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**Why now?**

Time and Effort is not a new aspect of OCVS VOCA grants.

- New guidance provided
- Result of OCVS's Office of the Inspector General (OIG) audit
- Result of other states' OIG audits

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

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**What is the purpose?**

In the event of an audit or desk review it needs to be clear that...

- Unallowable expenses or activities are not charged
  - Prevention and lobbying
- Grant objectives are being met
  - Two sexual assault advocates
- It is clear what the grant is funding

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

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**Poll**

Hours billed to the VOCA grant should be calculated based on...

- Predetermined amounts based on floor space
- An after-the-fact accounting
- Predetermined amounts based on FTE's
- Remaining funds

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

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### What is required?

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

- Not based on estimates or percentages
  - 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

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

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### Poll

Now that match has been mandatorily waived this year, what is considered the VOCA project?

- Only the portion of the victim service project VOCA funds
- The entire victim service project at an agency
- Both

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

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### What is considered the VOCA project?

The VOCA project is activities and services by VOCA funds (federal and match).

- Cash Match and Federal expenses should not be comingled
  - It should be clear what expenses are charged to the grant
  - Separate accounting codes and options on timesheets
  - Match has been waived, when it returns still needs to be tracked separately
- Think of your VOCA fiscal reports
  - Reimbursed expenses are the federal part of the VOCA project
  - Billed hours need to be supported

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

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**Will this change with ARPA?**

Yes. ARPA funds will need to be tracked separately from VOCA funds.

- VOCA project vs ARPA
- Cannot be comingled
- After-the-fact accounting

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

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**Match**

Don't code federal with match



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

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**Reporting**

Match has been mandatorily waived during the national emergency.

- Fiscal reports with match will have to be redone
- Reach out to your grant manager if you would like match added to your grant

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

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