



Victims of Crime Act (VOCA) Orientation 2024 - 2025



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

Victims of Crime Act (VOCA) Orientation 2024 - 2025

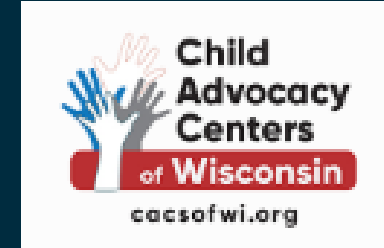
Presenters: OCVS Grants & Training Team

Goals & Objectives



- ❖ Provide an overview of how to manage your VOCA award
- ❖ Review OCVS' expectations
- ❖ Explain VOCA-specific deliverables
- ❖ Connect you with resources
- ❖ Answer questions
- ❖ Share an update on DOJ's victim services funding proposal

Victim Services Coalition Introductions

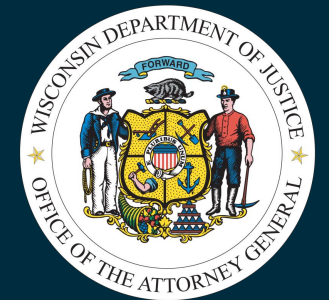


Agenda

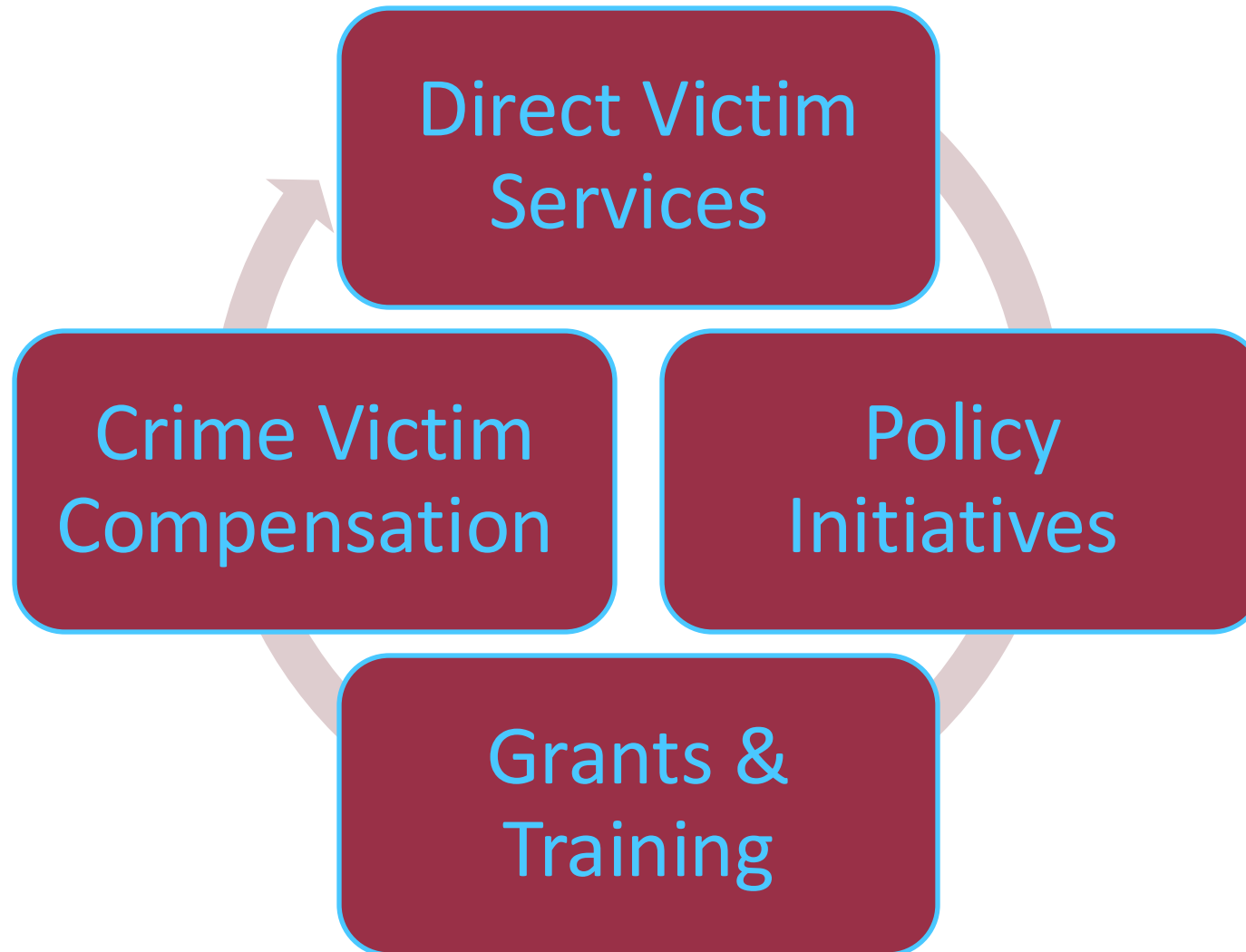


- ❖ Welcome & Introductions
- ❖ OCVS Overview
- ❖ OCVS Expectations for Award Management
- ❖ Break
- ❖ OCVS Expectations for Award Management Continued
- ❖ Q&A
- ❖ Attorney General's Remarks
- ❖ Conclusion & Survey

