

# **ADVISORY BULLETIN**

**TRANSMITTAL NO. 2021-03**

**TO: ALL FUNDED PROGRAMS  
ADVISORY COUNCIL MEMBERS**

**FROM: ELIZABETH CRONIN, ESQ.  
DIRECTOR**

**SUBJECT: New Program Management Assessment Plan**

**DATE: September 10<sup>th</sup>, 2021**

Dear Colleague:

On May 10, 2021 OVS temporarily rescinded the requirement that programs automatically provide backup documentation when submitting quarterly Fiscal Cost Reports (FCRs). This action was taken to provide administrative relief while OVS developed a Management Assessment Plan (MAP). The resulting MAP tool will be used to assess each program into Fiscal and Programmatic Tiers.

**Effective October 1, 2021** programs will be reviewed utilizing our MAP tool and assigned to one of three Tiers. MAPs aim to reduce the administrative burden related to fiscal submission requirements (supporting backup) based on the historical management of OVS funded grant contracts.

Fiscal and Programmatic Tier assignments are made based on a standardized analysis upon the completion of each program's MAP. Detailed context and guidance on MAP Tier requirements can be [found here \(VAP MAP Guide\)](#). MAPs will be completed annually and assigned Tiers will remain in place until completion and notification of your program's next MAP.

Please note that OVS is required to provide all supporting backup for expenses should it be required by the Office of State Comptroller (OSC). All programs must maintain, and be able to provide, OVS with supporting backup documentation within 24 hours should it be requested. Should the required backup not be submitted within 24 hours:

- the payment will be rejected by OSC and will not be resubmitted to OSC by OVS until such time as all requested back-up documentation for the payment in question has been submitted, reviewed, and determined sufficient; and,
- the program may be reassigned into Tier 3 for the remainder of the contract period.

Programs should continue to use the same process that they currently use when submitting their quarterly FCR, which includes completing the expense report and uploading the FCR in the NYS Grants Gateway. **Only required backup documentation should be uploaded in the NYS Grants Gateway. OVS will not accept documentation that is not required. Such submissions will be rejected, and programs will be required to resubmit with only the required backup documentation included.**

Any questions or concerns regarding OVS' MAP policies and procedures should be directed to your assigned Contract Management Specialist.

On behalf of the New York State Office of Victim Services, thank you for your commitment to providing the highest quality services to victims of crime in New York State.