



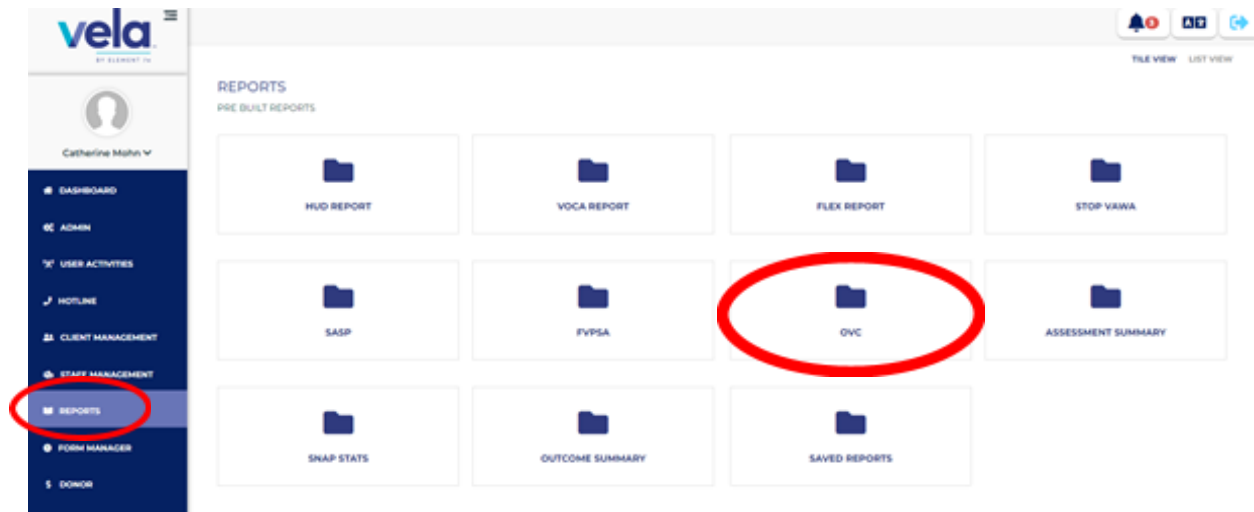
Alaska's Council on
Domestic Violence
& Sexual Assault

Submitting an OVC – DISC (TVS) Report to CDVSA for VELA Users

Note: For SFY 2026 running from July 1, 2025-June 30, 2026, we have changed OVC reporting to be semiannual. This means you only need to submit this report twice per year (January and July), and will always fill out the semiannual narrative questions.

Video: <https://www.loom.com/share/44b8656904054ff89cfb19a5f1c1e683>

Step 1: Log into Vela and click on Reports on the left-hand side then open the OVC folder. Your screen may look a bit different then the screenshot below.



Step 2: Fill in the reporting period information. You should select “Semiannual Report” and select the 6-month period for which you are submitting. Select the appropriate funding sources, and then click on search. For your VS report you should use “CDVSA VS OVC Discretionary” for SFY 2026. For your ES report you should use “CDVSA ES MH OVC Disc” and/or “CDVSA ES LA OVS Disc” for SFY 2026.

REPORT CRITERIA Hide

Report Duration

Semiannual Report

Semi

July - December

Funding Sources

CDVSA ES MH OVC Disc - Alaska Umbrella x CDVSA VS OVC Discretionary - Alaska Umbrella x
CDVSA ES LA OVC Disc - Alaska Umbrella x

Year

2025

SEARCH



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Step 3: Review data to make sure it all looks accurate. If you notice changes need to be made, exit the report to fix the data, if it all looks okay select upload OVC.



Step 4: Fill in extra questions that aren't contained in your organization's Vela database. Then, click submit OVC. Once you click submit, CDVSA will receive your data and narrative. You will need to fill out the semiannual narrative questions every time you submit your report.

A screenshot of the 'Submit OVC' form. The form contains several questions and text entry areas. Question 6 asks about measurable progress for the next 6 months. Question 7A asks if the agency can sustain efforts after federal funding ends, with four radio button options. Question 7B asks for an explanation. Question 8 asks if the federal award is shared with other entities. At the bottom of the form, the 'SUBMIT OVC' button is circled in red.

If you have any questions, please reach out to your VELA representative or the CDVSA Research Analyst Phoebe Koenig at phoebe.koenig@alaska.gov or 907-465-4008