

FACE TO FACE WITH YOUR SPECIALISTS

VOCA, VAWA, SASP, DVI

VOCA Match Waiver

Process

- A match waiver may be requested at the time of application or during an active subgrant.
- Subgrantees must submit in writing to their VOCA program manager a letter, on official letterhead, addressing the reason(s) why the match requirement cannot be met.
 - This letter must be signed by the Official Budget Representative.
- Along with the letter, subgrantees must submit a completed Subgrantee VOCA Match Waiver request spreadsheet.
- The approval of the Match Waiver request will be determined by the Board.

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Forms

The forms below will walk you through your grant and what is required. Our goal is to provide you the tools needed to help you build safer communities. If you don't see what you are looking for, contact us at 406-444-3604. We would be happy to help.



[Employee Timesheet Template](#)
[Volunteer Timesheet Template](#)
[More...](#)



[More...](#)

VOCA Match Waiver Request

[B-07 Subgrantee VOCA Match Waiver Request](#) (both the letter outlined in 2.1 and the VOCA Match Waiver Request Spreadsheet are required)

[Subgrantee VOCA Match Waiver Request Spreadsheet](#)

Subgrant Extension

- 45 Day GAN change

- Except where prohibited by federal guidelines, subgrants may be awarded an extension of the obligation date in response to a written extension request. Requests must be made in writing at least **45 calendar days** before the end date of the subgrant award. Requests must include a narrative justification that provides complete details including circumstances that led to the request, the effect a denial would have on the project/program, and how much additional time is required. The following criteria is to be considered when reviewing a request for extension:
- Current and acceptable Financial Status Reports and Project Narrative Reports must be on file with MBCC, including statistics, if required; and
- All special conditions attached to the award must be satisfied except those conditions that must be fulfilled in the remaining period of the award.



United States Department of Justice

Office on Violence Against Women

Working Together to End the Violence

AWARD CONDITION: POLICY FOR RESPONSE TO WORKPLACE-RELATED INCIDENTS OF SEXUAL MISCONDUCT, DOMESTIC VIOLENCE, AND DATING VIOLENCE

In General:

- Award Condition: Policy for response to workplace-related incidents of sexual misconduct, domestic violence, and dating violence 1. In general: The recipient and any subrecipient at any tier must have a policy, or issue one within 270 days of the award date, to address workplace-related incidents of sexual misconduct, domestic violence, and dating violence involving an employee, volunteer, consultant, or contractor.

Scope of Policy

- The policy must address the following: 1) allegations of workplace-related incidents of sexual misconduct, domestic violence, and dating violence by an employee, volunteer, consultant, or contractor; 2) workplace supports for employees, volunteers, consultants, or contractors who are victims of sexual misconduct, domestic violence, or dating violence; and 3) adjudications that will result in an employee, volunteer, contractor, or consultant being prohibited from occupying positions that could undermine the ability of the recipient or subrecipient to carry out the grant funded project, such as positions working with victims and other vulnerable populations. A policy may provide that certain adjudications do not prohibit an individual from occupying such a position but must include standards for granting such an exemption for an individual.

Definitions

- “Adjudication” includes a conviction, issuance of a final protection order, court-ordered diversion, or other judicial finding that the employee, volunteer, consultant, or contractor has engaged in domestic violence, dating violence, sexual assault, or stalking. The recipient may choose to include additional, related offenses, such as sex trafficking, as “adjudications.” “Domestic violence,” “dating violence,” “sexual assault,” and “stalking” have the meanings given in 34 U.S.C. § 12291(a). “Sexual misconduct” means sexual assault, stalking, and sexual harassment. “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work performance, or creates an intimidating, hostile, or offensive work environment, whether such activity is carried out by a supervisor or by a co-worker, volunteer, or contractor. An individual is considered to be in the “workplace” of the recipient or subrecipient while in, or using the resources of, the recipient’s or subrecipient’s offices or facilities, using its equipment or vehicles, engaging in approved telework, on work-related travel, or otherwise conducting business on behalf of the recipient or subrecipient. The availability and nature of the response to a workplace-related incident may depend on the location at issue. June 2020 – Page 2 “Workplace-related incidents” of sexual misconduct, domestic violence, and dating violence include acts, attempted acts, or threatened acts by or against employees, consultants, volunteers, or contractors, that occur in the workplace or that occur outside the workplace but have an impact on the workplace or otherwise undermine the ability of the recipient or subrecipient to carry out the grant-funded project.

