



VOCA Subgrant Award Report + Crime Type Allocations **Frequently Asked Questions (FAQs)**

What is changing?

Two main things are changing.

Crime type allocations: previously, you filled this out as a questionnaire in Egrants as part of your semi-annual and final reports. Now, the form will be administered in a different online system called REDCap. The project director will receive a link to the web form via email.

Additional questions on the Subgrant Award Report: previously, subgrantees filled out these questions only in competitive award years. In the following years of a grant cycle, OCVS used the same responses and submitted them on behalf of the subgrantee. So, while the subgrantee did not complete this portion of the report, it is still due twice a year. Now, rather than OCVS reusing answers from a subgrantee's previous SAR, the subgrantee will complete these questions in the same REDCap online web form as the crime type allocations.

How is the information we report used?

OCVS uses the SAR to generate estimates of how much VOCA funding is spent on certain types of crime (to meet statutory requirements for spending on domestic violence, sexual assault, child abuse, and underserved crimes) and understand how VOCA funding contributes to subgrantee's overall funding for victim services. This data is also used at a national level to understand how much VOCA contributes to victim services spending, as well as the breadth of services provided by subgrantees. The purpose of the SAR and Crime Type Allocations report is not to calculate an exact dollar amount per victim or per service, but to understand in general how VOCA funding is allocated.

Why is OCVS making changes?

Increased transparency and accuracy of the data. The old Egrants questionnaire used different crime types than are on the PMT, so at times it was unclear under which categories agencies were reporting allocations for certain crime types, and each agency was doing it slightly differently. For example, some agencies reported sex trafficking under "other", and some reported it under sexual assault. In addition, the old Egrants form did not contain any validations to ensure that the allocations reported added up to the correct amount. OCVS had no way of knowing agencies' methodology for calculating the allocations they reported. This created challenges for OCVS staff when completing required federal reporting each year as it necessitated OCVS manually correcting many allocations. When making corrections, OCVS sometimes had to guess where



certain crimes were categorized in order to meet the 10% spending requirements for crime types on the state level.

Under the new system, by using the same crime categories as PMT, OCVS will be able to ensure that crimes are reported to standardized categories across all agencies. In addition to incorporating validations that ensure allocations add up to the correct total, this new process will increase the accuracy of the data and the transparency of how allocations are calculated.

Decreased reporting burden. By calculating allocations based on victimizations reported in PMT, subgrantees will no longer have to calculate allocations on their own (unless they choose another allocation method). The crime type allocations portion of the report will simply allow subgrantees to review the allocations calculated based on PMT victimizations and approve them.

While the Subgrant Award Report portion of the report is newer, most of the questions pertain to information the subgrantee already reports in either PMT or in Egrants (as part of the application or regular financial reports). In many cases, responses to questions on the Subgrant Award Report will be prefilled, and the agency simply has to review and update as needed.

Behind the scenes, this new process will significantly decrease OCVS' reporting burden as they complete required reports for federal funders. OCVS staff will be able to complete their reporting requirements without having to do as much manual follow-up and corrections with subgrantees.

What are the definitions of services and victimizations we should use?

The crime type and services definitions for the Subgrant Award Report and Crime Type Allocations are the same that are used on the OVC PMT. They can be found [here](#).

If you use Osnum for reporting and use slightly different crime types, do your best to approximate and correlate crime types into the categories on the SAR.

How should we choose an allocation method? What are the pros and cons of the different allocation methods?

You should choose a method that makes sense based on how the agency tracks **VOCA-funded services**. For many agencies, this may already be the victimizations the agency reports quarterly in OVC PMT. This method is the easiest because it does not require any additional reporting or data entry on the agency's part. OCVS will use the data the agency reports in OVC PMT to calculate the crime type allocations for the agency.

Agencies may want to choose one of the other allocation methods if the breakdown of victimizations reported in PMT does not accurately reflect the amount of funding the agency



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spends on those different crime types. For example, in cases of multiple victimizations where the individual received services for one primary victimization and not others, an agency may choose to report allocations based on the time staff spent providing services, or the number of positions an agency has allocated to services for that crime type, such as sexual assault. Or, if the services an agency provides for one crime type have a significant difference in cost from other crime types, the agency may also want to choose one of the other allocation methods.

Agencies have the ability to choose allocation Option 4, which allows them to report your own custom dollar amounts rather than calculating allocations based on victimizations, staff time, or number of positions. This option is intended to offer flexibility in reporting if you feel that the other options do not accurately reflect how your agency allocates funding to different crime types. Be sure to provide an explanation for how you determined those allocation amounts.

How does this affect other grant reporting for VOCA?

Other reporting for VOCA, such as OVC PMT and Egrants program and financial reports, are *not affected* by this new process.

The only thing that is being *replaced* in this new process is the Crime Type Allocations questionnaire that used to be filled out in Egrants as part of the semi-annual and final program report. This will now be completed in REDCap.

OVC PMT quarterly reports remain the same. There is no change to financial reporting or how your agency receives grant funding.

