



## VOCA Crime Type Allocations

### Instructions

In order to collect more accurate data on VOCA funding allocations to different crime types, OCVS is using a new strategy for collecting the information that is typically collected through the Subgrant Award Report and the Egrants Freestyle Questionnaire on the semi-annual and final reports. The intention is to reduce the burden on subgrantees and increase the accuracy and transparency of the data reported in the SAR for federal funders. Rather than having agencies report their own budget breakdowns using categories that are different than what is used on the PMT, agencies will now be able to choose a particular method for calculating their allocations and report allocations using the same crime types as are used on the PMT. Subgrantees can choose how to report their allocations based on a preferred method that aligns with VOCA-funded services tracking. OCVS will then categorize crime types into applicable categories historically used for the semi-annual and final crime type allocation reports to ensure that the categories are applied uniformly across all subgrantees. See below for a detailed explanation of each of the different allocation methods.

By default, OCVS will use the number of victimizations reported across all four quarters (or first two quarters for the semi-annual report) of the subgrantee's PMT reports to allocate expenditures to each of the crime types. In the semi-annual report, allocations will be based on the *original* award amount (even if you haven't spent all of it yet – the semi-annual is meant to be a midyear estimate). In the final report, allocations will be based on the *final (adjusted)* award amount. You will have the opportunity to view these potential allocations before choosing an allocation method to use.

### Option 1: Victimizations

*Allocations are calculated based on the number of victimizations reported in quarterly PMTs throughout the year.*

This is the default option and requires the least amount of work on the part of the subgrantee. OCVS will use the victimizations already reported in quarterly PMTs to calculate the allocation of the total VOCA expenditures for each crime type.

*Example:* Your agency reported 100 total victimizations (note that this is not a count of individual victims served) this year. 20 of those were adult sexual assault victimizations. Your agency's total award expenditures were \$100,000.

20 adult sexual assault victimizations / 100 total victimizations = 20%

$\$100,000 * 20\% = \mathbf{\$20,000}$  allocated to adult sexual assault



### Option 2: Number of Staff (FTE)

*Allocations are calculated based on the number of staff providing services in each of the crime types.*

Enter the **total number of staff (FTE)** in your agency funded by VOCA.

For each crime type, enter the **number of VOCA-funded FTEs who work on that crime type**. This should reflect the actual breakdown of the staff and time, not the projected breakdown reported at the beginning of the grant.

Do not double count staff in different categories – estimate the breakdown of their time across the different crime types. For example, if a staff person provides both sexual assault and domestic violence services, they may be counted as 0.5 FTE for sexual assault and 0.5 FTE for domestic violence. Or, if they spend more of their time providing domestic violence services, it may be 0.3 FTE for sexual assault and 0.7 FTE for domestic violence.

The total FTEs across crime types should equal the total number of VOCA-funded FTEs for your agency.

*Example:* Your agency has 10 FTE funded by VOCA. 2.5 FTE staff work on sexual assault and 3 FTE staff work on domestic violence. Your agency's total award expenditures were \$100,000.

2.5 FTE for adult sexual assault / 10 total FTE = 25%

$\$100,000 * 25\% = \mathbf{\$25,000}$  allocated to adult sexual assault

3 FTE for domestic and family violence / 10 total FTE = 30%

$\$100,000 * 30\% = \mathbf{\$30,000}$  allocated to domestic and family violence

### Option 3: Staff Time (Hours)

*Allocations are calculated based on the amount of time staff spend on providing services in each of the crime types.*

Enter the **total number of staff hours** funded by VOCA.

For each crime type, enter the **number of VOCA funded hours staff spent on that crime type**. This should include time spent on outreach as well as direct services.

In cases of multiple victimizations, split the total time across the different victimizations. For example, if staff spent 2 hours providing services to a dual sexual assault/domestic violence victim, then 1 hour should be counted towards sexual assault and 1 hour should be counted towards domestic violence.

*Example:* Your agency's staff spent 10,000 total hours on VOCA funded services last year. 2,000 of those hours were spent providing sexual assault services. 2,000 hours were spent on direct domestic violence services and 500 hours were spent on domestic violence services outreach. Your agency's total award expenditures were \$100,000.

2,000 hours spent on adult sexual assault / 10,000 total hours = 20%



2,000 hours spent on direct domestic violence services + 500 hours spent on domestic violence outreach / 10,000 total hours = 25%

$\$100,000 * 20\% = \$20,000$  allocated to adult sexual assault

$\$100,000 * 25\% = \$25,000$  allocated to domestic violence

#### Option 4: Other Allocation

*The subgrantee provides their own allocations for each of the crime types, but provides a detailed explanation of how those allocations were calculated.*

*Example: "20% of our victims received services for domestic violence compared to 40% receiving services for sexual assault – however, this year we renovated our shelter, leading to higher costs in the domestic violence category, meaning 40% of our total budget was devoted to domestic violence."*

*Example: "Our agency served equal numbers of sexual assault and domestic violence victims this year, however domestic violence services are twice as expensive due to the high cost of shelter, so the amount of the budget allocated to domestic violence is double that allocated to sexual assault."*

*Example: "Our agency served similar numbers of sexual assault and domestic violence victims this year, however, shelter services require overnight staff that are paid at a higher salary than normal daytime services staff. Therefore, the amount of the budget allocated to domestic violence is higher than that allocated to sexual assault."*

*Example: "Advocate A has more experience and makes a higher salary than Advocate B. Advocate A provides sexual assault services while Advocate B provides domestic violence services. Therefore, more of the budget went to sexual assault even though there were a comparable number of victims served in both categories."*

*Example: "Our agency receives multiple VOCA grants. This grant is used specifically for a certain subset of victims served, so allocations reflect the services provided and victimizations of that subset of clients only. Our other award funds the rest of our services/victimizations."*