

**FY2025
VOCA FINANCIAL
AND
ADMINISTRATIVE
TRAINING**



Housekeeping Instructions



All participants are muted.



You may use the Chat Box to ask questions. The chat is being monitored by VOCA staff.



A time for questions and answers will be made available after each section.

DAC STAFF INTRODUCTIONS

Brian Hendrix

Director of Victim Services

Bailey Haile

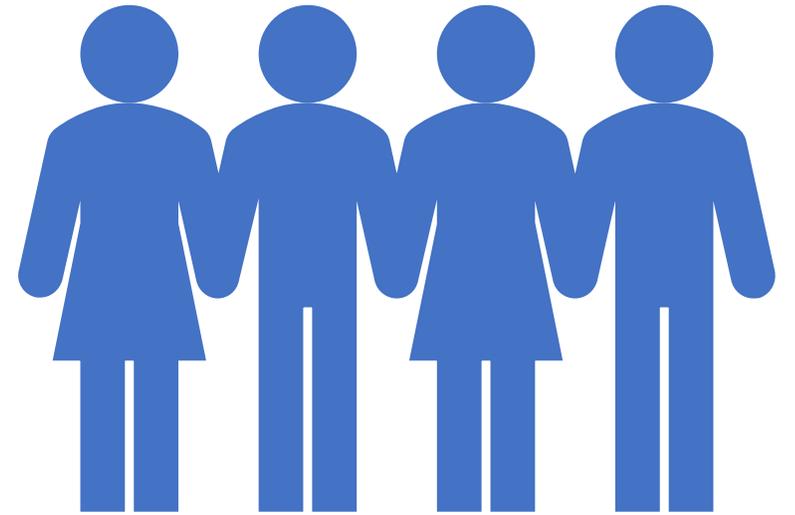
VOCA Grant Program Specialist

Tanner Williams

VOCA Grant Program Specialist

Stacey Strahorn

VOCA Compliance Officer





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.

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



FY2025 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: \$10,318,963



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
 - IDC
 - Tips when you receive a site visit.



OKGRANTS ROLES AND RESPONSIBILITIES



Required Roles in OKGrants

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 FY2025 GRANT and NEXT STEPS

FY25 VOCA – Current Grant Status

- The Board approved specific positions, so make sure you understand what was approved for funding.
- A blanket match exemption was approved by the board so match isn't required this year.
- All of the applications have been moved to the status of REQUIRES SIGNATURE in OKGrants.
- Some subgrantees have completed the award packet. Once the Authorized Official signs and saves EACH page of the Award Packet, they may then change the status on the DAC Application Menu. The status will then update 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 15, 2025**.

OKGrants (AS OF 10/22/25)



Document Type	Organization	Name	Current Status	Year
DAC Application	22nd Judicial District CASA, Inc.	2025-VOCA-22ndJudDistCASA-077	Signatures Submitted	2025
DAC Application	Beautiful Dream Project, Inc. DBA The Dragonfly Home	2025-VOCA-The Dragonfly Home-117	Signatures Submitted	2025
DAC Application	Canadian County CASA	2025-VOCA-Canadian Co. CASA-118	Signatures Submitted	2025
DAC Application	Cardinal Point Public Trust	2025-VOCA-Cardinal Point-070	Signatures Submitted	2025
DAC Application	CASA for Kids, Inc.	2025-VOCA-CASA for Kids-134	Signatures Submitted	2025
DAC Application	CASA of Oklahoma County	2025-VOCA-CASA of OK Co.-050	Signatures Submitted	2025
DAC Application	CASA of Southwest Oklahoma	2025-VOCA-CASA of SW OK-012	Signatures Submitted	2025
DAC Application	CASA of Western Oklahoma, Inc.	2025-VOCA-CASA of Western Oklahoma,-021	Signatures Submitted	2025
DAC Application	CASA Voices for Children	2025-VOCA-CASA Voices for Child.-093	Signatures Submitted	2025
DAC Application	Center for Children & Families	2025-VOCA-CCFI-152	Signatures Submitted	2025
DAC Application	Child Abuse Network, Inc.	2025-VOCA-Child Abuse Network-146	Signatures Submitted	2025
DAC Application	Child Advocacy Center of Central Oklahoma	2025-VOCA-Child Advocacy Center of -158	Signatures Submitted	2025
DAC Application	Child Advocacy Center of Ottawa County	2025-VOCA-Child Advocacy Center of -145	Signatures Submitted	2025
DAC Application	Community Crisis Center	2025-VOCA-Community Crisis Ctr.-043	Signatures Submitted	2025
DAC Application	Delaware County Children's Special Advocacy Network	2025-VOCA-DCCSAN-054	Signatures Submitted	2025
DAC Application	District Attorney's Office, District 10	2025-VOCA-DA 10-106	Signatures Submitted	2025

