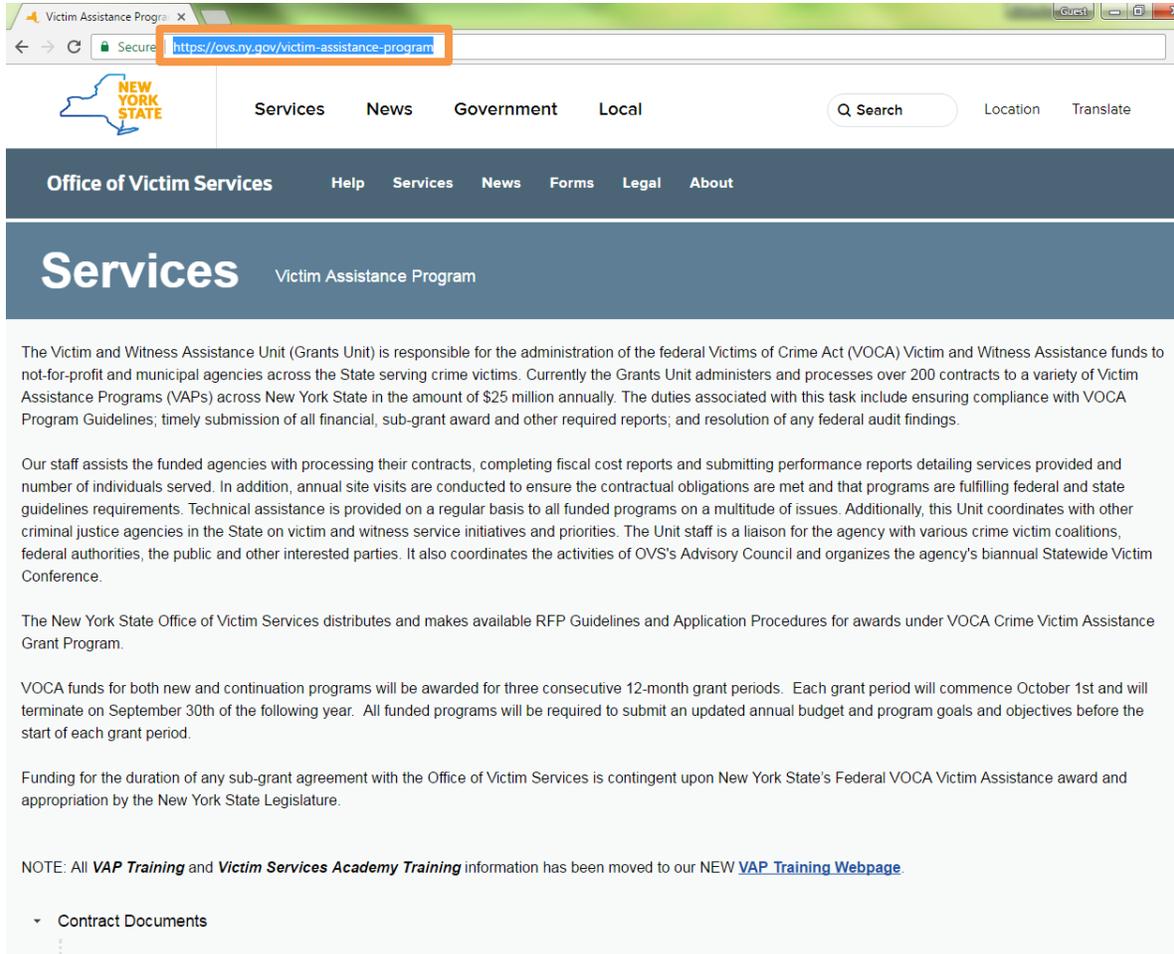


Instructions for Accessing VAP Fiscal Forms on the OVS Website

To access up-to-date copies of all VAP fiscal forms reviewed at the *2016 OVS Financial Literacy Training*, visit the OVS Victim Assistance Program Webpage at:

<https://ovs.ny.gov/victim-assistance-program>



The screenshot shows a web browser window with the address bar containing <https://ovs.ny.gov/victim-assistance-program>. The page header includes the New York State logo and navigation links for Services, News, Government, and Local. Below the header is a dark blue navigation bar with 'Office of Victim Services' and links for Help, Services, News, Forms, Legal, and About. The main content area is titled 'Services' and 'Victim Assistance Program'. It contains several paragraphs of text describing the unit's responsibilities, staff assistance, and funding details. A sidebar on the left contains a dropdown menu with 'Contract Documents' expanded, showing 'VAP Documents' highlighted with an orange box.

Once there, scroll down to the VAP Documents sidebar and click to expand.



This image is a close-up of the sidebar menu from the screenshot above. It shows a list of items with expandable arrows: 'Contract Documents', 'VAP Documents', 'Advisory Bulletins', and 'Broadcast Emails'. The 'VAP Documents' item is highlighted with an orange rectangular box.

Each up-to-date form is available for download in the *VAP Fiscal Forms* section.

NOTE: All *VAP Training* and *Victim Services Academy Training* information has been moved to our NEW [VAP Training Webpage](#).

▸ Contract Documents

▾ VAP Documents

VAP Documents

[2014 Awards by OVS](#)
[2014 Claims Submitted](#)
[2014-15 Contract Amounts](#)
[2016 Crime Victim Specialist Telephone List](#)
[EEO Report](#)
[Temporary Program Assignments - July 2016](#)

VAP Contract Docs

[2015-16 EEO Staffing Report](#)
[Attachment A-1](#)
[Attachment A-2](#)
[Attachment C - Program Goals and Objectives](#)
[Attachment D - Reimbursement Payments](#)
[FAQs](#)
[Proof of Insurance Information](#)
[Vendor Responsibility Questionnaire \(VRQ\)](#)

VAP Fiscal Forms

[OVS Budget Amendment Request \(BAR\)](#)
[OVS Budget Amendment Request \(BAR\) - SOP](#)
[OVS Claim for Payment Form](#)
[OVS Claim for Payment Form - Description](#)
[OVS Claim for Payment Form - Instructions](#)
[OVS Fiscal Cost Report \(FCR\)](#)
[OVS Fiscal Cost Report \(FCR\) - SOP](#)
[OVS Furniture and Equipment Decal Request Form](#)
[OVS Furniture and Equipment Disposition Form](#)
[OVS Grant Contract Budget Form](#)
[OVS Grant Contract Budget Form - SOP](#)
[OVS Position Description Form \(PDF\)](#)
[OVS Position Description Form \(PDF\) - SOP](#)
[SAMPLE VAP Budget](#)
[SAMPLE VAP Position Description Form](#)