

Criminal Justice Coordinating Council

THE STATE OF GEORGIA





VOCA

SUBGRANTEE ORIENTATION



1. Welcome
2. Announcements
3. VOCA and Grant Management Overview
4. SAC Data & Reporting
5. Statewide SANE Coordinator
6. VOCA Subgrantee Manual Review
7. Collaboration and Access
8. Victims Compensation
9. Q & A



KRISTY CARTER, DIVISION DIRECTOR



Kyra Matthews, Project Coordinator - Marjory Farmer, Project Assistant



1. Crime Victims' Rights Week
2. Child Advocacy Center Standards
3. Joint Site Visits
4. Annual VAWA Implementation Plan Meeting



LOCAL VICTIM ASSISTANCE PROGRAM CERTIFICATION (LVAP)



- Local Victim Assistance Program is derived from a five-percent (5%) penalty added to fines in all criminal and criminal ordinance cases specifically to fund direct victim assistance programs.
- ALL CJCC subgrantees are required to maintain 5% certification regardless of receipt of such funds.
- Must exist to serve crime victims. Non-profits must be able to show proof of status.



For new or misplaced login credentials:

- Email kyra.matthews@cjcc.ga.gov
 - Point of Contact
 - Email Address of POC
 - Mailing Address
 - Brief Description of Agency's Primary Activities



- Use login credentials to submit application
 - Training Credentials (at least 20 hours)
 - Current MOU (2 yrs.) or Protocols (4 yrs.)
 - (Examples of acceptable agencies include: DFCS directors, sheriffs, police chiefs, DV directors, sexual assault director, child advocacy center directors, etc.)
- MOU Waiver (statewide agencies may be eligible)



- Login to submit application AND required documents
- Documents reviewed by staff
- Agencies contacted if documents missing
- Agencies recommended for certification are reviewed and signed off on by the CJCC Executive Director
- Approved agencies are mailed a physical copy of their certificates
- Ineligible applicants are notified via email or phone



GEORGIA VICTIM ASSISTANCE ACADEMY (GVAA)

CJCC | GVAA - What You Should Know



- Provides a Fundamental Overview of Victim Services
- Specifically Designed for Advocates with Less Than Three Years of Victim Services Experience
- Required to Apply (Special Conditions)
- 40-hour Immersion Experience
- Opportunity to Network



- Informational Webinar
- Online Application (VAT, Recommendation, Resume)
- Pre-Learning Activities and Exercises
- Online Orientation Webinar
- Victim Assistance Academy
- Follow-Up



- Time to Complete Pre-learning Activities & Exercises
- Time to Attend Orientation Webinar
- Cost of Hotel Stay
- Per Diem
- Mileage
- Time Away from the Office to Complete the Academy
- Time for Follow-Up Activities



CRIME VICTIMS ASSISTANCE FIVE-YEAR STRATEGIC PLAN



All crime victims in Georgia have equitable access to the high quality services and support needed to transition from victim to survivor.



- All victims of crime are aware of their rights and are empowered to assert their rights, seek services, and advocate for themselves and others.
- All victims of crime are physically and economically safe and secure.
- All victims of crime have their physical, psychological, and emotional needs met.
- All victims of crime re-stabilize their lives after victimization.



- Expand outreach and engagement to underserved/unserved populations and victims of underserved/unserved crimes.
- Promote a coordinated approach to service delivery through improved cross-sector/agency alignment.
- Improve access to existing services and strengthen the capacity, quality, and consistency of victim services.
- Foster a culture of innovation and continuous quality improvement that prioritizes a victim's voice and choice.
- Invest in shared service delivery infrastructure that improves service efficiency and effectiveness.

