April 2022
VOCA Subgrantee Training

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OCVS Grants & Training Communication

What is a program director, what is a financial officer, etc.
Digital/Virtual Communication
SAM – UEI
Fraud
Policy & Procedure Checklist

Presented by Leah Varnadoe, OCVS Grants Support Specialist

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

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Please open and read all communication

- Please read all OCVS communications. This is how OCVS shares valuable and important information.
- 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.)*

WI VOCA State Program Guidelines

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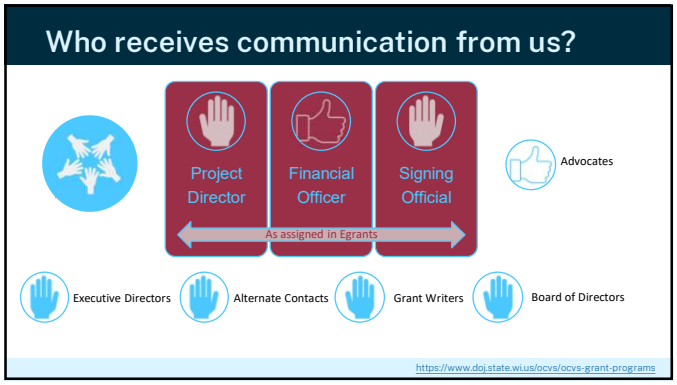
Who receives communication from us?
Project Director
Financial Officer
Signing Official
As assigned in Egrants
Advocates
Executive Directors
Alternate Contacts
Grant Writers
Board of Directors
https://www.doj.state.wi.us/ocvs/ocvs-grant-programs

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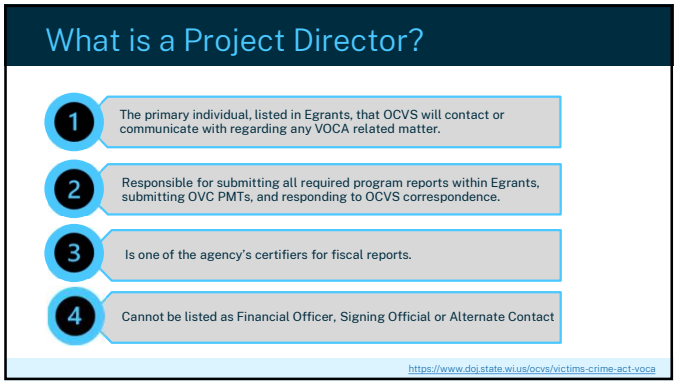
What is a Project Director?
1 The primary individual, listed in Egrants, that OCVS will contact or communicate with regarding any VOCA related matter.
2 Responsible for submitting all required program reports within Egrants, submitting OVC PMTs, and responding to OCVS correspondence.
3 Is one of the agency's certifiers for fiscal reports.
4 Cannot be listed as Financial Officer, Signing Official or Alternate Contact
https://www.doj.state.wi.us/ocvs/victims-crime-act-voca

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What is a Financial Officer?
Must be the individual the subrecipient has designated as responsible for the financial administration of the award.
Is one of the agency's certifiers for fiscal reports.
Cannot be listed as Project Director, Signing Official or Alternate Contact.
https://www.doj.state.wi.us/ocvs/victims-crime-act-voca

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What is a Signing Official?

Should be the **highest elected official**, or a designated proxy by the highest elected official, for the agency.

Cannot be the Project Director, Financial Officer, or Alternate Contact.

https://www.doj.state.wi.us/ocvs/victims-crime-act-voca

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What is an Alternate Contact?

Individual not identified as Financial Officer, Project Director, or Signing Official who is involved in subgrant management and should receive grant communications.

https://www.doj.state.wi.us/ocvs/victims-crime-act-voca/

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POLL QUESTION: What is a Signing Official?

a. The executive director
b. The highest elected official
c. The person that certifies the fiscal reports

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

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Virtual OCVS Grants Communication

- Emails: individual and bulk
- Listserv: bulk emails only
- OCVS Grants & Training Updates Bulletins

OCVSgrants@outreach.widoj.gov

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Listserv emails via govDelivery

TOP

BOTTOM

- govDelivery calls these emails Bulletins

OCVSgrants@outreach.widoj.gov

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OCVS Grants & Training Updates Bulletin via Listserv

TOP

BOTTOM

- Inbox as OCVSgrants@outreach.widoj.gov
- All OCVS Grants Updates Bulletins can be found here: https://www.doj.state.wi.us/ocvs/ocvs-grant-programs
- Click Subscribe or email Leah to be added

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OCVS Listservs

OCVS currently has four different Listservs. All PDs and FOs should be subscribed to the OCVS Grants & Training Programs listserv.

- Children's Justice Act Newsletter
- Grants & Training Programs → Grant Type
  - VOCA
  - VAWA STOP
  - VOCA - Training Grants
  - VAWA SASP
  - SAVS
  - VOCA - Project Directors
  - VOCA - Financial
- Human Trafficking Program
- Forensic Nursing – SANE Newsletter

OCVSgrants@outreach.widoj.gov

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POLL QUESTION: What service does WI DOJ use to deliver bulk emails?

a. Mail Chimp
b. Gmail
c. GovDelivery

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

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Who to email within OCVS Grants Team

Grants Specialist
- Find your Grant Specialist on the handout

Financial Grants Specialist
- Find your Financial Grant Specialist on the handout
- CC

Grant Support Specialist
- varnadoela@doj.state.wi.us
- CC

OCVS Grant Specialists Contact List

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System for Award Management (SAM)

Switching from DUNS to UEI

Starting Monday, April 4, 2022, you can no longer see or use the DUNS Number anywhere in SAM.gov. The new Unique Entity ID will be the official governmentwide identifier used for federal awards.

