

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

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**Overview**

Turnback of unspent funds by OCVS subgrantee agencies will be reviewed annually to allow OCVS to assess funding needs more accurately across the state. Turnback of 20% or more of the total subgrantee award and/or turnback of 20% or more of the average award in the same funding stream may trigger the below response.

**Procedure**

Turnback will be evaluated at the end of each funding period, in conjunction with final fiscal report processing.

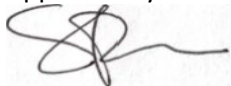
Agency's turnback deemed excessive: Turnback will be reflected on the annual risk assessment. A special condition will be added to the next award contract requiring a written statement detailing turnback and a plan to spend funds over the next grant cycle.

Agency's turnback deemed excessive for a consecutive year: Consecutive turnback will be reflected on the annual risk assessment. A special condition will be added to the next award contract requiring a written statement detailing turnback and a plan to spend funds over the next grant cycle.

Written statement will be reviewed by OCVS to determine agency's ability to spend the full grant award. If OCVS determines that the agency is unable to fully expend their full award, based on historical turnback and written statement, and/or if the agency indicates they are unable to expend their full award, OCVS may reduce the total award by up to 20%. Funds will be reallocated in a manner best determined by OCVS to address victim services needs throughout the state.

OCVS subgrantee agencies with excessive turnback will be notified of their turnback percentage after the funding period has been closed. Notification will be sent via electronic letter to the three signing parties identified by the agency.

Approved by:



Shira Phelps, OCVS Executive Director

Implemented 10/11/2022

Revised 6/29/2023