



Office of Victim Services

The following is a **Broadcast Email** to all OVS Funded Victim Assistance Programs:

Dear Colleague:

Effective **May 10, 2021** OVS is temporarily repealing the requirement that funded programs automatically submit backup documentation when they submit their quarterly Fiscal Cost Report (FCR). This is necessary while development of a new Management Assessment Plan (MAP) is underway. The new MAP will reduce the administrative burden related to fiscal submission requirements based on the historical management of OVS funded grant contracts. When the new MAP is implemented, new policies regarding the backup documentation that will be required to be submitted with quarterly FCRs for reimbursement of allowable VOCA expenses will be released. It is anticipated that this MAP and the associated requirements for funded programs will become effective October 1, 2021.

Please note that OVS is required to produce all supporting backup for expenses should it be requested 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 reimbursement claim will be rejected by OSC and will not be resubmitted to OSC by OVS until such time as all requested back-up documentation has been submitted, reviewed, and determined sufficient.

Programs should continue to use the same process that they currently use when submitting their quarterly FCR, which includes completing their expense report and uploading the FCR in the NYS Grants Gateway. **Supporting backup documentation does not need to be uploaded in the NYS Grants Gateway.**

Once the MAP is implemented, the requirement to submit backup with quarterly submission of FCRs may again be required should the grantees' management assessment plan classification require it.

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.

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