[Back](#)

Document Information: 2025-VOCA- [REDACTED]

[Details](#)

You are here: > [DAC Application Menu](#) > [Forms Menu](#) > Award

VOCA AWARD BUDGET SUMMARY

Awarded Amount: \$ [REDACTED]

Required Match: \$0

- Your Awarded Amount and Required Match are listed at the top of the screen and in the chart below.
- The Amount Requested/Match Requested columns are the amounts requested in your grant application.
- The Approved Budget column is what was awarded by the VOCA Board, with descriptions of approved expenses in the final column. Adjustments to amounts are allowable between awarded categories only and should be submitted by completion of a Grant Adjustment Notice (GAN) after the award packet is submitted, and DAC staff has moved the grant to Awarded status.
- Once you have reviewed the Approved Budget amounts, you may SAVE the form and go to the Award Notice.

1

	Amount Requested	Match Requested	Approved Budget	Approved Match	Description of Approved Expenses
Personnel	\$ [REDACTED]	\$0	\$ [REDACTED]	\$0	1 FT Coordinator@100% 1 FT Forensic Interviewer @50%
Benefits	\$ [REDACTED]	\$0	\$ [REDACTED]	\$0	
Contractors & Consultants	\$0	\$0	\$0	\$0	
Travel	\$0	\$0	\$0	\$0	
Equipment	\$0	\$0	\$0	\$0	
Facilities, Equipment Rental and Leases	\$0	\$0	\$0	\$0	
Supplies & Operating	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	
Indirect Costs	\$ [REDACTED]		\$ [REDACTED]		
Volunteer Time		\$0		\$0	

Award Notice and Special Conditions

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

Organization: LIFT Community Action Agency, Inc.
PHONE: (580) 326-3351
FAX: (580) 326-2305

Federal ID Number: 73-0772321
UEI Number: XL9DVU1YDGU2
CFDA: 16.575

Grant Amount: \$21,627
Match Amount: \$0

SUBGRANT NO: 2025-VOCA-LIFT CAA-105
Project Name: Victim Advocacy Services
START DATE: 10/1/2025
END DATE: 09/30/2026
DAC CONTACT: (405) 264-5008 or VOCAhelp@dac.state.ok.us

Program Director:
Dianna (DeeDee) Atwood

Special Conditions:

All:
Subgrantee will ensure accurate reporting within the Program Measurements Tool (PMT). Only report services performed by VOCA funded staff. If the VOCA funded staff member is split funded only report services performed during VOCA time.

Non-Profit:
Due to budget cuts, prior to accepting award, subgrantee must do a Grant Adjustment Notice (GAN) to ensure goals and objectives only reflect VOCA-funded services and activities. Goals and Objectives must be modified before the first drawdown. Subgrantee must ensure objectives are measurable and verifiable. All subgrantees are required to allocate their grant funds for salaries exclusively for direct victim service provider positions. No grant funds may be used to support administrative or directorial positions that do not provide direct victims services. Direct services refer to immediate assistance and support

Scroll to read ALL special conditions!

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.

