

*December 15, 2022

Table of Contents

Award Contracts and Important Documents	1
Project Director, Financial Officer, Signing Official, Alternate Contact	1
Budget Modifications	2
Reporting Periods	3
Egrants	3
SAM	4
Policies and Procedures - OCVS Grants Monitoring Requirement	5
What's New This Year?	6
OCVS Grants and Training Team Communication	7
Important Webpages and Bulletin Info	8

➤ **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.)*
- ✓ **Important documents that pertain to [VAWA](#), [SAVS](#), [VOCA](#) and [CJA](#) Grants Management can be found on the [OCVS Grant Programs Webpage](#), including the [US DOJ Financial Guide](#).**

➤ **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.*

- **Project Director:**
 - ✓ **Submits all required program reports** within Egrants and **responds to OCVS correspondence.**
 - ✓ One of the **agency’s certifiers for fiscal reports.**
 - ✓ No one may **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:**
 - ✓ **Responsible for the financial administration of the award.** *The Financial Officer must be different than the Project Director.*
- **Signing Official:**
 - ✓ 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.

**Simply emailing the grant manager/grant support specialist does not automatically change information in Egrants. Please be sure to submit a modification to make all necessary changes in Egrants.*

- See next page for information on Budget Modifications.

➤ **Budget Modifications**

*Information taken directly from Award Conditions, Attachment B (SAVS), Attachment D (VAWA STOP)

❖ **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 to 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 (An instructional video on how to change grant contacts in Egrants can be found here: <https://vimeo.com/393024874>)
 - ✓ 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.**

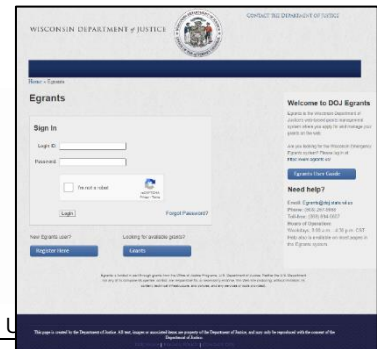
➤ **Reporting Periods**

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**

❖ .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](#)



❖ 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

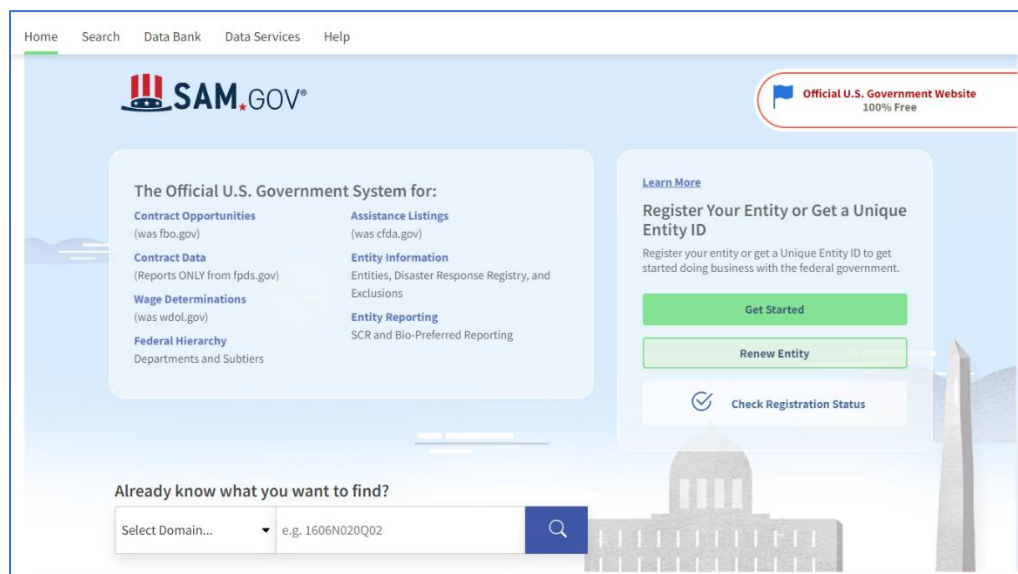
- Email: Egrants@doj.state.wi.us
- Phone: (608) 267-9068
- Toll-free: (888) 894-6607
- Hours of Operation: Weekdays, 8:00 a.m. - 4:30 p.m. CST
- Help also is available on most pages in the Egrants system.

➤ 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

✓ 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 Osniium 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.

➤ **OCVS Grants and Training Team Communication**

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

Name	Position	Phone	Email
Director & Supervisor			
Teresa Nienow	Director of Grant Programs & Training	608-264-7657	nienowta@doj.state.wi.us
Justin Wartenluft	Victim Services Grants Super	608-267-4584	wartenluftjm@doj.state.wi.us
Grants Specialists			
Michelle Bailey	OCVS Grants Specialist	608-267-7924	baileym@doj.state.wi.us
Mary Colletti	OCVS Grants Specialist	608-261-8100	collettima@doj.state.wi.us
Courtney Watson	OCVS Grants Specialist/SAFE Fund Administrator	608-267-9340	watsonca@doj.state.wi.us
Ashley Welak	OCVS Grants Specialist	608-264-9445	welakaa@doj.state.wi.us
Financial Grants Specialists			
Tanya Herranz	OCVS Financial Grants Specialist	608-264-7657	herranztd@doj.state.wi.us
Claudia Saavedra	OCVS Financial Grants Specialist	608-266-3056	saavedracd@doj.state.wi.us
Grants Support Specialist			
Leah Varnadoe	OCVS Grants Support Specialist	608-266-0936	varnadoela@doj.state.wi.us
Training Coordinators			
Deanna Grundl	Track-Kit Program & Policy Analyst	608-264-6209	grundldm@doj.state.wi.us
Susan Kanack	SANE/Forensic Nursing Coordinator	608-264-6214	kanacksm@doj.state.wi.us
Kay Ragland	OCVS Victim Services Training Coordinator	608-261-7198	raglandkl@doj.state.wi.us
CJA Grants Program Specialists			
Lynn Cook	CJA Program & Policy Analyst	608-590-7136	cookla@doj.state.wi.us
Heather Alston-Shannon	CJA Support Specialist		alston-shannonhr@doj.state.wi.us

➤ **OCVS Grant Programs webpages:**

[OCVS Grants Programs](#)

[Victims of Crime Act \(VOCA\)](#)

[Violence Against Women Act \(VAWA\)](#)

[Sexual Assault Victim Services \(SAVS\)](#)

[Children's Justice Act \(CJA\)](#)

[State Child Advocacy Center Grants](#)

[Sexual Assault Nurse Examiner \(SANE\) Program](#)

[Training Opportunities for Professionals](#)

[Office of Crime Victim Services \(OCVS\)](#)

[Wisconsin Department of Justice \(WI DOJ\)](#)

➤ **OCVS Grants & Training Updates Bulletin:**

- ✓ Comes from the email address: OCVSgrants@outreach.widj.gov
- ✓ All OCVS Grants & Training Updates Bulletins can be found on the [OCVS Grants webpage](#)
- ✓ **Subscribe** by clicking [here](#), or by emailing varnadoela@doj.state.wi.us and specifying which Grant Type/s you would like to be subscribed.