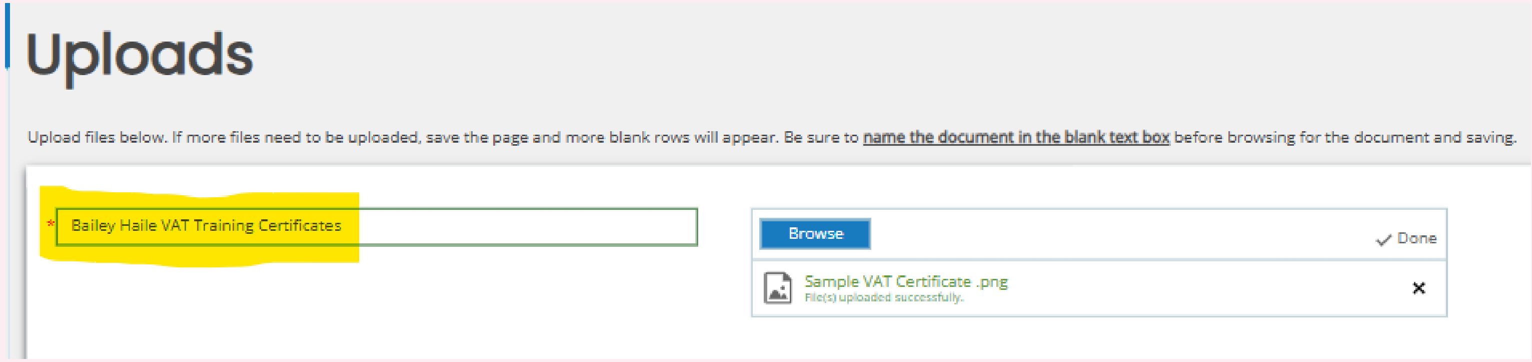
To Upload Documents…..

- In the left side panel of your grant, go the Grant Correspondence dropdown and click on uploads.
- Documents are saved into a repository.
- NAME and Upload the required documents



Reminder – Uploading Training Completion or Other Documents

1. If you have VAT or Civil Rights Training to upload, scan the training completion certificates and save to your desktop.
2. When naming the document, reference the employee name and type of training (e.g. JSmithVAT).
3. In the OGX Forms Menu, scroll to Grant Correspondence and use the first Uploads link. Click on Browse and upload training confirmations.



Office of Civil Rights (OCR)

- ✓ Civil Rights compliance is a standard assurance in accepting federal grant funds.
- ✓ Subgrantees are required to have comprehensive policies and procedures. These civil rights policies <u>must</u> include:
  - How employees/participants are informed of non-discrimination (i.e. Employee Handbook, Onboarding, Client Intake, Posters, etc.)
  - How employees/participants file a complaint
  - Procedures within the agency to address complaints
  - Must include reporting to DAC if there is a violation.
- ✓ The policies need to be uploaded to OGX.
- ✓ Subgrantees are required to provide Civil Rights training annually to all employees and volunteers.
  - Training can be disseminated through email or in-person training
  - Documentation of training should include method of training, a list of attendees, and date of completion. Documentation is then uploaded into OGX.
  - The civil rights training must be done during the current grant year (recommended Oct-Dec of every year).

OCR Training Resources

There are a number of resources at:

https://oklahoma.gov/dac/grants/grant-divisions/voca.html

- OJP Civil Rights Training Video (Currently under maintenance)
- Civil Rights Training Presentation (Adobe)
- Civil Rights Training Presentation (PowerPoint)

Volunteers

- Utilizing volunteers is special condition of receiving VOCA funds.
- A volunteer waiver may be requested if all efforts to recruit volunteers have been exhausted.
- However, only one exemption has been approved, which is the OCME, so creativity is the key.
- For those that have had a difficult time getting volunteers, how have you made it work?

Limited English Proficiency

- A Limited English Proficiency (LEP) person is a person whose first language is something other than English. An LEP person has a limited ability to read, write, or understand English.
- 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
- Five Elements of a LEP Policy should include:
  - A process for identifying LEP Persons
  - Information about available language assistance
  - Training for staff
  - Notice to LEP persons
  - Monitoring and updating the LEP policy

Personnel Form

This form is to be completed with the Award Packet in OGX.

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 who are paid by VOCA (not just the new person) need to be listed on the form each time.

- Peoplesoft Application Information_DAC
- Required Uploads
- Initial Personnel Form
- Goals, Objectives, an tivities
- Annual Agency Ris ment

Grant Co ndence

- Uploads
- DAC Uploads

Grant Ad nts

- Adjustment Reque
- Change in VOCA F rsonnel

Tools

- Landing Page
- Add/Edit People
- Status History
- Attachment Repository
- Modification Summary
- Document Validation
- Notes

[redacted] Oklahoma

[redacted]

Project Director:

Award Amount: [redacted]

Board Awarded Positions and Percentages:

1 FT Victim Advocate at 70%
1 FT Assistant Victim Advocate at 15%

Instructions:
The initial Personnel Form will inform the District Attorney Council Staff of your intended VOCA paid employees and their percentage of VOCA funding.

Please review the Board awarded positions and percentages above before completing this form.

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, salary, 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%.