CJCC | Upcoming Meetings



- Strategy A March 8th at 1 pm (CJCC's Office)
- Strategy B&C March 18th at 2 pm (conference call only)
- Strategy D March 13th at 10 am (GCADV's Office)
- Strategy E March 12th at 10 am (conference call only)

Dial-In Information: (712) 770-4035 Access Code: 851953

Quarterly Meeting (All Workgroups) – April 8th at 10 am (PAC)



OVERVIEW of VOCA



- The CVF was established in 1984.
- VOCA grants are supported by deposits of criminal fines, forfeited bail bonds, penalty fees, and special assessments collected by U.S. Attorney's Offices, Federal Courts, and the Bureau of Prisons – not taxpayer dollars.



The purpose of VOCA is to expand and enhance direct services to victims of crime. This includes:

- Responding to the immediate emotional, psychological, and physical needs of crime victims.
- Assisting primary and secondary victims of crime to stabilize their lives after victimization.
- Helping victims understand and participate in the criminal justice system.
- Providing victims of crime with a measure of safety and security.



- For the purpose of the VOCA Crime Victim Assistance Grant Program, a crime victim is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.
- Funding cannot be used for the investigation of crimes or collection of evidence to further the prosecution of crimes.



CJCC uses VOCA funds to:

- Sustain service provision levels throughout the state.
- Ensure that crime victims across the state have access to advocacy services to guarantee their rights are upheld under the Georgia Crime Victims Bill of Rights.
- Certify all crime victims have access to core services.



BUDGET MANAGEMENT



All grant expenditures must:

- Adhere to State and/or Federal Guidelines.
- Be fully detailed, reasonable, necessary, and allowable.
- Include and maintain sufficient support documentation (ex: receipts, invoices, time sheets, contracts, licenses, etc.)



There are six budget categories:

- Personnel
- Travel
- Equipment
- Supplies
- Printing
- Other Costs

CJCC | Budget Categories



A (1). Personnel— List each position by title and name of employee, if available. In order to calculate the budget enter the annual salary and the percentage of time to be devoted to the program. Compensation of employees engaged in program activities must be consistent with that for similar work within the applicant agency.

Title	First and Last name	Salary Rate	% Time to Project	Select Pay Period Frequency	Cost	Match?
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	

Title	First and Last name	Hourly wage	Hours per week on project	Weeks worked annually	Select Pay Period Frequency	Cost	Match?
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
PERSONNEL TOTAL						\$0	

A (2). Volunteers -- If applicable, simply enter the number of hours of service volunteers will perform. Volunteers must be valued at \$15/hour unless approved by CJCC staff for a higher rate. Do not change the drop-down selection box from "In-kind" or your match will not calculate correctly.

Volunteers	Hours	Rate	Total value	Match
			\$ -	In-Kind
VOLUNTEERS TOTAL			\$0.00	

CJCC | Budget Categories



A (3). Fringe-- Amounts should be based on actual costs or a formula for personnel listed above, utilizing the percentage of time devoted to the program. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation and State Unemployment Compensation. Costs included within this category are: FICA (employer's portion of Social Security and Medicare taxes), employer's portion of retirement, employer's portion of insurance (health, life, dental, etc.), employer's portion of Worker's Compensation and State Unemployment Compensation.

Title	First and Last name	Total annual salary or wages	Select fringe type	Enter rate of each fringe benefit as a percentage of salary or wages	% Time to Project	Cost	Match?
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
FRINGE TOTAL						\$0.00	
PERSONNEL GRAND TOTAL							\$0

B. Travel-- Funds must be budgeted in compliance with State of Georgia Statewide Travel Regulations. Itemize travel expenses of program personnel by category (e.g. mileage, meals, lodging, incidentals, and airfare) and purpose (e.g. training, field interviews, and advisory group meetings) and identify the location, if known. For training programs, list travel and meals for participants separately. Show the budget calculation (e.g. six people attending three-day training at \$X airfare, \$X lodging, \$X meals/ incidentals). **If selecting "airfare" enter 1 in the nights/days field and use the round-trip costs.** Please note that the maximum reimbursement rate is \$0.585 per mile, but if your agency's reimbursement rate is lower you

Trainings and Conferences		<i>**All trainings and conferences must be pre-approved by submitting an agenda to your Specialist or Auditor.</i>						
Purpose of Travel	Staff member	Item	Cost	# Individuals	# Nights/Days	# Trips	Cost	Match?
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	

