OCVS Grantee Orientation
• Sexual Assault Victim Services (SAVS) •
• Violence Against Women Act (VAWA) • Victims of Crime Act (VOCA) •

Fall 2016
Welcome!

OCVS Team:

- Cindy Grady, Director of Grant Programs & Operations

<table>
<thead>
<tr>
<th></th>
<th>SAVS</th>
<th>VAWA</th>
<th>VOCA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Manager</td>
<td>Karen Moore</td>
<td>Shira Phelps</td>
<td>Amanda Powers Mary Colletti</td>
</tr>
<tr>
<td>Financial Specialist</td>
<td>Paul Fricken</td>
<td>Tanya Herranz</td>
<td>Paul Fricken</td>
</tr>
<tr>
<td>Support Specialist</td>
<td>Courtney Gordon</td>
<td>Leah Varnadoe</td>
<td>Courtney Gordon</td>
</tr>
</tbody>
</table>
OCVS Grantee Orientation

Agenda

Overview of OCVS Grant Programs

- Break -

Managing Finances

Budget Modifications

Monitoring

Closing - Questions
## OCVS Grant Programs

### Overview

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>SAVS</th>
<th>VAWA</th>
<th>VOCA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Intent</strong></td>
<td>To expand, enhance, and support services for sexual assault victims.</td>
<td>To improve criminal justice response to violence against women and increase the availability of services for victims.</td>
<td>To support the provision of direct victim services to victims of crime.</td>
</tr>
<tr>
<td><strong>Match</strong></td>
<td>None</td>
<td>Depends</td>
<td>Required</td>
</tr>
</tbody>
</table>
OCVS Grant Programs
Maintaining Compliance

Must have policies for:

- Confidentiality
  - Staff, volunteers, clients
  - Keep a signed copy
  - Contact OCVS for examples

- Conflict of Interest
  - Governs activities of the board and staff.
  - All should be aware of this policy & be able to identify these types of situations
  - Should include guidelines for:
    - Identifying a possible conflict
    - Disclosing conflicts and procedures to be followed to deal with the conflict of interest and situations that may result in the appearance of a conflict

Source: Equal Justice USA, [http://Ejusa.org/voca/toolkit](http://Ejusa.org/voca/toolkit)
OCVS Grant Programs
Maintaining Compliance

- **EEOP**
  - Form needs to be turned in to OCVS by everyone, exempt or non-exempt
  - [http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf](http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf)
OCVS Grant Programs

Maintaining Compliance

- **Special Conditions**
  - OCVS may place special conditions upon a sub-recipient which are not specified in the policies and procedures
  - Specific to each grant award – check your award documents
  - Examples:
    - Audit
    - Emergency fund
    - Rent certificate
    - Risk assessment
    - Sub-contracts
OCVS Grant Programs

Maintaining Compliance

- Program Reports and Financial Status Reports (FSRs)
  - Check award documents for due dates for each grant program
    - They all vary!
  - Communicate with OCVS Grant Managers
OCVS Grant Programs

Egrants

- https://egrants.doj.state.wi.us/egmis/login.aspx

Help

egrants@doj.state.wi.us

(608)267-9068
OCVS Grant Programs

Egrants

- Viewing Budget, Grant Balance and Payment History
- Program Reports
- Modifications
- Other

Help
egrants@doj.state.wi.us  (608)267-9068
OCVS Grant Programs

**Egrants** - Viewing Budget, Payment History and Grant Balance

<table>
<thead>
<tr>
<th>MAIN MENU</th>
<th>USER MANAGEMENT</th>
<th>FUNDING ANNOUNCEMENT</th>
<th>PROJECT MANAGEMENT</th>
<th>WORK MANAGER (0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>Application</td>
<td>Monitoring</td>
<td>Fiscal Details</td>
<td></td>
</tr>
</tbody>
</table>

**Grant ID:** 11256  
**Application Status:** Open - Awarded  
**Project Title:** 2015-2016 Continuation of #2013-VO-01-10694  
**Fund Announcement:** VOCA, Victims of Crime Act 2015-2016 Continuation Grant

