



MISSISSIPPI STATE DEPARTMENT OF HEALTH

- **VOCA: FEDERAL AWARD RESPONSIBILITIES VICTIM OF CRIME ACT**

Policy

The VOCA administrator is responsible for all administrative responsibilities required by the Office of Victim of Crime. Annual administrative responsibilities include but are not limited to applying for the VOCA formula grant, submitting to OVC the Subgrant Award Reports (SAR), and Quarterly and Annual Performance Reports. F&A is responsible for coordination of submission of Financial Status Reports (SF269) and making required draw-downs of federal funding. The VOCA administrator is also responsible for other requirements associated with the federal grant award including close-out reports, etc. and any other report or data as requested by the Office for Victims of Crime (OVC), U.S. Department of Justice

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VOCA Grant Application and Grant Reporting Responsibilities

1. The VOCA administrator will apply annually for the VOCA Formula Grant. The Department of Justice (DOJ), Office for Victims of Crime (OVC) will notify OAIIV on an annual basis of the availability of VOCA funds, the amount available to Mississippi, the time frame for submission of the federal application and other application criteria. All applications must be approved through MSDH policies (refer to Agency Administrative Manual).
2. The application for Federal Assistance Standard Form 424 is completed by the VOCA administrator and submitted through GMS. All pages of the completed application must be saved and placed in the file S:\Health Officer\Office Against Interpersonal Violence\VOCA\FFY20**\Application. GMS will generate a successful application submission email, which must also be saved to pdf and placed in the application folder. Prior to submission, the application package must follow the procedures and receive agency approval pursuant to Section 5.4 of the MSDH General Agency Manual.
3. Prior to application, the OAIIV Office Director or Deputy Director will review the complete application package.
4. Federal applications must be submitted on the Grant Management System (GMS) at <https://grants.ojp.usdoj.gov/gmsexternal/login.jsp>. A GMS login and password are required. The application document typically includes the following components:
 - Application for Federal Assistance Standard Form 424
 - Standard Assurances and Certifications: Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters, and Drug-Free Workplace Requirements
 - Additional documents (files) as required by OVC. These may include:
 - A statement indicating the amount of the total grant to be used for administrative purposes and the amount of the total grant to be used for training (cannot exceed 5% combined).
 - Grantee Eligibility Requirements Statement: A written certification that Mississippi complies with the requirements of Part II, State Grantee Eligibility Requirements and will require sub-grantee compliance with Part VI, Sub-grantee Eligibility Requirements.
5. Questions regarding submission of the VOCA application may be answered by contacting the Program Specialist, within the Office for Victims of Crime, assigned to Mississippi. The current Program Specialist for Mississippi is Deserea Jackson, Deserea.jackson@usdoj.gov. Examples of the federal applications may be found in the Federal Awards folder indicating the appropriate federal grant and year.
6. The letter from DOJ/OJP/OVC indicating the application has been approved will be forwarded to the VOCA Administrator via email containing instructions for acceptance of the award. This letter will contain the Grant Award and Special Conditions. At that time, program staff can log into the GMS system and download and save a copy of the award and special conditions document. The Administrator will review all special conditions for the new award against the special conditions for the previous award and prepare an award acceptance package for the Authorized Signing Official, the State Health Officer. Upon notification of the award, the procedures set forth in MSDH General Manual, Section 5.4

with regard to acceptance and notification shall be followed. Once the award returns signed, it is forwarded on to the appropriate acceptance email address for acceptance and the program manager and fiscal manager, Finance and Accounts office (Sharon Dowdy and Johnny Singleton), and the State Health Officer should be copied on this acceptance email. MSDH General Agency Manual Section 5.4 must be followed.

