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THE FOLLOWING IS A BROADCAST EMAIL TO ALL OVS FUNDED VICTIM ASSISTANCE PROGRAMS

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Dear Colleague:

The New York State Office of Victim Services (OVS) announces that the following forms are now available on the OVS Website on the Victim Assistance Program Professional Page under the 2014 Contract Documents <http://www.ovs.ny.gov/victim-assistance-program.html>:

- Fiscal Cost Report - **Revised for 2014**
- Functional Time Record – **Revised for 2014**
- Quarterly Performance Report– **Revised for 2014**
- Equal Employment Opportunity Staffing Plan Reporting Form - **New for 2014**. EEO Utilization reports are to be completed for the quarters ending 12/31, 3/31, 6/30, and 9/30 and submitted to OVS within 30 days of the end of each quarter.

We are also reviewing the Budget Amendment Request Form which we will share with you shortly. Please contact your program monitor or auditor for any questions you have regarding the completion of these forms.

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

Sincerely,

Emma Graham  
Supervisor of Contract Administration