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## ➤ Award Contracts and Important Documents

- Please read all documents, thoroughly. The award documents are contracts made with WI DOJ OCVS and provide vital information regarding your grant. The award documents also pass-through Federal requirements.
- *\*It is incumbent upon the Project Director and Financial Officer of the Subgrant to understand the rules and requirements of OCVS grants in whatever manner OCVS provides that information (be it, including but not limited to, email, webinar, fact sheet, etc.)*
- **VOCA State Program Guidelines, US DOJ Financial Guide, and other important documents that pertain to VOCA, VAWA, SAVS, and CJA Grants Management can be found on the [OCVS Grant Programs Webpage](#).**

## ➤ Project Director, Financial Officer, Signing Official, Alternate Contact

*\*Please note: When identifying individuals involved in this grant, you may not list the same person as project director, financial officer and/or signing official.*

*Information below taken from [VOCA State Program Guidelines](#) pages 17-18*

- **Project Director:** identified in Egrants is the **primary** individual OCVS will **contact** or communicate with regarding any OCVS Grants related matter.
  - a. The Project Director is responsible for **submitting all required program reports** within Egrants, **submitting OVC PMTs**, and **responding to OCVS correspondence**.
  - b. If the Project Director changes during the grant year, the subgrantee shall submit a modification request in Egrants to update the Project Director associated with the subgrant. An instructional video on how to change grant contacts in Egrants can be found here: <https://vimeo.com/393024874>
  - c. The Project Director is one of the agency's certifiers for fiscal reports. The Project Director **must not share their Egrants account login information with any other person** at the agency. If the Project Director leaves the agency, the agency should contact the Egrants helpdesk or OCVS to inactivate the user account.
- **Financial Officer:** must be the individual the recipient has designated as **responsible for the financial administration of the award**. *The Financial Officer must be different than the Project Director.*
  - a. If the Financial Officer changes during the grant year, the subgrantee shall submit a modification request in Egrants to update the Financial Officer associated with the subgrant. An instructional video on how to change grant contacts in Egrants can be found here: <https://vimeo.com/393024874>
- **Signing Official:** should be the **highest elected official**, or a designated proxy by the highest elected official, for the agency. *The Signing Official must be different than the Project Director and Financial Officer.*
- **Alternate Contact:** an individual **not** identified as Project Director, Financial Officer, or Signing Official who is involved in subgrant management and should receive grant communications.

## ➤ Budget Modifications

*Information taken directly from Conditions of Award, Attachment B*

### • Modifications

- Budget changes in excess of 10% of the amount in the approved budget category or over \$500 (whichever is greater), alterations to the scope of the project, adjustments affecting a budget category that was not included in the original budget, or changes to indirect budget category require justification to and approval from WI DOJ.
- Budget modifications take effect on the date that the Grant Adjustment Notice (GAN) is signed and approved by OCVS. No new expenses can be incurred until the GAN is approved.
- Personnel changes or additions require a modification in Egrants. Modifications must be submitted during the month or pay period in which expenses are being incurred.
- Budget modifications can only apply to those allowable expenses within the same financial reporting period and cannot be used to retroactively charge off previously unreported expenses in order to fully expend the subgrant award.
- Requests for budget modifications during the *final/fourth quarter* VOCA, VAWA, and SAVS reporting periods must be submitted to your grant manager via Egrants at least **60 days prior** to the end of your project period/grant cycle.
  - **VOCA final/fourth quarter budget modifications are due July 30, by 11:59pm in Egrants.**
  - **VAWA final/fourth quarter budget modifications are due October 30, by 11:59pm in Egrants.**
  - **SAVS final budget modifications are due October 30, by 11:59pm in Egrants.**
- Modifications are also required for:
  - changes to or additions of personnel listed in the budget
  - changes in Project Director, Financial Officer, or Signing Official
  - changes in project scope

*\*Videos and Guides for How to Create a Modification and Egrants Modifications 101 can be found on the following page, or by visiting the [OCVS Grant Programs webpage](#) and scrolling down to the Egrants section.*