2025 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

- ❖ EEO Certification
- ❖ EEOP Plan
- ❖ Job Descriptions
- ❖ Board of Directors
- ❖ Sustainability Plan
- ❖ Tax Exempt Status
- ❖ 2024 Certified Assurances
- ❖ IDC Federal Negotiated Rate (if there is one)

Award Packet - Required Grant Uploads

Required Forms

- ❖ Equal Employment Opportunity Plan or Exemption Letter (use most recent copy due to EEOP website currently pausing submissions)
- ❖ Determination of Suitability to Interact With Minors Form
- ❖ Personnel Form
- ❖ Current Certified Assurances
- ❖ PII Breach Policy Agreement Form

AWARD PACKET - Required Grant Uploads

Required Policies (If you need sample policies, ask your GPS)

- ❖ PMT Policy
- ❖ Policy and Procedures for Responding to Discrimination Complaints from Program Participants
- ❖ Policy and Procedures for Responding to Discrimination Complaints from Employees
- ❖ Limited English Proficiency (LEP) Policy and Procedures
- ❖ Personally Identifiable Information (PII) Breach Policy
- ❖ Confidentiality Policy
- ❖ Emergency Services Policy (Transitional Housing, Relocation, Deposit Return, Gift Cards, Cell Phones, Vehicles)
- ❖ Determination of Suitability Policy
- ❖ Teleworking Policy (If Applicable)

Joe Smith, BOD President

Originally Approved: 1/5/2024

Revised: 1/5/2025

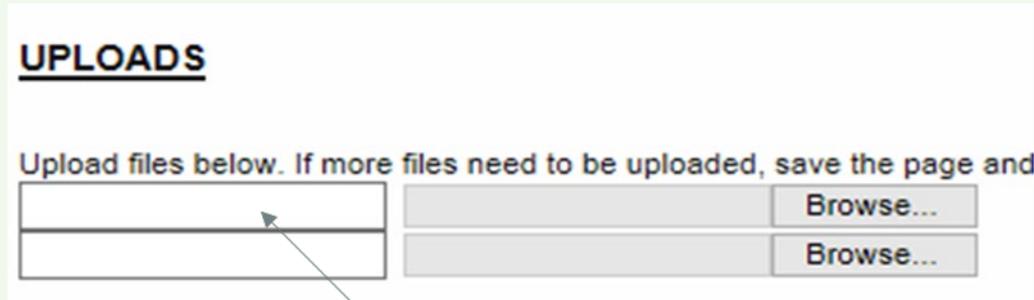
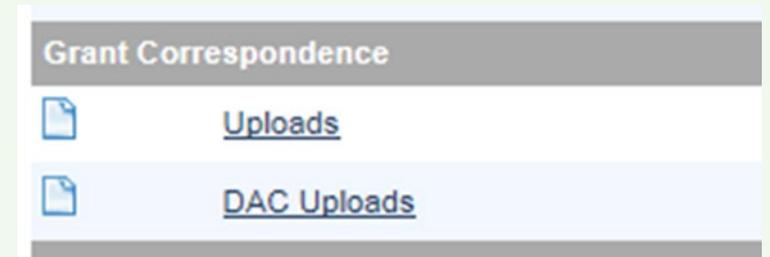
AWARD PACKET - Required Grant Uploads

Other Required Documentation That Must Be Uploaded During Grant Year

- ❖ Single Audit (If Applicable), State Audit, OR Independent Audit
- ❖ Current IDC Rate (if unapproved at the time of application)
- ❖ Periodic Certification (only for 100% VOCA Funded Staff)
- ❖ Civil Rights Training (uploaded by Dec. 31st)

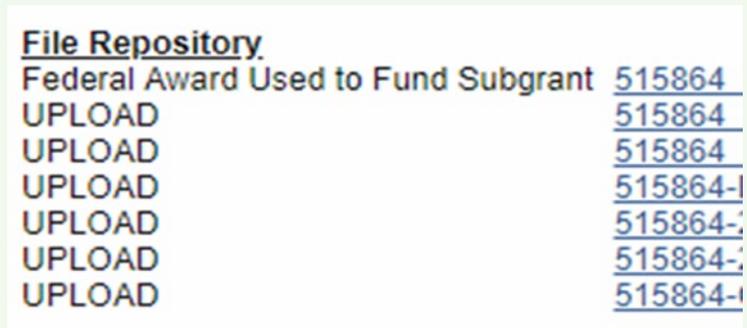
To Upload Documents.....

