VOCA Grant Fundamentals: Award Life Cycle

This presentation will begin shortly
Important Information for Today’s Presentation

• **PowerPoint Handouts** – The PowerPoint Presentation will be available on the conference website.

• **Evaluations** – Please complete the evaluations and leave them on the table.

• **Need additional assistance?** – Please contact us.
VOCA Grant Fundamentals: Award Life Cycle

Office for Victims of Crime
San Diego, CA
Presenters

Joel Hall
Victim Justice Program Specialist

Tiffany Graham
Grants Management Specialist
Today’s Goal

To inform participants and provide the knowledge and resources to successfully manage new OVC grant awards.
Polling Question

How many years have you worked with federal grants?
A) Less than one year
B) Less than three years
C) Five years or less
D) Five years or more
Overview of OVC

Presented by
Joel Hall
Victim Justice Program Specialist
Learning Objectives

• Gain a greater understanding of OVC’s mission

• Identify your key grant documents

• Understand the terms and conditions of your award, including reporting responsibilities

• Recognize your obligation to comply with federal requirements

• Understanding the grant award cycle – from start-to-finish
Outline of Webinar Presentation

1. Overview of OVC
2. Breakdown of the Application Process
3. VCC Forms
4. Understanding Your Award Document
5. OVC/OJP Monitoring
6. Closeout
OVC Mission Statement

OVC is committed to enhancing the Nation’s capacity to assist crime victims and to providing leadership in changing policies and practices to promote justice and healing for all victims of crime.
What is the Office for Victims of Crime?
Section 2

Understanding Your VOCA Application Package

Presented by
Tiffany Graham
Grants Management Specialist
Grant Application Approval Process

1. Office for Victims of Crime (OVC)
   - Step 1

2. Office of the Chief Financial Officer (OCFO)
   - Step 2

3. Assistant Attorney General Office (OAAG)
   - Step 3

4. Office of Communications (OCOM)
   - Step 4
Best Practices in Completing the Application Process

• Submit GANs for any changes related to the grant administering agency (Name, address, or authorized signing authority).
• Assign one agency POC to handle all application communication with the OVC Grant Manager.
• Follow the most recent application instructions provided for the fiscal year.
• Submit all required documents on or before OVC established deadlines.
Common Application Errors

SF-424 Form
- Incorrect Type of Submission
- Incorrect Type of Applicant
- Incorrect Type of Application
- Incorrect Descriptive Title of Applicant’s Project
- Incorrect Start/End dates
- Incorrect Estimated Funding
- Missing Congressional Districts
Required Application Files

- Statement Regarding Use of Administrative and Training funds
- Certification of State Eligibility Requirements Statement
- Statement Regarding Collecting the Data Required for This Solicitation’s Performance Measures
- State Law Governing the Crime Victim Compensation Programs (Victim Compensation Programs Only)
- Financial Management and System of Internal Controls Questionnaire
- Applicant Disclosure of Pending Applications
- Applicant Disclosure and Justification-DOJ High Risk Grantees
- Disclosure of Lobbying Activities
- List of Staff Positions Paid with VOCA Administrative Funds
- Information on Proposed Subawards (if any) and on Proposed Procurement Contracts
- Indirect Cost Rate Agreement
OVC Application Review Process

• OVC Grant Manager Application Review
• OVC Program Administrator Review
• OVC Branch Chief Review
• OVC Deputy Director Review
• OVC Director Review
Understanding Your Victim Compensation Certification

Compensation Applications Only

Presented by

Joel Hall

Victim Justice Program Specialist
Section 3 Learning Objectives

• GMS Navigation
• Understanding the VCC Form
• VCC Instruction
• Period of Performance
• Available Funds
• Understanding Deductions
• Common Mistakes
GMS Screen 2
CRIME VICTIM COMPENSATION STATE CERTIFICATION FORM

INSTRUCTIONS

The Crime Victims Compensation State Certification Form must be used by each state and territory submitting an application for Victims of Crime Act (VOCA) crime victim compensation grant funds. The amount certified in Part I, line F will be used by the Office of Victims of Crime (OVC) to determine the annual VOCA grant award. State payments must be reported for the Federal Fiscal Year (October 1 through September 30).