➤ **Reporting Periods**

VOCA	Federal Fiscal Year
Fiscal Reports (Egrants)	Quarterly: Jan 30, April 30, July 30, Oct 30
Program Reports (Egrants)	Semi-annual due April 30   Final due Oct 30
Modifications (Egrants)	Final/Fourth Quarter: Due Jul 30
OVC PMTs (OVCPMT Website)	Quarterly: Due Jan 30, April 30, July 30, Oct 30
VAWA	Calendar Year
Fiscal Reports (Egrants)	Quarterly: April 30, July 30, Oct 30, Jan 30
Program Reports (Egrants)	Semi-annual due July 30   Final due Jan 30
Modifications (Egrants)	Final/Fourth Quarter: Due Oct 30
Annual Progress Reports	Yearly: Due March 15 – emailed to Grant Support Specialist
SAVS	Calendar Year
Program Reports (Egrants)	Semi-annual due July 30   Final due Jan 30
Modifications (Egrants)	Final: Due Oct 30

➤ **Egrants Login and Guides**

▪ **Egrants Login**

• **.PDF Guides**

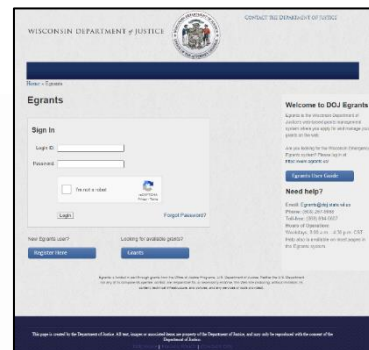
- [How to Enter Fiscal Reports in Egrants](#)
- [How to Certify Fiscal Reports in Egrants](#)
- [How to create a Modification in Egrants](#)
- [How to submit a Program Report in Egrants](#)
- [How to submit an Inventory Report in Egrants](#)
- [How to add Personnel and Employee Benefits using Contacts](#)

• **Videos**

- [How to Create a Fiscal Report](#)
- [How to Change the Project Director, Financial Officer, Alternate Contact, and Signing Official](#)
- [Egrants Modifications 101](#)
- [Navigating Egrants](#)

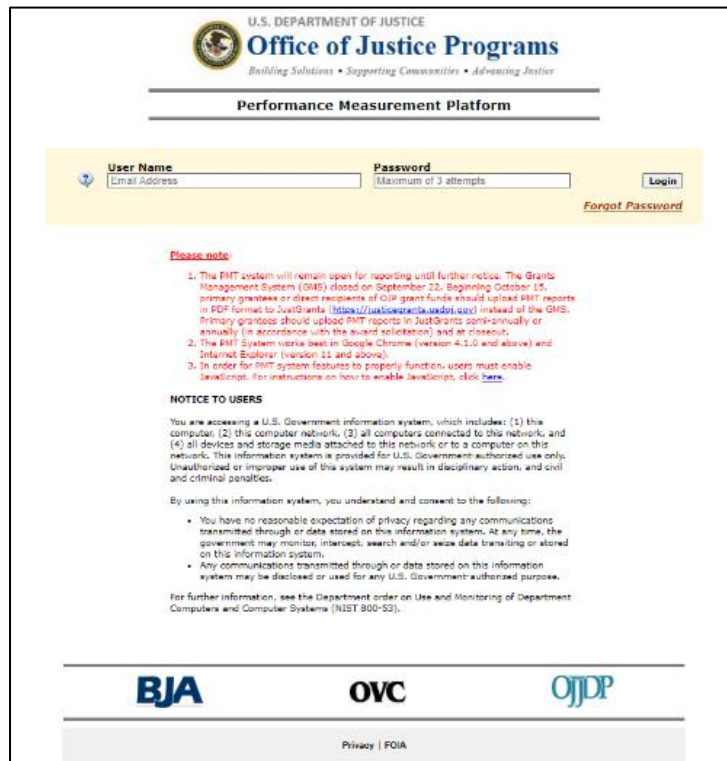
• **Egrants Help**

- Email: [Egrants@doj.state.wi.us](mailto:Egrants@doj.state.wi.us)
- Phone: (608) 267-9068
- Toll-free: (888) 894-6607
- Hours of Operation: Weekdays, 8:00 a.m. - 4:30 p.m. CST
- Help also is available on most pages in the Egrants system.



➤ **OVC PMTs**

- **Office for Victims of Crime Performance Measurement Tool (OVC PMT)**
  - Performance measurement is an online data collection system that collects performance measurement data.
  - Data collected is used by OVC to understand the specific needs of WI VOCA subgrantees
  - Submitted every quarter - REQUIRED
  
- The OVC PMT report, or Performance Measures data, is entered directly into the [OVC PMT website](#). *Contact Mary Colletti or Michelle Bailey to setup a new account.*
  - [Log-In Instructions](#)
  - [OVC PMT Federal Definitions](#)
  - [OVC PMT Prorating Performance Data Guidance](#)
  - [OVC PMT Subgrantee Performance Report – Subgrantee Data Report](#)
  - [OVC PMT User Guide](#)
  - [OVC PMT Tracking Form \(Word Doc\)](#)
  - [OVC PMT Tracking Form \(MS Excel\)](#)
  - [OVC PMT Subgrantee Data Tracking Template \(OVC Version\) \(MS Excel\)](#)