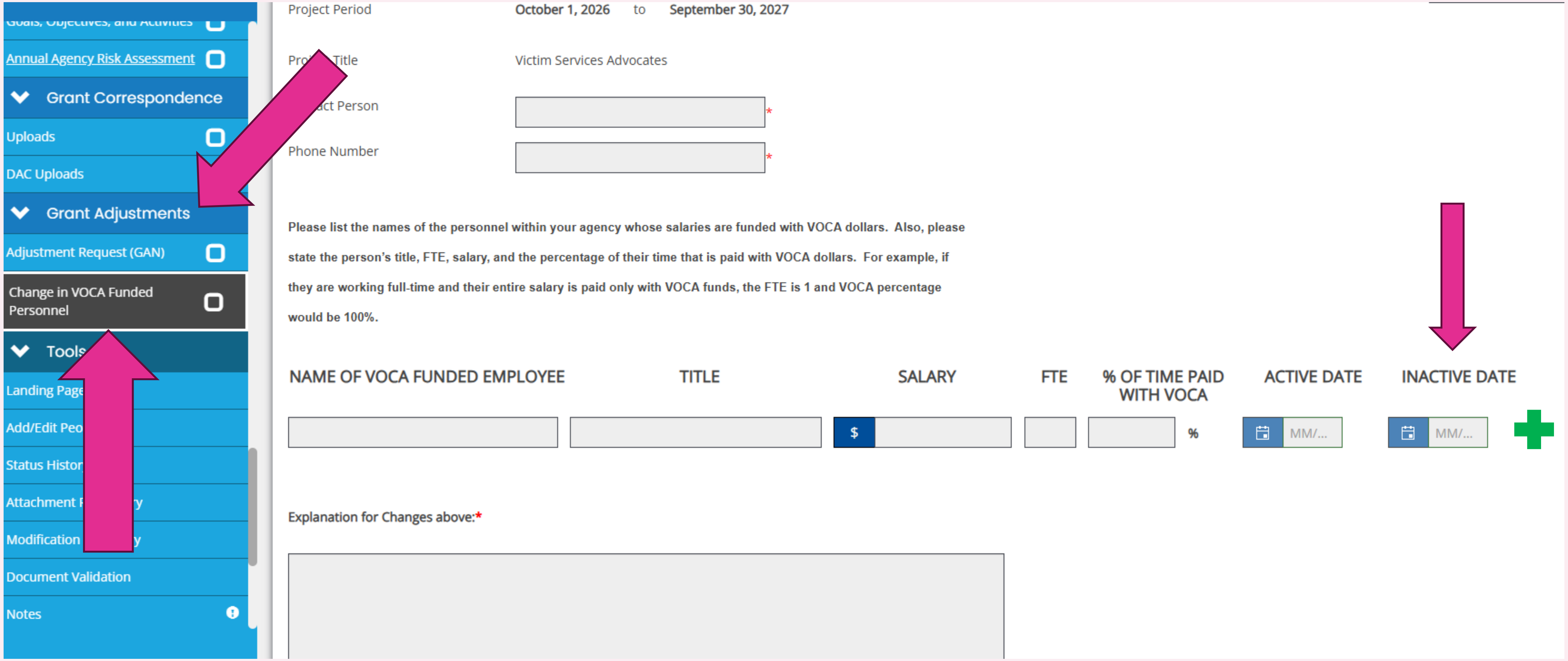
NAME OF VOCA FUNDED EMPLOYEE	TITLE	SALARY	FTE	% OF TIME PAID WITH VOCA
		$		%

* Initial Personnel Form is Effective October 1, 2026

*Important Notes:

- A change in VOCA paid employees during the grant period requires that a revised Personnel Form be completed under the adjustments tab in OGX within 30 days of the change.
- A change in personnel may trigger a need for other forms or policies to be updated. Such as the Determination of Suitability Form. Contact VOCA staff for questions.
- The positions listed above should be the same positions awarded by the VOCA Board.

Change in VOCA Funded Personnel



VOCA Award Budget Summary

	Amount Requested	Match Requested	Approved Budget	Approved Match	Description of Approved Expenses
Personnel	[redacted]	$	[redacted]	$	1 FT Victim Advocate at 70% 1 FT Assistant Victim Advocate at 15%
Benefits	[redacted]	$	[redacted]	$	
Contractors & Consultants	$0.00	$	$	$	
Travel	$0.00	$	$	$	
Equipment	$0.00	$	$	$	
Facilities, Equipment Rental and Leases	$0.00	$	$	$	
Supplies & Operating	$0.00	$	$	$	
Other	$0.00	$	$	$	
Indirect Costs	[redacted]		[redacted]		
Volunteer Time		$		$	
TOTALS	[redacted]	$0.00	[redacted]	$0.00	

Subgrantees cannot deviate from approved positions/expenses without written approval from VOCA GPS

Periodic Certification

1. In addition to the DAC Personnel Form, the Periodic Certification form is to be uploaded in OGX every 6 months. Only employees who are 100% VOCA funded must complete the form.
2. Complete and upload in OGX:
   - Oct.-March – Upload by 4/30/27
   - Apr.-Sept. – Upload by 10/31/27

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.

Revision of Goals and Objectives

Once the grant is in Requires Signatures Status, your goals and objectives will need to be copied into OGX and revised.

Only a handful of applicants needed no revisions. The vast majority of the subgrantees will need attention and revision.

Objectives should ONLY relate to the positions that were funded.

Either some or all of the objectives were not measurable

The objectives relate to positions which were not funded.

Goals and Objectives in OGX

Goals, Objectives, and Activities VIA Work Plan Revisions

Goals and Objectives Revisions

Goals, Objectives, and Activities may need to be revised at the request of the Board if not all positions/services requested were awarded by the Board, or if a reduction in funding will affect any measurable objective numbers.

Board Revisions Required:

Requested Revisions will appear here!

Instructions

Please copy/paste the Goals, Objectives, and Activities from your Work Plan submitted in your 2026 VOCA application. Once pasted, you can make requested revisions. Applicants should ensure that all objectives are SMART objectives (Specific, Measurable, Attainable, Relevant, and Time-Bound). Percentage increases are not acceptable unless a baseline number is provided. Applicants should carefully consider the completion date of various activities. Major activities should be accomplished within various points within the 12-month grant period. Make sure to hit SAVE once completed.

To the right of the text areas you can click the green plus sign to add another box for that specific area.

