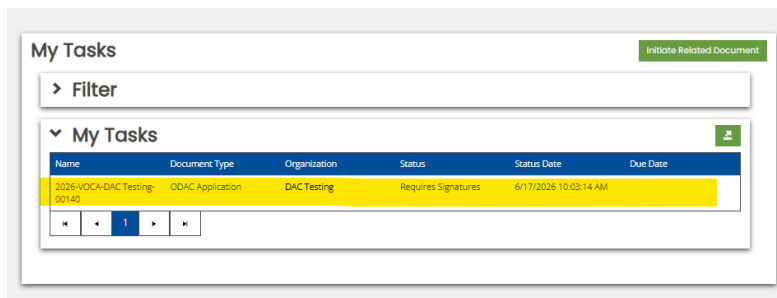


How to Complete your Award Packet in OGX

Once you are logged into OGX you should see your application in the “My Tasks” Panel.



The Status will say, “Requires Signatures”.

- 1) Click into the “Name” of your document.
- 2) Once you are inside your application, scroll down in the left side panel until you see the “Award” section.
 - a. TIP: Above the award dropdown is the “Review” section where you can look at your reviewers scores, strengths, weaknesses, and notes.
- 3) Work from the top down to complete each page. If the Award packet is not completed fully, it will be sent back for modifications.
- 4) Have these documents ready to upload:
 - a. Requirement to Report Actual or Imminent Breach of PII
 - b. Agency Policy on Responding to a Breach of PII
 - c. Determination Of Suitability To interact With Participating Minors FORM
 - d. Agency Policy for Determination of Suitability to Interact with Minors
 - e. Most Recent EEOP Certification or Utilization Report
 - f. Confidentiality Policy
 - g. Most Recent Completed Audit
 - h. Certificate regarding Lobbying
 - i. Contract Justification Approval to Exceed Daily Limit (If Awarded Contracts)
 - j. Contracts for Contractors and Consultants (If awarded)
 - k. Volunteer Job Description
 - l. Performance Measurement Tool Policy
 - m. Training Certificates for all VOCA Funded Staff that meet the policy.
 - n. Discrimination Policy for Program Participants/Employees/Volunteers
 - o. Limited English Proficiency Policy
 - p. Separation of Duties Policy
 - q. Proof of Active SAM Registration

Directions and Notes for each page

Award Packet Instructions

This page contains page by page steps to get your through the award packet. It also shows your Requested Amount and Awarded Amount. You can print this page!

Grant Administrative Personnel

This page updates the assigned Administrative Grant staff. You must fill this in, even if you have had no changes since submitting the application.

DAC Policy Review

Click the link in this page to be taken to the DAC VOCA Page. Review the policies and check that you have reviewed them.

Subrecipient Rules and Financial Guides

- [2025 Subgrantee Match Waiver](#)
- [DOJ Financial Guide](#)
- [Financial & Administrative Guide](#)
- [VOCA Rule](#)
- [District Attorney's VOCA Grant Expenditure Report Guide](#)
- [Policy and Procedures: Separation of Duties](#)
- [Policy and Procedures: Late Reports \(MFR, QFR, PMT\)](#)
- [Policy and Procedures: Training for VOCA Funded Staff](#)

VOCA Award Budget Summary

This page only requires you to review the Awarded Totals. You do not need to enter any information in. You will click save and go to the next page.

Award Notice

This page should auto fill with the information entered into your application. Review the information and if correct, sign the page by typing your name in, check the box at the bottom, and save. If the information is incorrect, email VOCAhelp@dac.state.ok with information that needs to be corrected before moving forward.

Requirement to Report Actual or Imminent Breach of PII

On this page you will upload two documents.