### APPLICATION SUMMARY

<table>
<thead>
<tr>
<th>Section Name</th>
<th>Status</th>
<th>Point Value</th>
<th>Last Update</th>
</tr>
</thead>
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<td>Main Summary Information</td>
<td>Complete</td>
<td>0</td>
<td>6/9/2016 8:40:56 AM</td>
</tr>
<tr>
<td>Approval Checklists</td>
<td>Complete</td>
<td>0</td>
<td>5/4/2015 4:15:50 PM</td>
</tr>
<tr>
<td>Performance Measures</td>
<td>Complete</td>
<td>0</td>
<td>4/15/2015 11:35:16 AM</td>
</tr>
<tr>
<td>Budget Detail</td>
<td>Complete</td>
<td>0</td>
<td>4/27/2015 10:06:45 AM</td>
</tr>
<tr>
<td>Victim Rights Compliance</td>
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<td>0</td>
<td>5/4/2015 2:09:08 PM</td>
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<td>Agency Profile</td>
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<td>0</td>
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<td>Goals and Objectives</td>
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<td>5/14/2015 9:42:32 AM</td>
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<td>Project Description</td>
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<td>5/4/2015 2:12:34 PM</td>
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<tr>
<td>Staffing-Qualifications</td>
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<td>0</td>
<td>5/7/2015 3:58:39 PM</td>
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<tr>
<td>Required Attachments</td>
<td>Complete</td>
<td>0</td>
<td>5/14/2015 9:43:48 AM</td>
</tr>
</tbody>
</table>

- **Main Summary** – Information on your grant, including other links
- **Print Application** – Full application and budget, including which items are federal and match.
OCVS Grant Programs

**Egrants** - Viewing Federal Budget and Match

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**BUDGET SUMMARY**

Grant ID: 11256
Application Status: Open - Awarded

Project Title: 2015-2016 Continuation of #2013-VO-01-10694
Fund Announcement: VOCA: Victims of Crime Act 2015-2016 Continuation Grant

Section Point Value: 0
Section Completion Status: Complete

Created By: Jennifer L. Broden
Created Date: 4/13/2015 10:16:46 AM

Last Update By: Jennifer L. Broden
Last Update Date: 4/27/2015 10:06:45 AM

<table>
<thead>
<tr>
<th>RECIPIENT AGENCY</th>
<th>YEAR 1</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Assault Crisis Center - Fox Cities, Inc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>24,919.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CATEGORIES</th>
<th>YEAR 1 SOURCES</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td></td>
<td>FEDERAL</td>
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<td>Personnel</td>
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<td>Employee Benefits</td>
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<tr>
<td>Staff Development</td>
<td>200.00</td>
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<tr>
<td>Travel (Including Training)</td>
<td>240.00</td>
<td></td>
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<tr>
<td>Equipment</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Supplies &amp; Operating Expenses</td>
<td>2,035.00</td>
<td></td>
</tr>
<tr>
<td>Consultants/Contractual</td>
<td>0.00</td>
<td></td>
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<tr>
<td>Other</td>
<td>0.00</td>
<td></td>
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<tr>
<td>Total</td>
<td>19,935.00</td>
<td></td>
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</table>

|                                                 | CASH MATCH (NEW APPROP) |       |
|                                                 | 4,121.00                |       |
|                                                 | 368.00                  |       |
|                                                 | 40.00                   |       |
|                                                 | 48.00                   |       |
|                                                 | 0.00                    |       |
|                                                 | 407.00                  |       |
|                                                 | 0.00                    |       |
|                                                 | 0.00                    |       |
| Total                                           | 4,984.00                |       |

|                                                 | IN-KIND MATCH | TOTAL |
|                                                 | 0.00          | 24,919.00 |

|                                                 | TOTAL         |
|                                                 | 24,919.00     |

Total Match %: 20.00%

---

- Budget Detail/Budget Summary will give you a high level view of Federal & Match
**OCVS Grant Programs**

**Egrants** - View Payment History and Grant Balance

![Egrants interface](image)

**Grant ID:** 11256  
**Modifications Status:** Open - Awarded

**Project Title:** 2015-2016 Continuation of #2013-VO-01-10694  
**Fund Announcement:** VOCA: Victims of Crime Act 2015-2016 Continuation Grant