Organization Name:

Fiscal Year: 2026

Project Name:

Project Goals

OVERALL PROJECT GOALS:

This Plus Sign Adds a new Goal Section

+

Objectives and Activities

SMART OBJECTIVE:

This Plus Sign Adds a new Objective and Activities Section

+

MAJOR ACTIVITIES	DEADLINE FOR COMPLETION	NAME OF VOCA FUNDED STAFF RESPONSIBLE FOR COMPLETION

+

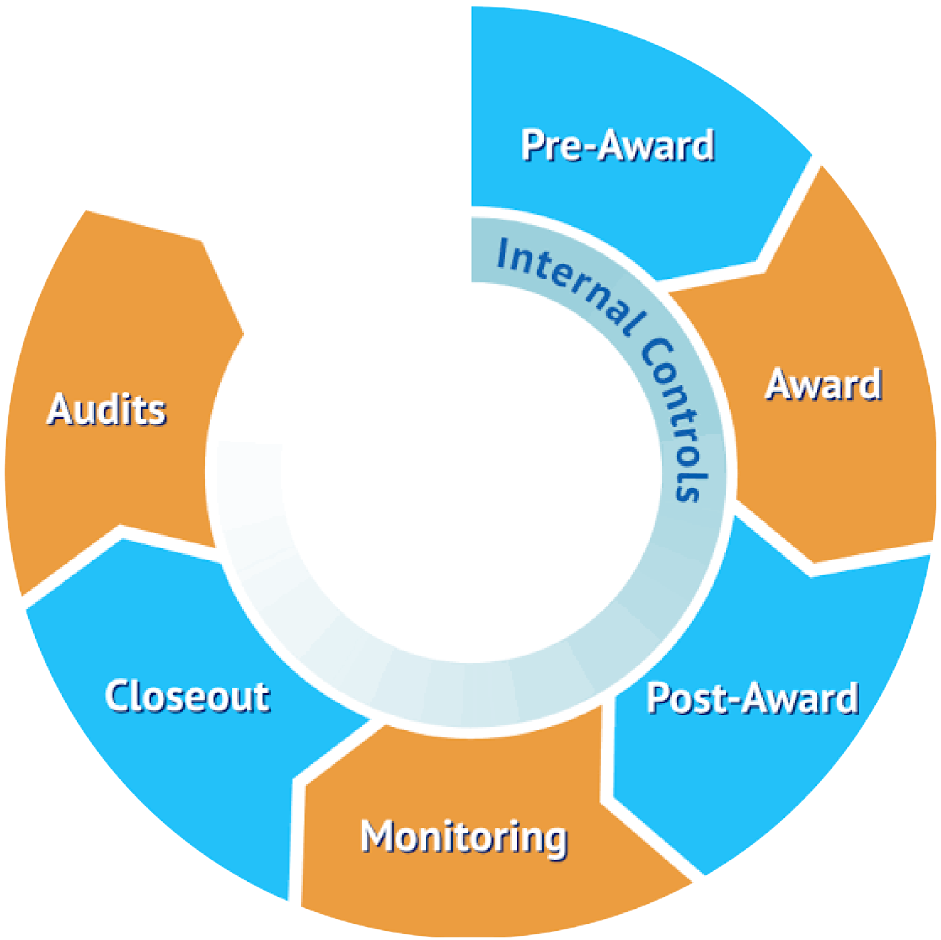
This Plus Sign Adds an Activity line ONLY

Checklist

- ❑ PD and FO will check the grant status in OGX. If it is in Signatures Required, you need get with your AO.
- ❑ The AO will sign and submit the award packet.
- ❑ If you haven't done so, upload the required uploads.
- ❑ Review the Special Conditions of the Grant.
- ❑ Review your G&Os because most will need to make revision(s).
- ❑ Download the 2026 calendar on DAC's website with the fiscal and programmatic due dates.
- ❑ Set a calendar reminder for the Periodic Certification IF you have staff that are funded 100%.
- ❑ Begin working on your Civil Rights and VAT training.

Grant Management Topics

- PMT Information will be covered later this afternoon.
- Focus on some administrative and fiscal highpoints.
    - GANS
    - Timesheets
    - Contracts
    - Tips on the MFR/QFR
    - Indirect Cost (IDC)
    - Tips for Site-Visit



WHEN TO SUBMIT A GRANT ADJUSTMENT NOTICE (GAN)

When to submit a grant adjustment notice in OGX?

- A Grant Adjustment Notices (GAN) **MUST** be submitted when there is a change in the:
  - AO
  - PD
  - FO
- Why is it important to submit a GAN for these roles?

1. Does a GAN need to be submitted when there is a change in the direct staff funded by the grant?
2. If a subgrantee will not meet their goals and objective(s), does a GAN need to be submitted to change the goals and objectives?
3. Does a GAN need to be submitted to modify the budget?

GAN Submission

1. Go to your application in OGX and scroll down on the left navigation panel until you see the "Status Options" menu
2. Click "Adjustment in Request" and apply the status.
3. Scroll on the left navigation panel until you see the "Grant Adjustments" menu
4. Click the "Adjustment Request (GAN)" page.
5. Complete the steps as outlined. Enter the Contact Person and Phone Number.
6. Click the type of Adjustment you are requesting (Budget Adjustment, Personnel, Revised Goals and Objectives).
7. Complete and SAVE the required sections.
8. Scroll down on the left navigation panel until you see the "Status Options" menu
9. Change the Status to Adjustment Request Submitted


USE ONLY WHEN
CARD IS MISSING
REMOVE FOR NO
OTHER PURPOSE
PLEASE REPORT
CHANGE OF ADDRESS
& DEPOSIT SLIP HERE
DO NOT USE TO
PUNCH THE CLOCK
THIS SIDE OUT
4:19

TIMESHEETS

Recording Personnel Time

Employee Funded 100%

Employee	9/5	9/6	9/7	9/8	9/9
Julie Roberts	8	8	8	8	8
Employee Signature			Supervisor Signature		
Date			Date		

Employee Funded 75% with VOCA and 25% with Other Funds

Employee	9/5	9/6	9/7	9/8	9/9	
Angie Bassett - VOCA	6	8	4	5	8	31
Angie Bassett – Gen Funds	2		4	3		8
Employee Signature			Supervisor Signature			
Date			Date			

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	

CONTRACTS

- For contracts and subcontracts, there must be a written agreement which includes:
  - Scope of work
  - Contract Period
  - Reimbursement Rate
  - Invoicing Method and Timeline
  - Termination Clause
- Contracts/subcontracts must be in compliance with federal rules and regulations.
- Invoices from consultants and subcontractors should describe the dates work was performed, the work completed, and the VOCA grant number
- There must be some type of monitoring system with contracts and subcontracts to ensure the work was performed.