- April 4, 2022 - SAM requires use of Unique Entity Identification (UEI) in place of DUNS Numbers

Renewing SAM – FREE!!!!!

- An active SAM is required in order to receive Federal Funds and to be reimbursed by WI DOJ
- Your agency may receive an email from the Grant Support Specialist notifying you to renew SAM and to provide proof of renewal.

SAM.gov

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Common Fraud Attempts

Most common fraud attempts:

- SAM
- Data Breaches
- Phishing & Ransomware
- Bank Fraud – ex. ACH

https://www.doj.state.wi.us/

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Naming Attachments

- **Clearly labeled** - Agency > Grant & Grant # > Name of Document
- **Safe and secure** – being specific with file naming can help rule out phishing emails
- **Efficient** for your agency and your Grants Support Specialist

https://www.doj.state.wi.us/ocvs/victims-crime-act-voca

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POLL QUESTION: Who should I email if my agency has grant related questions?

a. Grants specialist
b. Financial grants specialist
c. Grants support specialist
d. All three

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

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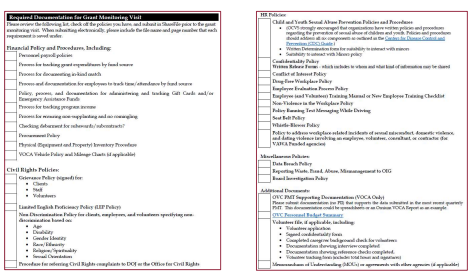
Policies and Procedures Checklist



Required Documentation for Grant Monitoring Visit

Please review the following list, check off the policies you have, and submit to Shareflile prior to the grant monitoring visit. When submitting electronically, please include the file name and page number that each requirement is saved under.

Financial Policy and Procedures, Including:

- Personnel payroll policies
- Process for tracking grant expenditures by fund source
- Process for documenting in-kind match
- Process and documentation for employees to track time/attendance by fund source
- Policy, process, and documentation for administering and tracking Gift Cards and/or Emergency Assistance Funds
- Process for tracking program income
- Process for securing non-supplanting and no commingling
- Checking debarment for subsecurity/subcontracts?
- Procurement Policy
- Physical Equipment and Property Inventory Procedure
- VOCA Vehicle Policy and Mileage Charts (if applicable)

Civil Rights Policies:

- Grievance Policy (signed) for:
  - Clients
  - Staff
  - Volunteers
- Limited English Proficiency Policy (LEP Policy)
- Non-Discrimination Policy for clients, employees, and volunteers specifying non-discrimination based on:
  - Age
  - Disability
  - Gender Identity
  - Race/Ethnicity
  - Religious/Spirituality
  - Sexual Orientation
- Procedure for referring Civil Rights complaints to DOI or the Office for Civil Rights

HR Policies:

- Child and Youth Sexual Abuse Prevention Policies and Procedures
  - (OCVS strongly encouraged that organizations 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.)
  - Written Documentation (one for suitability to interact with minors
  - Suitability to interact with Minors policy
- Confidentiality Policy
  - Written Release Forms - which includes to whom and what kind of information may be shared
- Conflict of Interest Policy
- Drug-Free Workplace Policy
- Employee Evaluation Process Policy
- Employee (and Volunteer) Training Manual or New Employee Training Checklist
- Non-Violence in the Workplace Policy
- Policy Banning Text Messaging While Driving
- Seat Belt Policy
- Whistle-Blower Policy
- Policy to address workplace related incidents of sexual misconduct, domestic violence, and dating violence involving an employee, volunteer, consultant, or contractor (for VAWA Funded agencies)

Miscellaneous Policies:

- Data Breach Policy
- Reporting Waste, Fraud, Abuse, Mismanagement to OIG
- Board Investigation Policy

Additional Documents:

- OVC PMT Supporting Documentation (VOCA Only)
  - Please submit documentation (no PII) that supports the data submitted in the most recent quarterly PMT. This documentation could be spreadsheets or an Osman VOCA Report as an example.
- OVC Personnel Budget Summary
- Volunteer file (if applicable, including:
  - 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 signature)
- Memorandums of Understanding (MOCs) or agreements with other agencies (if applicable)

OCVS Policies & Procedures Checklist

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REMINDER!
Join Mary Colletti for an invigorating dive into OVC PMT Training
....Next Slides

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VOCA - OVC PMT Training: April 21, 2022

- ❑ MANDATORY Training for Some!
- ❑ VOLUNTARY Training for Others!

https://www.doj.state.wi.us/

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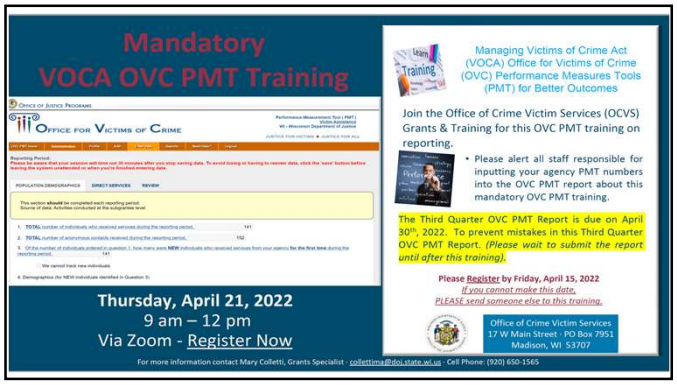

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Thank You!

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