

# **Appendix F**

Project Director and Fiscal Officer

Role and Responsibilities

Victim of Crime Act (VOCA) Victim Assistance Grant Program Application	Project Director & Fiscal Officer Role and Responsibilities Appendix F
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## Project Director's Role

All sub-grantees are required to have a Project Director; the individual charged with facilitating the project **(the actual day-to-day operation and implementation)**. **This individual cannot also be the fiscal officer or authorized official and should not be a full-time grant funded staff person.**

The Project Director's role is as follows:

- ⌘ Be the main contact for DJCS staff
- ⌘ Ensure all information is forwarded to all funded staff/agencies; this includes but is not limited to:
  - Budgets
  - Special and standard conditions of the grant
  - Memos
  - Surveys
  - Changes in grant requirements
  - Forms
  - Training available
- ⌘ Ensure all reports are submitted on time to DJCS
- ⌘ Inform DJCS of changes in staff and Authorized officials
- ⌘ Request project changes and prior approval of attendance of training/travel not specified in budget.
- ⌘ The Project Director is the contact person for members of the West Virginians Against Violence Committee
- ⌘ The Project Director's presence is **MANADATORY** at on-site DJCS monitoring visits.

**I certify that I have read and understand my Role and Responsibilities:**

**Project Director:**

\_\_\_\_\_

**Title:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

## Fiscal Officer's Role

All sub-grantee are required to have Fiscal Officer, the individual charged with the responsibility for the fiscal records of the project. **This individual cannot also be the authorized official or project director and should not be a VOCA funded staff person.**

The Fiscal Officer's role with DJCS staff is as follows:

- ☞ The contact person for financial questions
- ☞ Review the approved budget for each grant
- ☞ Be aware of Special and Standard Conditions of the grant
- ☞ Review all monthly financial reports and ensure all required documentation is included
- ☞ Submit copies of audits to DJCS and contact DJCS if debarred
- ☞ The Fiscal Officer's presence is **MANDATORY** at on-site DJCS monitoring visits.

**I certify that I have read and understand my Role and Responsibilities:**

**Fiscal Officer:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_