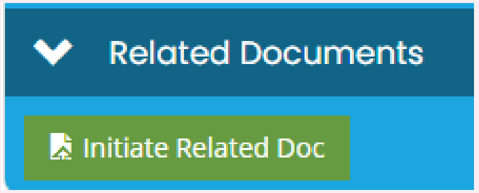
MONTHLY REQUEST FOR FUNDS (MFR) AND QUARTERLY FINANCIAL REPORTS (QFR)

Monthly Financial Report (MFR) And The Quarterly Financial Report (QFR)

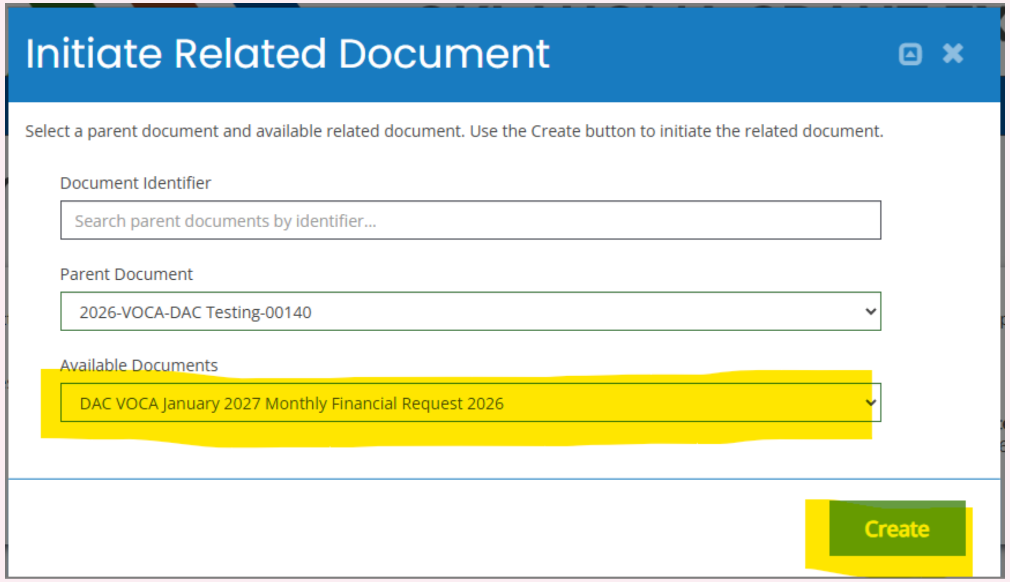
- Expenses must be expended (paid) before requesting reimbursement from DAC.
- The Monthly Financial Report (MFR) must be submitted monthly **BY THE FINANCIAL OFFICER**, even if no funds were expended.
- These financial reports are due on the 15th of every month at 11:59 pm, even if the 15th falls on a weekend or holiday.
  - There is a calendar of important dates online and can be found at [2026 VOCA Grant Calendar]
  - Recommend printing out the calendar and posting it somewhere handy.
- Where do you find the form?
- What happens if the deadline is missed?

How to initiate am MFR/QFR

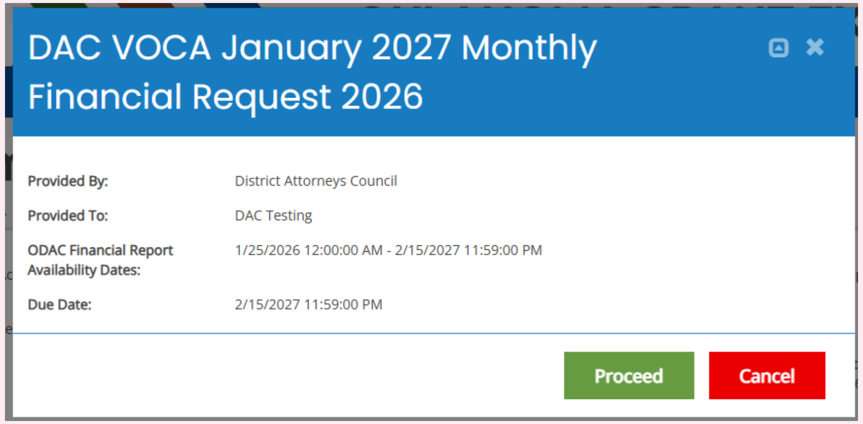
- Inside of your application, scroll all the way to the bottom in the left side panel and select Initiate Related Doc



- Select the Document you would like to initiate from the Available Documents Dropdown.

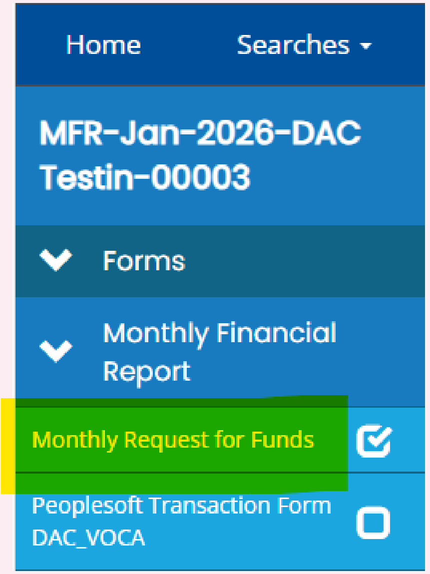


- Confirm that you have selected the correct document and then select Proceed.



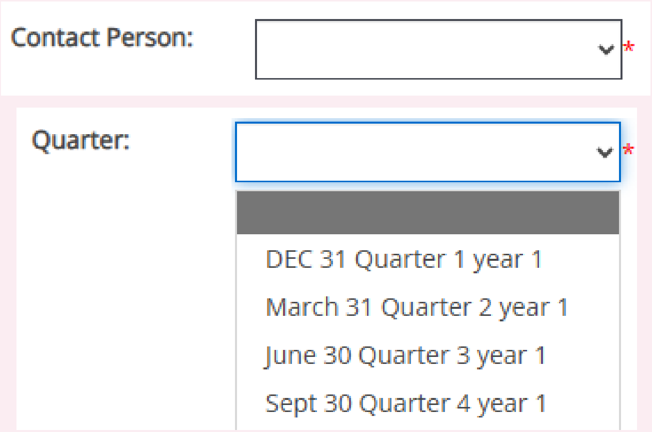
Completing the Monthly Financial Reports

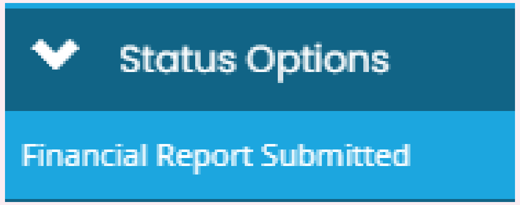
- Select “Monthly Request For Funds” in the left side panel.