### SUMMARY

<table>
<thead>
<tr>
<th></th>
<th>Total Paid to Date:</th>
<th>Refunds:</th>
<th>Balance:</th>
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<tbody>
<tr>
<td></td>
<td>41,849.00</td>
<td>0.00</td>
<td>29,193.00</td>
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### Payment(s)

<table>
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<tr>
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<th>Payment Date</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>2/26/2016</td>
<td>5,276.00</td>
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<td>2</td>
<td>6/10/2016</td>
<td>13,809.00</td>
</tr>
<tr>
<td>3</td>
<td>8/5/2016</td>
<td>22,764.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>41,849.00</strong></td>
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### Refund(s)

<table>
<thead>
<tr>
<th>Refund Type</th>
<th>Refund Date</th>
<th>Amount</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>0.00</td>
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</table>

### Funding Split(s)

<table>
<thead>
<tr>
<th>Source</th>
<th>Funding Stream</th>
<th>Fund Award Category</th>
<th>Sub Title</th>
<th>WiSMART Codes</th>
<th>STAR Codes</th>
<th>Effective Dates</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>VO - 2014</td>
<td>01 Local</td>
<td>727F-542-7509</td>
<td>4550500000-54200-455VOCA14-VOCA14SUBGRANTS</td>
<td>4550500000-54200-455VOCA15-VOCA15SUBGRANTS</td>
<td>10/1/2015 - 9/30/2016</td>
<td>19,935.00</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>71,042.00</strong></td>
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</table>
OCVS Grant Programs

Egrants - Viewing Program Reports

<table>
<thead>
<tr>
<th>Documents</th>
<th>Start End Dates</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modifications</td>
<td>1/1/2016 - 12/31/2016</td>
<td>Open - Returned</td>
<td>Create New Modification</td>
</tr>
<tr>
<td>Application</td>
<td>1/1/2016 - 12/31/2016</td>
<td>Open - Awarded</td>
<td></td>
</tr>
</tbody>
</table>

**Program Reports**

You will not be able to enter a new program report until DOJ staff has approved your previous report.

<table>
<thead>
<tr>
<th>PDF</th>
<th>Reporting Period</th>
<th>Due Date</th>
<th>Report Type</th>
<th>Status</th>
<th>Submission Date</th>
<th>Approval Status</th>
<th>Entered By</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>📖</td>
<td>1/1/2016 - 3/31/2016</td>
<td>4/12/2016</td>
<td>Quarterly</td>
<td>Submitted</td>
<td>4/11/2016 12:14:08 PM</td>
<td>Approved</td>
<td>Ms. Cathy Arney</td>
<td><img src="create.png" alt="Create" /> <img src="edit.png" alt="Edit" /> <img src="view.png" alt="View" /></td>
</tr>
<tr>
<td>📖</td>
<td>4/1/2016 - 6/30/2016</td>
<td>7/12/2016</td>
<td>Quarterly</td>
<td>Submitted</td>
<td>7/15/2016 11:01:53 AM</td>
<td>Approved</td>
<td>Ms. Cathy Arney</td>
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</tr>
<tr>
<td>📖</td>
<td>7/1/2016 - 9/30/2016</td>
<td>10/12/2016</td>
<td>Quarterly</td>
<td>Submitted</td>
<td>10/13/2016 5:06:40 PM</td>
<td>Pending</td>
<td>Ms. Cathy Arney</td>
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</tr>
<tr>
<td>📖</td>
<td>10/1/2016 - 12/31/2016</td>
<td>1/30/2017</td>
<td>Final</td>
<td>Not Available</td>
<td></td>
<td></td>
<td></td>
<td><img src="create.png" alt="Create" /> <img src="edit.png" alt="Edit" /> <img src="view.png" alt="View" /></td>
</tr>
</tbody>
</table>
OCVS Grant Programs

Egrants - Modifications

- Main Summary will show reason for modification
- Budget Detail will show the high level changes you have made
- Print Modification - GAN, with NEW detailed budget including Federal & Match
**OCVS Grant Programs**

**Egrants - Modifications, Budget Detail**

- **Grant ID:** 11268
- **Modifications Status:** Open - Awarded
- **Project Title:** Eau Claire County Crisis Response Program
- **Fund Announcement:** VOCA, Victims of Crime Act 2015-2016 Continuation Grant

