



Victims of Crime Act (VOCA) Compliance Training

2017-2019 VOCA Contracts

Welcome!

o Overview:

- o Introductions
- o Award of Contracts
- o VOCA Reporting
- o Invoicing Procedures
- o Match
- o VOCA Forms
- o Important Documents
- o Site Monitoring
- o Closing remarks

Housekeeping Items

- o Be sure to put your cell phone on silent and away from computer
- o Questions
 - o Chat Box
 - o FAQ development
 - o In-depth training

Introductions

- o Program Manager- Lisa Harrison-Lineback
- o VOCA Program Specialist- Beth Evers
- o VOCA Program Specialist- Brandi Drummond
- o VOCA Program Specialist- Kris Waterman
- o DVSS and FPSA Contracts- Donna Imhoff

We are happy to work with you!

Statute Change

- VOCA federal statute has been re-codified
 - It can be found in Title 34- Crime Control and Law Enforcement, Chapter 201- Victims Right, Compensation and Assistance

Award of Contracts

- o Contracts sent via email by Procurement
- o Please note, everything is subject to change per federal or state guidelines as necessary.
- o Please read contracts carefully- A couple key points:
 - o Per section 3.16.12 Compliance Trainings are mandatory
 - o Per section 2.3.1, Within 5 days of contract of award, the contractor shall provide the Department with the name, address, email address, and telephone number of the contractor's representative servicing the contract. Thereafter. The contractor shall notify the Department within five (5) days of any change to the contact information of the contractor's representative.
- o Dfas.vocaunit@dss.mo.gov

Award of Contract

- o What do I do now?
 - o Documents sent by email- complete and sign
 - o Contract and Form 943
 - o Attachment E- Subgrant Award Report (SAR)
 - o Exhibit 1- Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization
 - o Exhibit 2- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
 - o Exhibit 3- Federal Funding Accountability and Transparency Act (FFATA) Data Form

Award of Contract

o Attachments:

o Attachment C- Sample Invoice Form

- o Example of what should be included on the invoice

o Attachment D- Change of Information Form

o Attachment E- Subgrant Award Report (SAR)

- o Must be completed and returned with the contract.

o Attachment F- Sample Purchased Equipment List

- o Useful tracking tool for purchased equipment

Award of Contract

- o Where are my line items?
 - o Budget categories
 - o Categories are replacing line items
 - o Webgrants will not be used for this VOCA contract cycle. Invoices may be sent via email or USPS
 - o Funding periods
 - o October 1, 2017 – June 30, 2018
 - o July 1, 2018 – June 30, 2019
 - o July 1, 2019 – September 30, 2019
- *Please note, each category has a specific amount of funding. Agency may spend up to that amount; however unexpended funds, at the end of that timeframe, will revert back to the VOCA fund.

VOCA Reporting

- Reporting- Due Dates

- Quarterly (PMT) Reports- Federal Requirement

- January 30, 2018, 2019

- April 30, 2018, 2019

- July 30, 2018, 2019

- October 30, 2018, 2019

- Annual Report

- October 30, 2018

- October 30, 2019

Invoice Procedures

- o What is an invoice?
 - o Request for reimbursement
 - o Formerly referred to as a “claim” in webgrants
 - o Submitted at minimum of monthly
 - o Documentation NOT required for monthly invoices
 - o Sign and date
 - o Keep a copy for your records
 - o Broken down by funding category
 - o Record expenses by appropriate category, payroll to the personnel category, office supplies to Supplies & Operations, etc.
 - o Victims served, travel/training, paid and volunteer staff information
 - o If creating your own invoice, submit a copy to your VOCA Specialist before use.
 - o Must mimic the sample provided with the contract. All information must match what is in SAM II. And finally, invoices must have a unique invoice number and include the agency logo or letterhead.

Invoicing Procedures

o Categories

o Breakdown

- o Personnel- Payroll for VOCA paid staff
- o Benefits- VOCA paid staff benefits (prorated for percentage of time spent on grant) and PRN benefits
- o PRN- Emergency staff payroll
- o Volunteers- Record direct service volunteer hours x \$18.00.
- o On-Call Volunteers- Record direct service hours spent on-call /4 x \$18.00.
- o Travel/Training- Training and/or seminars are to be requested at least 30 days in advance of the event (per section 3.16.12 of the contract)

Invoicing Procedures

o Categories

o Breakdown

- o Equipment- Over \$5,000.00 value and depreciable
 - o Sample Purchased Equipment List- Attachment F
- o Supplies/Operations- Computers, office supplies, paper, chairs, etc.
- o Contractual- Record contractual expenses such as contracted therapy costs, property work contracted, etc.
- o Indirect Cost- If your agencies budgeted for direct costs associated with any of the other categories, they should be recorded here.
- o Total- Total the amount of each column

Invoicing Procedures

- o **Match-** The VOCA funds used by an agency must be matched at 20% of the total project cost, cash or in-kind, and the source of the match must be described.
 - o Eligible Match- Any items that are eligible for VOCA reimbursement is eligible match.
 - o Donations- Furniture, clothing, hygiene items, vehicle, etc. Document valuation of each item for matching purposes.
 - o Be sure to retain documentation on all match, just as federal is retained.
- o **Reporting Match on Invoice**
 - o Record match in the proper category.
 - o Match is included in the “Total Amount” column.
 - o Report match as soon as it is incurred or acquired (per 3.16.11 of the Contract)
 - o Match is not reimbursable. Do not record in the “Federal Amount” column of the invoice.