7. This award acceptance package and email documentation should be saved in the appropriate folders on S:\Health Officer\Office Against Interpersonal Violence\VOCA\FFY20**\Award and Acceptance Documents. Include the entire fully executed GMS award acceptance documentation which is more than what is sent to the acceptance email address. GMS requires some further completion of forms identifying the FPOC and acceptance of some additional conditions to complete the acceptance process.
8. The VOCA Administrator will be responsible for any Grant Adjustment Notices (GANs) received for the grant(s). All GANs must be approved by the OAIV Director or Deputy Director prior to submission.
 - The Administrator (Fund Source POC) creates the GAN in GMS under the respective federal award(s). GANs are created to change the POC, request a change in Project Scope, request a grant extension or to request approval for certain actions related to an award.
 - The Administrator (Fund Source POC) receives notification from GMS of a GAN approval.
 - The Administrator saves the GAN to the Grant Award Notebook (Folder) and forwards the approved GAN via email to the OAIV Director.
9. The VOCA Administrator, subject to the direction of the OAIV Director or Deputy Director is responsible for coordination of all activities related to the administration of the VOCA program. The VOCA Administrator will be responsible for the supervision of three VOCA Teams, which are organized consistent with the State Health Department Regions – North, Central and South. Each team will consist of a Program Manager, Fiscal Officer and a Program Assistant.
10. The VOCA administrator and/or assigned program officer/assistant is responsible for submitting three types of reports on a regular basis.
 - Subgrant Award Reports (SARs): A separate report must be submitted for each individual subgrant awarded by OAIV. This data is gathered from the sub-recipients report submitted to OAIV no later than thirty days after the beginning date of the award. VOCA staff completes preliminary information, based upon data provided by the sub-recipient. VOCA staff will verify information provided by the sub-recipient by reviewing the sub-award narrative and budget, and also ensure accuracy of the organizational DUNS # and current registration in SAM. Once the preliminary agency information is verified and submitted, the subgrantee will be notified to complete the remainder of the SAR. Subgrantees should be permitted rights to enter data. Completed SARs must be submitted to OVC via the PMT system within 90 days of the subgrant award. For example, if the subgrant award has a start date of July 1st, then the SAR would need to be submitted no later than September 30th. Each completed SAR will be reviewed and reconciled with the actual executed sub-grant documentation by the assigned program director (or program assistant) for accuracy. The Subgrant Reporting system can be accessed by logging onto the performance measurement platform at

<https://ovcpmt.ojp.gov/>. Periodically during the award period, the program manager is to make corrections necessary to maintain accurate program information, with the assistance of the program assistant. Individual program officers or assistants, under the direction of the Administrator, are responsible for ensuring the SARs for their assigned sub-recipient programs are entered correctly and are updated when required. The VOCA administrator and program officers/assistants are responsible for ensuring that the project expenses adhere to the financial restraints noted in the SAR. The assigned program officer/assistant will monitor expenditures on a monthly basis to make sure the programs do not exceed the estimated amounts, utilizing the monthly expenditure workbooks provided to each subgrantee. Regular communication will be maintained with subgrantees related to their expenditures as they relate to the SAR amounts to verify whether changes are necessary. Any required changes will be made by VOCA program staff. Program officers/assistants are also responsible for updating the SAR in the event a modification of the sub-award is executed which alters either the amount of the award or the distribution of funding. Updates to a SAR which are necessitated by such a modification are to be completed within thirty (30) days of the effective date of the modification, and the program director and/or program assistant will reconcile the existing SAR, the original sub-grant agreement, prior expenditures under the subgrant and the documentation submitted in support of the modification to ensure that any change to the SAR is accurate. In addition to any other reviews or revisions of the SAR which may occur during the period, as part of the closeout of any sub-grant agreement (in general, subgrant agreements terminate on June 30), upon receipt of final financial/reimbursement documents and the entry of final statistical data in the PMT system, VOCA staff will again review the SAR to reconcile the amounts in PMT with the amounts supported in the MSDH documents. This final review is to be concluded no later than November 15 of each year, to ensure accuracy of the final annual report. The OVC PMT Helpdesk is available to provide assistance in the entry of SARs. OVCPMT@ojp.gov or 844-884-2503.