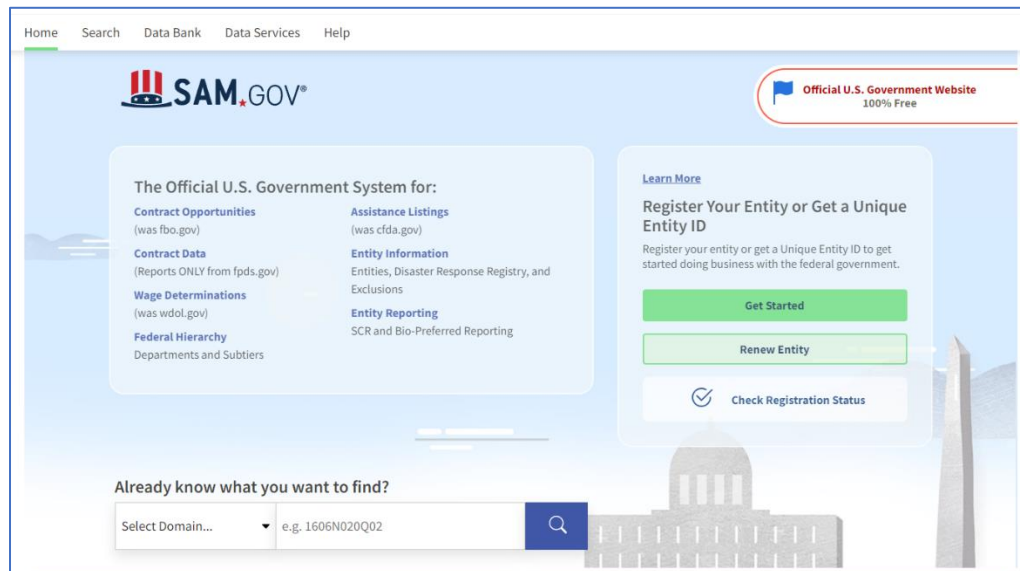
➤ **System for Award Management (SAM)**

- Any entity that directly receives federal funds from OCVS must be registered in SAM. SAM registration requirements apply to first tier subrecipients/subawards (i.e., direct recipients of OCVS federal funds (VOCA, VAWA STOP, and VAWA SASP Subgrantees). The requirement does not pass down to subcontracts or subawards paid by the subrecipient. However, it is required that subcontracts or subawards paid by the subrecipient are not debarred from receiving federal funds. SAM.gov can be used to check if an entity is debarred from receiving federal funds. See “How do I search Exclusions?”

[https://www.doj.state.wi.us/sites/default/files/ocvs/SAM\\_Exclusions.pdf](https://www.doj.state.wi.us/sites/default/files/ocvs/SAM_Exclusions.pdf)

- **SAM.gov** is always FREE!

- If you do not see the Uncle Sam hat , it is fraud!
- If a credit card number is ever requested, it is fraud!
- Renewal is YEARLY and an ACTIVE SAM is required to receive Federal Funds, and to be reimbursed by WI DOJ.
- **Unique Entity Identification (UEI)** is now used in place of DUNS Numbers
- Your agency may receive an email from the Grants Support Specialist notifying you to renew SAM.
- Non-Publicly Displayed Entity
  - If you are a non-publicly displayed entity (formerly referred to as Hidden Entity), please either change that status or email the new expiration date yearly to the Grants Support Specialist.



➤ **Policies and Procedures**

\*Please refer to the [OCVS Required Policies Procedures and Documentation Handout](#)

- Required for Subgrantee Monitoring
- OCVS can provide examples
- Agency Policies and Procedures should be updated regularly; your agency is required to follow all internal policies and procedures, keep them updated, and on file.

