

Office of Crime Victim Services (OCVS) – 2022 Subgrantee Training

AGENDA

Training Title: 2022 Subgrantee Training

Date: April 7, 2022

Time: 9:00 pm – 12:00 pm



Outline	Estimated time	Learning Objectives: Participants will:
Facilitator: Teresa Nienow, Director of Grants & Training Welcome & Introduction <ul style="list-style-type: none"> • Introduction of Team • Grants & Training – Vision, Mission, Core Values • VOCA related roles • OCVS & Communication 	9:00 am – 9:20 am 20 mins.	<ul style="list-style-type: none"> • Learn about the Grants & Training Team and VOCA related roles • Understand upcoming competitive funding project start dates • Acknowledge the importance of communicating and partnering with OCVS
Facilitator: Leah Varnadoe, Grants Support Specialist Topic: OCVS Grant Communication <ul style="list-style-type: none"> • What is a program director, what is a financial officer, etc. • Digital/Virtual Communication • SAM – UEI • Fraud • Policy & Procedure Checklist 	9:20 am – 9:35 am 20 mins.	<ul style="list-style-type: none"> • Understand the importance of communication between WI DOJ OCVS Grants & Training Team and Subgrantees • Learn the definitions of Project Director, Financial Officer, Signing Official, and Alternate Contact • Identify various forms of communication • Be made aware of different forms of fraud
BREAK	9:35 am – 9:55 am	15 mins.
Facilitator: Amanda Powers, Grants Specialist – VOCA Lead Topic: Funding Update <ul style="list-style-type: none"> • VOCA update • ARPA update 	9:55 am – 10:25 am 30 mins.	<ul style="list-style-type: none"> • Know the current status of ARPA and its impact on VOCA subrecipients • Understand VOCA funding levels and the elements that impact it
BREAK	10:25 am – 10:35 am	15 mins.
Facilitator: Amanda Powers, Grants Specialist – VOCA Lead Topic: OIG Audit I <ul style="list-style-type: none"> • WI DOJ OIG Audit Recap • Pass Through Entity Requirements • State VOCA Guidelines Update Highlights • Modification requirements 	10:35 am – 11:00 am 25 mins.	<ul style="list-style-type: none"> • Recognize the updates made to the State VOCA Guidelines • Comprehend OCVS passthrough entity requirements • Identify modifications requirements
TAKE FIVE (5)	11:00 am – 11:05 am	5 mins.
Facilitator: Justin Wartzenluft, Financial Grants Specialist Topic: OIG Audit II <ul style="list-style-type: none"> • VOCA match - Please do not include match during the waiver. • New federal requirement for volunteers (timesheets, etc.) • Time and effort timesheets • "We need to see what we pay for" • Don't code federal with match 	11:05 am – 11:20 am 15 mins.	<ul style="list-style-type: none"> • Understand time and effort reporting • Can define the VOCA project • Understand match reporting for the current grant cycle

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TAKE FIVE (5)		
	11:20 am – 11:25 am	5 Mins.
Facilitator: Michelle Bailey, Financial Grants Specialist Topic: OIG Audit III <ul style="list-style-type: none"> • How to prepare for OIG audit • Possibility of audits for subrecipients 	11:25 am – 11:40 am 15 mins.	<ul style="list-style-type: none"> • Gain helpful tips and considerations
Facilitator: Mary Colletti, Grants Specialist Topic: Common Site Visit Findings <ul style="list-style-type: none"> • Seatbelt & Texting policies • EEOC • Civil rights trainings • Suitability to interact with minors • Board Investigation Policy 	11:40 am – 11:55 am 15 mins.	<ul style="list-style-type: none"> • Understand some common results from the site visit
Facilitator: Kay Ragland, Training Coordinator Closing & Survey Review	11:55 am – 12:00 pm 5 mins.	<ul style="list-style-type: none"> • Gain knowledge from the 2022 Subgrantee Training and review that knowledge by completing the “2022 Subgrantee Training Review Survey”