**Budget Details**

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Current Subgrant Budget</th>
<th>Requested Subgrant Budget</th>
<th>Net Change Dollar Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Federal</td>
<td>Cash Match (New Approp.)</td>
</tr>
<tr>
<td>Personnel</td>
<td>67,011.00</td>
<td>65,645.00</td>
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<td>Employee Benefits</td>
<td>9,809.00</td>
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<td>536.00</td>
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<td>Staff Development</td>
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<td>4,861.00</td>
<td>415.00</td>
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<tr>
<td>Travel (Including Training)</td>
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<td>0.00</td>
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<tr>
<td>Equipment</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Supplies &amp; Operating Expenses</td>
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<td>Consultants/Contractual</td>
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<td>Other</td>
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<td><strong>Total:</strong> Σ</td>
<td>107,796.00</td>
<td>107,796.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Match %:</strong></td>
<td>21.19 %</td>
<td>21.19 %</td>
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</tr>
</tbody>
</table>
Grant ID: 11681

Modifications Status: Open - Returned

Project Title: Pathfinders’ Hand-In-Hand Program

Fund: VAWA SASP: Direct Services

Announcement: Competitive 2015

PROJECT SUMMARY

To enter/update/view Quarterly Fiscal Reports or Periodic Program Reports for this grant (Monitoring menu item).

To view the current financial information for this grant such as payments and funding sources (Fiscal Details menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

<table>
<thead>
<tr>
<th>Documents</th>
<th>Start - End Dates</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modifications</td>
<td>1/1/2016 - 12/31/2016</td>
<td>Open - Returned</td>
<td>Create New Modification</td>
</tr>
<tr>
<td>Application</td>
<td>1/1/2016 - 12/31/2016</td>
<td>Open - Awarded</td>
<td></td>
</tr>
</tbody>
</table>

View Issues/Comments
### Grant ID: 11681

**Modifications Status:** Open - Returned

**Project Title:** Pathfinders' Hand-In-Hand Program

**Fund Announcement:** VAWA SASP: Direct Services Competitive 2015

---

#### MODIFICATION SUMMARY

You MUST click Submit after correcting all returned sections.

<table>
<thead>
<tr>
<th>Section Name</th>
<th>Status</th>
<th>Point Value</th>
<th>Last Update</th>
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</thead>
<tbody>
<tr>
<td>Main Summary Information</td>
<td>Complete</td>
<td>0</td>
<td>7/19/2016 11:43:52 AM</td>
</tr>
<tr>
<td>Performance Measures</td>
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<td>Budget Detail</td>
<td>Complete</td>
<td>0</td>
<td>3/3/2016 4:27:52 PM</td>
</tr>
</tbody>
</table>

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[Print Modification] [Submit Modification] [Withdraw Modification] [View Issues/Comments] [Cancel]
Track and Measure Your Progress

- Staff and Volunteer Effort
- Reporting Requirements
- Client Tracking
- Performance Measurement Tool
Staff and Volunteer Effort

- Communicate with Staff and Volunteers

Staff

- **Track** effort by project (fund source including match) – report eligible work
- **Document** (timesheets, time and effort reports, activity report) certified by employee and approved by supervisor
- **Pay** according to actual effort (report actual pay, not budget on FSR)
Example Timesheet

<table>
<thead>
<tr>
<th>DATE</th>
<th>Sun</th>
<th>Sat</th>
<th>Sun</th>
<th>Sat</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>VOCA</td>
<td></td>
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<tr>
<td>SAVS</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>VAWA SASP</td>
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<tr>
<td>VAWA STOP</td>
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<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Employee Signature: ___________________________ Date: __________

Supervisor Signature: ___________________________ Date: __________
**Staff and Volunteer Effort**

- Volunteers
  - Document time, attendance, effort on eligible activities
- Monitor
  - Supervision? Budget modification?
Narrative Reports

- Due Quarterly
- Completed in Egrants

Content

- Describe activities for the quarter related to SAVS Core Services
- Identify any administrative, operational or structural changes to the project
- Describe any other relevant information
- Note any assistance that DOJ can provide
Tracking & Measuring Progress
SAVS

