

Find the following links and more on the [Guidelines, Forms and Resources](#) webpage of the [Division of Victim Services](#) website

## Guidelines, Forms and Resources

### Division of Victim Services Guidance

- [FY 2025 Grantee Guidelines](#) (pdf)
- [FY 2025 Grantee Guidelines Updates and Changes](#) (pdf)
- [FY 2025 Allowability Chart](#) (xlsx)
- [VOCA Match Waiver Policy](#) (pdf)

### Federal Financial Regulation and Guidance

- [DOJ Grants Financial Guide](#)
- [Federal Uniform Grant Guidelines](#)
- [Guide to Procurement Procedures](#)



Links to Other Systems  
View other links >

### DVSGMS

- [DVSGMS](#)
- [DVSGMS Instructional Guide](#)
- [Registering for DVSGMS](#)
- [DVSGMS PowerPoint](#)

### STOP & SASP Reporting

- [STOP and SASP Reporting](#)
- [STOP Formula Grant Reporting Information](#)
- [SASP Formula Grant Reporting Information](#)

### EGrAMS

- [EGrAMS](#)
- [EGrAMS Grant Codes](#)
- [Registering for EGrAMS](#)
- [Signing a Grant](#)
- [EGrAMS Status List](#)
- [Updating Officials on EGrAMS](#)

### VOCA Reporting

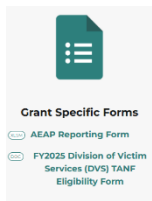
- [OVCPMT](#)
- [OVCPMT Performance Measures and Dictionary](#)
- [OVCPMT FAQ](#)
- [SAR PowerPoint](#)



Budget Revision / Out of State Travel Request  
[FY 25 Amendment and Out of State Travel Request Form](#)  
[Out of State Travel Guidance](#)

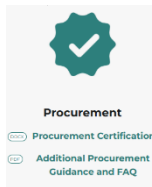
### Budget Revision/Out of State Travel Request

- [FY 25 Amendment and Out of State Travel Request Form](#) (xlsx)
- [Out of State Travel Guidance](#) (pdf)



## Grant Specific Forms

- [AEAP Reporting Form](#) (xlsx)
- [FY2025 Division of Victim Services \(DVS\) TANF Eligibility Form](#) (doc)



## Procurement

- [Procurement Certification](#) (docx)
- [Additional Procurement Guidance and FAQ](#) (pdf)

## Video Library

\*Registration may be required to view videos in the video library.

- [Completing an FSR](#)
- [DHHS Boilerplate Changes for FY 2025](#) (pdf)
- [Financial Deep Dive](#)
- [How to Complete the SAR](#)

## Additional Information:

### Reporting Grid—

Reports are due 30 days after the end of the reporting period

	Egrams	IGX	OVC/PMT	Email	Upload to IGX	SurveyMonkey Link
<b>Monthly</b>						
Financial Status Report (FSR)	X					
Client Services Activity Reports		X			X (ARPA and CSU)	
<b>Quarterly</b>						
Workplan Report	X					
PMT Quarterly (VOCA only)			X			
<b>Semi-Annual</b>						
Semi-Annual & Narrative		x			X (ARPA and CSU)	
<b>Annual</b>						
	Fiscal Questionnaire	Inspection Certification Form	SAR Projection (for grant that is starting)	SAPR (STOP and SASP)		Annual Certifications
			SAR Final (for grant that is ending)			Media & Client History

# Certification Forms and where to find them

Name of Form	What is it and when is it due?	Where it is located
Conflict of Interest Disclosure Form	<p><b>What is it used for:</b> Disclosure of conflicts of interest within the organization</p> <p><b>When is it due?:</b> Within 30 days of hiring/identification of conflict</p> <p><b>Who has to complete it?</b> All DVS Grantees</p>	DMSGMS
Annual Certifications	<p><b>What is it used for:</b> Includes a variety of annual certification requirements.</p> <p><b>When is it due?</b> 45 days after the reports are available on DMSGMS</p> <p><b>Who has to complete it?</b> All DVS Grantees</p>	DMSGMS
Inspection Certification(s)	<p><b>What is it used for:</b> Documentation of a health and safety inspection at all required locations where client services take place.</p> <p><b>When is it due?</b> 45 days after the report is available on DMSGMS</p> <p><b>Who has to complete it?</b> All grantees with limited exceptions. Please see form for details</p>	DMSGMS
Local Share Report	<p><b>What is it used for?</b> Documents the local contribution/match required for the MDSVPTB Enabling Legislation and the FVPSA Grant</p> <p><b>When is it due?</b> 45 days after the report is available on DMSGMS</p> <p><b>Who has to complete it?</b> All DVCS-F grantees</p>	DMSGMS
VOCA Grants Only		
VOCA Annual Survey & PMT Certification	<p><b>What is it used for?</b> Provides required information for completion of the VOCA annual report</p> <p><b>When is it due?</b> November 15</p> <p><b>Who has to complete it?</b> VOCA grantees</p>	Survey Monkey
SAR Projections		OVCPMT System