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

Dear Colleague:

This is to inform you that OVS is still waiting to receive notification on its 2013 Victim Assistance award levels in order to make determinations on contract renewals and associated contract funding levels. Nonetheless, in order to prepare for the shorter renewal processing time, you may want to consider preparing for that process by undertaking the following steps:

- Grants Gateway - Make sure your agency is registered and prequalified on the new Grants Gateway. OVS cannot sign any agreement with a vendor not prequalified on the new Grants Gateway.
- Proof of Insurance – All insurance forms should be updated with OVS' Swan Street address.
- Pre-Approval Process - Where County Resolutions or Board approval is necessary, start the process for approval now if possible.
- Pay close attention to emails from OVS pertaining to Renewals. To cut down on processing time, we plan to send individual award letters via email along with instructions and signature pages to be printed and signed. Other required forms will be available for downloading on our website. All emails will be sent return receipt requested to ensure the information was received.
- Update your vendor responsibility questionnaire if it is due to expire soon.

If you have any questions regarding this issue, please contact the Grants Unit at (518) 485-2763 or you may also contact your assigned Program Monitor or Auditor.

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, Contract Administration
NYS Office of Victim Services
AE Smith Building
80 South Swan Street, 2nd Floor
Albany, NY 122010
(518) 485-2763
(518) 485-9294 fax