

**Department of the Attorney General (CPJAD)
Grant Administration Checklist - VOCA ONLY
January, 2023**

VOCA Reporting Requirements & Other Information

* Website <https://ag.hawaii.gov/cpia/gp/gp-related-forms/>

Please note: If the 15th or any other due date falls on a weekend or holiday, then the report is due on the last working day before the due date.

	Document	Form No.	Description/Purpose	Subgrantee Due Date
1	Subgrant Award Report (SAR - Initial)	OVC	REQUIRED - Subgrantees will provide information about agency and project activities that will be implemented with VOCA federal & match funds.	Due 14 days or earlier after contract execution. Submit hardcopy or email to your assigned VOCA Specialist.
2	Project Self Assessment	*AG/CPJAD #32	REQUIRED - Pre-Monitoring Tool.	Due 14 days or earlier after contract execution. Submit by email to your assigned VOCA Specialist.
3	Volunteer Waiver (if applicable)	AG/CPJAD #39	REQUIRED - (If Applicable). Must be completed if agency reports zero for questions 11E/F of their SAR.	Due 14 days or earlier after contract execution. Submit by email to your assigned VOCA Specialist.
4	Request for Funds and Cash Balance Report (RFF)	*AG/CPJAD #7	REQUIRED - Monthly Financial Report.	Due on the 15th of each month .
5	Project Expenditure & Obligations Report (PEO)	*AG/CPJAD #8	REQUIRED - Quarterly Financial Report.	Due on the 15th of each calendar quarter: (Jan-Mar)- Due April 15 ; (Apr-Jun)- Due July 15 ; (Jul-Sept)- Due Oct 15 ; (Oct-Dec)- Due Jan 15 .
6	Subgrantee Data Report - Performance Measurement Tool (PMT)	OVC	REQUIRED -Used to collect information to determine whether a program achieved its goals and objectives. Submitted online at https://ojpsso.ojp.gov/	Due January 15 (Period: Oct-Dec) ; April 15 (Period: Jan-Mar); July 15 (Period:Apr-Jun); October 15 (Period: Jul-Sept).
7	Performance Outcomes Report (POR)	*CPJAD	REQUIRED -Used to collect quantitative data from the goals and objectives, timeline of activities, and output/outcomes that are specific to the VOCA-funded project.	Due January 15 (reporting period July-December) and July 15 (reporting period January-June). Submit by email to your assigned VOCA Specialist.
8	Source Documentation Financial Review	Sample	REQUIRED	Due February 15 for RFF ending 1/31.
9	Request for Modification - Explanation/Justification Form	VOCA	REQUIRED (upon request). Form used to re-allocate approved budget categories, revise project description, project goals and objectives, change Project Director/Fiscal Officer	Due no later than 45 days prior to the project end date

The following must be available to review at time of monitoring visit or before.

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10	Employee Time and Activity (T&A) Form	Sample	REQUIRED. This T&A form must be completed by each VOCA funded staff; <i>regardless if your agency uses an online timekeeping system.</i>	Must be available to review at time of monitoring visit or before.
11	Language Access Plan - Policy & Procedure	AG/CPJAD #15	REQUIRED. Executive Order 13166- Improving Access Services for Persons with Limited English Proficiency (https://www.justice.gov/crt/executive-order-13166) See #15 <i>Certification of Non-Discrimination of your contract.</i>	Must be available to review at time of monitoring visit or before.
12	Requirements to Report Actual or Imminent Breach of Personally Identifiable Information (PII) - Policy & Procedure	AG/CPJAD #26	REQUIRED. See #26 <i>Special Conditions of your contract.</i>	Must be available to review at time of monitoring visit or before.
13	Determination of Suitability to Interact with Participating Minors - Policy & Procedure	AG/CPJAD #26	REQUIRED. See #26 <i>Special Conditions of your contract. Details at: https://ojp.gov/funding/Explore/Interact-minors.htm</i>	Must be available to review at time of monitoring visit or before.
14	Civil Rights - Policy & Procedure	AG/CPJAD #15	REQUIRED. See #15 <i>Certification of Non-Discrimination</i> & #26 <i>Special Conditions of your contract</i>	Must be available to review at time of monitoring visit or before.
15	Certification of Grant-Funded Employment	AG/CPJAD #38	REQUIRED (if applicable). Form used to report any employees funded solely by VOCA funds	Must be available to review at time of monitoring visit or before.

Annual & Project Ending Reports

16	Request for Funds and Cash Balance Report (RFF)- FINAL <u>DRAWDOWN</u>	AG/CPJAD #7	REQUIRED - Monthly Financial Report - FINAL <u>DRAWDOWN</u>	Due within (30) calendar days after the end of the Project Period. <i>If the due date falls on a weekend or holiday, then due on the last working day before the (30) calendar days.</i>
17	Request for Funds and Cash Balance Report (RFF)- FINAL <u>REPORT</u>	AG/CPJAD #7	REQUIRED - Monthly Financial Report - FINAL <u>REPORT</u>	Due within (60) calendar days after the end of the Project Period. <i>If the due date falls on a weekend or holiday, then due on the last working day before the (60) calendar days.</i>

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18	Project Expenditure & Obligations Report (PEO)	AG/CPJAD #8	REQUIRED - Quarterly Financial Report - <u>FINAL REPORT</u>	Due within (60) calendar days after the end of the Project Period. <i>If the due date falls on a weekend or holiday, then due on the last working day before the (60) calendar days.</i>
19	Certification for Title to Property	AG/CPJAD #13	REQUIRED (if applicable). Form used to report any expendable and non-expendable personal property purchased with federal funds	Due within 60 days after project end date.
20	Grantee Report aka "Narrative"	OVC/Submit in Google Form	REQUIRED. Used to collect qualitative data from grantees regarding VOCA-funded Victim Assistance Programs that operate in their State.	Due October 15 with (3) case studies, project evaluations, surveys, and/or project highlights (i.e. articles, special recognitions, etc.)
21	Subgrantee Data Report - Subgrantee Annually Reported Outcomes (with PMT)	OVC	REQUIRED -You are asked to answer six questions once a year in OVCPMT (period July-Sept). Submitted online at https://ojpsso.ojp.gov/	Due October 15 (Period: Jul-Sept).
22	Subgrant Award Report (SAR -Final)	OVC	REQUIRED (if applicable) - Subgrantees will update information about agency and project activities that were implemented with VOCA federal & match funds. <i>This SAR must reflect your FINAL Report Expenditures.</i>	Due October 31. Email to your assigned VOCA Specialist.
23	VOCA Project Priority Allocation Worksheet (RFP & Gov't)	CPJAD	REQUIRED.(if applicable)- For ALL County Victim Witness agencies and RFP projects that <u>ended on 6/30 & served two or more crime category.</u> Used to determine the 10% priority crime requirement. Please contact your VOCA Specialist if Priority Allocations on agency Title Page has changed.	Due October 31 with supporting documentation to justify figures (i.e. internal tracking sheets, PMT data tracking forms, etc.). Email to your assigned VOCA Specialist.
Training Opportunity				
24	Training Opportunity	See Link	Recorded videos for the last Hawaii State Victim Assistnace Academy (HSVAA) are available for viewing .Limited to VOCA recipients and members of Hawaii State Training Committee.	https://drive.google.com/drive/u/1/folders/1oODwZY P4M4ZChDyQPSQAw9urxjZeVp08

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* Due Dates Subject to Change