- In the Forms Menu of your grant, go to Grant Correspondence (at the very bottom) and click on uploads.
- Documents are saved into a repository.
- NAME and Upload the required documents



A screenshot of a web interface showing the 'UPLOADS' section. The title 'UPLOADS' is underlined. Below the title, there is a text input field and a 'Browse...' button. The text input field is empty, and an arrow points to it from the text 'Name the document here' below. Below the first input field and button, there is a second, identical input field and button.

Name the document here



A screenshot of a web interface showing a 'File Repository' table. The title 'File Repository' is underlined. The table has two columns: 'Federal Award Used to Fund Subgrant' and a column with numerical values. The table contains six rows of data.

<u>File Repository</u>	
Federal Award Used to Fund Subgrant	<u>515864</u>
UPLOAD	<u>515864</u>
UPLOAD	<u>515864</u>
UPLOAD	<u>515864-</u>
UPLOAD	<u>515864-</u>
UPLOAD	<u>515864-</u>

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 \(VOCA Federal Grant Program Rules\)](#).





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?

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 must 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 OKGrants.
- ✓ 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 a list of employee/volunteer names and date of completion. Documentation is then uploaded into OKGrants.

OCR Training Resources

There are a number of resources at:

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

- OJP Civil Rights Training Video
- Civil Rights Training Presentation (Adobe)
- Civil Rights Training Presentation (PowerPoint)

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 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 who are paid by VOCA (not just the new person) need to be listed on the form each time.**
- Why is this form important?

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, 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%.

<u>NAME</u>	<u>TITLE</u>	<u>SALARY</u>	<u>FTE</u>	<u>% OF TIME PAID WITH VOCA</u>
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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

Periodic Certification

1. In addition to the DAC Personnel Form, the Periodic Certification form is to be uploaded in OKGrants every 6 months. Only employees who are 100% VOCA funded must complete the form.
2. Complete and upload in OKGrants:
 - Oct.-March – Upload by 4/30/26
 - Apr.-Sept. – Upload by 10/31/26

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.

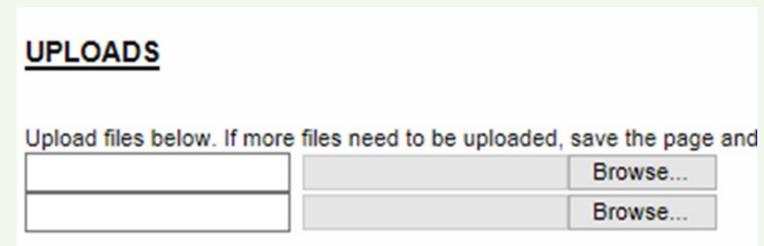
This form meets the requirements of Title 2 Code of Federal Regulations (CFR) Part 225, *Cost Principals for State, Local, and Indian Tribal Governments*, Appendix B, *Selected Items of Costs*, for documenting time and effort reporting.

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.

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 OKGrants Forms Menu, scroll to Grant Correspondence and use the first Uploads link. Click on Browse and upload training confirmations.



UPLOADS

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

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

Checklist

- PD and FO will check the grant status in OKGrants. 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 2025 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.



WHEN TO SUBMIT A GRANT ADJUSTMENT NOTICE (GAN)

When to submit a grant adjustment notice in OKGrants?

- 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?

Revision of Goals and Objectives

- Once the grant is in GRANT AWARDED Status, your goals and objectives will likely need to be revised.
- The vast majority of the subgrantees will need attention and revision.
 - Either some or all of the objectives were not measurable OR
 - The objectives relate to positions which were not funded.
- Objectives should ONLY relate to the positions that were funded.

GAN Submission

1. Go to VIEW EDIT and Complete Forms. Click on View Forms button.
2. Go to the very bottom to Adjustments. Click on the link.
3. Complete the steps as outlined. Enter the Contact Person, Phone Number, Fax Number.
4. Click the type of Adjustment you are requesting (Project Period, Budget Adjustment, Personnel, Revised Goals and Objectives).
5. Complete and SAVE the required sections.
6. Then change the Status to Adjustment Request Submitted

***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



Translate

State Agencies



Search

- About
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- Victims
- Grants**
- Training
- What's New

District Attorneys Council

Together, we have a shared vision to seek justice, promote public safety, and elevate the voices of crime victims as we serve our communities.