Financial Policy and Procedures, Including:	
Personnel payroll policies	Process for tracking program income
Process for tracking grant expenditures by fund source	Process for ensuring non-supplanting and no comingling
Process for documenting in-kind match	Checking debarment for subawards/subcontracts?
Procurement Policy	Physical (Equipment and Property) Inventory Procedure
Policy, process, and documentation for administering and tracking Gift Cards and/or Emergency Assistance Funds	Process and documentation for employees to track time/attendance by fund source
Civil Rights Policies:	
Grievance Policy (signed) for: <i>Clients, Staff, and Volunteers</i>	Limited English Proficiency Policy (LEP Policy)
Non-Discrimination Policy for clients, employees, and volunteers specifying non-discrimination based on: <i>Age, Disability, Gender Identity, Race/Ethnicity, Religion/Spirituality, Sexual Orientation</i>	Procedure for referring Civil Rights complaints to DOJ or the Office for Civil Rights
HR Policies:	
Policy to address workplace-related incidents of sexual misconduct, domestic violence, and dating violence involving an employee, volunteer, consultant, or contractor ( <i>for VAWA Funded agencies</i> )	Child and Youth Sexual Abuse Prevention Policies and Procedures: ( <i>OCVS strongly encourage organizations to have written policies and procedures regarding the prevention of sexual abuse of children and youth. Policies and procedures should address all six components as outlined in the Centers for Disease Control and Prevention (CDC) Guide.</i> )
Written Release Forms - <i>which includes to whom and what kind of information may be shared</i>	Suitability to interact with Minors policy: <i>Written Determination form for suitability to interact with minors</i>
Confidentiality Policy	Conflict of Interest Policy
Drug-Free Workplace Policy	Employee Evaluation Process Policy
Policy Banning Text Messaging While Driving	Seat Belt Policy
Whistle-Blower Policy	Non-Violence in the Workplace Policy
Employee (and Volunteer) Training Manual -or- New Employee Training Checklist	
Miscellaneous Policies:	
Data Breach Policy	Board Investigation Policy
Reporting Waste, Fraud, Abuse, Mismanagement to OIG	
Additional Documents:	
Memorandums of Understanding (MOUs) or agreements with other agencies (if applicable)	OCVS Personnel Budget Summary (also required with Grant Application)
OVC PMT Supporting Documentation (VOCA Only): <i>Please submit documentation (no PII) that supports the data submitted in the most recent quarterly PMT. This documentation may include spreadsheets, an Osnium VOCA Report, or other applicable record of data submitted.</i>	Volunteer file (if applicable) including: <i>Volunteer application, Signed confidentiality form, Completed caregiver background check for volunteers, Documentation showing interview completed, Documentation showing reference checks completed, Volunteer tracking form (includes total hours and signatures)</i>

➤ **What’s New This Year?**

- **Federal Civil Rights Requirements:** All subgrantees receiving federal grant funding are required to comply with Federal Civil Rights Laws. As the passthrough entity administering federal funds, Wisconsin Department of Justice Office of Crime Victim Services (OCVS), monitors compliance through Federal Civil Rights Policies and Compliance Checklist. This checklist documents the agency’s civil rights policies and verification of submission of Equal Employment Opportunity Plan (EEO) Certification Form and/or Utilization Report that must be submitted to the US DOJ Office of Civil Rights.
  - **New this year, OCVS will administer the form annually online.** Subgrantees can expect to receive a link to the form via email around the time they receive their award documents. You will have 90 days to complete the form. **Please note that the checklist is NOT the same as completing the EEO Certification Report or Utilization Report,** which must be completed separately (you can find resources for completing the EEO Certification form here: <https://www.doj.state.wi.us/ocvs/victims-crime-act-voca>). You can save time by completing the certification in advance, as you will be asked to upload a copy of your certification form.
  
- **Subgrant Award Report (SAR):** To collect more accurate data on VOCA funding allocations to different crime types, OCVS is using a new strategy for collecting the information that is typically collected through the Subgrant Award Report and the Egrants Freestyle Questionnaire on the semi-annual and final reports. The intention is to reduce the burden on subgrantees and increase the accuracy and transparency of the data reported in the SAR for federal funders. Rather than having agencies report their own budget breakdowns using categories that are different than what is used on the PMT, agencies will now be able to choose a particular method for calculating their allocations and report allocations using the same crime types as are used on the PMT. **Subgrantees can choose how to report their allocations based on a preferred method that aligns with VOCA-funded services tracking.** OCVS will then categorize crime types into applicable categories historically used for the semi-annual and final crime type allocation reports to ensure that the categories are applied uniformly across all subgrantees.
  - **Timeline:** Because the new process will partially depend on quarterly OVC PMT data, the timeline for submission is shorter than previous years. ***We recommend reviewing both the PDF copy of the full SAR form as well as the detailed explanation of the crime type allocation methods prior to the web form opening so that you are ready to complete it within the shortened time frame.*** See the following guideline of the schedule for this fall’s submission (it will follow a similar schedule in May for the semi-annual report):

Early November	OCVS hosts a webinar with detailed instructions on the new process
November 1	PMT for Q4 due to OCVS
November 1-15	OCVS conducts follow-up and finalizes PMT submissions
November 15	Subgrantee’s VOCA Project Director receives link to SAR + Crime Type Allocations Web Form via email
<b>November 30</b>	SAR + Crime Type Allocations web form due to OCVS OCVS submits SAR to OVC



➤ **OCVS Grants and Training Team Communication**

\*See [OCVS Grants Specialists Contacts](#) for agency assignments and email addresses.