Monitoring

- The recipient must make its policy available to OVW upon request. Subrecipients must make their policies available to the recipient upon request.

Examples of circumstances that should implicate the policy include, but are not limited to:

- A worker sexually assaults, stalks, sexually harasses, and/or uses domestic or dating violence (uses "violence") against another worker.
- A worker is bound by an order of protection, or is subject to a civil or criminal action, arising from an incident of violence, regardless of whether the victim/survivor is a worker of Grantee.
- A worker uses violence against any other person during a Grantee-sanctioned event, including informal social events that occur solely because of the attendee's relationship with Grantee.
- If a worker is adjudicated as having used violence, they should be prohibited from occupying positions that could undermine the ability of Grantee to carry out OVW-funded projects (subject to certain exceptions as described in a subsequent section of this condition).

Sample Purpose Statement

Recipients should consider beginning their policy with a purpose statement that clearly articulates the culture the Grantee seeks to create and sets broad goals for the policy.

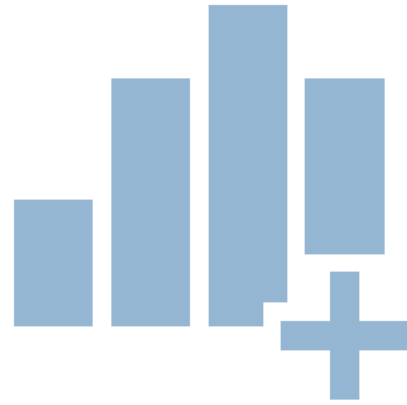
[Grantee] institutes this policy as part of its commitment to a safer and more supportive organizational climate and to the prevention and reduction of the occurrences and effects of workplace-related incidents of sexual misconduct, domestic violence, and dating violence [hereinafter “violence”].

[Grantee] recognizes violence presents unique issues for its employees, volunteers, consultants, and contractors [hereinafter “workers”].

Violence can be workplace-related even if incidents occur elsewhere. It crosses economic, educational, cultural, age, gender, racial, and religious lines and occurs in a wide variety of contexts.

The purposes and goals of this policy are to:

- Support a comprehensive workplace education and training program to prevent violence;
- Institutionalize responsive policies and procedures to assist and support workers who are impacted by violence;
- Discipline and hold accountable workers who use violence, which - in certain cases - may include such assistive and supportive measures as requiring counseling; and
- Assure that a worker who uses violence is prohibited from occupying positions that could undermine [Grantee's] mission - as well as the missions of other grantees.



MORE INFORMATION
AVAILABLE



FISCAL UPDATE

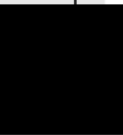


Policies and Procedures

- We all have them;
- Are necessary;
- Are essential to an organization;
- Set expectations;
- Supports the agency's mission;
- Are part of your internal controls;
- Help comply with state and federal rules and regulations.

Policies:

- Guiding principles identify the key activities of an organization and how to handle issues as they arise;
- Provide rules and guidelines for decision-making in routine situations;
- Provide a consistent and clear response in dealing with situations;
- Defines a rule;
- Standing answer to a recurring question;
- Guiding principle used to set direction in an organization;
- Do not change frequently – should be reviewed as needed.

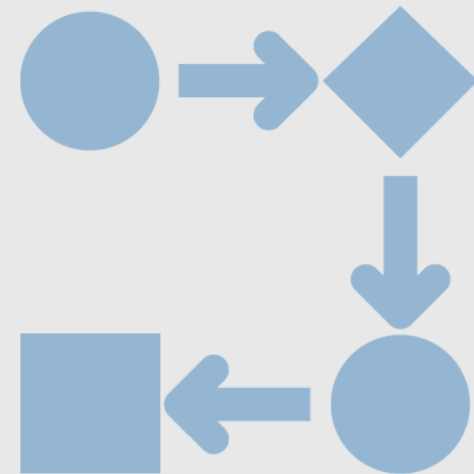


Examples of Financial Policies

- revenues/accounts receivable;
- expenses/accounts payable;
- internal control;
- accounting procedures (accounting basis, journal entries;
- bank reconciliations, monthly closing; recording keeping);
- payroll;
- asset management;
- credit card.