- **Performance Report:** This report contains both quantitative and narrative information collected from the subgrantees. The narrative portions asks for information concerning major issues that hinder assisting crime victims with compensation benefits, efforts to promote coordinated public and private efforts, efforts taken to serve federal crime victims, notable activities conducted at the state or subgrant level to improve delivery of services, emerging issues or trends impacting crime victims, how the administrative funds are used and anecdotal information including individual case histories. The VOCA administrator will want to request several of the subgrantees to provide the case histories for the report. The case histories must illustrate at least four ways (child abuse, sexual assault, domestic violence, previously underserved) in which VOCA funds have been used to assist crime victims. The information for the quantitative portion of the Performance Report contains the aggregated data collected from the subgrantees' annual output reports. All subgrantees are notified of the requirement to submit quarterly performance reports at the orientation meeting. Each quarter, the program manager will send reminder emails that quarterly reports must be

submitted and establish a deadline. Program managers are responsible for monitoring performance reports submitted by subgrantees, contacting subgrantees for clarification or questions, and ensuring the data entered is accurate. This means that the program manager should, at a minimum, review each sub-recipient's report prior to submission of the final quarterly report for obvious errors or inconsistencies. Additionally, spot checks should be conducted by comparing monthly activity reports and client tracking sheets with the information reported in the sub-recipient's quarterly report. Analysis of the statistical data reported, the subgrantee monthly activity reports and the amounts reported in the SAR should be reviewed on a quarterly basis, to assure the amounts in the SAR remain accurate. In the event of inconsistencies, the policies set forth in the section above apply related to changes to SARs to ensure accuracy. The VOCA Administrator and each program manager and program assistant must participate in training on the PMT system and entry of data conducted either by OVC or the PMT Helpdesk. Although the federal fiscal year runs from October through September, OAIIV has received clarification from OVC PMT Tier 4 that if the sub-award period begins in July, the July through September quarter should be counted as the first quarter. The OVC PMT Helpdesk is available to provide assistance in the entry of data in the PMT system. OVCPMT@ojp.gov or 844-884-2503.

- Financial Status Reports (SF269): This report is required for every calendar quarter and a final report for each federal grant. The report is submitted electronically via GMS. The quarterly report must be received by OJP no later than 45 days after the end of each quarter. The final report is due 90 days after the end of the grant. The staff responsible for submitting this report is located in F&A. The VOCA administrator will coordinate with the grant specialist in F & A to ensure the reports are submitted in a timely manner.
11. The VOCA administrator is responsible for closing out each VOCA grant within 90 calendar days from the end of the grant project period. Since a grant period ends on September 30th, the grant must be closed out no later than December 29th of the same year. The closeout process is completed with the assistance of F&A staff. According to the OJP Financial Guide, funds that have been obligated by the end of the project period must be expended within 75 days. The objective is to make sure all funds have been expended. For the grant to be closed out, the totals as reported on the Final FSR must be consistent with the information contained in the SARs for all subgrants awarded under the grant. The VOCA fiscal officer shall assist with this by preparing a spreadsheet of the VOCA subgrants and the final amount expended no later than November 15 as discussed previously. This amount should be the same figure indicated in the SAR. If the expenditures do not match, the SAR report should be updated to reflect exactly the amount that was expended by the subgrantee.
 12. The VOCA program manager(s) is responsible for assuring that all VOCA subgrantee required reports will be completed and submitted in a timely manner. The VOCA program managers will assure that all subgrantees report output and outcome data on their projects to OAIIV annually. The VOCA program managers will notify the subgrantees when the report is due and the method for completing and submitting the report (online or by email). The following reports are required of the subgrantees:

- Subgrant Award (Projection) Report (SAR): This report is required for each organization that receives VOCA funds. Applications for VOCA funds submitted to OAIIV must contain a preliminary SAR. Upon award of funding, the SAR must be updated no later than 30 days from the start date of the award for which the report is completed. A new SAR must be completed for each fiscal year for which grant dollars are received by an agency. The information submitted is a projection of how funding will be allocated to victim services throughout the grant period. Quarterly Reports .Oct – December considered first quarter. Pursuant to
- Annual Report Federal fiscal year – October through September of each year
- Regular monthly reports containing reimbursement requests and monthly activity reports.

The VOCA Administrator, program manager(s), fiscal officer(s) and program assistant(s) are expected to attend the annual VOCA State Administrator's Meeting. Once notice of the date and location of the meeting is provided to the program manager, a travel authorization request is prepared, reviewed by the OAIIV Director, and once approved by the Director, submitted for final approval by the State Health Officer. Travel authorization requests are to be completed on the form available on the MSDH intranet, and following the procedures outlined in the MSDH Administrative Manual.