Message from the Executive Coordinator



District Attorneys Council (220) > Grants

Grants

The Federal Grants Division serves administrators and distributes federal funds at the state and local level. Our mission is to ease the financial and programmatic burden of justice improvement and victim service agencies. Browse through the links below to learn more.

Victims Assistance Grant (VOCA)

Victims of Crime Act (VOCA) Grant Management Guides, Tools, Forms and Information.

Grant Recipients

Grants recieved by the DAC.

Victims Assistance Grant (VOCA)

Grant Recipients

Subgrantee Toolbox

Resources

[District Attorneys Council \(220\)](#) > [Grants](#) > Victims Assistance Grant (VOCA)

Victims Assistance Grant (VOCA)

VICTIMS OF CRIME ACT (VOCA) GRANT MANAGEMENT GUIDES -- TOOLS -- FORMS -- INFORMATION

[2025 VOCA Special Board Meeting Agenda](#)

[2025 VOCA Board Decisions](#)

[Open OKGrants](#)

Close All Open All

Subrecipient Excel Tools

- [2024 VOCA Grant Calendar](#)
- [2025 VOCA Grant Calendar](#)
- [Data Tracking Template \(save to desktop of each VOCA paid employee and match personnel\)](#)

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Subrecipient Excel Tools



Subrecipient Rules and Financial Guides



VOCA Training Presentations



Civil Rights Documents



VOCA Forms



- [2024 Blank 1st Quarterly Report: Performance Measurement Tool \(PMT\)](#)
- [2024 Blank 2nd Quarterly Report: Performance Measurement Tool \(PMT\)](#)
- [2024 Blank 3rd Quarterly Report: Performance Measurement Tool \(PMT\)](#)
- [2024 Blank 4th Quarterly Report: Performance Measurement Tool \(PMT\)](#)
- [VOCA Required Uploads](#)
- [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 \(DA Offices only\)](#)
- [2024 VOCA Certified Assurances](#)

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Subrecipient Excel Tools



Subrecipient Rules and Financial Guides



VOCA Training Presentations



Civil Rights Documents



- [Procedures for Responding to Discrimination Complaints from Clients, Customers, Program Participants, or Consumers of the DAC or any VOCA Subrecipient Organization](#)
- [Procedures for Responding to Discrimination Complaints from Employees of Subrecipients](#)
- [DAC Limited English Proficiency \(LEP\) Policies & Procedures](#)
- [OJP Civil Rights Training Video](#)
- [Civil Rights Training Presentation \(Adobe\)](#)
- [Civil Rights Training Presentation \(PowerPoint\)](#)
- [DAC Methods of Administration](#)

VOCA Forms



Crime Victims Compensation Claim Forms



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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
Angie Bassett – Gen Funds	2		4	3	
Employee Signature			Supervisor Signature		
Date			Date		

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8

CONTRACTS



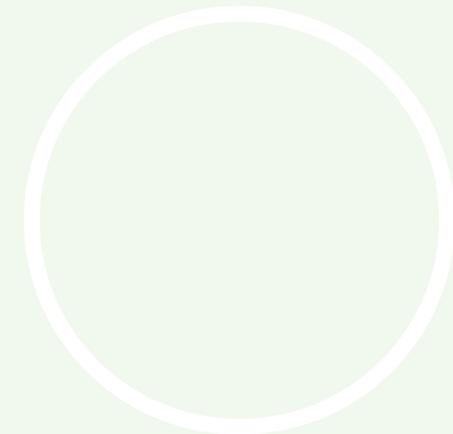
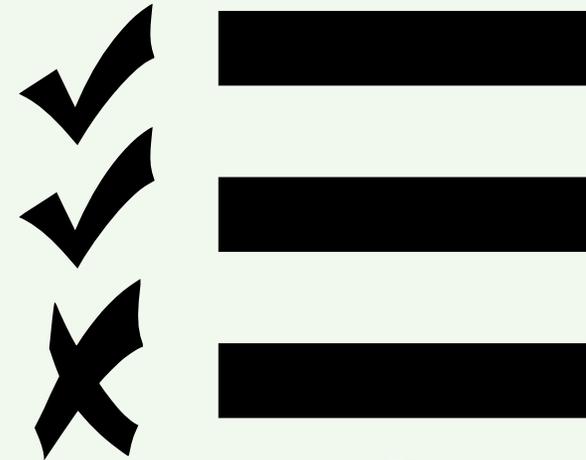
- For contracts and subcontracts, there must be a written agreement which includes:
 - Scope of work
 - Contract Period
 - Reimbursement Rate
 - Invoicing Method and Timeline
 - Termination Clause
- Contracts/subcontracts must be in compliance with federal rules and regulations.
- Invoices from consultants 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)**



