

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

Dear Colleague:

Now that the 2013-14 Contract Renewal documents have gone out, many programs are contacting OVS with questions. We have put together a list of the most frequently asked questions:

- 1) ***If my budget is exactly the same as last year, do I need to fill out a new one this year?***

Yes, the figures must be transferred to the new budget forms. VAPs also need to submit all new job descriptions on the 2013-14 forms.

- 2) ***What if I recently updated my VRQ?***

If the program has updated it recently (within the past year), then please print the confirmation page showing the completed date that it was updated and include copies in each contract package. Although updating the VRQ is only required annually, there is nothing to prevent organizations from updating on a more frequent basis.

- 3) ***Should I email you my budget beforehand for review?***

No, programs do not need to have their budgets pre-reviewed by the Auditors unless they have specific questions. However, once you are ready to submit complete packages, you are required to email the budget and work plans to us at ovsgrants@ovs.ny.gov.

4) We are a Municipality and we will be unable to get a resolution passed and submitted by the August 16th deadline. What do we do?

Municipalities should submit the contract package as completely as possible by the August 16th deadline. If you cannot have the signature pages signed, the resolution is missing, etc., then please include a note with the missing items and list an expected date of delivery to OVS. The Auditors and Monitors will still be able to review the rest of the contract in the meantime.

5) Do I need to enter any information on the Appendix D (Payment and Reporting Schedule)?

The only information you will need to fill out on Appendix D is the contract number on the bottom of page. Once entered on the front sheet, the contract number will pre-populate onto the other sheets.

6) We are a municipality, do we need to fill out the Vendor Responsibility Questionnaire (VRQ)?

No, municipalities are exempt from this requirement.

7) Information on the Contract Face page is incorrect, what should I do?

Call OVS immediately and a corrected Face Page will be sent to you via email. (Remember, a contract with an incorrect number will be rejected by OSC and without a contract, OVS cannot make the October 1st payment.)

If you have any further questions, please do not hesitate to contact your 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,

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