CJCC | Budget Categories



Mileage						
Purpose of Travel	Staff member	Location or Coverage Area	Cost per mile	Miles per grant year	Total Cost	Match?
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
TRAVEL TOTAL					\$0.00	

C. Equipment-- List non-expendable items to be purchased. Applicants should analyze the benefit of purchased versus leased equipment, especially high cost and electronic or digital items. Explain how the equipment is necessary for the success of the program. Show the budget calculation. Attach a narrative describing the procurement method to be used. Please note that all items must be at least \$5,000 per unit to be considered equipment. Otherwise please list items in "Supplies."

Equipment Item	Cost per Unit	# Items	Vendor	Cost	Match?
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
EQUIPMENT TOTAL				\$0.00	

CJCC | Budget Categories



D. Supplies-- List items by type (e.g. office supplies, postage, copier usage, training supplies, publications, audio/video (batteries, film, CD/DVD's, etc.), office furniture, computer software, educational/therapeutic supplies, uniforms, weapons (law enforcement and prosecution units only). Show budget calculation. For example, where an item is office supplies, enter \$100 for cost per unit; "month" for define unit; 12 for # units, and Office Palooza for Vendor. Leave "define unit" blank if not applicable.

Item	Cost per unit	# Units	Vendor	Cost	Match?
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
SUPPLY TOTAL				\$0.00	

E. Printing-- List items by type (e.g. letterhead/envelopes, business cards, training materials). Show budget calculation. For example, where an item is business cards, enter \$15 for cost per unit; "box" for define unit; 2 for # units, and Print Mania for Vendor. Leave "define unit" blank if it is not applicable.

Item	Cost per unit	# Units	Vendor	Cost	Match?
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
PRINTING TOTAL				\$0.00	

CJCC | Budget Categories



F. (1) Other Costs-- List items by type (e.g. real property lease, repairs/maintenance, utilities, copier rental/lease, postage meter, insurance & bonding, dues & subscriptions, advertising, registration fees, film processing, notary services, public relations, communication services - indicate if DOAS is provider). Show budget calculation. For example, provide the office space square footage and the lease rate or provide the monthly lease amount and the number of months leased. For unit enter time period as applicable (i.e., "month" for utility costs) or leave blank for items such as registration that require a one-time fee.

Item	Cost per unit	# of Units	% Charged to Grant	Vendor	Cost	Match?
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
F. (1) Subtotal					\$0.00	

F. (2) Consultant Fee: Enter the name, if known, and service to be provided. Show the budget calculation; for example, the hourly or daily rate (8 hours) multiplied by the estimated number of units (eg., 1 hour of therapy).

Name of Consultant	Service Provided	Cost per unit	Define Unit of Service	# Units	Cost	Match?
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
F. (2) Subtotal					\$0.00	

CJCC | Budget Categories



F. (3) Contracts: Provide a description of the product or service to be procured by contract and a cost estimate. Applicants are strongly encouraged to use a competitive procurement process in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Name of Consultant	Service Provided	Cost per unit	Define Unit of Service	# Units	Cost	Match?
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
F. (2) Subtotal					\$0.00	



- Match is the agency's contribution to the project outside of federal funds.
- The rules for tracking match are the same for tracking Federal funds; however, match should be tracked separately. Your financial reports should include total project costs including match costs.
- Records of match maintained:
 - Source
 - Amount
 - Period used
 - Contracts should be current



- You may not use Federal funds for match.
- If the costs are not allowable with federal funds, it will not be allowable with match.
- Unless specifically stated otherwise in the grant agreement, matching funds must be put into the program by the end of the award period.



TWO TYPES OF MATCH



Cash & In-kind



Cash Match: actual cash paid by the recipient for allowable items, or services, which support and/or enhance the program's goals and objectives.



In-kind Match: allowable items/services donated to the recipient which support and/or enhance the program's goals and objectives.