Name	Position	Phone	Email
<b>Director</b>			
Teresa Nienow	Director of Grant Programs & Training	608-264-7657	<a href="mailto:nienowta@doj.state.wi.us">nienowta@doj.state.wi.us</a>
<b>Program &amp; Policy Analyst</b>			
Amanda Powers	VAWA and VOCA Program & Policy Analyst	608-267-2251	<a href="mailto:powersal@doj.state.wi.us">powersal@doj.state.wi.us</a>
<b>Grants Specialists</b>			
Michelle Bailey	OCVS Grants Specialist	608-267-7924	<a href="mailto:baileym1@doj.state.wi.us">baileym1@doj.state.wi.us</a>
Mary Colletti	OCVS Grants Specialist	608-261-8100	<a href="mailto:collettima@doj.state.wi.us">collettima@doj.state.wi.us</a>
Courtney Watson	OCVS Grants Specialist/SAFE Fund Administrator	608-267-9340	<a href="mailto:watsonca@doj.state.wi.us">watsonca@doj.state.wi.us</a>
<b>Financial Grants Specialists</b>			
Tanya Herranz	OCVS Financial Grants Specialist	608-264-7657	<a href="mailto:herranztd@doj.state.wi.us">herranztd@doj.state.wi.us</a>
Claudia Saavedra	OCVS Financial Grants Specialist	608-266-3056	<a href="mailto:saavedracd@doj.state.wi.us">saavedracd@doj.state.wi.us</a>
Justin Wartenluft	OCVS Financial Grants Specialist	608-267-4584	<a href="mailto:wartenluftjm@doj.state.wi.us">wartenluftjm@doj.state.wi.us</a>
<b>Grants Support Specialists</b>			
Leah Varnadoe	OCVS Grants Support Specialist	608-266-0936	<a href="mailto:varnadoela@doj.state.wi.us">varnadoela@doj.state.wi.us</a>
<b>Training Coordinators</b>			
Deanna Grundl	Track Kit Policy & Program Analyst	608-264-6209	<a href="mailto:grundldm@doj.state.wi.us">grundldm@doj.state.wi.us</a>
Susan Kanack	SANE/Forensic Nursing Coordinator	608-264-6214	<a href="mailto:kanacksm@doj.state.wi.us">kanacksm@doj.state.wi.us</a>
Kay Ragland	OCVS Victim Services Training Coordinator	608-261-7198	<a href="mailto:raglandkl@doj.state.wi.us">raglandkl@doj.state.wi.us</a>
<b>CJA Grants Program Specialists</b>			
Lynn Cook	CJA Program & Policy Analyst	608-590-7136	<a href="mailto:cookla@doj.state.wi.us">cookla@doj.state.wi.us</a>
Heather Alston-Shannon	CJA Support Specialist		<a href="mailto:alston-shannonhr@doj.state.wi.us">alston-shannonhr@doj.state.wi.us</a>

**OCVS Grant Programs webpages:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><a href="#">OCVS Grants Programs</a></li> <li><a href="#">Victims of Crime Act (VOCA)</a></li> <li><a href="#">Violence Against Women Act (VAWA)</a></li> <li><a href="#">Sexual Assault Victim Services (SAVS)</a></li> <li><a href="#">Children’s Justice Act (CJA)</a></li> </ul> | <ul style="list-style-type: none"> <li><a href="#">State Child Advocacy Center Grants</a></li> <li><a href="#">Sexual Assault Nurse Examiner (SANE) Program</a></li> <li><a href="#">Training Opportunities for Professionals</a></li> <li><a href="#">Office of Crime Victim Services (OCVS)</a></li> <li><a href="#">Wisconsin Department of Justice (WI DOJ)</a></li> </ul> |
|---|--|

- **OCVS Grants & Training Updates Bulletin** - [OCVSgrants@outreach.widoj.gov](mailto:OCVSgrants@outreach.widoj.gov)

(All OCVS Grants & Training Updates Bulletins can be found on the [OCVS Grants webpage](#))

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