

- *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.)*
 - 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.
 - [VOCA State Program Guidelines](#), [US DOJ Financial Guide](#), and other important documents that pertain to VOCA Grant Management can be found [here](#).
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Information taken directly from [VOCA State Program Guidelines](#) pages 17-18

Project Director: slide #4

The Project Director identified in Egrants will be the primary individual that OCVS will contact or communicate with regarding any VOCA related matter.

- a. The Project Director is responsible for submitting all required program reports within Egrants, submitting OVC PMTs, and responding to OCVS correspondence.
- b. If the Project Director changes during the grant year, the subgrantee shall submit a modification request in Egrants to update the Project Director associated with the subgrant. An instructional video on how to change grant contacts in Egrants can be found here: <https://vimeo.com/393024874>
- c. The Project Director is one of the agency's certifiers for fiscal reports. The Project Director must not share their Egrants account 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: slide #5

The Financial Officer must be the individual the recipient has designated as responsible for the financial administration of the award. The Financial Officer must be different than the Project Director.

- a. If the Financial Officer changes during the grant year, the subgrantee shall submit a modification request in Egrants to update the Financial Officer associated with the subgrant. An instructional video on how to change grant contacts in Egrants can be found here: <https://vimeo.com/393024874>

Signing Official: slide #6

The Signing Official should be the highest elected official, or a designated proxy by the highest elected official, for the agency.

Alternate Contact: slide #7

The Alternate Contact is the individual **not** identified as Financial Officer, Project Director, or Signing Official who is involved in subgrant management and should receive grant communications.

****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.***

*****Importance of updating FO, PD, SO, so that their Egrants Login can be deactivated. No one may share an Egrants Login.***

Digital/Virtual Communication from OCVS Grants & Training Team

Slides 9-12

- **Email** – individual specialists
- **Bulk Listserv Emails** - govDelivery
- **Listserv Bulletin** - govDelivery

Emails may come from any of the mentioned below:

**See OCVS Grants & Training Team Contact List for emails and phone numbers*

- Grants Specialist (aka Grant manager) – Amanda Powers; Courtney Watson, Mary Colletti, Michelle Bailey
- Financial Grants Specialist – Tanya Herranz; Justin Wartzluft; Claudia Saavedra
- Director of Grants & Training - [Teresa Nienow](#)
- Grants Support Specialist – [Leah Varnadoe](#)
- Victim Services Training Coordinator – [Kay Ragland](#)
- OCVS Grants & Training Programs Listserv - OCVSgrants@outreach.widj.gov

OCVS Grants & Training Programs Listserv Bulk Emails will always come from:

OCVSgrants@outreach.widj.gov.

OCVS Grants & Training Updates Bulletin will always come from: OCVSgrants@outreach.widj.gov

(All OCVS Grants & Training Updates Bulletins can be found on the [OCVS Grants webpage](#))

Subscribe any time by clicking [here](#), or by emailing varnadoela@doj.state.wi.us and specifying which Grant Type.

Who to include in emails to OCVS Grants & Training Team:

To: Grant Specialist

CC: Financial Grant Specialist; Grant Support Specialist

Subject: *Please state clearly what information you are seeking*

Common Emails from Grants Support Specialist (GSS):

GAN = Budget Modifications

RECEIVED = The GSS has received the document that was requested/sent

REMINDER = A specific document or action is due soon

DUE NOW = Final reminder that a specific document or action is due, or is past due

SAM = SAM for your agency is expiring or has expired. If your agency is a Non-Publicly Displayed Entity the GSS will not be able to search or view your SAM status, thus you are required to email a copy of your renewed status, yearly.

AWARD DOCUMENTS = Attached award documents for your signatures/initials

SITE VISITS = OCVS is required to conduct a site visit or Grant Monitoring Visit once every 4 years.

**Please see [Policies and Procedures Checklist Handout](#)*

- SITE VISIT REQUEST: List of 3 dates and times to schedule a site visit in the future
- SITE VISIT: Agency | Date/Time | Zoom/ShareFile Links & Monitoring Form & Pre-Site Visit Letter
- SITE VISIT FOLLOW UP LETTER = what is missing from checklist, etc.
- SITE VISIT CLOSEOUT LETTER

FINANCIAL DESK MONITORING REVIEWS also occur once every 4 years.

SHAREFILE = The only WI DOJ allowed file sharing site. This is where you can upload/download documents that are requested from your agency and are too large to email.

FUNDING ANNOUNCEMENT = now open in Egrants

OVC PMTs = Due quarterly (VOCA only)

PROGRAM REPORTS = Semi-annual and final

FISCAL REPORTS = (FSRs) due monthly or quarterly

MODIFICATIONS = due 60 days before end of grant cycle – **VOCA July 30**

VAWA Annual Progress Reports = for **VAWA ONLY** – An email sent out every Feb and the reports are due every year March 30

System for Award Management (SAM)

Slide 13

SAM.gov is always FREE!