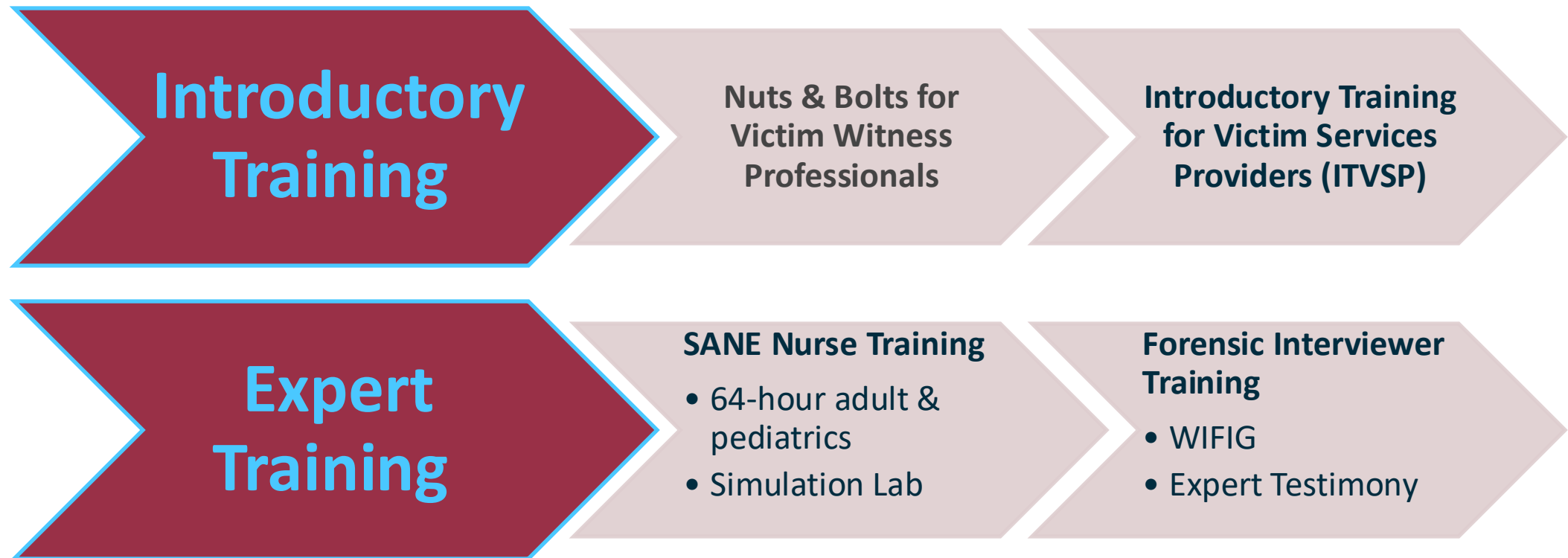
Office of Crime Victim Services (OCVS) Overview



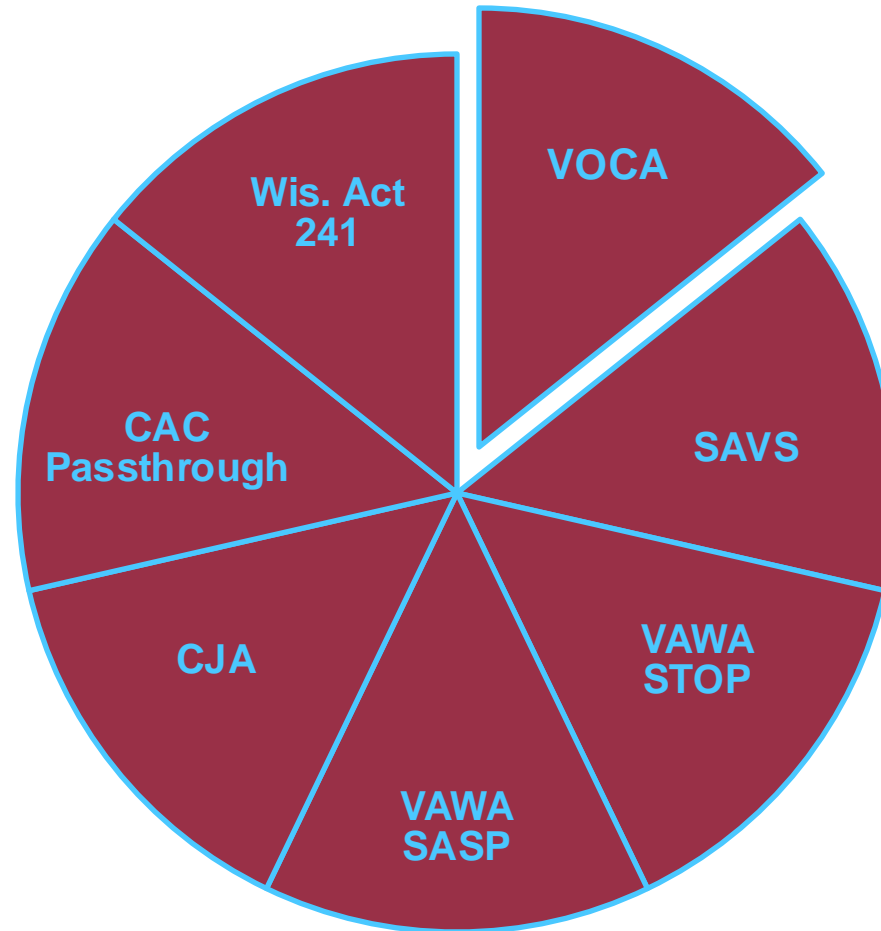
Office of Crime Victim Services (OCVS)