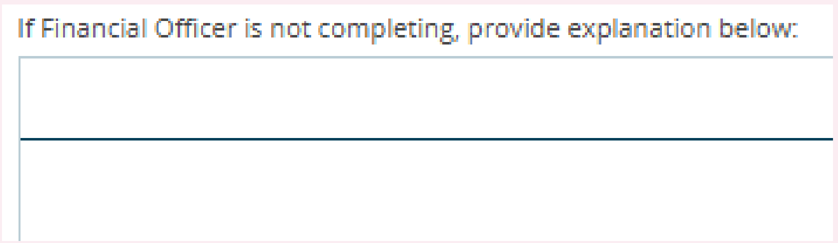


- Complete the Form
  - Select the Contact Person
  - Select the current Quarter
  - Enter Expended Funds (Even if $0)
  - SAVE
  - Change Status to “Financial Report Submitted”

- If the Financial Officer is not the person completing the report, you must provide an explanation in the text box at the top of the form.





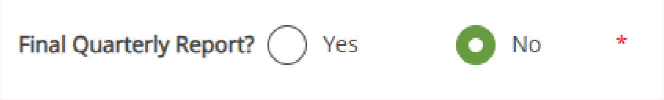


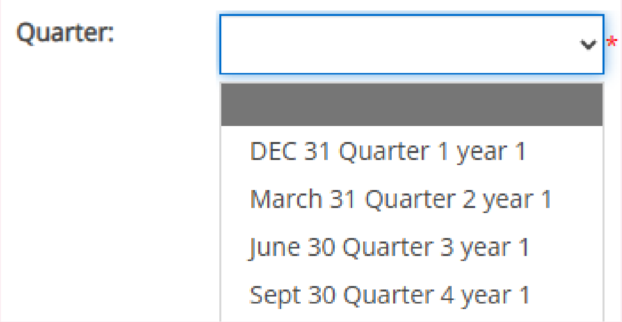
***The designated Financial Officer is solely responsible for completing, certifying, and submitting all required financial reports. Any Financial reports not submitted by the Financial officer will be considered invalid if no explanation is provided and is not approved by the VOCA Team.

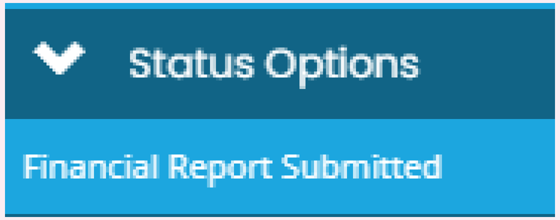
Completing the Quarterly Financial Reports

- Select “Quarterly Report” in the left side panel.

- Complete the Form
  - Select the Contact Person
  - Final Quarterly Report? Unless it is the Final Report, click on No.
  - Select the current Quarter
  - Review the Expenditures
  - SAVE
  - Change Status to “Financial Report Submitted”







***The designated Financial Officer is solely responsible for completing, certifying, and submitting all required financial reports. Any Financial reports not submitted by the Financial officer will be considered invalid if no explanation is provided and is not approved by the VOCA Team.

Late MFRs and QFRs

- OGX will not allow for the initiation of a MFR or QFR after the deadline.
- The subgrantee must contact the GPS or the Compliance Officer to discuss late submission.
- You do not want late reports as the VOCA Board receives a list of all subgrantees that have submitted three or more late reports throughout the grant year.
- Subgrantees may be financially penalized in future grant years for late reports in a current grant year
- Subgrantees may have additional special conditions for late reports.

INDIRECT COSTS (IDC)

Indirect Costs (IDC)

1. On the MFR, you can claim the indirect costs (IDC) if indirect costs were requested on the 2026 application.
2. If you did not request IDC, you cannot now claim it.
   - IDC is requested at the same expenditure rate as grant funds.
   - For example,
     - If your IDC is 10% and you have expended $10,000 to date in November, you can request $1,000 of your IDC.
     - If your IDC is 15% and you have expended $10,000 to date, you can request $1,500.

3. Remember you cannot request your IDC upfront.

[Click to View: OJP Indirect Costs Guide Sheet]

MONITORING SUBGRANTEES

DOJ’s Expectations For Monitoring

“The purpose of subrecipient monitoring is to ensure that the subaward is being used for the authorized purpose, in compliance with the federal program and grant requirements, laws, and regulations, and the subaward performance goals are achieved.”

“All pass-through entities are required to monitor their subrecipients.”

DOJ Financial Guide, Page 116

Continuum of Risk

- **No Findings**
- Minor Errors or Mistakes
- Moderate Findings
- Gross Negligence/Fraud, Waste and **Abuse**

Risk Assessment

VARIABLES

- New Subgrantee
- Type of Subgrantee – State Agency vs. Small Non-Profit
- Amount of Award
- Have Not Received an On-Site Monitoring Visit in Previous 12-Months
- Key Personnel Changes in Previous Grant Cycle
  - Authorized Official
  - Project Director
  - Fiscal Officer

