|  |
| --- |
| VOCA PERFORMANCE REPORT DJ-CVS-32Wisconsin Department of Justice Rev. 09/15 |
| Subgrant Agency:  | Subgrant No.  |
| Prepared By (Name/Phone No.):  |
|  |
| **Additional Special Instructions****Remember to consult the** [**VOCA Program Guidelines**](http://www.doj.state.wi.us/ocvs/not-crime-victim/victims-crime-act-voca) **(including definitions).**The reporting period for the VOCA Performance Report is the entire subgrant project period. The subgrant award began October 1, 2014 and ends September 30, 2015. In Section A enter the total **unduplicated** number of victims served during that period by the VOCA project.The term "VOCA project" refers to both federal VOCA funds and the associated local match included in the approved VOCA budget. Then allocate the federal VOCA funds actually spent among the various types of crimes according to how much it cost to serve each type of victimization. (*Round each amount to the nearest dollar; no cents*) **The total of the allocations must equal the total amount actually spent (not awarded) during the entire subgrant period. This total should be the same as the total under the "To Date" column on your final FSR/FR.****Due Date: October 30, 2015** |
|  |
| **A. Project Allocations** **(Do not change or alter these categories)** Reporting Period: 10/01/2014 to 09/30/2015 |
| Type of Victimization | No. Victims | Federal Funds | Type of Victimization | No. Victims | Federal Funds |
| 1. Child Sexual Abuse
 |  |  | 1. DUI/DWI
 |  |  |
| 1. Child Physical Abuse
 |  |  | 1. Survivors of Homicide Victims
 |  |  |
| 1. Domestic Violence
 |  |  | 1. Assault
 |  |  |
| 1. Adult Sexual Assault
 |  |  | 1. Robbery
 |  |  |
| 1. Adults Molested as Children
 |  |  | 1. Other Violent Crimes

(**Specify** :) |  |  |
| 1. Elder Abuse
 |  |  | 1. Property Crimes
 |  |  |
|  |  |  | 1. Unknown
 |  |  |
| **Totals** (Federal Funds lines 1-13 must equal amount of grant actually spent): |  |  |

Authorized Signature Date

|  |
| --- |
| **B. Goals and Objectives** - Attach a summary report on the goals and objectives as outlined in the goals and objectives section in your 2014/2015 application |
| **C. Number of Victims Receiving Services** - Lines 1 - 12, count each victim only once in each type of VOCA funded service during this reporting period; **Line 13 only, count number of telephone calls,** **not the number of victims**. Please see [VOCA Program Guidelines](http://www.doj.state.wi.us/ocvs/not-crime-victim/victims-crime-act-voca) for service definitions.  |
| Service Category | No. Victims  | Service Category | No. Victims  |
| 1. Crisis Counseling (in-person)
 |  | 1. Emergency Financial Assistance
 |  |
| 1. Follow-up Contact
 |  | 1. Emergency Legal Advocacy
 |  |
| 1. Therapy
 |  | 1. Crime Victim Compensation Assistance
 |  |
| 1. Group Treatment/Support
 |  | 1. Personal Advocacy
 |  |
| 1. Shelter/Safe House
 |  | 1. Other, per application (specify)
 |  |
| 1. Information/Referral (in-person)
 |  | 1. Telephone contact information and referral (no. of calls)
 |  |
| 1. Criminal Justice Support/Advocacy
 |  |  |

**D. Narratives** - Attach a narrative that separately addresses **each** of the following for this grant period *Narratives should only include services provided by the VOCA funded project, not for services provided by the agency as a whole.*

1. Describe the agency's efforts to assist victims in applying for crime victim compensation benefits. What are the major issues that hinder the agency in assisting crime victims in filing for state crime victim compensation benefits and in understanding program eligibility requirements?

2. Briefly describe agency efforts to coordinate public and private efforts within the community to aid crime victims.

3. Briefly describe agency efforts to serve federal crime victims (i.e. coordination, etc.).

4. Describe notable agency activities to improve the delivery of victim services (i.e. trainings attended, outreach efforts to inform victims how to access VOCA funded services).

5. Provide at least **four** examples of ways in which **VOCA funds** have been used by the agency to assist crime victims. (Attach individual case histories, letters from victims, news articles, etc. based upon VOCA funded services.)

6. Identify emerging issues or notable trends impacting victims within your community.

**Victims of Crime Act (VOCA) Performance Report Instructions:**

Overall

1. The Subgrant Award Period under Section A is October 1, 2014 - September 30, 2015. **The Performance** **Report is due October 30, 2015**. A signed copy can be faxed, mailed or emailed. Please only submit one copy. Do not send one copy in the mail and fax/email a second copy.
2. All statistics and narrative information should pertain to the **VOCA funded project**, not the entire agency. The term "VOCA funded project" refers to both federal VOCA funds and the associated local match included in the approved VOCA budget. For instance, if VOCA funds a half-time Legal Advocate and the other half of that position is used as match then all victims served/services provided by that position should be counted in the VOCA Performance Report. However, if VOCA funds half of a full-time Legal Advocate and half of a full-time Sexual Assault Advocate is used as match then only victims served/services provided during the half-time portion of those positions should be counted in the VOCA Performance Report.
3. Number of victims and the services those victims were provided should have been served between October 1, 2014-September 30, 2015, so continuing clients from a previous grant year can again be counted for the current year.
4. Be sure to explain what types of clients were served in the "other violent crimes" category (there is space available in that box to include that information). Subgrantees are required to collect and maintain statistics on identifiable clients; therefore, a large number of clients should not be listed under the "unknown" victimization type.
5. If sending the performance report and the final Financial Status Report/Fund Request in the same envelope please make sure the two documents are stapled separately.

Section A. Project Allocations

1. The federal guidelines require the number of clients in Section A to be unduplicated, thus, clients who receive VOCA funded services can only be counted under one type of crime victimization.
2. **The amount of federal funds allocated by crime type in Section A should total the amount actually spent**.

Section B. Anticipated Outcomes

1. Please do not forget to complete Section B. Subgrantees should provide a summary report based on the anticipated outcomes as outlined in the 2014/2015 application.

Section C. Victim Receiving Services

1. Number of victims receiving one type of service can never be more than total number of victims served.

1. Remember that if a client receives more than one service, you may count them in each applicable service category line in Section C, lines 1-12. However, no matter the frequency of the service provided it can only be counted once. Please note that Section C, line 6 counts the number of unduplicated clients who received information/referral (in person) and line 13 counts the number of telephone calls providing information/referral.

Section D. Narratives

1. The best materials for Narrative Item 5 are letters from clients and case histories. News articles or letters are pertinent only if they discuss specific VOCA project activities. General articles about crime, your agency or even individual cases that do not refer to your agency's VOCA funded direct victim services should not be used. **Please delete any client identifying information.**

Feel free to contact Amanda Powers at (608) 267-2251 if you have any questions.