- Updated work plans
  - Due with Second Quarter and Final Report

- Statistical Requirements
  - Statistics reported for calendar year (grant year)
  - Numbers reflect both primary and secondary victims
  - Numbers reported should reflect sexual assault statistics for the entire agency, not just sexual assault victims served by the SAVS grant
  - Report the number of persons served by the type of sexual assault victim service listed (core services)

Additional information in the SAVS Grant Program Guidelines – p. 17, 18
https://www.doj.state.wi.us/ocvs/not-crime-victim/sexual-assault-victim-services-savs-grant
Tracking & Measuring Progress
SAVS

- **Client Information**
  - Unduplicated number of sexual assault victims served by the entire agency by location and age

- **Dual Service Agency**
  - Number sexual assault clients that presented as sexual assault clients
  - Number of sexual assault clients that initially presented as domestic violence clients with sexual assault issues.

- **Sexual Assault Expenditures**
  - Total expenditures of the organization on sexual assault services
Tracking & Measuring Progress

VAWA

- Program Reports
  - Due Quarterly in Egrants
  - Content:
    - Different for each Program Area
    - Summarize VAWA funded activities only
    - Track client data and services/trainings provided
    - Provide updates on project’s Goals and Objectives
  - If you are not sure about something, please ask!

- Additional information in VAWA Award Contract
Tracking & Measuring Progress

VOCA

- **Narrative Reports**
  - Due Quarterly
  - Completed in Egrants
  - **Content:**
    - Summarize VOCA funded activities only
    - Explain any challenges and accomplishments
    - Provide updates on project’s Goals and Objectives

- **Annual Reports**

- Additional information in VOCA Award Contract or [https://www.doj.state.wi.us/ocvs/not-crime-victim/victims-crime-act-voca](https://www.doj.state.wi.us/ocvs/not-crime-victim/victims-crime-act-voca)
Tracking & Measuring Progress

VOCA Client Tracking

- Ways to collect client data:
  - Client Tracking Spreadsheet
    - Available on VOCA webpage
  - Osnium
    - Contact Patrick Christ at End Abuse
      - 608.255.0539
      - [http://www.endabusewi.org/osniumws](http://www.endabusewi.org/osniumws)
  - Make your own (Excel)
Tracking & Measuring Progress
VOCA Client Tracking

- Performance Measurement Tool (PMT)
  - Due Quarterly
  - Completed in OVC PMT
- Content:
  - Client Demographics
    - Only new victims for reporting period
    - Gender, Race, Age, Special Classifications
  - Victimization
    - All victims served during reporting period
    - Can have multiple types per victim
  - Services provided
    - All victims served during reporting period
    - Count as many times as service is provided

www.ovcpmt.org
If any updates are needed, please contact GMS.

### GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Name</td>
<td>WI DEPT OF JUSTICE</td>
</tr>
<tr>
<td>DUNSNumber</td>
<td>809448061</td>
</tr>
<tr>
<td>OJPVendorNumber</td>
<td>366006427</td>
</tr>
<tr>
<td>Address</td>
<td>17 West Main Street, P.O. Box 7951, Madison, WI 53707-7951</td>
</tr>
<tr>
<td>City</td>
<td>Madison</td>
</tr>
<tr>
<td>State</td>
<td>WI</td>
</tr>
<tr>
<td>ZipCode</td>
<td></td>
</tr>
</tbody>
</table>

### CONTACT INFORMATION

- CONTACT INFORMATION - 2016-VA-GX-0065
- CONTACT INFORMATION - 2015-VA-GX-0052
- CONTACT INFORMATION - 2014-VA-GX-0035
- CONTACT INFORMATION - 2013-VA-GX-0066

For technical assistance, contact the OVC PMT Help Desk at OVCPTM@csrincorporated.com or call toll-free 1(844)684-2503.

The Office for Victims of Crime is a component of the Office of Justice Programs, U.S. Department of Justice.
This section is to be completed each reporting period. 
Source of data: Activities conducted at the subgrantee level.

1. **TOTAL number of individuals who received services during the reporting period.**

   - The total number includes individuals who may have been counted more than once during the reporting period.