Where is the new information being collected?

The new process will use a platform called REDCap to administer the web form where both the information for the Subgrant Award Report and the Crime Type Allocations will be collected. (This is the same platform OCVS is using for the Federal Civil Rights Policies and Compliance Checklist.) The Project Director listed in Egrants will receive an email with a link and instructions for accessing a web form. Agencies will receive a unique link for each VOCA subgrant they receive, if they receive multiple. There is no login required to access the form. The link is unique to the agency and will contain some prefilled values, so please do not share the link outside of the organization. Once the agency completes the form, the Project Director and the PMT contact person entered on the SAR will receive an email with PDF copies of the responses to both the SAR and the Crime Type Allocations form. Please retain these copies as part of the agency's VOCA subgrant file.



What information do I need to collect in order to report?

No new information needs to be collected to complete the SAR and Crime Type Allocations reports. Agencies should use information already reported in OVC PMT and Egrants to complete the SAR and Crime Type Allocations.

If the agency chooses the victimization allocation method, the agency will not need to enter any additional information to complete the Crime Type Allocations form. Allocations will be calculated using the data previously reported in OVC PMT. If the agency chooses another allocation method, the agency should use information already collected on time and effort.

How are multiple victimizations accounted for?

If the agency chooses the default victimizations option for crime type allocations, the SAR and Crime Type Allocations form draws data from what the agency has entered throughout the VOCA subgrant period in PMT. Due to the way crime types are reported in PMT, an individual receiving services may be counted multiple times across all four quarters of the fiscal year, or in the same quarter under multiple crime types. That is okay – OCVS is not interested in a generating a specific dollar amount per service or per individual served, but rather gathering information on how the agency is spending VOCA funds. Using the victimizations reported in PMT is a way of doing that in a standard and straightforward way.

How do we report ARPA funding?

The SAR and Crime Type Allocations report is for *VOCA-funded services only*, unless otherwise specified. You should report only your services and staff that were funded by the VOCA portion of your award. You may report your total ARPA award amount under “Other Federal” in question 11B on the SAR.

What is the report time frame?

All questions on the SAR and Crime Type Allocations, for both the Semi-Annual and Final reports, cover an entire fiscal year.

During the Final report period in November, on the SAR portion of the form (which includes Budget and Staffing), you will complete the questions referring to the upcoming year. The crime type allocations refers to the award amount and the services provided in the year that just ended. PMT data used to populate the form will add up Q1-Q4 of PMT data.

During the semi-annual report period in May, on the SAR portion of the form (which includes Budget and Staffing), you will complete the questions referring to the current year. The crime type



allocations form refers to the award amount and the services provided in the current year. PMT data used to populate the form will add up Q1 and Q2 of PMT data.

In summary:

Reporting Period	Semi-Annual (May)	Final (November)
SAR Budget and Staffing Reporting Time Frame	Current year	Upcoming year
Crime Type Allocations Reporting Time Frame	Current year	Year that just ended
PMT Data Used	Q1-Q2	Q1-Q4

You will complete the Semi-Annual Report between May 15 and May 31 each year, and the Final Report between November 15 and November 30 each year.

What is my agency's service area?

Your agency's service area is the counties where you have an office or conduct outreach activities. While you may from time to time serve individuals from many counties, your service area is considered the area where you *generally* provide services. It is not related to the victim's county of residence.

How do I determine the number of staff or hours funded by VOCA?

Refer to the budget you submitted with your application in Egrants (it may be helpful to review the agency's most recent OCVS Personnel Budget Summary). You can multiply the number of FTEs you included in your budget by 2,080 to get the number of hours in a year (this assumes a 40 hour full time work week).

I'm confused by the Budget and Staffing question (#11) on the SAR. How do I complete it?

The goal of this question is to understand how VOCA funding fits into the larger picture of victim services funding at your agency. While different funding sources may use different fiscal years, and funding amounts may fluctuate, the important thing is to provide a general snapshot of your agency's budget and staffing levels.

Items A, B, and C: Use your best estimate of your board-approved budget for the upcoming year for all of your victim services programs only (including programs not funded by VOCA).



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Examples:

- A domestic violence shelter should report their whole budget because it all goes to victim services.
- A district attorney's office should report only the Victim Witness budget.
- A hospital with a CAC should report the budget for the CAC only.
- An umbrella organization that has multiple programs should report the budget for victim services programs only.

If your agency receives funding from sources with different fiscal years, use your best estimate for funding on the fiscal year your agency uses (which may be different than VOCA). It may be helpful to use award amounts regardless of different funding periods.

Items D, E, and F: Report these items for this VOCA subgrant only. If your agency receives multiple subgrants, refer to the top of the page for the grant number to be sure you are reporting correctly. You may include all staff who are **paid using VOCA only funds** – including supervisors, volunteer coordinators, etc. *Remember match is waived for the grant year.

When completing questions that refer to your VOCA subgrants only, refer to your budget in Egrants and the additional budget personnel summary that you submitted with your application.