- Cash match example: direct service items not on a federal grant such as salaries, supplies, etc.
- In-kind example: volunteers (valued at \$15/hr), donations (furniture, clothes, canned goods, paintings, etc), services (pro bono legal services , therapy/mental health counseling, etc.)



An agency may request a full or partial waiver for the 20% match requirement.

- Anyone is eligible to submit a match waiver for approval.
- However, match waiver approvals are given on a case by case basis and agencies must show a hardship.

CJCC | Subgrant Adjustment Requests (SAR)



Required when there is a change in:

- The movement of funds between budget categories.
- Personnel changes.
- Changes in the previously approved project scope and/or goals, objectives, or services provided.
- Changes in Project Officials.
- Updating agency contact information; address, email, phone, etc.

CJCC | Subgrant Adjustment Requests (SAR)



When submitting a SAR you should ensure that:

- The adjustment request is signed by the Project Director or Financial Officer.
- All support documentation is submitted.
- The SAR should contain the effective date(s) of changes in personnel, grant official, and/or other time sensitive items.

CJCC | Subgrant Adjustment Requests (SAR)



- Adjustments should be made within 14 business days after the change.
- Adjustments should not be submitted within 60 days of the end grant cycle unless the nature of the request is an unforeseeable event; for example: the resignation of an employee.



FINANCIAL REPORTING REQUIREMENTS



SER DEADLINES

Monthly - due 15 days after end of month or

Quarterly – due 30 days after end of the quarter

QUARTER	REPORTING PERIOD	DUE DATE
Quarter 1	October – December	January 30
Quarter 2	January – March	April 30
Quarter 3	April – June	July 30
Quarter 4	July – September	October 30



When submitting a SER you must ensure:

- The SER form is signed by the Authorized Official.
 - Or the individual appointed by the Authorized Official by submitting a “Signature Authorization Letter”.
- All expenses reported in the SER excel spreadsheet must be stated in the **CJCC** approved budget.
- All expenses were incurred within the grant cycle.



COMPLIANCE MONITORING



3 Main Types of Compliance Monitoring Activities:

- Technical Assistance
- Site Visits
- Desk Reviews



Technical Assistance may be provided:

- At the request of a subgrantee.
- When a new Executive Director/Project Director starts at an agency.
- When issues are identified by your Grants Specialist.



A visit to the project site to review the subgrantee's overall management of funds and program performance.

Objectives:

- Ensure compliance with the terms of the grant award.
- Ensure accuracy of reporting.
- Provide immediate technical assistance.

All subgrantees will receive an on-site visit.



A desk review is an offsite compliance review of overall management of funds and program performance which includes the review of:

- Financial and programmatic reports.
- Audit reports.
- Other documentation provided by the subgrantee.



STATISTICAL REPORTING



All Federal funding sources require reporting for three basic reasons:

- Monitoring the Use of Funds
- Assessment of Progress
- Improved Assistance

Reporting makes the case for continued/increased funding



Subgrantees are required to submit:

- A quarterly Victim Services Statistical Report (VSSR).
- An annual Outcome Performance Measurement Report (OPM).
- Local Victims Assistance Program Reporting (LVAP) “5%”.

Failure to submit either report on time may result in your VOCA funds being frozen until resolved.



VOCA sub-grantees are required to submit quarterly reports to CJCC

- You will submit one report per agency, regardless of funding source.
- New links to the survey will be sent quarterly to Director and reporting staff.
- You will have to provide the percentage of your VOCA grant in reference to the overall victim services budget of each program.



EXAMPLE

Total Budget: **\$100,000**

VOCA Award: **\$47,000**

Reported VOCA Percentage **47%**



The VSSR collects:

- The number of new, existing, and secondary victims served.
- The number of individuals from underserved populations served.
- The demographics for new victims.
- Types of services provided.
- Number of victims receiving each service and service units .