VARIABLES

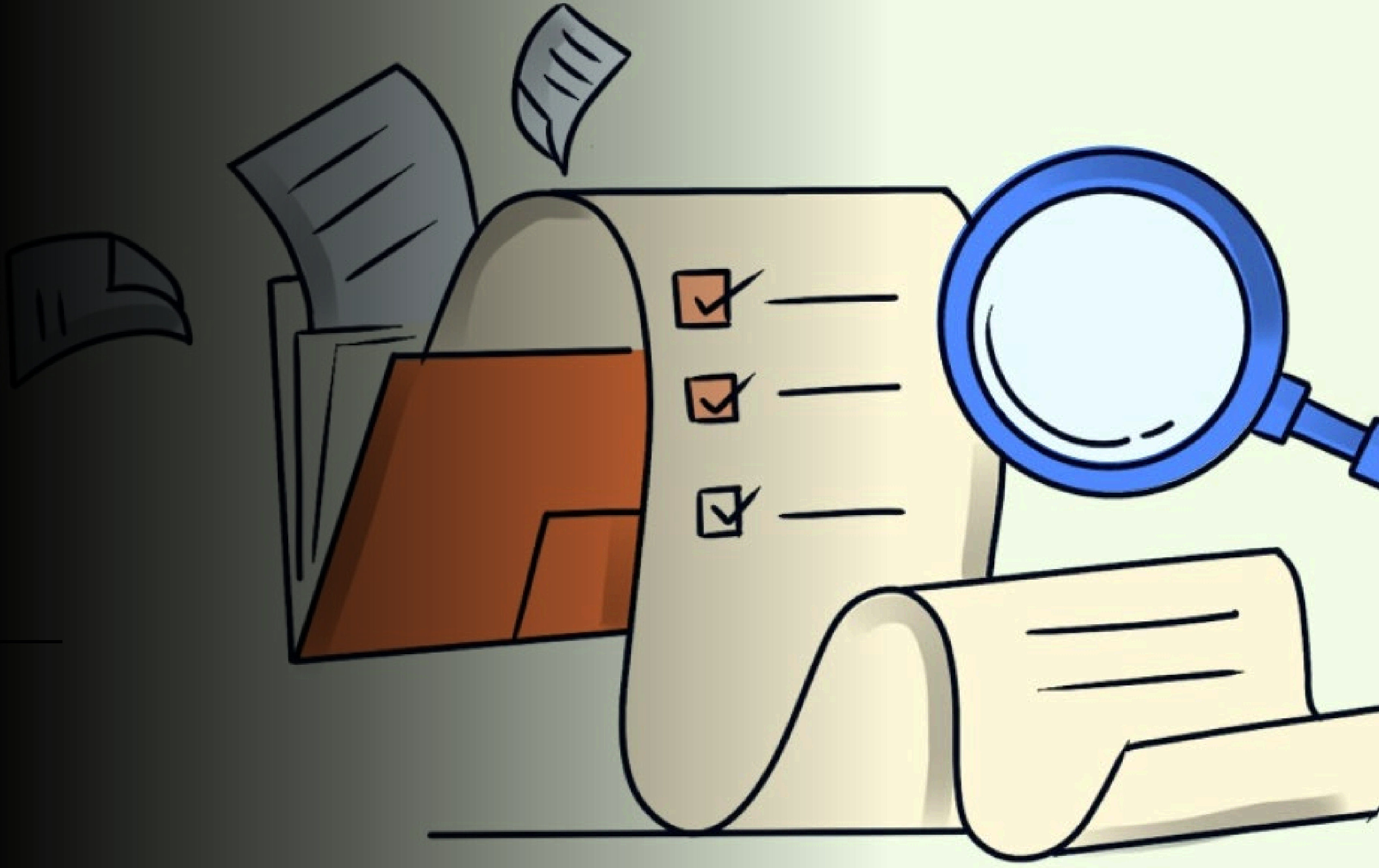
- Late Programmatic Reports from Previous Year
- Late Fiscal Reports from Previous Year
- Deobligated more than 20% of awarded funds in most recent grant cycle.
- Audits/Audit Findings
- Site Visit Findings from Previous Year
- Program Income (rare), Equipment, Travel

Reporting Fraud, Waste, and Abuse

If an employee of a subgrantee is aware of internal fraud, waste or abuse by the CEO, PD, FO, contractor, subcontractor or any other person in connection to the subaward (i.e. the federal funds), a report must be made to DAC and the Office of Inspector General as per federal requirements.

U.S. Department Of Justice, Office of Inspector General:
1. Email: Oig.Hotline@usdoj.Gov
2. DOJ OIG Hotline: 800-869-4499

SUBGRANTEE MONITORING



Why IS Monitoring Needed?

It is a **requirement** of the federal granting agency.

Ensures that DAC is being good stewards of tax dollars and that federal $$ are not at risk.

Provides an opportunity to ensure the state and federal laws, rules, assurances, and special conditions of the grant are being followed.

Identifies minor and moderate issues that can be corrected early to avoid major problems later or major problems that require attention.

Why IS Monitoring Needed?

Could identify major fraud, waste and abuse.

Builds relationships with DAC and the Grant Program Specialist (GPS). If they know more about your program, they can be more of an advocate.

Chance for the GPS to become more aware of a program and the achievements.

Opportunity to receive consultation and technical assistance from the GPS.

Proposed Motto:

Be ready so you don’t have to get ready.

Internal Controls

DOJ Definition: An internal control system is a continuous built-in component of operations, effected by people, that provides reasonable assurance, not absolute assurance, that an entity's objectives will be achieved

Operations

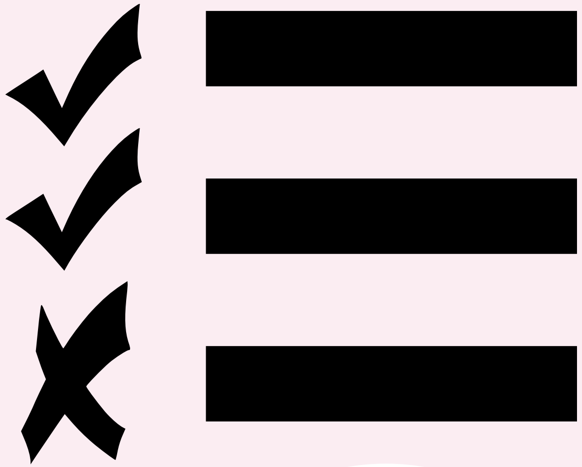
- Procurement Processes – purchase orders, invoices, receipts, the person who orders the items separate from the person who receives
- Accounting processes and procedures – how/when deposits are made, requirements of receipts, purchase orders,
- Have a separation of duties between the Project Director and the Fiscal Officer.
- Conflicts of interest – a relative supervising another relative.
- Control of assets – such as maintaining an equipment inventory.