OCVS Grants & Training Team



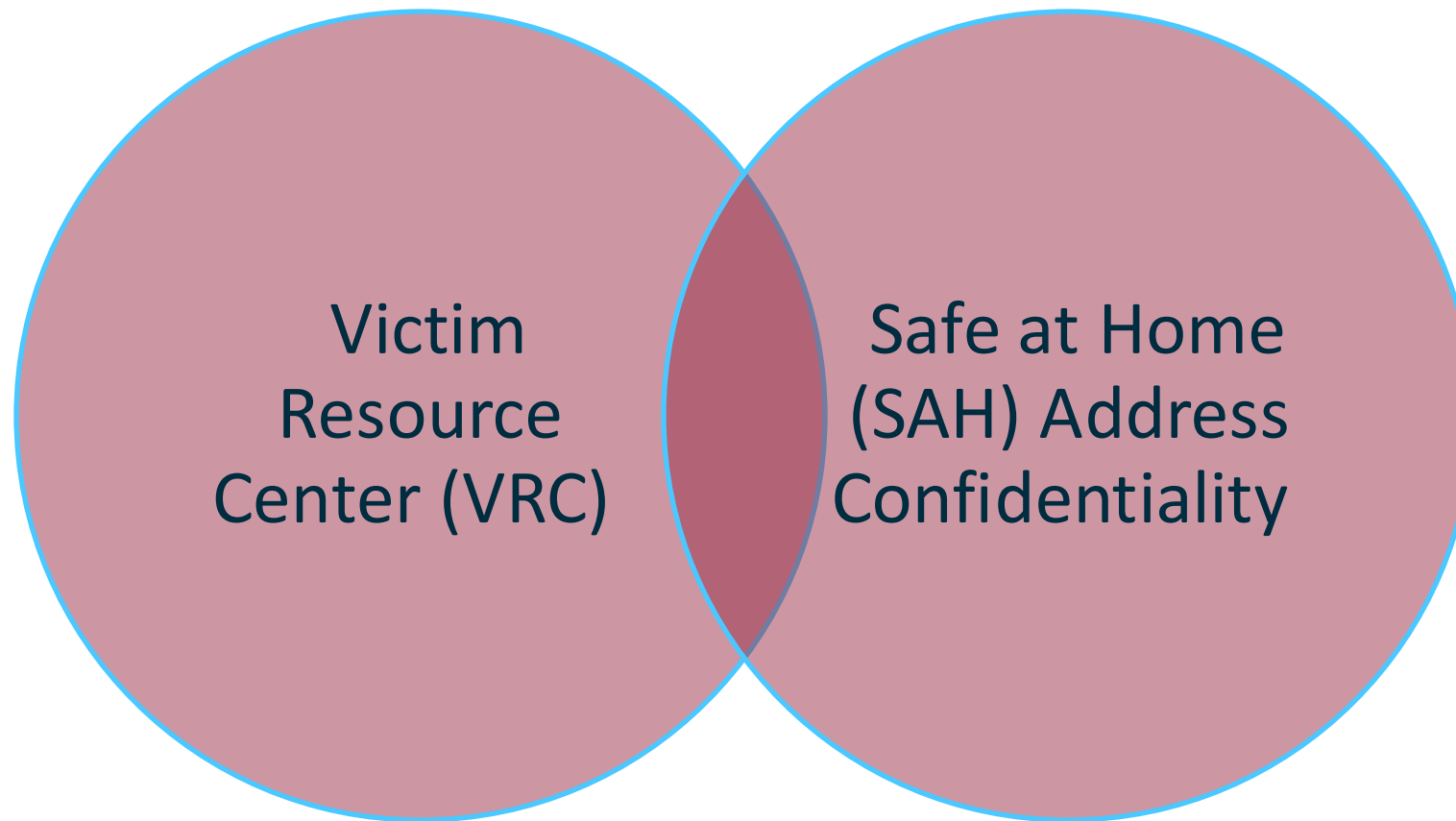
OCVS Grants & Training Team



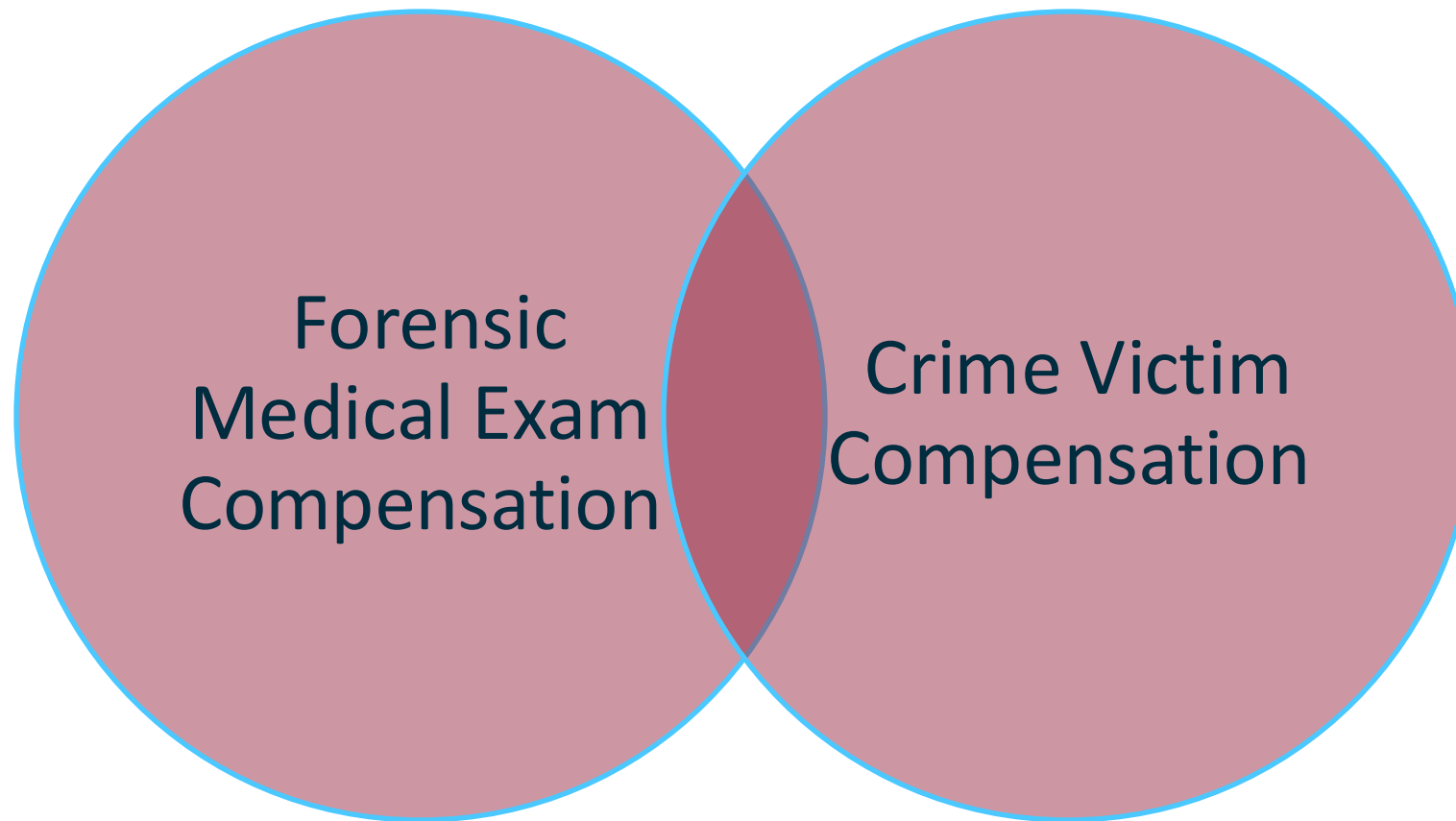
OCVS Grants & Training Team

<u>Heather Alston-Shannon</u> CJA Support Specialist	<u>Susie Kanack</u> SANE/Forensic Nursing Coordinator	<u>Leah Varnadoe</u> OCVS Grants Support Specialist
<u>Michelle Bailey</u> OCVS Grants Manager	<u>Leanna Liska</u> VAWA STOP Administrator	<u>Pam Vincent</u> Financial Grants Manager
<u>Lynn Cook</u> CJA Administrator	<u>Teresa Nienow</u> Director of Grant Programs & Training	<u>Justin Wartzenuft</u> Victim Services Grants Supervisor
<u>Mary Colletti</u> OCVS Grants Manager	<u>Kay Ragland</u> Victim Services Training Coordinator	<u>Courtney Watson</u> SAVS & VAWA SASP Administrator
<u>Deanna Grundl</u> Track-Kit Program & Policy Analyst	<u>Claudia Saavedra</u> OCVS Financial Grants Manager	<u>Ashley Welak</u> OCVS Grants Manager
<u>Tanya Herranz</u> OCVS Financial Grants Manager	<u>Alexandra Stanley</u> VOCA Administrator	
	https://www.doj.state.wi.us/ocvs/ocvs-grant-programs	

OCVS Direct Victim Services



Crime Victim Compensation Program (CVC)



Crime Victim Compensation Requirement

Victims of Crime Act (VOCA) TERMS AND ASSURANCES OF SUBGRANT AWARD

IX. ASSURANCES - By acceptance of this subgrant award, the Subgrantee assures that:

