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STATE OF OKLAHOMA

DISTRICT ATTORNEYS COUNCIL

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EXECUTIVE 405-264-5000	FINANCE 405-264-5004	GRANTS 405-264-5008	VICTIMS SVS 405-264-5006	IT 405-264-5002	TRAINING 405-264-5000
FAX 405-264-5099	405-264-5099	405-264-5095	405-264-5097	405-264-5099	405-264-5099

Policy and Procedure Regarding How to Process VOCA Monthly and Quarterly Financial Reports, Performance Measures Reports, and Late Reports

It is the policy of the District Attorneys Council to follow the steps on processing, reporting, and contacting the subgrantees regarding any corrections needed for the VOCA monthly and quarterly financial reports, performance reports, and late reports.

The VOCA Administrative Assistant will process the subgrantees monthly and quarterly financial reports as well as the performance measures report. If corrections are needed, the VOCA Administrative Assistant will email the following persons: the individual that submitted the reports, Project Director, Finance Officer, VOCA Monitor, and the VOCA Compliance Officer with specific instructions on how to correct the report.

Those subgrantees that are late on their monthly and/or quarterly financial reports for the first time will be sent a notification email by the VOCA Compliance Officer informing them of the late report. Three late reports are reported to the VOCA Board Members and could impact funding amounts for subsequent grant years.

For those subgrantees that have submitted their monthly and quarterly financial reports on-time and the report was pushed back for modifications and not submitted until after the deadline, this instance will not count as a late report. However, if the same subrecipient continues to make errors requiring modifications, this provision will be reevaluated and they will be counted as late thereafter.

For District Attorney subrecipients, because they use the GPC system for their financials, District Attorney subrecipients monthly and/or quarterly financial reports are not subject to the late report list. However, if a District Attorney subrecipient is late on their performance measures report, then they are subject to a notification for the first late performance report and will be counted late thereafter.

2/27/26
Date

[Signature], DIRECTOR OF VICTIMS
Signature and Title