Budget Categories

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



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

1. Expenses must be expended (paid) before requesting reimbursement from DAC.
2. The Monthly Financial Report (MFR) must be submitted monthly **BY THE FINANCIAL OFFICER**, even if no funds were expended.
3. 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 [2025 Calendar.xlsx](#)
 - Recommend printing out the calendar and posting it somewhere handy.

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

QFR Example

QUARTERLY REPORT

Click [here](#) to go to the "Change the Status" page.

Contact Person: *

Address: OK 74820

Fax:

Phone:

Award Amount: \$129,696

Subgrant Number: 2023-VOCA-██████████

Project Period: 10/01/2023 to 09/30/2024

Quarter: *

Final Quarterly Report? Yes No*

Date Submitted: 7/8/2024

Quarter	Month
Quarter 1 - DEC 31st	October November December
Quarter 2 - March 31st	January February March
Quarter 3 - June 30th	April May June
Quarter 4 - Sept 30th	July August September

	Approved Budget		Prev. Qtr. Expenditures		Expenditures this Qtr.		Expenditures to Date		Budget Balances	
	Grant	Match	Grant	Match	Grant	Match	Grant	Match	Grant	Match
Personnel	\$109,172	\$0	\$44,985.81	\$0	\$25,327.86		\$70,313.67	\$0	\$38,858.33	\$0
Benefits	\$8,733	\$0	\$3,566.73	\$0	\$2,013.60		\$5,580.33	\$0	\$3,152.67	\$0
Consultant/Contractor	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0
Facilities/Rental	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0
Supplies/Operating	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0
Indirect Costs	\$11,791		\$4,855.25		\$2,734.15		\$7,589.40		\$4,201.60	
Volunteer Hours		\$0		\$0		\$0		\$0		\$0
TOTAL	\$129,696	\$0	\$53,407.79	\$0	\$30,075.61	\$0	\$83,483.40	\$0	\$46,212.60	\$0

Cash Balance Beginning of Qtr \$0
 Amount Drawn Down \$30,075.61
 Amount Expended \$30,075.61
 Cash Balance End of Qtr \$0

Amount Previously Drawn \$53,407.79
 Amount Available To Draw \$46,212.60

Completing the MFR And QFR

1. Verify the contact information is correct.
2. Select the correct quarter.
3. Unless it is the Final Report, click on No.
4. Enter the previous month's expenses (even if \$0) under Expenditures This Quarter. All calculations should autogenerate.
5. Do not add any special characters in EFT Payment Memo
6. The status must be changed to submitted, otherwise the report status will remain "in progress". If the report is still "in progress" after the 15th, it will be considered late.
7. Be sure IDC is calculated properly.
8. Back up documentation does not need to be uploaded, but retained for monitoring

Late MFRs and QFRs

- OKGrants 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 two or more late reports throughout the grant year.
- Subgrantees may be financially penalized for late reports.
- In previous years, subgrantees that have submitted two or more late reports within a previous grant cycle were required to attend Financial Training in person at DAC.
- VOCA Staff will propose additional training requirements to the VOCA Board for subrecipients that submitted two or more late reports in the 2025 Grant year. The proposal would require subrecipients to complete the OJP Financial Management and Grant Administration Training prior to being placed into “Grant Awarded” status on the 2026 grant.



