



VOCA Subgrant Award Report + Crime Type Allocations Overview

Purpose of the Subgrant Award Report (SAR) and Crime Type Allocations Report

OCVS uses the SAR to generate estimates of how much VOCA funding is spent on certain types of crime, 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.

Time Frame

Each year, subgrantees will complete the Crime Type Allocations forms *twice* – at the end of Q2 and at the end of Q4. The SAR will only be completed at the end of Q4.

<u>Semi-Annual Program Report (Q1-Q2)</u>	<u>Final Program Report (Q1-Q4)</u>	Task
April 30	October 30	PMT due to OCVS
May 1-15	November 1-15	OCVS conducts follow-up and finalizes PMT submissions
May 16	November 16	Web form opens Subgrantee's VOCA Project Director receives link to form via email <i>Semi-annual: Crime Type Allocations only</i> <i>Final: SAR + Crime Type Allocations</i>
May 30	November 30	Web form due to OCVS <i>Semi-annual: Crime Type Allocations only</i> <i>Final: SAR + Crime Type Allocations</i> OCVS submits information to OVC



How To Complete the Subgrant Award Report (SAR) and Crime Type Allocations Report

Follow these general steps for completing the SAR and Crime Type Allocations reports. **For the semi-annual report, subgrantees only need to complete the Crime Type Allocations portion of the report.**

1) Review SAR Questions (FINAL ONLY)

- Ahead of the web form being released, review the full list of SAR questions and prepare your responses. Pay careful attention to which fiscal year the questions refer to, as noted on the instructions sheet.

2) Review Allocations

- When the web form is released, review the default allocations based on PMT victimizations in the email you received with the web form link.
- If you have multiple subgrants, you may receive multiple emails.

3) Complete SAR (FINAL ONLY)

- Click on the link in the email you received.
- Complete the questions (many will have prepopulated responses). Enter information for the entire fiscal year. Unless the question specifies otherwise, enter information about *VOCA-funded services and staff only*.
- For budget and staffing questions, enter your staffing levels and total funding as they are budgeted for the year – you do not need to account for staffing vacancies or differing fiscal years of funding sources. Report the ARPA portion of your award under 11B Other Federal.

4) Select an Allocation Method

- SEMI-ANNUAL ONLY: Click on the link in the email you received.
- Review the default allocations (based on PMT victimizations) provided via email and in the web form.
- Choose the allocation method that best fits your agency.

5) Enter Data (if applicable)

- For allocation methods 2-4 only, enter the number of FTEs, staff hours, or dollar amount (as applicable).
- FINAL ONLY: Enter information for the whole fiscal year for *VOCA-funded services and staff only*.



- SEMI-ANNUAL ONLY: Enter information based on your agency's VOCA activities in Q1 and Q2, prorating if appropriate. For option 4, enter your *estimated* spending amount for the whole year so that it adds up to your original award amount, not what you have spent so far in the fiscal year.

6) Review Calculated Allocations

- Review the allocations calculated based on the method you chose.
- If you wish to make edits to the data you entered, click **SURVEY QUEUE** in the top left of the form and choose **EDIT RESPONSES** next to the form of the allocation method you chose.
- If you wish to choose a different allocation method and reenter data, click **SURVEY QUEUE** in the top left of the form and choose **EDIT RESPONSES** next to the form titled **SELECT ALLOCATION METHOD**.

7) Submit

- Once you are done making changes to both the SUBGRANT AWARD REPORT and CRIME TYPE ALLOCATIONS forms, click **SUBMIT** at the bottom of the final page of the web form.
- You will not be able to make changes to *any* section of the report after clicking **SUBMIT** on the **REVIEW AND SUBMIT** page.

You may save and return to your responses at any time up until clicking **SUBMIT on the final report page.**

Navigating the Web Form

To save and return to your responses – scroll to the bottom of the page and click **SAVE & RETURN**. Enter your email address when prompted. You will receive a link to your saved responses via email that you may return to at any time.

To edit a response – the report form is divided into different sections, and you may want to go back and edit a response in a previous section. In the top right corner of the form, click **SURVEY QUEUE**. It will bring up a list of the report sections you have already completed. Click **EDIT RESPONSES** next to the section of the form you wish to edit. Make sure to either **SAVE & RETURN** or click **NEXT** on the bottom of the page once you have made your desired changes on that section.

To print your responses – you will receive printable PDF copies of your responses via email once you have submitted the last page of the form. If you wish to print a draft copy of your responses before submitting, you can use your web browser's print function from any of the form pages.



Helpful Hints

SAR vs. PMT - Remember that the SAR collects information for *each individual subgrant*, while the PMT collects information for the *agency as a whole*. You will receive a separate link and web form for each of your VOCA subgrants, if your agency receives multiple. Make sure to note the grant ID at the top of each page when you are completing the form. Some of the questions will apply to all of your subgrants, and some will apply to only a single subgrant. PMT reports cover one quarter at a time, but the SAR and Crime Type Allocations report cover the entire fiscal year (for both the semi-annual report and the final report).

Multiple victimizations - If you choose the default victimizations option for your crime type allocations, the SAR and Crime Type Allocations form draws data from what you have entered 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 - we are not interested in a generating a specific dollar amount per service or per individual served, but rather to understand in general how your agency is spending VOCA funds. Using the victimizations reported in PMT is a way of doing that in a standard and straightforward way.

ARPA - 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 should report ARPA portion of your award amount under "Other Federal" in question 11B on the SAR.

Definitions

SAR - Subgrant Award Report. Collects basic information about VOCA subgrantees and their victim services provision and budget. Submitted annually to OVC.

Crime Type Allocations - part of the Subgrant Award Report that is submitted to OVC. Wisconsin subgrantees used to fill this out in Egrants, but will now complete it as a section in a REDCap web form. Submitted semi-annually to OVC.

REDCap - the online platform where we will now be collecting both the Subgrant Award Report and Crime Type Allocations. This platform is also used for the annual Federal Civil Rights Policies and Compliance Checklist.

Victimizations - refers to Question 5 on the PMT. These are the number of victims you report serving for each crime type. Because some individuals may have received services for multiple victimizations, we call this a number of *victimizations* rather than *victims*.

Crime Types - the Crime Type Allocations report will now use the same crime categories as the PMT. Definitions of each crime type are determined by OVC and can be found [here](#).



Further Information

Be sure to review the following documents for more detailed information and instructions (available on the OCVS website):

- Full SAR Questionnaire
- Crime Type Allocation Methods Descriptions and Instructions
- Example Allocations Based on PMT Victimization
- SAR + Crime Type Allocations Webinar slides
- [OVC Crime Type and Services Definitions](#)

Questions?

For grant reporting questions, contact your **grant manager**.

For technical questions or issues on the web form:

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