A. **Compliance.** The Subgrantee shall comply with all applicable provisions of the Victims of Crime Act (VOCA) and federal and state Program Guidelines.

B. **Non-supplantation.** Funds will not be used to supplant other sources of support.

C. **Direct services.** Funds will be used only to support direct services to crime victims.

D. **Eligible agency.** The applicant is a public agency, a non-profit organization or a combination of public agency and non-profit organization. If a non-profit organization, it is duly incorporated under Wisconsin Statutes or appropriate statutes of other recognized jurisdiction.

E. **Coordinated efforts.** The Subgrantee will promote, within the community served, coordinated public and private efforts to aid crime victims.

F. **Use of volunteers.** The Subgrantee shall, unless waived in writing by the Department, incorporate the use of volunteers in the delivery of victim services.

G. **Crime Victim Compensation assistance.** The Subgrantee will assist victims in seeking available crime victim compensation benefits.

You Received Your VOCA Award – Now What?



Federal & State Guidance Governing VOCA



VOCA Decision Making Resources

Special Conditions of Federal award



VOCA Rule



DOJ Grants Financial Guide



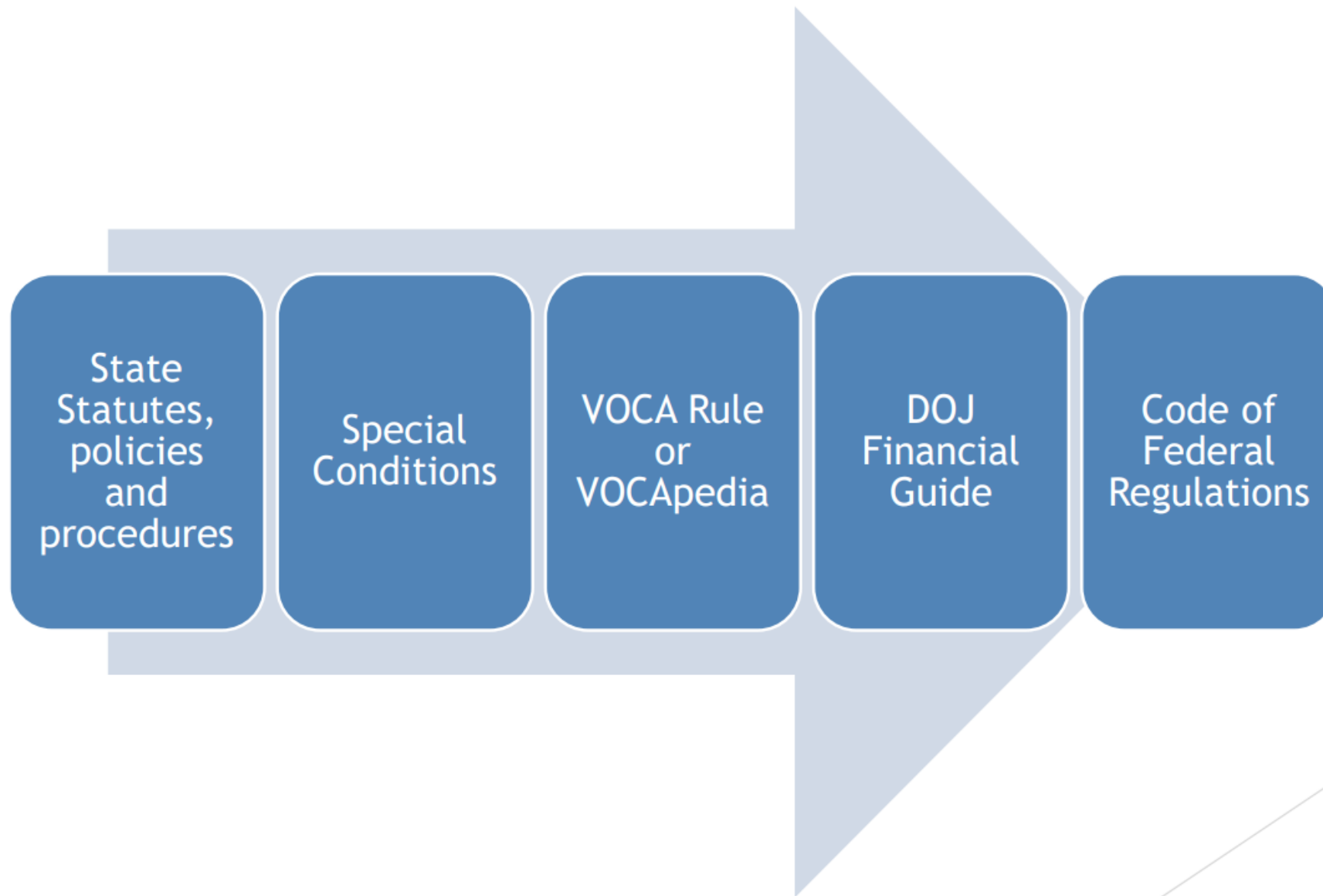
2 C.F.R. 200



State statutes, policies and procedures



VOCA Decision Making Process



Wisconsin VOCA Guidelines

VICTIMS OF CRIME ACT (VOCA)



