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STATE OF OKLAHOMA

DISTRICT ATTORNEYS COUNCIL

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EXECUTIVE 405-264-5000 FAX 405-264-5099	FINANCE 405-264-5004 405-264-5099	GRANTS 405-264-5008 405-264-5095	VICTIMS SVS 405-264-5006 405-264-5097	IT 405-264-5002 405-264-5099	TRAINING 405-264-5000 405-264-5099
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Policy and Procedure Regarding Separation of Duties for VOCA Funded Subgrantees

I. Purpose

It is the policy of the District Attorneys Council to ensure and enforce proper implementation of separation of duties requirements for all agencies receiving funding under the Victims of Crime Act (VOCA).

II. Oversight and Monitoring

The VOCA Compliance Officer is responsible for tracking submissions of:

- Monthly Financial Reports
- Quarterly Financial Reports
- Subgrant Award Reports
- Performance Measurement Reports

The VOCA Compliance Officer will review report submissions to ensure compliance with required separation of duties. If a report is not completed and submitted by the designated responsible official, the report will be deemed invalid and will not be accepted. The VOCA Compliance Officer will notify the following individuals via email:

- Authorized Official
- Project Director
- Financial Officer
- VOCA Grant Program Specialist

The notification will include specific instructions identifying the appropriate designated official responsible for submission.

III. Subgrantee Responsibilities

Each subgrantee must maintain appropriate separation of duties by designating the following roles:

A. Financial Officer

The subgrantee must designate a Financial Officer who is solely responsible for completing, certifying, and submitting all required financial reports, including but not limited to Monthly Financial Reports and Quarterly Financial Reports. Financial documents not completed and submitted by the designated Financial Officer will be considered invalid and will not be accepted.

Implementation Date: February 27, 2026

B. Authorized Official

The subgrantee must designate an Authorized Official who is solely responsible for making sure the agency complies with all federal regulations and requirements related to the grant. The Authorized Official has ultimate administrative authority over the grant and has the authority to obligate the agency on behalf of the organization.

C. Project Director

The subgrantee must designate a Project Director who is solely responsible for meeting the goals and objectives of the grant, completing and submitting the Subgrant Award Report, and completing and submitting the Performance Measurement reports.

The Project Director and Financial Officer share responsibility for ensuring that all expenditure remains within the approved budget.

IV. Changes in Designated Officials

The subgrantee must promptly notify the District Attorneys Council of any change in the designated Financial Officer, Authorized Official, or Program Director.

Failure to maintain proper separation of duties or to notify the District Attorneys Council of changes may result in further review. VOCA Board members will be notified if compliance is not maintained.

2/27/26
Date

B. D. U. K., DIRECTOR OF VICTIMS
Signature and Title