2. **Is your agency able to track individuals throughout the Federal fiscal year?**
   - Yes (proceed to Question #4)
   - No

3. **Is your agency able to identify “new” individuals who did not receive services from your agency during the previous reporting period?**
   - Yes
   - No, Not Tracked (proceed to Question #5)
   - No, Other Reason (provide explanation, then proceed to Question #5)

4. **Number of NEW individuals who received services from your agency for the first time during the reporting period.**

5. Demographics (for NEW individuals identified in Question 4)
Performance Measures

- Victim Assistance – Subgrant Award Report (SAR) [September 2016]
- Victim Assistance – Subgrantee Performance Measures Report [April 2016]
- Victim Assistance – Grantee Report
- Victim Assistance – Subgrantee Data Tracking Template (Excel)

PMT User Materials

- Victim Assistance User Guide for Grantees
- Victim Assistance User Guide for Subgrantees
- Victim Assistance – FAQs
- PMT Fact Sheet

Trainings (conference presentations and recorded webinars)

- August 2016 – VOCA National Conference – PMT Update (Assistance)
- January 2016 – Victim Assistance – Performance Measures and PMT Training
- November 2015 – Victim Assistance – PMT Demo
- October 2015 – Victim Assistance – Performance Measures Training
- September 2015 – Victim Assistance – Performance Measures Training
Please be back in 15 minutes

It's Time For A Break
Manage Your Finances – Important Guidelines

- Track every grant dollar and every match dollar
  - Same guidelines apply to grant and match
- Keep supporting documents
- Seek reimbursement
  - Out of pocket expenses for the reporting period
- Monitor project budget
- Read the award documents and the guidelines!
Financial Status Reports (FSRs)

- SAVS, VOCA, VAWA – each a little different
- Quarterly or monthly
- Ideally, run report from financial system for the period, plug numbers into FSR
  - Example: Profit & Loss from QuickBooks
- Not budget, actual expenses
- Include explanation (especially travel)
  - Property Acquisition Report
  - Training Report
### FSR Example with explanation

<table>
<thead>
<tr>
<th>TRAVEL (Employee Name &amp; Expense):</th>
<th>This Period</th>
<th>Budget</th>
<th>To Date</th>
<th>Balance</th>
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</thead>
<tbody>
<tr>
<td>Tanya -- mileage 827.4 miles @ $.51/mile = $422</td>
<td>Federal:</td>
<td></td>
<td></td>
<td>$ -</td>
</tr>
<tr>
<td>various DV &amp; SA meetings &amp; trainings statewide</td>
<td>Match:</td>
<td></td>
<td></td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>Federal:</td>
<td></td>
<td></td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>Match:</td>
<td></td>
<td></td>
<td>$ -</td>
</tr>
</tbody>
</table>
State of Wisconsin Travel Rates

- **Meals** ($38/day in state, includes tax and tip)
  - Breakfast $8
  - Lunch $10
  - Dinner $20

- **Lodging**
  - $82/night ($90 in Milwaukee, Racine, or Kenosha county)

- **Mileage**
  - $0.51/mile (grant and match combined)

- **Out of State - Prior Approval**
  - Different approved rates for out-of-state travel
Budget Modifications

- Start by contacting your OCVS Program Manager
- When project changes
  - Personnel Changes/Vacancies
  - VOCA & SAVS - $500/line item
  - VAWA -10%/budget category
- Egrants
- Deadline – 30 days prior to project end or as soon as possible
- Effective date of OCVS approval – Not retroactive
- Budget modifications may affect your other grants, especially personnel
Risk Assessments

- Federal Mandate

- Levels of Risk

- Why is this important?
OCVS Types of Monitoring

- Site visits
- Desk reviews
- Phone call, email
- Interim Reviews
- Other types – as requested or needed
OCVS Site Visits

- Why does OCVS conduct site visits?
- How often does OCVS come to your program for a site visit?
- What happens at a site visit?
Questions
Contact Information

- Local: (608) 264-9497
- Fax: (608) 264-6368
- Address:
  Office of Crime Victim Services
  P.O. Box 7951
  Madison, WI 53707-7951

OCVS Grants Websites

- VAWA
  https://www.doj.state.wi.us/ocvs/vawa/violence-against-women_act-program
- VOCA & SAVS:
  https://www.doj.state.wi.us/ocvs/not-crime-victim
Thank you for attending