State Program Guidelines

Wisconsin Department of Justice
Office of Crime Victim Services
17 West Main Street
P.O. Box 7951
Madison, WI 53707
(608) 267-2251

<https://www.doj.state.wi.us/ocvs/ocvs-grant-programs>

Uniform Guidance 2 CFR 200 Updates



Uniform Guidance 2 CFR 200 Updates

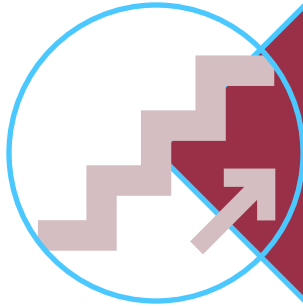
Audit Threshold

De Minimis
Increase

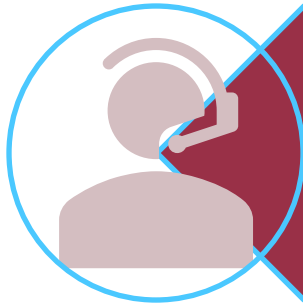
MTDC
Subaward
Threshold
Increase

Equipment
Threshold

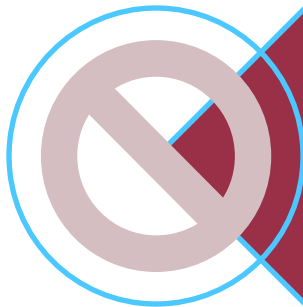
Audit Threshold



Increased to \$1,000,000

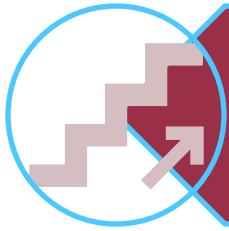


Contact your grant
manager

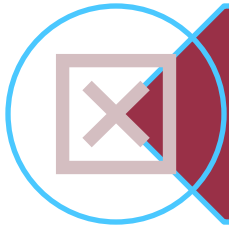


Cannot pay for audit if
under new threshold

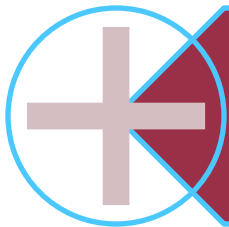
De Minimis Increase



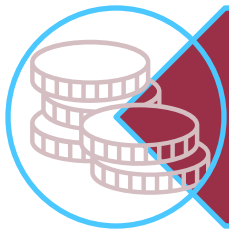
Increased to 15% of modified total direct costs (MTDC)



Not automatic

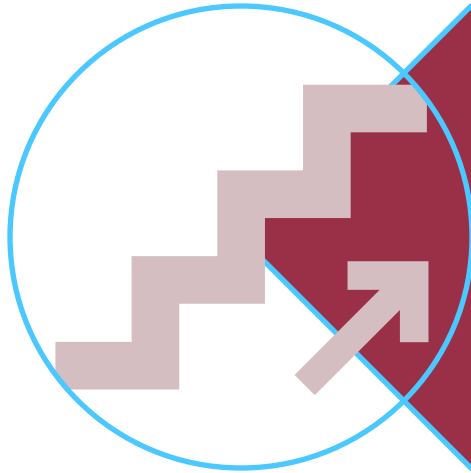


New certificate required

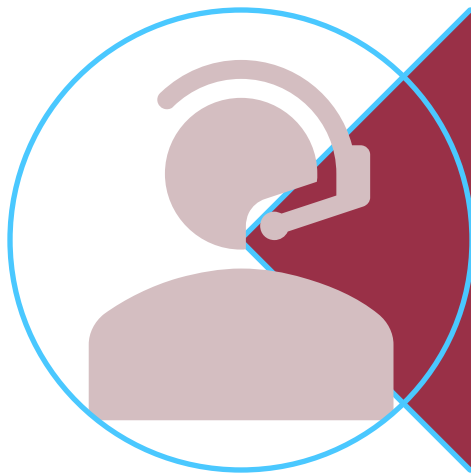


No additional funds available

MTDC Subaward Threshold Increase

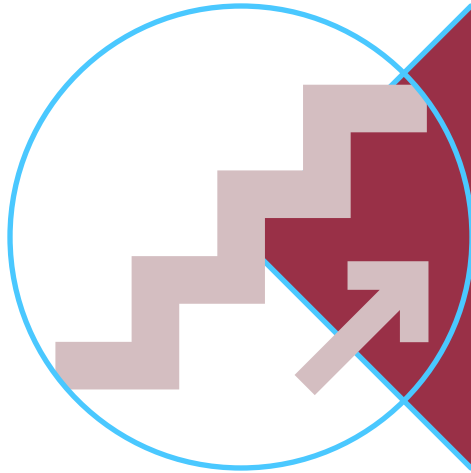


Increased to
\$50,000

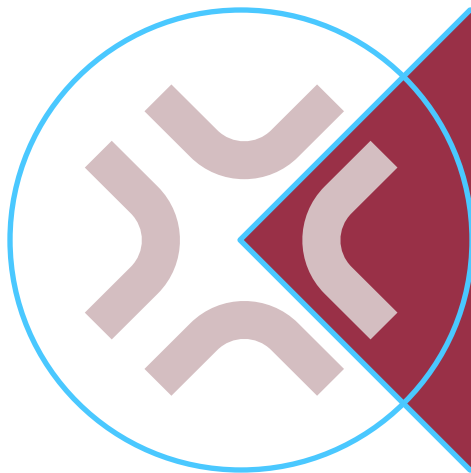


Contact your
grant manager

Tips for Equipment Threshold



Increased to
\$10,000 at the
federal level



No change for
OCVS funded grants

OCVS Subcontract and Subaward 101



OCVS Subcontract and Subaward 101



OCVS Subaward and Subcontract Guidance

Justin Wartzluft, Victim Services Grants Supervisor

Communication and Compliance



Communication



Maintaining Compliance

Submit reports
on time

Submit budget
modifications as
needed

Create policies
& procedures to
manage your
grant

Keep grant
supporting
documentation

Follow the WI
VOCA
Guidelines

Communicate –
please ask if
you are not sure

Time Keeping for VOCA Funded Staff



VOCA Special Conditions



Federal VOCA Special Conditions

Example: Suitability to Interact with Minors

OCVS Required VOCA Special Conditions (examples)