INDIRECT COSTS (IDC)



IDC

1. On the MFR, you can claim the indirect costs (IDC).
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 day, you can request \$1,500.
3. Remember you cannot request your IDC upfront.
4. It is preferable to submit for IDC as you go.

A magnifying glass with a black handle and a silver rim is positioned on a large yellow circle. Above the magnifying glass is a white circle. The background is light green with faint leaf patterns. In the bottom right, there are large, overlapping shapes in light blue and green.

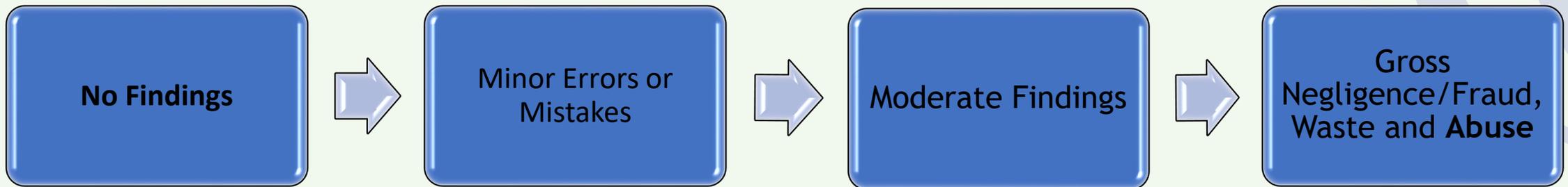
MONITORING SUBGRANTEES

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.”

Continuum of Risk



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
- Program Income (rare), Equipment, Travel
- Both PD and FO attended Financial Training

SUBGRANTEE MONITORING



Why IS Monitoring Needed?

1. It is a **requirement** of the federal granting agency.
2. Ensures that DAC is being **good stewards** of tax dollars and that federal \$\$ are not at risk.
3. Provides an opportunity to ensure the **state and federal laws, rules, assurances, and special conditions** of the grant are being followed.
4. 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?

6. Could identify **major fraud, waste and abuse**.
7. **Builds relationships** with DAC and the Grant Program Specialist (GPS). If they know more about your program, they can be more of an advocate.
8. Chance for the GPS to **become more aware of a program and the achievements**.
9. Opportunity to receive **consultation and technical assistance** from the GPS.

Proposed Motto

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



Setting The Site Visit Up For Success

- ✓ Respond to the email request for the site visit as soon as possible.
- ✓ 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.

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.

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

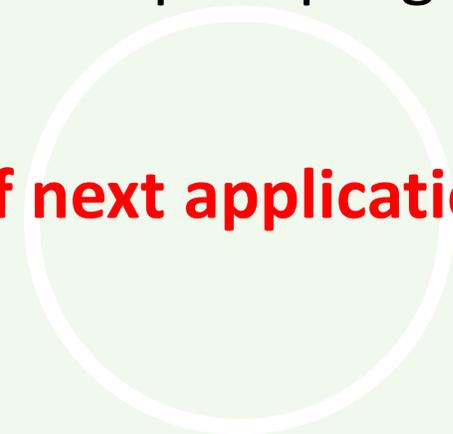
- ✓ **Records Maintenance** - Are records organized and readily available – application, GANS, budget, Special Conditions, etc. If not, provide technical assistance.
 - Supporting Documentation, such as timesheets, receipts, payroll distribution reports
- ✓ **Policies** - Are required policies and procedures are available, posted, submitted or clients notified - depending on the specific requirement – EEO, 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



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

- **Independent 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 suggested but not required. You may also utilize digital storage.
- 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 OKGrants
- 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



Resources

Compliance & Oversight Resources



[2 CFR 200](#)

Uniform Guidance



[The Green Book](#)



[DOJ Grants Financial Guide](#)

OKGRANTS User Guide

- [DACSubgranteeUserManualDEC2015.pdf](#)

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**

Contact Information

District Attorneys Council
421 N.W. 13th Street, Suite 290
Oklahoma City, OK 73103
405-264-5006 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.

Questions?



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