

MEMORANDUM

TO: All FY 2008 VOCA Project Directors

FROM: Sarah J. Brown
Justice Programs Specialist

DATE: July 7, 2008

RE: **FY 2008 Report Forms**
Project Period: July 1, 2008 – June 30, 2009

Enclosed you find one copy of the following MONTHLY report forms:

- Request for Reimbursement
- Project Financial Report Form
- Financial Recap Sheet
- Monthly Progress Report
- Monthly Statistical Report

Only the forms listed above and attached to this memorandum will be accepted by DCJS. I have also included other forms for your convenience. You will find one copy of the following:

- **VOCA Timesheet:** *This form is optional, but is recommended. Agency timesheets must contain a signature line for both the employee and supervisor to be accepted by DCJS.*
- **Travel Expense Sheet:** *This form is optional, but expense logs must contain the same information as this expense sheet.*
- **Computer and Office Equipment Listing Form:** *This form must be completed if purchasing equipment with VOCA funds or if using the purchase or donation of equipment for matching purposes.*
- **Office Equipment Usage Log:** *This form must be used if requesting reimbursement and/or for matching funds for the VOCA sub-grant for the purpose of equipment usage.*

Reports are due in this office on the twentieth (20th) day of the month following the reporting period. For example, the report for July 1 through July 31

will be due on August 20th. **Please be reminded effective July 1, 2008 all funded projects which become 60 days delinquent in the submission of reporting requirements will forfeit one month of reimbursable expenses for the entire project. Every additional 30 days past the initial 60-day delinquency period, shall result in and additional forfeiture of a month's reimbursable expenses.**

Monthly reports are to include:

- **Request for Reimbursement:** A copy of this form is to be submitted with the Project Financial Report for the purpose of DCJS issuing a reimbursement check. The total requested should agree with amounts listed on the Project Financial Report. This form must contain the original signature of either the Authorized Official or the Fiscal Officer of the grant. This form should not be altered in any manner.
- **Project Financial Report:** A copy of this form and supporting documentation must be submitted on a monthly basis. Attach copies of timesheets, invoices/receipts, as well as, proof of payment, to verify all expenditures. Matching contributions should also be submitted with back up documentation and should be recorded on the Project Financial Report forms.
- **Financial Recap Page:** A copy of this form is to be submitted monthly with the Project Financial Report and the Request for Reimbursement. This form supplies a breakdown of specific items and funds being requested for reimbursement for the reporting period. Please include benefits and percentages requested for reimbursement.
- **Progress Reports:** It is to include, but not limited to:
 - a. Statistical data reflecting the number and types of victims served during the month.
 - b. A summary completed by the VOCA-funded staff position outlining activities during the month. This summary **should** list the Goals and Objectives for the grant and then in bullet form under each objective a summary the activities performed by the staff to meet each objective should be listed. Any activities performed by the VOCA funded staff

that does not fall under the stated goals and objectives of the grant, but are direct victim service related should be included at the end of the report and labeled as "Other".

- c. Copies of minutes from the governing board, such as Board of Directors, Advisory Boards, etc. must be included in the corresponding monthly report for all private non-profits. If the Board did not meet during the reporting month, it should be noted at the end of the Progress Report.

Local units of government must send copies of all City Council or County Commission Meeting minutes anytime the VOCA grant or VOCA funded staff is discussed during a scheduled meeting.

Please be advised the enclosed forms will be provided electronically to all Project Directors via e-mail and will be available on the DCJS VOCA (Victims of Crime Act) website page at:

<http://www.wvdcjs.com/justiceprograms/victimsofcrime.html>.

Also be advised failure to provide monthly reports on the correct forms, with the appropriate supportive documentation, and in a timely manner could result in a delay of reimbursement, deobligation of grant funds, and/or could jeopardize your programs ability to receive future grant funds under the VOCA program.

If you have any questions regarding this matter, please contact me at (304) 558-8814, extension 210 or Sarah.J.Brown@wv.gov.

SJB/aw
Enclosures