Audit Requirement

Match Waiver

Contractual/Subaward

Pooled Staff &
Volunteers
Documentation

Level 3 Monitoring

Volunteer Waiver

Reporting



VOCA Grant Reporting Requirements

Financial Status Report (FSR)	Egrants	Quarterly (4) or Monthly Reporting (12)
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Program Report	Egrants	Semi-Annual Report
		Final Program Report

OVC PMT	Performance Measurement Platform	Quarterly Reporting (4 Reports)
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Office for Victims of Crime Performance Measurement Tool (OVC PMT)

<https://ojpsso.ojp.gov/>



U.S. DEPARTMENT OF JUSTICE

Office of Justice Programs

Innovation • Partnerships • Safer Neighborhoods

Performance Measurement Platform

Mary Colletti [Logout](#)

[Home](#)

[Update My Account](#)

[Change Password](#)

OVC PMT

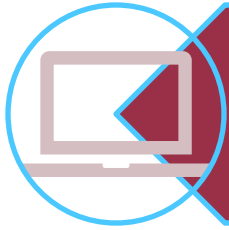
***** Staying Logged-In *****

Keep this window open for navigation to all of your assigned OJP applications!

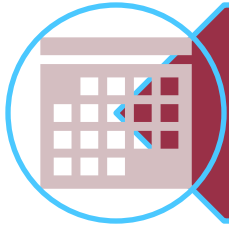
Financial Status Report (FSR)



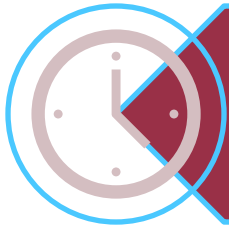
FSR Information



Complete in Egrants



Submit either monthly or quarterly



Due 30 days after reporting period



Must include all relevant attachments

Where do I start?



Project **Monitoring** [Fiscal Details](#)

- Please review your [Fiscal Reporting Frequency](#) prior to starting your first report.

MAIN SUMMARY

Fiscal Reporting Frequency: * **Quarterly** ⓘ

Fiscal Reports

PDF	Period Ending	Due Date	Report Type	Status	Original Submission Date	Approval Status	Entered By	Action
	10/1/2019 - 12/31/2019	1/30/2020	Quarterly	Available to Save as Draft				Create Edit View
	1/1/2020 - 3/31/2020	4/30/2020	Quarterly	Not Available				Create Edit View
	4/1/2020 - 6/30/2020	7/30/2020	Quarterly	Not Available				Create Edit View
	7/1/2020 - 9/30/2020	10/30/2020	Final	Not Available				Create Edit View

Working in the FSR

This Report only covers the period

Report Start: 10/1/2019

Report End: 12/31/2019

Project Period: 10/1/2019 To
9/30/2020

FISCAL REPORT

Final Report: *











Report Status: Draft

Approval Status: Pending

Last Submitted Date:

Status Updated By:

Financial Information	Budget	Expenditures To Date	Current Period	New Expenditures To Date
Federal	354,031.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00
Total Σ	354,031.00	0.00	0.00	0.00

Expand All 	Budget Categories	Budget	Expenditures To Date	Current Period	New Expenditures To Date
	Personnel 	209,009.00	0.00	0.00	0.00
	Employee Benefits 	78,650.00	0.00	0.00	0.00
	Staff Development 	10,295.00	0.00	0.00	0.00
	Travel (Including Training) 	0.00	0.00	0.00	0.00
	Equipment 	0.00	0.00	0.00	0.00
	Supplies & Operating Expenses 	56,077.00	0.00	0.00	0.00
	Consultants/Contractual 	0.00	0.00	0.00	0.00
	Indirect 	0.00	0.00	0.00	0.00
	Other 	0.00	0.00	0.00	0.00
	Total Σ	354,031.00	0.00	0.00	0.00

Remarks and Attachments

Accounting System: Both ▼

Project Income:

(Program Income earned and expended should represent the amount for this reporting period not the cumulative amount.)

Project Income Earned: 0.00

Project Income Expended: 0.00

Remarks:

Add Attachment

	Attachment Name (click attachment name to view it)	Attachment Description (click description to maintain it)	Date
Delete	VOCA-ARPA - Pooled Staff Reporting Spreadsheet 07-2024 (Attach to FSR).xlsx	Pool Staff 07-2024	10/22/2024
Delete	WCH Emergency Fund July 2024.xlsx	Emergency Fund July detail	10/31/2024

Certifications

Certifying the FSR

Remarks:

Attachment Name (click attachment name to view it)	Attachment Description (click description to maintain it)	Date
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Certifications

<input type="text"/>	<input type="text"/>
Project Director:	Financial Officer:
<input type="button" value="Certify Report"/>	<input type="button" value="Certify Report"/>

Problem Description	Due Date	Status
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OCVS Payment Schedule

OCVS needs at least 6 to 8 weeks to approve and reimburse an FSR.



Program managers

Allowability and supporting documentation



Financial managers

Budget and supporting documentation



Bureau of Budget and Finance

Final review and payment

Time and Effort



What is required for Staff & Volunteers?

There must be a clear trail from time worked to the amounts claimed.

Not based on estimates or percentages – Actual Time

- No predetermined allocation

An after-the-fact accounting

- Staff reflect on how time was spent

Employee states their time and effort

- Certified by employee and supervisor

Time and Effort Timesheets

Timesheets

- Required for all staff and volunteers, even if salaried
- Need to answer three things
 - What work was done? (time with client, reviewing case notes, responding to crisis, etc.)
 - How long was the work done for? (15 minutes, 1 hour, all day, etc.)
 - How much is VOCA paying for?

Agency Name
BI-WEEKLY TIME SHEET

Employee Name: _____										Signature _____																																																																																																																																																																																																																																																																													
Approved By: _____																																																																																																																																																																																																																																																																																							
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BREAK (15 minutes)



Match



What is match – Match Definition

The non-federal share of costs that subgrantees are required to contribute to the VOCA project.