- If a credit card number is ever requested, it is fraud!
- If you don't see the Uncle Sam hat , 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 is now used in place of DUNS Numbers
- Your agency may receive an email from the Grant 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 using the instructions below or email the new expiration date yearly to the Grant Support Specialist.

How do I update the search authorization in my entity registration?
[Print](#) KB0020254

434 Views 4mo ago • ★★★★★

To allow your entity's non-sensitive information to be included in the search results on SAM.gov and the SAM public data file, please proceed with an [update to your entity registration](#).

1. Select this reason for your update, when prompted: "All sections applicable to the registration besides the Purpose of Registration"
2. Proceed to the SAM Search Authorization page in the Core Data section.
3. Check the box indicating you want the entity to be in the public search engine and public data file.
4. Continue through the remaining registration by clicking on "Save and Continue" for each page.
5. Click "Submit" on the Entity Review page.

Example email from Grant Support Specialist:

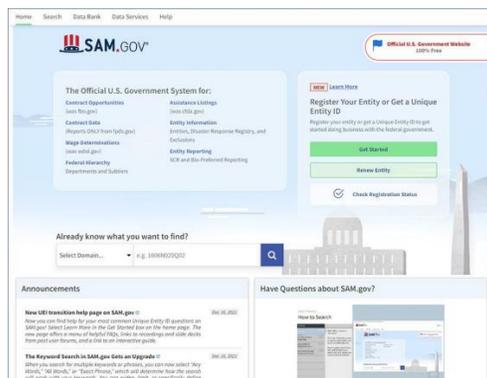
Good afternoon,

Your agency is receiving this email due to the SAM (System for Award Management – required to receive federal grants) expiring within the month. *You may have already renewed your SAM, but because yours is a non-publicly displayed entity I cannot view your information in SAM.gov.*

Please be sure to check <https://sam.gov/content/home>.

Below is what the [SAM.GOV](https://sam.gov) website looks like. The Uncle Sam Hat  is the official .gov website, any other symbol is a fraudulent business. If you are ever asked to pay for SAM renewal, that is also a clue they are a fraudulent business.

SAM is always FREE!



Important Reminders to avoid Fraudulent and Malicious Content

Slide #14-16

Common Fraud Attempts

- Repeated from above – SAM is always free!
- Data Breaches, Ransomware, and Bank Fraud are often costly ways thieves can steal private and confidential information. Make sure your agency has protection in place.
- OCVS Data Breach Policy – Required in the Policies and Procedures Checklist

Naming Attachments

- Clearly labeling attachments – Agency Name > Grant & Grant Number > Name of Document
 - Ex. OCVS VOCA 12345 2021-2022 Signed Award Document
 - Ex. WI DOJ VOCA 12345 2022 OCVS Data Breach Policy
- Using OCVS Grants recommended naming system
 - Examples below:
 - OCVS VOCA 12345 2022 Conflict of Interest Policy
 - Consultant/Contractual Checklist = WI DOJ VOCA 12345 2022 CC Checklist
 - OCVS VOCA 12345 2021-2022 OCVS Agency Personnel Budget Summary
- Grants Support Specialist saves and uploads documents into grant specific file folders and Egrants. Having the same or similar naming techniques helps with efficiency.

Policies and Procedures Checklist

- Required for Monitoring
- OCVS can provide examples
- Agency Policies and Procedures can be changed; but your agency is required to follow them – Required for AUDIT!

OCVS Grants & Training Team Contact List

Name	Position	Phone	Email
Director			
Teresa Nienow	Director of Grants & Training	608-264-7657	nienowta@doj.state.wi.us
Grants Specialists			
Amanda Powers	Lead OCVS Grants Specialist	608-267-2251	powersal@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
Michelle Bailey	OCVS Grants Specialist	608-267-7924	baileym1@doj.state.wi.us
Financial Grants Specialists			
Tanya Herranz	OCVS Financial Grant Specialist	608-264-7657	herranztd@doj.state.wi.us
Justin Wartenluft	OCVS Financial Grant Specialist	608-267-4584	wartenluftjm@doj.state.wi.us
Claudia Saavedra	OCVS Financial Grant Specialist	608-266-3056	saavedracd@doj.state.wi.us
Grants Support Specialists			
Leah Varnadoe	OCVS Grants Support Specialist	608-266-0936	varnadoela@doj.state.wi.us
Heather Alston-Shannon	CJA Support Specialist	608-977-1511	alston-shannonhr@doj.state.wi.us
Training Coordinators			
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

OCVS Grants Programs <https://www.doj.state.wi.us/ocvs/ocvs-grant-programs>
 Victims of Crime Act (VOCA) <https://www.doj.state.wi.us/ocvs/victims-crime-act-voca>
 Office of Crime Victim Services (OCVS) <https://www.doj.state.wi.us/ocvs>
 Wisconsin Department of Justice (WI DOJ) <https://www.doj.state.wi.us/>