Setting The Site Visit Up For Success

- ✓ Immediately respond to the email request for the site visit.
- ✓ Ensure that the PD, FO, and direct service staff are available on the site-visit day.
- ✓ Provide the requested pre-site visit information as soon as you can.
- ✓ Secure a location – a conference room is best as the GPS will need access to a table and electricity for their computer.
- ✓ Have your records ready.

Budget Categories

- ✓ Personnel and Benefits
- ✓ Equipment
- ✓ Travel
- ✓ Supplies and Operating
- ✓ Contractual/Professional Services
- ✓ Facilities and Rentals
- ✓ Other



Monitoring

Financial

- ✓ Do you have an adequate accounting system?
- ✓ Are you commingling funds?
- ✓ Are you maintaining adequate financial records?
- ✓ Can you account for the grant expenditures?
- ✓ Do the awarded funds match the purpose of the grant?
- ✓ Do the expenditures charged to the grant match with draws and financial reports?
- ✓ Are financial reports submitted on time?

Administrative

- ✓ Are there adequate internal controls through written policies and procedures?
- ✓ Are they complying with required laws and regulations?
- ✓ Is there a separation of duties and appropriate internal controls?

Programmatic

- ✓ Are they achieving their performance goals and objectives?
- ✓ Is the performance data accurate and being collected in an appropriate way?

Monitoring

- ✓ **Records Maintenance** - Are records organized and readily available – application, GANS, budget, Special Conditions, etc. If not, provide technical assistance.
  - Supporting Documentation, such as timesheets, receipts, payroll distribution reports
- ✓ **Policies** - Are required policies and procedures are available, posted, submitted or clients notified - depending on the specific requirement – EEOP, Drug Free Workplace, Complaints of Discrimination, LEP, Civil Rights Compliance, etc.
- ✓ **Personnel** – Time and effort records that match the award, backfilling, time sheets signed by employee and supervisor, dated, reconciling time
  - ✓ Red Flags – If personnel does multiple programs, is it the same percentage week after week?

Monitoring

- ✓ **Project Coordination –** Are they required to work with other entities?
- ✓ **Project Implementation** – Is there sufficient progress on goals and objectives? What are the blocks? What suggestions can you offer?
- ✓ **Data Collection –** How are they collecting data to report progress? Is it an accurate system?
- ✓ **Feedback on current application in advance of next application.**

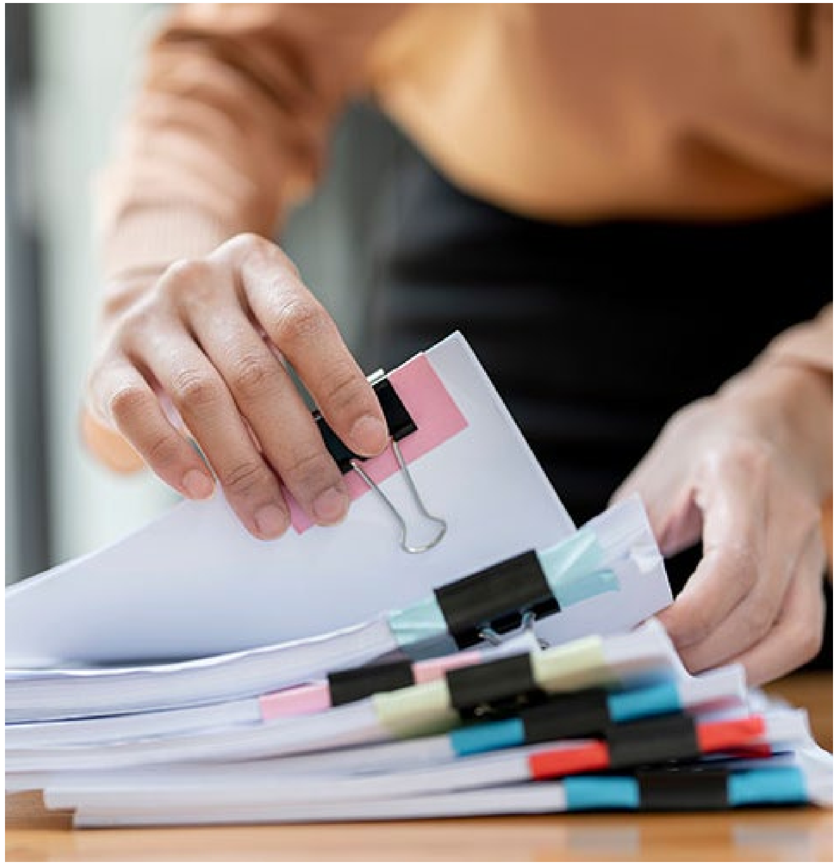
Monitoring

- ✓ **Audits**
  - **Regular Audit** is an annual review of a company’s financial records by accountants. Purpose is to test the financial records and the entities internal controls. For nonprofit’s org, they pay for their own audit. For counties, state, DA’s, audits are conducted by the Oklahoma State Auditor and Inspector’s Office.
  - **Single Audit** Required when an agency expends more than $1,000,000 in federal funds in a twelve-month period. Requires a Financial and Programmatic Compliance Audit
    - ✓ An entity could have $1,000,000 in federal funds from multiple sources triggering the need for a single audit.
    - ✓ **MUST** be submitted to DAC and the Federal Audit Clearinghouse - https://www.fac.gov

Documentation

- A binder system is recommended but not required. Subgrantees may use digital file storage.
- DAC will supply binders for VOCA file storage upon request
- Unless you have connected computer system or the records are in the cloud, it is NOT recommended that you keep grant records on an individual computer.