What is match – Continued

You may add any of the below into your VOCA project

Non-federal
Funding Sources

Donated Services

Donated Goods &
Materials

Match Requirements and the VOCA Project

Tribal Programs
– *No match
required*

Non-federal
Funds

**Same
Requirement for
VOCA Federal
Funds**

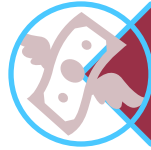
Match Waiver
Option

Two Types of Match

Cash Match

In-Kind Match

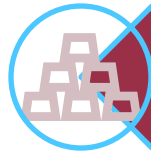
Cash Match



SAVS



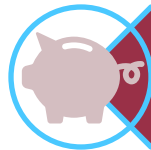
DCF State Funds



Other State Grants



Local Grant Funds

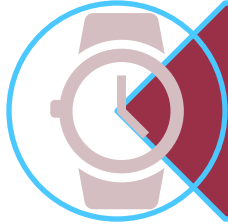


United Way

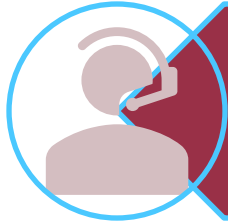


Cash Donations

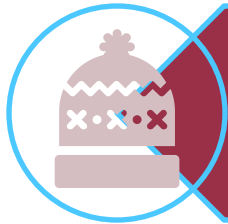
In-Kind Match



Volunteer Time on Grant



Donated Services



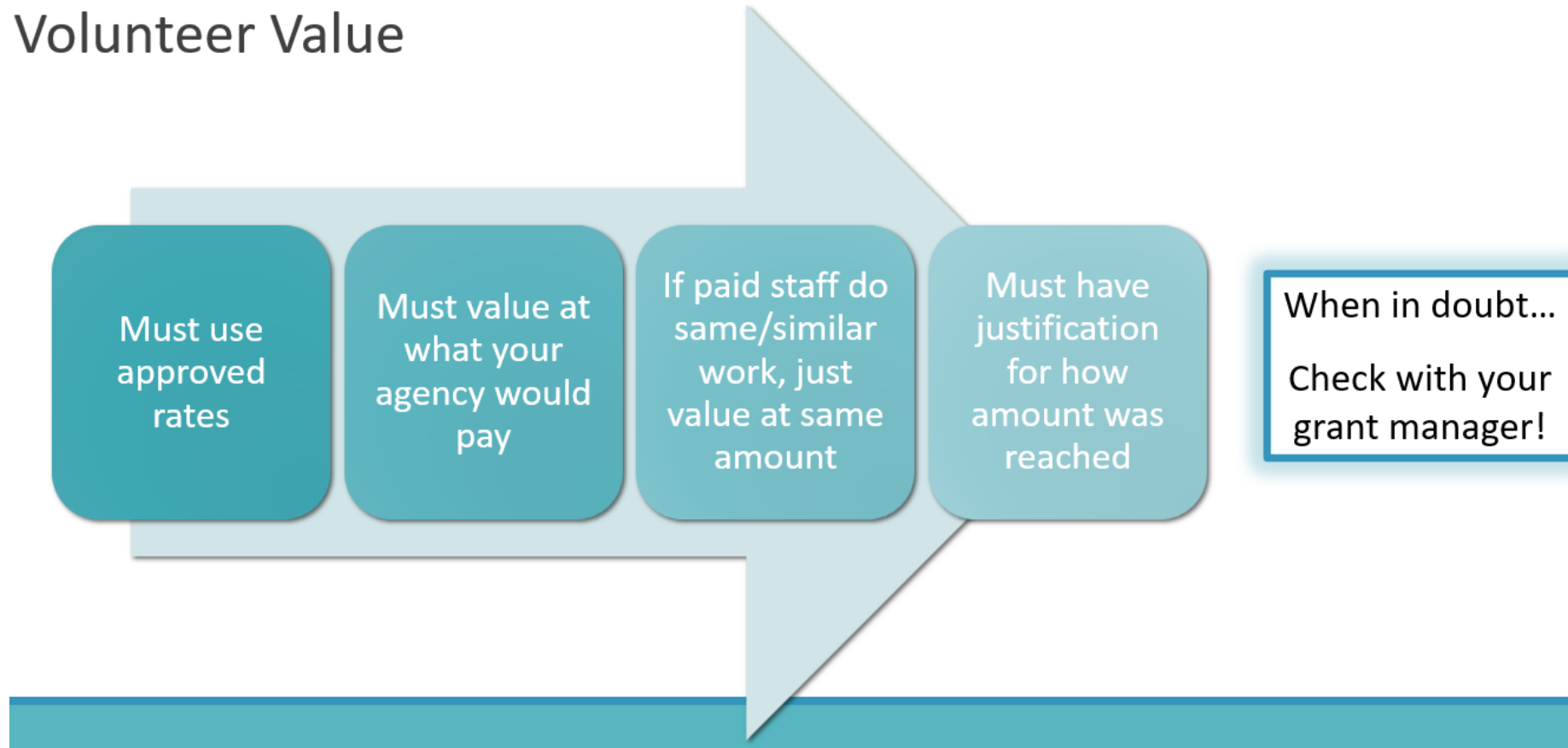
Donated Goods



Donated Space

In-Kind Match - Volunteers

Volunteer Value



In-Kind Match – FSR Documentation Example

VOCA Volunteer Spreadsheet						
Volunteer:			Agency:			
Month/Year:			Grant Number			
			Description of Volunteer Activities.			
Date	Vol. Hours					
1						
2						
3						
4						
5						
6						
7						
8						
9						
TOTAL	0					
Volunteer		Date				
Supervisor		Date				
		Volunteer In-Kind Match Rate				
		\$	/hr.			

In-Kind Match – FSR Documentation Donated Goods Example

Q22			
A	B	C	D
(Reporting Period)	(Agency Name)	In-Kind Match Documentation <i>for donated Goods/Services</i>	
1	Name of Person Donating	Description of Donated Item	Amount
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18		Total Hours:	\$ -
19		Please show Calculation Below: (Total Hours x Amount per hour = Total Match)	
20			
21	Signature:		

VOCA Goals and Objectives



Please submit by Wednesday, January 15



Why are goals & objectives needed?

Goals & objectives are a federal VOCA requirement.

