**Wisconsin Department of Justice Office of Crime Victim Services (OCVS)**

## **Sexual Assault Victim Services (SAVS) Grant**

# **SIX-MONTH REPORT INSTRUCTIONS**

The six-month report consists of three parts: the Financial Status Report, the Program Status Report (the agency’s approved work plan) and a Program Narrative, covering the period January 1st through June 30th. Regardless of whether you submit quarterly reports, the Six Month Report must reflect activities for the entire six months. The instructions are listed below. Forms are available online at the Department of Justice Office of Crime Victim Services’ website (<http://www.doj.state.wi.us/cvs> click on “Not a Crime Victim?”, then “Sexual Assault Victim Services (SAVS) Grant”, and then “SAVS Documents and Forms”. <http://www.doj.state.wi.us/ocvs/not-crime-victim/sexual-assault-victim-services-savs-grant> .

If you are unable to access our website you may request electronic forms from Karen Moore at [moorekg@doj.state.wi.us](mailto:moorekg@doj.state.wi.us) .

1. **The Six-Month Report must be received by OCVS on or before July 30, 2014.**
2. Read through your agency’s grant agreement to be sure the agency is in compliance with all the terms.
3. **Part I.** **Financial** **Status** **Report**

The agency’s current approved budget amounts are listed under the column *SAVS Grant Budget*. In the next column, *Actual SAVS Grant Spent,* list the amount of SAVS funds spent from January 1st through June 30th. Only include the amount charged to the SAVS grant. The total amount spent cannot be more than the total SAVS grant award.

If you recognize that changes in the approved budget line items greater than $500 are necessary, please request in writing a budget shift for review and approval from OCVS. Funds should not be expended until approval has been granted by OCVS. All requests to transfer funds must be received and approved by OCVS before the last business day of the grant year. The budget revision form is on DOJ’s website: [www.doj.state.wi.us/cvs](http://www.doj.state.wi.us/cvs) click on “Not a Crime Victim?”, then “Sexual Assault Victim Services (SAVS) Grant”, and then “SAVS Documents and Forms”. <http://www.doj.state.wi.us/ocvs/not-crime-victim/sexual-assault-victim-services-savs-grant> .

1. **Budget Category Breakdown**

Provide a detailed description of how the funds in each budget category were spent during the first six months of the grant period. Review your agency’s approved budget so that category expenditures reported align with what was approved in the current SAVS application (i.e. only include the positions approved in the current SAVS application). Do not add new budget items.

1. **Part II. Program Status Report**

Report the progress towards goals in this section. Use the current work plan approved by OCVS and complete the “Outputs/Outcomes” section to show progress or hindrances in meeting project goals after six months. OCVS does not expect that all goals are met at this time; it is a mid-year check to evaluate if the agency is on track to meet project goals or if a revision is needed.

6. **Part III.** **Program Narrative**

Complete the program narrative responding to the questions outlined on the Six Month Report Form.

1. **Send the report with the signatures of the SAVS Project Director and Fiscal Officer to the address below. Reports may be e-mailed or faxed, however reports must contain Project Director and Fiscal Officer signatures. Reports without signature will not be accepted.**

E-mail reports to: [moorekg@doj.state.wi.us](mailto:moorekg@doj.state.wi.us)

Fax reports to 608-294-2928.

Mail reports to: SAVS Grant Program

DOJ-Office of Crime Victim Services

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1. If you have any questions or concerns, please contact Karen Moore, Grants Specialist, 608-267-9340 or [moorekg@doj.state.wi.us](mailto:moorekg@doj.state.wi.us) .