PART I:

Line A: Please record the total amount of payments made by the compensation program to, or on behalf of, victims of crime from all funding sources. This amount may include payments for forensic sexual assault examinations including payments made in connection with a compensation claim or through a separate payment process. Do not include amounts expended for administrative costs in this figure.

Line B1 - B6: Please record all amounts to be deducted from the total funds paid to crime victims.

B1 Enter the total amount of VOCA grant funds used to pay compensation claims as reported on Line A. If funds from more than one grant were expended, enter the applicable grant years in the spaces provided. Do not include amounts expended for administrative costs.

B2 Enter amounts recovered through civil suits or third party settlements. You do not need to include amounts expended for collection costs, such as attorney fees charged in connection with subrogation recoveries and service fees paid on wage garnishments.

B3 Enter amounts of restitution recovered by your program, including reimbursements recovered for sexual assault examinations as well as compensation claims.
## CRIME VICTIM COMPENSATION STATE CERTIFICATION FORM

**State of Alabama**  
**Reporting Period:** October 1, 2006 through September 30, 2007  
**Note:** Please read the instructions on the Attached Page before completing this Form.

### Part I: PAYMENT INFORMATION

<table>
<thead>
<tr>
<th>A. Total amount paid to or on behalf of crime victims from ALL FUNDING SOURCES (both State and Federal)</th>
<th>(+) $872150.00</th>
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<tbody>
<tr>
<td>B. Amounts to be deducted from total paid to crime victims.</td>
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<tr>
<td>1. VOCA Grant Funds</td>
<td>$ 0.00</td>
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<tr>
<td>2. Subrogation Recoveries</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>3. Restitution Recoveries</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>4. Refunds</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>5. Amount Awarded for Property</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>6. Other Reimbursements Specify :</td>
<td></td>
</tr>
<tr>
<td>C. Total amount to be deducted (Sum of B1 through B6)</td>
<td>(-) $650.00</td>
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<tr>
<td>D. Subtract Line C from Line A</td>
<td>(+) $872090.00</td>
</tr>
<tr>
<td>E. Recovery Costs, if any (Attach Documentation)</td>
<td>(+) $0.00</td>
</tr>
<tr>
<td>F. Total state payments eligible for matching VOCA Grant Award (Add Line D and Line E)</td>
<td>(+) $872090.00</td>
</tr>
</tbody>
</table>

### Part II: FUNDS AVAILABLE FOR THE STATE VICTIM COMPENSATION PROGRAM (During the Reporting Period)

| A. Funds from all sources other than VOCA Grant Funds                                              | $ 0.00          |
| B. General Funds                                                                                 $ 0.00          |
| C. Court Costs                                                                                  $ 0.00          |
| D. Fees                                                                                        $ 110.00        |
| E. Fines and Penalties                                                                            $ 0.00          |
| F. Private Donations                                                                             $ 0.00          |
| G. Bond Forfeitures                                                                             $ 0.00          |
| H. Subrogation Recoveries                                                                        $ 0.00          |
| I. Restitution Recoveries                                                                        $ 0.00          |
| J. Refunds                                                                                      $ 0.00          |
| K. Reimbursements                                                                               $ 0.00          |
| L. Earned Interest                                                                              $ 0.00          |
| M. Reserves Carried Over                                                                         $ 0.00          |
| N. Other Sources Specify:                                                                       $ 0.00          |
CRIME VICTIM COMPENSATION STATE CERTIFICATION FORM

U.S. Department of Justice
Office for Victims of Crime
CRIME VICTIM COMPENSATION STATE CERTIFICATION FORM