Accountability

Clarity

Communication

Monitors Progress

Motivation

Organization Success

SMART Goals



Goals are:

- Broad
- General intentions
- Intangible
- Abstract
- Difficult to measure

Objectives are:

- Narrow
- Precise
- Tangible
- Concrete
- Measurable

Goals & Objectives – VOCA Goals

VOCA Goals

Respond to the emotional, psychological, or physical needs of crime victims

Assist victims to stabilize their lives after a victimization

Assist victims to understand and participate in the criminal justice system

Restore a measure of safety and security for the victim

Goals & Objectives – OCVS Priority Areas

- By-and-for organizations that provide victim services to communities impacted by inequity.
- Demonstrated, improved, and intentional collaboration in rural areas amongst system partners and other service providers.
- Demonstrated, improved, and intentional collaboration around sexual assault victim services amongst system partners and other service providers.
- Maximized use of resources in each community to serve all victims of crime.

Goals & Objectives

Example



Please submit by
Wednesday, January 15



Goal #1: Restore a measure of safety and security for the victim



Objective #1A: 80% of those served will indicate that they know additional ways to remain safe



#1A Timeframe: Q1-Q4



Measurement Criteria: 80% of those served will agree with the statement: "I know more ways to plan for my safety"



Evaluation Plan: Surveys collected monthly from program staff. Results are reviewed by the Program Director quarterly.

Budget Modifications



When to do a budget modification

Staff Changes

- Hiring of new employees
- Staff turnover
- Internal changes and/or restructures

Categories over budget

- Changes that are 10% or \$500 over a budget category

New line items

Project Director,
Financial Officer,
Signing Official changes

Important Points

- There is no limit on the number of modifications that can be submitted
- Must be submitted through Egrants
- Modifications change the fiscal report budget
- Modifications are NOT retroactive
- An agency must NOT incur expenses until modification is approved
- A modification is approved after the Grant Adjustment Notice is signed
- OCVS CANNOT and WILL NOT pay for expenses incurred before approved modification

Retroactive staff changes are not reimbursable

Staff Development



Staff Development Form

OCVS Grant Subgrantee Staff Development Form							
Agency Name		Instructions: Please itemize each expense incurred during this fiscal period, and complete all fields as they provide us with required information for a timely reimbursement.					
Grant Number							
Contact Name							
Employee Name	Description: Name of Training	Location: City, State	Date of Expense	Fee type	Calculation (Rate x Amount)	Amount Federal	Amount Match
Employee	Advocate Training	Madison, WI	1/1/2020	Travel, Mileage	\$0.51 x 100	\$51.00	\$0.00
Employee	Advocate Training	Madison, WI	1/1/2020	Lodging	\$98 x 1	\$98.00	\$0.00
							Pocket Travel Guide - Effective Nov 1, 2023
							Maximum Reimbursement for Lodging in High-Cost-Out-of State Cities - Effective Oct 1, 2022
							IN-STATE MEAL REIMBURSEMENTS Breakfast: Must leave home before 6:00 A.M. Lunch: Must leave headquartered city before 10:30 A.M. & return after 2:30 P.M. Dinner: Must leave directly from work & return home after 7:00 P.M. Breakfast \$10.00 Breakfast & Lunch = \$20.00 Maximum allowed Lunch \$12.00 Lunch & Dinner = \$32.00 Maximum allowed Dinner \$23.00 All three meals = 41.00 Maximum allowed Note: Meal allowances include tax and tip.
							OUTSIDE STATE OF WISCONSIN MEAL REIMBURSEMENTS Breakfast \$11.00 Breakfast & Lunch = \$25.00 Maximum allowed Lunch \$17.00 Lunch & Dinner = \$40.00 Maximum allowed Dinner \$27.00 All three meals = \$50.00 Maximum allowed Note: Meal allowances include tax and tip.
							LODGING In-State: \$98.00 except for Milwaukee, Racine, and Waukesha Counties where maximum rate is \$103.00. (Rate is exclusive of taxes.) Outside State of Wisconsin: \$103.00 or for a listing of High Cost Cities, see https://dpm.wi.gov/Bulletins/DPM-0430-CLR-TSA.pdf
total						\$149.00	\$0.00

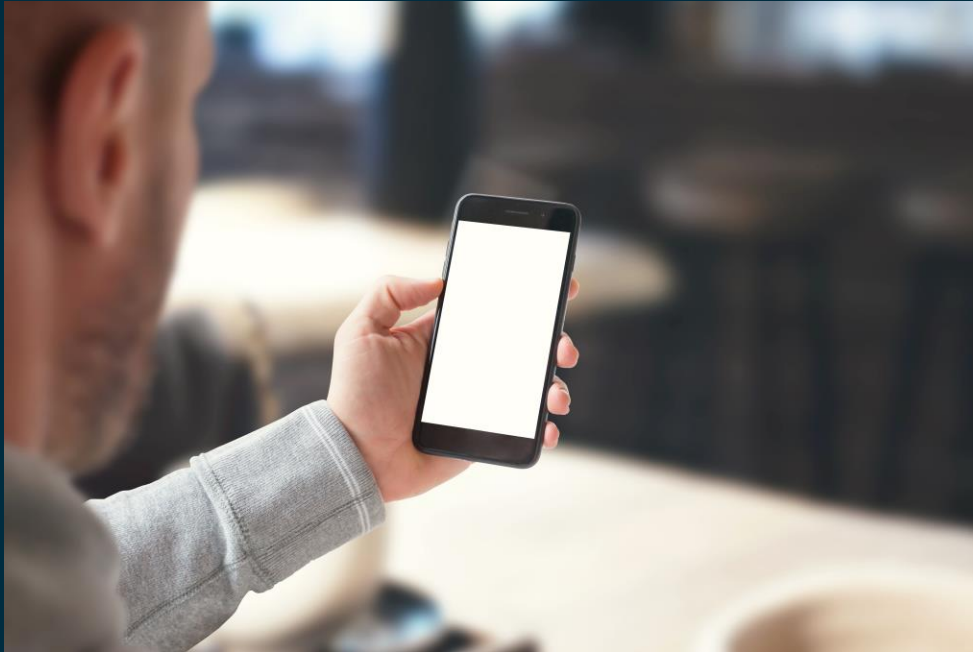
Q&A



Attorney General's Remarks



VOCA Orientation QR Survey Code



To use a QR code on your phone, open your phone's camera app and point it at the QR code. Your phone will automatically detect and display a link on the screen, which you can tap to access the associated information. Most modern smartphones can scan QR codes directly through the native camera app without needing a separate QR reader app.





Thank you!