QUARTER	REPORTING PERIOD	DUE DATE
Quarter 1	October 1 – December 31	January 20 th
Quarter 2	January 1 – March 31	April 20 th
Quarter 3	April 1 – June 30	July 20 th
Quarter 4	July 1 – September 30	October 20 th

VSSR DEMO



- **What is the outcome performance measures report (OPM)?**

The OPM is a report administered by CJCC that collects aggregated agency performance outcome and client satisfaction data.

- **Why is the OPM Report important?**

- Illustrates program effectiveness.
- Determines need for service improvement.
- Allows for benchmarking data.

- **Who's required to complete this report?**

All VOCA, VAWA, and SASP subgrantees who deliver direct services to clients who are victims of crime, and whose contact with clients is more extensive than a single telephone call or other distribution of information (hotlines).



TYPES OF SURVEYS

- Adult Victim Counseling
- Court Appointed Special Advocates
- Domestic Violence Shelter
- Family/Child Counseling
- Legal Advocate
- Legal Services
- Law Enforcement VWAP
- Prosecution VWAP
- Sexual Assault Center
- Child Advocacy Center/Sexual Assault Center
- College/University Sexual Assault 
- College/University Domestic Violence 



- Surveys located in OPM Guide and on CJCC website.
 - Do NOT change the wording of the surveys.
 - Okay to customize the survey layouts to make it your own.
 - Okay to include additional measures.
- Given to victims “who have substantially completed the program of service”.
 - “Substantial completion” is defined by program’s design.
- Excel “Monthly Summary” spreadsheets available on CJCC website to assist with tracking outcomes.



REPORTING PERIOD	DUE DATE
October 1 st – September 30 th	October 30 th

OPM Demo



About CJCC	Victims Compensation	Statistical Analysis Center	Grants	Human Trafficking Task Force	Events	Council & Committee Meetings
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Grants

▼ Grant Subject Areas

- ▶ Child Abuse
- ▶ Community Programs (Elder Abuse, Legal Aid, Etc.)
- ▶ Criminal Justice
- ▶ Domestic Violence
- ▶ Juvenile Justice
- ▶ Sexual Assault/Human Trafficking
- ▶ VAWA
- ▼ VOCA
- Reporting
- Awards
- Resources

Funding Opportunities

- ▶ LVAP (5%) Certification
- ▶ Compliance Monitoring

Forms & Publications

[Home](#) > [Grants](#) > [Grant Subject Areas](#) > [VOCA](#) > Reporting

Reporting

OUTCOME PERFORMANCE:

The Criminal Justice Coordinating Council requires its victim services sub-grantees to collect outcome data from their clients who receive direct services. CJCC requires the collection of outcome performance data to improve grant monitoring and technical assistance efforts, and to provide sub-grantees with information they can use for improving their programs and reporting to other funding agencies.

Frequently Asked Questions:

Which programs are affected?
This requirement applies only to sub-grantees delivering direct services to clients who are victims of crime, and **whose contact with clients is more extensive** than a single telephone call or other distribution of information (hotlines).

When are outcome performance measures due?
Outcome data reports are submitted once a year, on October 30th (October 1st- September 30th).

What tools are needed to report?
CJCC and Performance Vistas worked with direct service victim agencies to develop survey tools. Each agency type (CASA, CAC, VWAP, Domestic Violence etc.) has a survey tool which specifically targets the needs of those clients. Agencies should use summary sheets to collect outcome data and the web-based reporting tools to report all their outcome data online. The online reporting link to submit the report will be provided to the subgrantees at the beginning of the reporting period, at which time subgrantees may log in with their username and password to input data.

Associated Document(s):

[Georgia Outcome Performance Measure Guide 2016](#)

[OPM Webinar: 2018](#) (Video)

[OPM Webinar: 2018](#) (PowerPoint)

Reporting Information can be found on the CJCC website at:

<http://cjcc.georgia.gov/outcome-performance-tools-1>



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A brief overview of the new Grant Management Tool
for the Criminal Justice Coordinating Council...





from.....to

G.M.I.S.

Grant Management System



What is Intelligrants?

Intelligrants is a grant management system designed to support the sub-grantee application process.