Part I: PAYMENT INFORMATION

A. Total Amount paid to or on behalf of crime victim from ALL SOURCES OTHER THAN VCCA Grant Funds
   (All State and Federal)
   (+) $ 1,326,425.00
B. Amounts To Be Deducted From Total Paid
   to Crime Victim
   1. VCCA Grant Funds, FY 19-20 $ 444,060.43
   2. Repayment or Repayment
   3. Restitution Recovered $ 100.00
   4. Court Costs $ 0.00
   5.Amounts Awarded for Property
   6. Other Reimbursements $ 0.00
   7. Refunds $ 0.00
   8. Imposition of Sanctions $ 1,326.49
   9. Restitution Payments
   10. Total Payable $ 1,326.49
   11. Total Amount To Be Deducted
      (Sum of Lines 1 through 10)
      (+) $ 1,326,060.43
   12. Subtotal Line 2 From Line A
      (+) $ 936,425.00
   13. Recovery Costs, If Any
      (Attach Documentation)
      (+) $ 0.00
   14. Total State Payments Eligible for Matching
      VCCA Grant Award
      (Add line B and Line K)
      (+) $ 936,023.15

Part II: FUNDS AVAILABLE FOR THE STATE VICTIM COMPENSATION PROGRAM

A. Funds from All Sources Other Than VCCA Grant Funds $ 0.00
B. Total Funds Available
   1. General Funds $ 2,295,152.75
   2. Fiscal $ 0.00
   3. Fiscal $ 0.00
   4. Fiscal $ 0.00
   5. Fiscal $ 0.00
   6. Fiscal $ 0.00
   7. Fiscal $ 0.00
   8. Fiscal $ 0.00
   9. Fiscal $ 0.00
   10. Fiscal $ 0.00
   11. Fiscal $ 0.00
   12. Fiscal $ 0.00
   13. Fiscal $ 0.00
   14. Fiscal $ 0.00

Part III: Certification

I certify that the amount reported in Part I of this form is complete and accurate.

Signature of State Authorized Official

Date

GIP Admin. Form (3386/5) (Rev. 6/24/24)
**VCC Form Part II**

## Part II: FUNDS AVAILABLE FOR THE STATE VICTIM COMPENSATION PROGRAM
(During the Reporting Period)

<table>
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<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1. General Funds</td>
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</tr>
<tr>
<td>2. Court Costs</td>
<td>$ 1,256,102.76</td>
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<tr>
<td>3. Fees</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>4. Fines and Penalties</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>5. Private Donations</td>
<td>$ 2,200.00</td>
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<tr>
<td>6. Bond Forfeitures</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>7. Subrogation Recoveries</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>8. Restitution Recoveries</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>9. Refunds</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>10. Reimbursements</td>
<td>$ 1,639.49</td>
</tr>
<tr>
<td>11. Earned Interest</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>12. Reserves Carried Over</td>
<td>$ 375,247.19</td>
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<tr>
<td>13. Other Sources</td>
<td>$ 0.00</td>
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</table>

Specify:

\[
\begin{align*}
\text{Total Amount of Lines A1 through A13} & = $ 1,635,089.46 \\
\text{VOCA Grant Funds, FY 14 FY 15 FY 16 FY 17} & = $ 1,017,484.52 \\
\text{Total Funds Received} & = $ 2,652,573.98 \\
\text{Add Lines B and C} & = $ 2,652,573.98
\end{align*}
\]
### Part I: PAYMENT INFORMATION

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Total Amount paid to or on behalf of crime victims from ALL FUNDING SOURCES</strong> (both State and Federal)</td>
<td>(+) $1,636,425.00</td>
</tr>
<tr>
<td><strong>B. Amounts To Be Deducted From Total Paid to Crime Victims</strong></td>
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</tr>
<tr>
<td>1. VOCA Grant Funds, FY 14-15</td>
<td>$664,969.43</td>
</tr>
<tr>
<td>2. Subrogation Recoveries</td>
<td>$0.00</td>
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<tr>
<td>3. Restitution Recoveries</td>
<td>$100.00</td>
</tr>
<tr>
<td>4. Refunds</td>
<td>$0.00</td>
</tr>
<tr>
<td>5. Amount Awarded for Property</td>
<td>$0.00</td>
</tr>
<tr>
<td>6. Other Reimbursements</td>
<td>$1,538.49</td>
</tr>
<tr>
<td>Specify: Reimbursement for over payments</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>C. Total Amount To Be Deducted</strong> (Sum of B1 through B6)</td>
<td>(-) $666,606.92</td>
</tr>
<tr>
<td><strong>D. Subtract Line C From Line A</strong></td>
<td>(-) $969,816.08</td>
</tr>
<tr>
<td><strong>E. Recovery Costs, If Any</strong> (Attach Documentation)</td>
<td>(+) $0.00</td>
</tr>
<tr>
<td><strong>F. Total State Payments Eligible for Matching VOCA Grant Award</strong> (Add Line D and Line E)</td>
<td>(=) $969,816.08</td>
</tr>
</tbody>
</table>
Polling Question