Invoicing Procedures

- o Federal Amount Column
 - o Record only those amounts you are to be reimbursed.
 - o Total Federal amount should match the “Total Amount to be Paid”
- o Match Amount Column
 - o Record only match amounts used to suffice the 20% match requirement
 - o Match waivers will go through the proper approval process
- o Total Amount Column
 - o This includes all amounts Federal + Match
 - o Total Amount should only match the federal amount requested if there is either:
 - o No match reported for that category
 - o No match reported for that invoice

Important Forms

- o Change of Information- Attachment D
 - o Executive Directors, Authorized Officials, individuals in charge of the project, main agency number(s), etc.
 - o Phone and email should be current
 - o VOCA funded positions and names
- o Subgrant Award Report (SAR)
 - o Must be completed before project can be underway
 - o Question 4- Type of fund awarded. Should state 2017-2018 VOCA
 - o For questions regarding Fiscal Year funding- use the two year VOCA amount, but the total amounts overall only need your current or project budget amount for the current fiscal year.

Important Forms

- o Contract Adjustment

- o We are still working on the procedure
- o Contact us if you think you may need a contract adjustment.

Documentation Retention

- o Example Documentation: 5 year retention of records
 - o Personnel files
 - o Paystubs
 - o Timesheets (personnel and volunteer)
 - o Professional contract(s)- i.e. private therapist contracts, agency contract for service, etc.
 - o Invoices/Receipts of purchase associated with Equipment and Supplies/Operations categories
 - o Purchase Requisitions may be requested to obligate funds at the end of the contract.
 - o All documentation mentioned above is the same for match.
 - o If match is claimed, documentation of the manner should be kept.

Site Monitoring

- o What's new!
 - o New forms, report(s) and internal procedures
 - o Site visit reports for agency use are being developed.
 - o Consists of open ended questions or Yes/No
- o Who from DSS will be at my visit?
 - o Your assigned VOCA Specialist, VOCA Unit Program Manager and Compliance
- o Who, from my agency, should be present
 - o Staff, board member(s), accounting personnel, Executive Directors and other Administrative staff
- o When will I be visited?
 - o Assigned VOCA Specialist will reach out to each agency to determine the best date and time to visit.
 - o Confirmation Letter and report sent
 - o Determined based on risk
 - o Yearly visit or a one time visit during the contract period

Site Monitoring

- o What should I do to prepare for my visit?
 - o Be sure all documentation is pulled and easily accessible
 - o Make arrangements for any staff, accounting personnel, board member(s), and other administrative staff to be present
 - o Fill out the site monitoring report, provided by your VOCA Specialist, and return before the date of visit.
 - o The report should be submitted no later than 5 working days before the visit is to take place.
 - o Agency will have 10 working days, or more, to complete the required site visit report.
 - o Site monitoring procedures, noted above, are subject to change. VOCA Unit staff will notify you of any changes in advance.
- o Ask questions!

Site Monitoring

- o Random Sampling
 - o VOCA Specialist will contact your agency for sample documentation.
 - o Sent with invoice
- o Desk Monitoring
 - o Each agency will be selected for desk monitoring.
 - o Requires all documentation, for each category requested, for selected month to be sent with the invoice.
 - o VOCA Specialist will contact your agency in advance of desk monitoring

Site Monitoring

o Compliance

- o Compliance is achieved when all monitoring requirements of the grant are met.
- o VOCA Specialist will send a compliance letter and form to each agency once all CAP's (Corrective Action Plans) and compliance issues have been met and addressed.

Communication

- o How to communicate with VOCA Unit Staff
 - o We have dedicated phone and email lines!
 - o Dfas.vocaunit@dss.mo.gov or 573-751-5775
 - o We encourage the use these two avenues! When your VOCA Specialist is out of the office or on the other line, there is another staff member ready to assist and answer your questions.
 - o Personal phone and email
 - o Your VOCA Specialist will reach out to you with their contact information. Be on the lookout!
 - o Updated information is important for communication purposes!
 - o New web address!
 - o <http://dss.mo.gov/dfas/victims-of-crime-act/>

Questions?

- Questions about today's presentation?
 - Please correspond via the VOCA email address or VOCA phone line
 - Upcoming FAQ!



THANK YOU!

o THANK YOU FOR YOUR HARD WORK AND
DEDICATION TO CRIME VICTIMS IN THE STATE OF
MISSOURI!