It is also a tool that enables the capture of sub-grantee profile information, certifications, application history and project information. Additionally, it provides supporting information / document storage capabilities.

Unlike the previous grant management system, this solution will interface with the new financial system (CRAFT) allowing for reduced waste and more streamlined reporting.



Criminal Justice Coordinating Council

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[Reports](#) | [Administration](#) | [Organization\(s\)](#) | [Profile](#) | [Logout](#)

SHOW HELP



Welcome Mike
CJCC System Administrator

[Change Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello Mike, please choose an option below.

My Inbox

You have **0** new messages.
Select the **Open Inbox** button below to open your system message inbox.

OPEN INBOX

CJCC | New Grants Management System



Criminal Justice Coordinating Council

Home Applications/Grants Progress Reports Expenditure Reports Monitoring Reports

Reports | Administration | Organization(s) | Profile | Logout

SHOW HELP

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Applications/Grants

Use the search functionality below to find a specific Application/Grant.

Search Applications/Grants

Application/Grant Types

Application/Grant Name

Person

Status

Organization

Year

Export Results to Sort by:

Number of Results 1

Document Type	Organization	Name	Current Status	Year
CJCC Applications	Agate Testing eGOHS Inc.*	VOCA-2019-0006	Award Packet Signatures Required	2019

1

Application search screen, delineates between grant types using a variety of parameters



Application forms (pages) allow for detailed data capture and triggering of workflow actions.

Expenditure requests are sent to CRAFT digitally

Criminal Justice Coordinating Council

Home Applications/Grants Progress Reports Expenditure Reports Monitoring Reports

Reports Administration Organization(s) Profile Logout

SHOW HELP

Forms Menu Status Changes Management Tools Related Documents and Messages

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CJCC Applications Menu - Forms

Please complete all required forms below.

Document Information: [VOCA-2019-0006](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Application Forms				
	Applicant Agency			
	Designation		John Smith	9/4/2018 9:44:04 AM
	Primary Service			
	Agency Description		John Smith	9/17/2018 12:37:57 PM
	Project Activities			
	Project Narrative			
Budget Forms				
	Personnel			
	Employee Benefits			
	Travel			
	Equipment			
	Supplies & Operating			



Intelligrants Grantee Training Webinar

March 12 from 2:00 – 4:00 PM

Registration:

<https://attendee.gotowebinar.com/register/3791030>

[726890946049](https://attendee.gotowebinar.com/register/3791030)



STATEWIDE SANE COORDINATOR

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VOCA SUBGRANTEE MANUAL



Subgrantees should have management processes and controls in place that reasonably ensure all of the following:

- Grant funded program(s) achieve the intended results.
- Resources are used in a manner consistent with the OVC's mission.
- Programs and resources are protected from waste, fraud, abuse, and mismanagement.
- Applicable laws and regulations are followed.



VOCA recipient's internal control system must:

- Comply with federal statutes, regulations, and the terms and conditions of the federal award.
- Take prompt action when instances of noncompliance are identified, including those identified in audit findings.
- Protect personally identifiable information and other information designated as sensitive, or considered sensitive.



Proper segregation, or separation of duties, is a critical element of adequate internal controls.

- Organizations should break down those duties that might reasonably be completed by a single individual into multiple duties so that no one person is solely in control.



For example, one person should be designated to initiate a payment (write the check) and another individual should be designated to authorize a payment (sign the check).



To be an acceptable financial management system, the subrecipient's system must:

- Maintain detailed and auditable records
- Track the funding from each award separately from other awards and other funding sources
- Document the following information:
 - Federal funds awarded
 - Federal funds drawn down
 - Matching funds (if applicable)
 - Program income (if applicable)
 - Procurement contracts expensed against the award
 - Expenditures



Federal guidelines require subgrantees of federal funds to use good judgment when purchasing, managing, and disposing of property paid for by federal funds. If a subgrantee uses award funds to purchase equipment, when suitable equipment is already available within the organization, this use will be considered an unnecessary expense.

