Fiscal Requirements

VOCA PART 1

Fiscal Requirements

- Consultants
- Times and Effort
- Pro-rate Expenses
- Non-Supplantation
- Ineligible Costs

Consultants

- Contract
- Consultant Rates
- Competitively Bid
  - Acceptable Procurement Methods
- Sole Source Procurements

Consultant Contracts

- Must be attached to the application or submitted once executed.

- Must be fully executed.

- Outline the full terms of the contract, including:
  - services to be provided;
  - price; and
  - time period.

Consultant Rates

- $650 per 8 hour day
- Maximum $81.25 per hour
  - Can charge $81.25 per hour for travel and preparation time.
- Justification must be provided and PCCD must approve any individual consultant rate that exceeds the $650 per 8 hour a day rate.
- Policy to determine acceptable rate for consultants not selected competitively.

Important Fact

Individual Consultants *not selected* on a competitive basis, that exceed:

- the $81.25 per hour rate or
- $650 per 8 hour day rate

cannot be paid the maximum amount with grant funds and the residual with other funds.

If maximum amount is exceeded and selected non-competitively, no amount can be paid with grant funds.

Procurement Procedures

Small Purchase Procurement

- Small purchase procedures are relatively simple procurements Costing no more than $150,000
- Requires price or rate quotation from an adequate number of qualified sources

Micro-Purchases

- Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold of $3000.

- To the extent practicable, micro-purchases are to be equitably distributed among suppliers.

- Micro-purchases may be awarded without soliciting competitive quotations if the sub-grantee considers the price to be reasonable.

Sole Source

➢ Procurements by noncompetitive proposal must be submitted for PCCD review and approval.

➢Only in rare circumstances, such as proven inadequate competition, will a procurement by noncompetitive proposal be approved.

➢Noncompetitive procurements must be identified as a noncompetitive procurement and provide substantial justification for the noncompetitive procurement within their grant application.

Time and Effort

Time and Effort

- Timesheets

For employees working on multiple activities or cost objectives.

- Time Certifications

For full or part time employees working on a single activity or cost objective.

Timesheet

MONTH/YEAR

1/17

DAYS OF THE MONTH

PROGRAMS	Acct. Code	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Time
VOCA 26758	12345	5.00	##	6.00		2.00			4.00	7.50	3.00	1.00	4.00			5.00	3.00	6.00		2.00			7.50	3.00	1.00	4.00			5.00	3.00	6.00	2.00	83.00
VOCA 27965	67890		##	0.50		2.00						2.00	1.00				3.00	0.50		2.00					2.00	1.00				3.00	0.50	4.00	24.50
PCAR	85236	2.00	##			2.00			1.00			2.00	3.00			2.00	1.50			2.00		1.00			2.00	3.00			2.00	1.50		2.00	28.50
Administration	11125	1.00	##	1.50		2.00			2.00	0.50	5.00	5.00				1.00	0.50	1.50		2.00		2.00	0.50	5.00	3.00			1.00	0.50	1.50		36.00
Paid Time Off					8.00				1.00										8.00			1.00										
Total Hours		8.00	##	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	10.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	4.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	172.00

CERTIFICATION

I CERTIFY THAT THIS IS A TRUE AND CORRECT REPORT OF THE ACTUAL HOURS I WORKED DURING THIS PERIOD.

EMPLOYEE NAME _____

EMPLOYEE SIGNATURE _____

I HEREBY CERTIFY THAT THE EMPLOYEE WAS PRESENT AND WORKING AS INDICATED BY THIS REPORT.

SUPERVISOR NAME _____

SUPERVISOR SIGNATURE _____

INSTRUCTIONS: List the actual hours you have worked under the Program Area that applies.

Timesheets

- Must be prepared after the fact;
- At a minimum, must be completed monthly;
- At a minimum, must cover one payroll period;
- Must account for all hours committed to the organization;
- Must indicate hours attributable to the specific project on a daily basis; and
- Must be signed by the employee and the supervisor.

Time Certification

EMPLOYEE TIME CERTIFICATION

I certify that I worked 100% of my compensated hours on PCCD grant # _____ for the period from _____ to_____.

Employee: _____ Supervisor: _____

Date: _____ Date: _____

Time Certification

- May only be completed by employees who work solely on a single activity or cost objective.
- Must be completed at least every 6 months.
- Must be signed by employee and supervisor.

Pro-rated Expenses

FOR BUDGETING PURPOSES ONLY

Pro-Rate Expenses

Budget Purposes Only

- Expenses associated with items not used exclusively for the project must be budgeted on a pro-rated.

- Proration must be reasonable, justified, and allocable to the funded project
- Examples:
  - Funded personnel/Total Personnel Costs;
  - Total Project/Agency Budget;
  - Estimated usage based on historical data.

Non Supplantation

VOCA funding must be used to **supplement** rather than **replace** other state or local funds for eligible services.

Ineligible Costs

- Lobbying and Administrative Advocacy
- Prosecution Activities
- Fundraising Activities
- Capital improvements
- Security and/or body guards
- Property losses
- Real Estate purchases or mortgage payments
- Construction
- Most medical costs
- Activities exclusively related to Crime Prevention