How many States have positions to collect restitution/recovery/subrogation?
Understanding Your Award Package

Presented by

Joel Hall

Victim Justice Program Specialist
Expectations of Managing an Award

• Access the award package in GMS and sign and return the award document
• Send signed award to acceptance.acceptance@usdoj.gov
• Please do not fax
• Review the special conditions on the award document
• Manage the project according to requirements, standards, and guidance contained in the grant terms and conditions
• Submit all required reports
• Enter subawards into www.fsrs.gov
Expectations for Grant Managers

• Contact grantee to discuss grant requirements
• Monitor grantee compliance with programmatic, administrative, and fiscal requirements of relevant statutes, regulations, policies, guidelines, and with grantee-stated objectives and implementation plan*
• Perform desk reviews/enhanced desk reviews or site visits
• Approve progress reports
• Approve modifications to awards

* For cooperative agreements or high-risk status, grant managers may provide additional direction and oversight
Common Rules

• All formula awards are “grants.”
• VOCA Formula awards cannot exceed year of award plus three.
• All funds on a closing award must be obligated prior to September 30th.
• Funds can be drawn down up to the end of the calendar year.
**Special Conditions**

<table>
<thead>
<tr>
<th>U.S. Department of Justice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Justice Programs</td>
</tr>
<tr>
<td>Office for Victims of Crime</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AWARD CONTINUATION SHEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooperative Agreement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROJECT NUMBER</th>
<th>AWARD DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>09/28/2017</td>
</tr>
</tbody>
</table>

**SPECIAL CONDITIONS**

4. Required training for Point of Contact and all Financial Points of Contact

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2015, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after—(1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2015, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at [https://www.ojp.gov/training/training.htm](https://www.ojp.gov/training/training.htm). All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.
Special Conditions Highlights

- Compliance and 2 C.F.R. Part 200 Uniform Requirements
- Required financial training for Financial Points of Contact (FPOC) and POC (distinction to be explained later)
- Grants vs. cooperative agreement
- Conferences and training
- Reporting responsibilities
- Confidentiality and privacy certificate
- VOCA statutory requirements “year of award plus three years”
General Condition: DOJ Grants Financial Guide

- The recipient agrees to comply with the DOJ Grants Financial Guide.

- Reference for all grant financial concerns and 2 C.F.R. Part 200—“Uniform Administrative Requirements”

- This should be your first stop for Grant Financial Management Questions
General Condition: Online Grants Financial Management Training

Who: Grants Management System (GMS) Points of Contact (POC)—BOTH Program and all Financial

When: Training must be completed within 120 days after the date of award acceptance AND within 120 days of POC and FPOC changes.

How Often: Must complete every 3 years!*

Turn It In: Upon completion, certificates must be submitted to your assigned grant manager. If you do not complete the training within 120 days, OJP will place a WITHHOLDING on the award.

*Successful completion of the training on or after January 1, 2016, will satisfy this condition.
### Special Conditions: GMS Reporting Responsibilities

<table>
<thead>
<tr>
<th>Progress Report</th>
<th>Financial Status Report</th>
<th>PMT Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual</strong> reporting (Formula Award)</td>
<td><strong>Quarterly</strong> reporting</td>
<td>Due no later than 45 days after the end of the quarter.</td>
</tr>
<tr>
<td>Due December 30.</td>
<td>Due within 30 days of each quarter</td>
<td></td>
</tr>
</tbody>
</table>

Funds will be automatically frozen if you fail to submit your reports by the deadlines.
General Condition: System for Award Management and Universal Identifier

The System for Award Management (SAM) is an official website of the U.S. Government. Award recipients must:

- Register to do business with the U.S. Government
- Update or renew your entity registration annually
- Update your SAM Claim Number in GMS (steps are in green)
FFATA = FSRS.GOV

The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of $25,000 or more and, in certain circumstances.
Progress Reports

• Formula award recipients must submit an annual progress report in GMS by December 29

• Discretionary award recipients must submit a semiannual progress report in GMS by July 30 for the period covering January–June, and by January 30 for the period covering July–December
Prior Approval

Program Office Approval is Required for the Incurring of Certain Costs

Some costs require prior written approval (as specified in the applicable Title 2 Code of Federal Regulations section [Parts 215, 220, 225, and/or 230] and discussed in Chapter 3.6: Costs Requiring Prior Approval). Examples of costs that require prior approval include:

- Compensation for consultant services in excess of the current OJP consultant rate maximum limit
- Sole source procurements in excess of $250,000 (limited use)
- Purchase of Automatic Data Processing equipment and software
- Costs incurred prior to the date of the subaward period
- Foreign travel
Section 5

Understanding OVC/OJP
Onsite Monitoring

Presented by

Joel Hall
Victim Justice Program Specialist
Programmatic Monitoring

• Assess and ensure compliance with the regulations, terms, and conditions

• Examine programmatic progress

• Validate information that has been reported through progress reports, performance measurement tools, and financial reports

• Provide technical assistance, as necessary
Financial Monitoring

• Assess and ensure compliance with the regulations, terms, and conditions

• Examine Federal Financial Reports

• Validate information that has been reported through federal financial reports, FFATA and VCC forms

• Review the agency’s general accounting practices

• Provide technical assistance, as necessary
Monitoring

**Desk Reviews** include a comprehensive review of materials available in the grant file to determine administrative, financial, and programmatic compliance, as well as grant performance.

**Enhanced Programmatic Desk Reviews (EPDR)** allows grant managers to follow up on any issues identified during the desk review, verify grantee activities, validate reported information, and assess the status of project implementation.

**Onsite Monitoring Visits**
Grant managers go onsite to meet with the grantee to discuss specific issues related to implementing the program, observe grant activities, review relevant materials/documents, and assess planned versus actual progress.
Multi-Office Site Visit

- OJP has a new onsite monitoring format for State Administering Agencies.
- This is called the Multi-Office site visit which differs from the past. Multi-Office site visits include:
  - Representatives from the Office of the Chief Financial Officer
  - Grant Managers from other OJP program offices
  - Multiple state agencies can be involved
Purpose of Site Visits

- Compliance
- Learning
- Technical Assistance
- Monitoring Process
Required Files for Review

Example of files OJP may require you to provide to conduct the site visit:

• Organizational Chart
• Total Program Budget
• Financial System Report or General Ledger
• Programmatic or financial manuals
• Time Sheets for staff supported with grant funds
• Physical inventory records and/or receipts
• Subrecipient files
• Subrecipient site visit forms
## General Ledger – “Budget-to-Actual”

<table>
<thead>
<tr>
<th>Date</th>
<th>Budget FY</th>
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<th>Sub Unit</th>
<th>Object Class</th>
<th>Object</th>
<th>Sub Object</th>
<th>Line Description</th>
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<th>Check Number</th>
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<th>Ref Doc ID</th>
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**Office for Victims of Crime**

**Justice for Victims • Justice for All**
Entrance Interviews

• Usually coordinated and conducted by OCFO. It is a chance for introductions but also to ask questions about the site visit and request T&TA that can be provided while staff are onsite.
Exit Interview

• This is the time to review OCFO and the program office findings and areas for improvement. It’s also a great time to ask questions and discuss ways to resolve the findings.
Important Websites

• Office for Victims of Crime — www.ovc.gov
• OVC Training and Technical Assistance Center — www.ovcttac.gov
• Grants Management System — https://grants.ojp.usdoj.gov/
• Grants Payment Request System — https://grants.ojp.usdoj.gov/gprs
• Performance Measurement Tool — https://ovcpmt.ojp.gov
• Trafficking Information Management System — https://tims.ovcttac.gov
• National Criminal Justice Reference Service — www.ncjrs.gov
To submit a question, use the **Q&A Box** and select *all presenters*. 