Procedures:

- Provide step-by-step instructions for specific routine tasks;
- Are specific, detailed series of actions taken in order to implement a process and comply with a policy;
- When created, they answer questions of a function;
- Small agencies with few employees may need a Board member to help provide division of duties;
- Be careful when modifying procedures, it could change policy;
- Should be reviewed at least annually or when a change is needed;



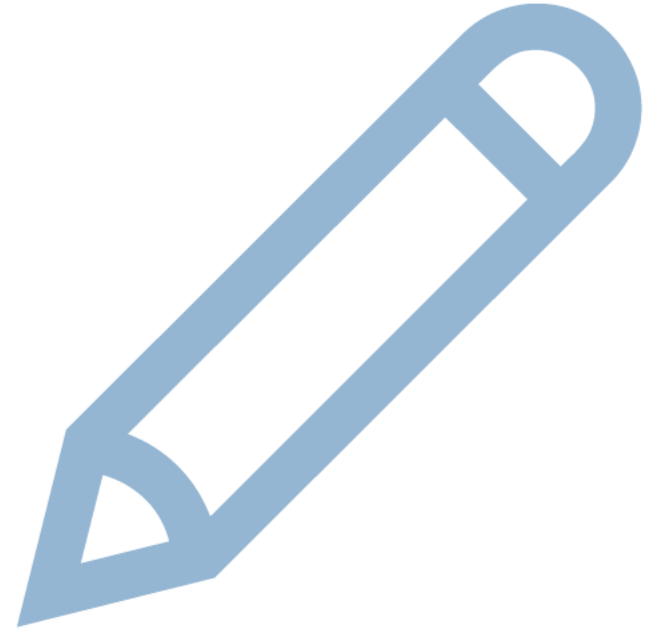
Resources

- 2 CFR 200:
- https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
- US Department of Justice Financial Guide:
- <https://www.ojp.gov/funding/implement/overview>



DESK REVIEWS

Purpose and Procedures

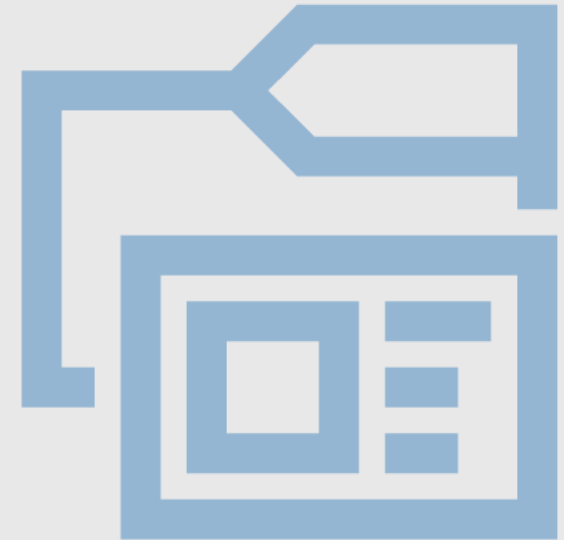


Purpose

- No traveling
- Determine which agencies to review.
- Risk Assessment
- Quarter going to review

Procedure

- Program Staff contact subgrantee to schedule a desk review. Send a confirmation e-mail to project director.
- Forms sent by e-mail to subgrantee to complete. Fiscal staff will also request the chart of Accounts and General Ledger for quarter selected.
- Complete and return to program staff.
- Review documents and select specific documents to review.
- Send request to subgrantee for documents and support.
- These will be reviewed by Fiscal Staff.
- Zoom meeting on selected date and time.



Procedure cont.

- Follow-up letter acknowledges meeting with subgrantee and, if necessary, requests any additional documents.
- Documents must be sent within 10 business days after receiving the e-mail.
- Program staff e-mail Monitoring Report within 10 days of receiving all requested documents.
- Subgrantee has 45 calendar days to respond the Monitoring report.
- Once responses have been reviewed and accepted by MBCC staff, send an e-mail within 20 business days indicating the review is complete.
- If MBCC doesn't receive response within 45 days an e-mail will be sent noting overdue response, and reimbursements are being held until requested documents are received.
- If don't receive within 90 calendar days, an e-mail that program is suspended until received and may consider termination of the program at the next Board meeting.
- If still not received after 180 days, e-mail terminating grant for failure to adhere to signed grant award.





FISCAL UPDATES CONT.





SAC UPDATE



AMPLIFUND UPDATE



Q & A

Questions not answered during webinar

- Please review policies and requirements for including CONTRACTORS in our VOCA budgets.
 - To be answered here
- Review allowable expenditures under both VAWA and VOCA
 - [CFR: 28.94 subpart b](#)

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