  - Signed Award, Special Conditions
  - Policies
  - Financial Ledgers
  - Timesheets, Payroll Reports
  - Written Contracts
  - Volunteer Sign-In Sheets
  - MFR and QFR copies
  - Receipts



Ledgers

- Ledgers must be kept to track monthly VOCA deposits, expenditures and IDC.
- Ledgers must match the expenses reported in monthly/quarterly reports in OGX
- Ledgers will be closely reviewed during monitoring visits

VOCA Grant - 2023-VOCA-[redacted]
10/1/23-9/30/24

GRANT AWARD FUNDS: $193,816

Breakdown		Balance Remaining
Salary	$112,016.00	$0.00
Benefits	$64,180.00	$0.00
Indirect Costs	$17,620.00	$1,468.37
		$1,468.37

DATE	EXPLANATION	SALARY	BENEFITS	ADJ	ADJ REASON	OTHER	INDIRECT COSTS	TOTAL	GRANT BALANCE	
	Grant Award Amount								$193,816.00	
11/15/2023	October Payroll Request	$10,754.62	$6,115.26				$1,468.33	$18,338.21	$175,477.79	12/28/2023
12/15/2023	November Payroll Request	$10,754.63	$6,115.28				$1,468.33	$18,338.24	$157,139.55	1/3/2024
1/10/2023	December Payroll Request	$10,754.49	$6,115.26				$1,468.33	$18,338.08	$138,801.47	2/26/2024
2/15/2024	January Payroll Request	$9,870.05	$5,741.90				$1,468.33	$17,080.28	$121,721.19	2/26/2024
3/14/2024	February Payroll Request	$9,995.23	$5,772.13				$1,468.33	$17,235.69	$104,485.50	
4/14/2024	March Payroll Request	$10,043.24	$5,729.44				$1,468.33	$17,241.01	$87,244.49	
5/15/2024	April Payroll Request	$9,995.27	$5,772.45				$1,468.33	$17,236.05	$70,008.44	6/4/2024
6/15/2024	May Payroll Request	$9,995.13	$5,772.41				$1,468.33	$17,235.87	$52,772.57	8/30/2024
7/15/2024	June Payroll Request	$10,621.24	$5,923.57				$1,468.33	$18,013.14	$34,759.43	
8/15/2024	July Payroll Request	$11,141.37	$6,399.92				$1,468.33	$19,009.62	$15,749.81	
9/16/2024	August Payroll Request	$8,090.73	$4,722.38				$1,468.33	$14,281.44	$1,468.37	9/24/2024
	September Payroll Request							$0.00	$1,468.37	
	October Payroll Request							$0.00	$1,468.37	
TOTALS		**$112,016.00**	**$64,180.00**			**$0.00**	**$16,151.63**	**$192,347.63**	**$1,468.37**	

GRANT PERSONNEL EXPENSES

Date	Employee	%	Salary	Benefits	Total
Oct-23	Cassie [redacted]	75%	$3,062.56	$1,451.17	$4,513.73
	Chelsea [redacted]	20%	$774.93	$513.01	$1,287.94
	Sharri [redacted]	100%	$3,639.18	$2,418.82	$6,058.00
	Angie [redacted]	75%	$3,277.95	$1,732.26	$5,010.21
Nov-23	Cassie [redacted]	75%	$3,062.56	$1,451.17	$4,513.73
	Chelsea [redacted]	20%	$774.93	$513.01	$1,287.94
	Sharri [redacted]	100%	$3,639.18	$2,418.82	$6,058.00
	Angie [redacted]	75%	$3,277.96	$1,732.28	$5,010.24
Dec-23	Cassie [redacted]	75%	$3,062.50	$1,451.14	$4,513.64
	Chelsea [redacted]	20%	$774.85	$513.02	$1,287.87
	Sharri [redacted]	100%	$3,639.18	$2,418.82	$6,058.00
	Angie [redacted]	75%	$3,277.96	$1,732.28	$5,010.24
Jan-24	Cassie [redacted]	75%	$3,062.40	$1,492.30	$4,554.70
	Sharri [redacted]	100%	$3,583.34	$2,467.99	$6,051.33
	Angie [redacted]	75%	$3,224.31	$1,781.61	$5,005.92
Feb-24	Cassie [redacted]	75%	$3,062.50	$1,492.33	$4,554.83
	Sharri [redacted]	100%	$3,583.34	$2,467.99	$6,051.33
	Angie [redacted]	75%	$3,349.39	$1,811.81	$5,161.20
Mar-24	Cassie [redacted]	75%	$3,062.50	$1,492.35	$4,554.85
	Sharri [redacted]	100%	$3,631.34	$2,425.26	$6,056.60
	Angie [redacted]	75%	$3,349.40	$1,811.83	$5,161.23
Apr-24	Cassie [redacted]	75%	$3,062.55	$1,492.33	$4,554.88
	Sharri [redacted]	100%	$3,583.34	$2,468.29	$6,051.63
	Angie [redacted]	75%	$3,349.38	$1,811.83	$5,161.21

True or False

1. On the PMT, the subgrantee must count all persons served by the agency.
2. Records related to the grant must be kept for seven years.
3. A Grant Adjustment Notice (GAN) should be submitted every time there is a change in staff who are being paid on the grant.
4. A Risk Assessment is only conducted on those subgrantees who are likely to commit fraud, waste and abuse.
5. If Indirect Costs (IDC) were requested, IDC can be requested at any time.
6. A Monthly Request for Funds (MFR) is not required to be submitted, if no funds have been expended.
7. The hours for volunteers, that provide both direct and indirect services, are counted for the grant's requirement.
8. If a person becomes aware of significant improprieties, the GPS is required to report concerns only to DAC staff.
9. If a GPS needs to conduct a site visit, it means that they have some concerns.
10. Under the grant, it is allowable for the PD and FO to be the same person.

True or False

1. On the PMT, the subgrantee must count all persons served by the agency. FALSE
2. Records related to the grant must be kept for seven years. TRUE
3. A Grant Adjustment Notice (GAN) should be submitted every time there is a change in staff who are being paid on the grant. FALSE
4. A Risk Assessment is only conducted on those subgrantees who are likely to commit fraud, waste and abuse. FALSE
5. If Indirect Costs (IDC) were requested, IDC can be requested at any time. FALSE
6. A Monthly Request for Funds (MFR) is not required to be submitted, if no funds have been expended. FALSE
7. The hours for volunteers, that provide both direct and indirect services, are counted for the grant's requirement. TRUE
8. If a person becomes aware of significant improprieties, the GPS is required to report concerns only to DAC staff. FALSE
9. If a GPS needs to conduct a site visit, it means that they have some concerns. FALSE
10. Under the grant, it is allowable for the PD and FO to be the same person. FALSE

Please unmute to ask questions or type questions in chat box

Contact Information

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. 2025-VOCA-DAC-001) in the subject line and your agency name and contact information in your signature line.

VOCA Staff

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