- Title (ownership) to equipment acquired under the VOCA subaward will vest in the subgrantee's organization.
- Subgrantees may use their own agency's capitalization policies and procedures for the classification of equipment and supplies, but only where it is less than the Federal policy threshold of \$5,000.



Careful screening should take place before purchasing equipment to ensure that it is needed. Recommended screening practices include:

- Taking stock of the equipment that the subgrantee already has to determine if it meets the identified needs
- Consider establishing a screening committee to make decisions about purchases
- Utilize effective management techniques as a basis for determining if equipment is needed
- Initiate a screening process to ensure that effective controls are in place for the management of equipment.



- Equipment means tangible property, including information technology systems, that have:
 - A useful life of one year or more **and**
 - A per-unit acquisition cost of \$5,000 or greater (or the organization's capitalization policy, if it is less than \$5,000).
- Supplies are all other items of tangible personal property, including computing devices, that cost less than \$5,000 per unit (or the organization's capitalization threshold, if that is less than \$5,000).



If the organization does not have a capitalization policy in place, the federal policy amount of \$5,000 must be followed.



Property records must be maintained to include all of the following information:

- Description of the property
- Serial number or other identification number
- Source of the property, including the federal award identification number
- Identification of the title holder
- Acquisition date
- Cost of the property
- Percentage of federal participation in the cost of the property
- Location of the property
- Use and condition of the property
- Disposition data, including the date of disposal and sale price



Subgrantees must dispose of the equipment when the original or replacement equipment acquired under the VOCA subaward is no longer needed for the original project, or for other activities currently or previously supported, as follows:

- If the item to be disposed of has a current per-unit fair market value of \$5,000 or less, the item may be retained, sold, or otherwise disposed of with no further obligation.
- If the item has a current per-unit fair market value of more than \$5,000, the item may be retained or sold, but OVC will have a right to a specific dollar amount of the proceeds. **(Calculate this amount by multiplying the current market value or proceeds from the item sale by the OVC's share of the equipment.)**
- In cases where the subrecipient fails to take appropriate disposition actions, OVC may direct other disposition actions.



COLLABORATION

Why collaborate?

Ensures the victim gets the best care possible

Provides services you can't offer

Avoids duplication of services

Builds Relationships and Unity



Identify/Clarify your goal and purpose

Make sure you have the right people and organizations involved

Get it in writing. Document roles and responsibilities.

Share resources and have open communication.

**SUCCESSFUL
COLLABORATION**



Georgia Victim Legal Assistance Network (VLAN)



Free civil legal services that help survivors of crime. Primary partners are: Georgia Legal Services Program, Georgia Asylum and Immigration Network, Atlanta Volunteer Lawyers Foundation, Atlanta Legal Aid Society.

National Sexual Assault Kit Initiative (SAKI)



Metro Atlanta Cold Case Sexual Assault Task Force focused on prosecution of cold case sexual assaults from previously unsubmitted or untested sexual assault kits. Primary Partners are: PAC, Atlanta Police Department, Cobb County DA's Office, DeKalb County DA's Office, Sexual Assault Response Team.

Family Justice Center Multi-Agency Model



Family Justice Centers and Multi-Agency Model Centers are multi-agency, multi-disciplinary co-located service centers that provide services to victims of interpersonal violence including, intimate partner violence, sexual assault, child abuse, elder or dependent adult abuse, and human trafficking.



- CJCC Website
- Victims Compensation
- Country based consulates
- Interpreter/Translation – Court Administrators or Administrative Office of the Courts
- Culturally specific serving agencies
- Faith based organizations
- Georgia Deaf Orgs Interpreters (RID.org)



There is No Wrong Door!

The goal is provide victims with a path to community and state services. We want victims to approach us with the problem they need addressed without a preconceived idea of the services they think they should receive.

Collaboration makes this possible!



Break
Time



VICTIMS COMPENSATION



Website: cjcc.ga.gov



Victims Assistance Division - Criminal Justice Coordinating Council
104 Marietta Street, NW, Suite 440 - Atlanta, GA 30303-2743



404.657.1956



404.657.1957



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