- 1) Requirement to Report Actual or Imminent Breach of PII (This document can be found on our website <https://oklahoma.gov/dac/grants/grant-divisions/voca.html>)

VOCA Forms

- [2025 VOCA Grant Calendar](#)
- [2025 VOCA Required Uploads](#)
- [Requirement to Report Actual or Imminent Breach of PII](#)
- [Determination of Suitability to Interact with Minors Form](#)
- [Project Income Report](#)

- ## Determination Of Suitability to Interact with Participating Minors

- 1) Determination of Suitability to Interact with Participating Minors Form (This document can be found on our website <https://oklahoma.gov/dac/grants/grant-divisions/voca.html> under the VOCA Forms Dropdown

VOCA Forms

- [2025 VOCA Grant Calendar](#)
- [2025 VOCA Required Uploads](#)
- [Requirement to Report Actual or Imminent Breach of PII](#)
- [Determination of Suitability to Interact with Minors Form](#)
- [Project Income Report](#)

- ## Certification Of Equal Employment Opportunity Plan

Certification of Privacy

Certification of Confidentiality

Upload your agencies Confidentiality policy, sign the page, acknowledge the statement, click **SAVE**, and go to the next page.

Certification of Compliance with Open Meeting Act

Check the box if you have a Board of directors, answer the questions, click SAVE, and go to the next page. If not, click SAVE, and go to the next page.

Statement of Audit Arrangements

Fill in the requested information and upload your most recent audit, sign the page and acknowledge the statement, click SAVE, and go to the next page.

Disclosure of Lobbying Activities Form

Select the appropriate answer. If “no” is selected, upload certification, check the box if you agree with the statement, click SAVE, and go to the next page. If “yes” is selected, complete the form pursuant to 31U.S.C. 1352, upload certification, sign the page, check the box if you agree with the statement, click SAVE, and go to the next page.

Contractor/Consultant Agreement Form

Check the box if you were awarded in the category of Contractor/Consultant. Upload required documents, click SAVE, and go to the next page. If you were not awarded in this category, do not check the box, click SAVE, go to the next page.

Certification of Project Income

Select whether you receive Project Income or not. Complete the Assurance Statement, Save

Required Uploads

Upload these required documents: Volunteer Job Description, PMT Policy, Training Certificates for all VOCA Funded Staff, Discrimination Policy for Program Participants/Employees/Volunteers, LEP Policy, Separation of Duties Policy, and Proof of Active SAM registration.

Once all documents have been uploaded, check the box to agree to upload Civil Rights Training completed between 10/01/2026 and 12/31/2026. Save the page.

Initial Personnel Form

This form identifies who your VOCA Funded Staff that were awarded by the Board will be. To deviate from the awarded positions or percentages, you must email VOCAhelp@dac.state.ok.us to obtain approval from the Grant Program Specialists and the Director over the VOCA Grant.

If you were not awarded personnel, please enter No Personnel Awarded, N/A, 0,0,0 to move past the Personnel Form.

NAME OF VOCA FUNDED EMPLOYEE	TITLE	SALARY	FTE	% OF TIME PAID WITH VOCA
No Personnel Awarded	N/A	\$ 0.00	0	0 %

The Authorized Official or Designated Authority will need to Sign this page before Saving.

*You can click the green plus sign to the right to add additional lines for personnel!

Goals, Objectives, and Activities Revision

If the board requests revisions to your Work Plan, this page will outline what revisions are needed.

Since this is the first year in OGX, you will need to copy/paste your work plan into the digital format. Once you have moved your Goals, Objectives, and Activities you can then start making the requested revisions. *Please see the last page for an example of the form.*

For tips and ideas on how to correct your work plan you can view the Revising Grant Goals and Objectives document found on our website <https://oklahoma.gov/dac/grants/grant-divisions/voca.html>

VOCA Forms

• Revising Grant Goals and Objectives

Award Packet Agreement (Authorized Official Only)

Once you have reviewed the information, check the verification box, and SAVE

Submitting the Award Packet (Authorized Official Only)

Only the Authorized Official has permission to submit the award packet in OGX. This is done in the left side menu under the Status Options dropdown by selecting “Signatures Submitted”.

Once the Award Packet has been submitted, print/save each of the award documents for your files.

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 2025 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:

Objectives and Activities

SMART OBJECTIVE:

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

This Plus Sign
Adds a new Goal
Section

This Plus Sign Adds
a new Objective **and**
Activities Section

This Plus Sign
Adds an Activity
line **ONLY**