



VOCA Subgrant Award Report + Crime Type Allocations FY 2024-2025 Overview and Update

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Overview

In the first quarter of the federal fiscal year, during the transition from one federal fiscal year to the next, all VOCA subgrantees are required to complete the VOCA Subgrant Award Report and/or Crime Type Allocations. These two components constitute the **VOCA SAR Year End Report**, which closes out previous grant and/or opens a new grant. In the third quarter, subgrantees are required to submit an updated Crime Type Allocations report, which constitutes the **VOCA SAR Semi-Annual Report**. Reports are submitted online via a unique link to a web form that will be emailed to you when the report opens.

The **Subgrant Award Report (SAR)** collects basic information on subgrantees and the program activities that will be implemented with VOCA plus match funds, as well as the subgrantee's overall victim services budget. Completion of the SAR gives subgrantees access to submit quarterly OVC PMT reports.

The **Crime Type Allocations** report asks subgrantees to estimate how much of their *closing* VOCA award was allocated to different types of crime that correspond to the victimization types in the quarterly PMT report. Subgrantees may choose between one of four standardized allocation methods. By default, OCVS will provide allocations calculated based on the subgrantee's victimization data submitted through quarterly PMT reports. In continuation funding years, these allocations will also be used to calculate estimated allocations for the new fiscal year. In the first year of a competitive funding cycle, subgrantees will provide initial estimates of how they plan to allocate VOCA funding to different types of crime using the **Year 1 Crime Type Allocation Estimates** report.

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

Completing the SAR enables OCVS to open a new grant in the federal OVC PMT system so that subgrantees may begin reporting their first quarter data. OCVS also uses the information submitted in the Crime Type Allocations report to close out the previous year's grant for subgrantees that received VOCA funding in the previous year.

OCVS uses the information collected in 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.

Subgrantee Requirements (Fall 2024)

Because this is the start of a new funding cycle, requirements will be slightly different depending on whether your agency received funding in either FY 2023-2024 (October 1, 2023 to September 30, 2024) or FY 2024-2025 (October 1, 2024 to September 30, 2025).

Subgrantees who received VOCA funding in FY 2023-2024 (October 1, 2023 to September 30, 2024) and FY 2024-2025 (October 1, 2024 to September 30, 2025):

- Complete Crime Type Allocations for FY 2023-2024
 - o Choose a standard allocation method based on PMT data from FY 2023-2024
 - o Remember this is for VOCA funding only and does not include the ARPA portion of your award.
- Complete Subgrant Award Report (SAR) for FY 2024-2025
- Complete Year 1 Crime Type Allocation Estimates for FY 2024-2025

Subgrantees who did not receive VOCA funding in FY 2023-2024 (October 1, 2023 to September 30, 2024) but ARE receiving VOCA funding in FY 2024-2025 (October 1, 2024 to September 30, 2025):

- Complete Subgrant Award Report (SAR) for FY 2024-2025
- Complete Year 1 Crime Type Allocation Estimates for FY 2024-2025

Subgrantees who received funding in FY 2023-2024 (October 1, 2023 to September 30, 2024) but did NOT receive funding in FY 2024-2025 (October 1, 2024 to September 30, 2025):

- Complete Crime Type Allocations for FY 2023-2024
 - o Choose a standard allocation method based on PMT data from FY 2023-2024
 - o Remember this is for VOCA funding only and does not include the ARPA portion of your award.

Information Needed

You should have the following information on hand to complete your agency's SAR and/or Crime Type Allocations reports:

Subgrantees who received VOCA funding in FY 2023-2024 (October 1, 2023 to September 30, 2024):

- Information about how your agency allocated FY 2023-2024 VOCA funding across different crime types, if you choose not to use one of OCVS's standard allocation methods. For more details, see the Crime Type Allocations Methods and Instructions document.

Subgrantees who are receiving VOCA funding in FY 2024-2025 (October 1, 2024 to September 30, 2025):

- Information about your agency's entire victim services budget from October 1, 2024 – September 30, 2025, including the amount of funding from sources other than VOCA (such as WI Act 241, SAVS, VAWA, local funding, etc.). See the Subgrant Award Report Questionnaire and Instructions for more details.
- The expected number of staff, volunteers, and hours (time and effort) funded with your FY 2024-2025 VOCA award. See the Subgrant Award Report Questionnaire and Instructions for more details.
- Information about how your agency expects to allocate FY 2024-2025 VOCA funding across different crime types (estimates are okay). For more information, see the Year 1 Crime Type Allocation Estimates Overview and Instructions document.

General Reporting Requirements

	Report Component	Year End Report (November/December)		Semi-Annual Report (May/June)
		Competitive Award	Continuation Award	Competitive and Continuation Awards
<i>Closing old grant/ updating current grant</i>	Crime Type Allocations	Subgrantees who received funding in the previous cycle	All subgrantees	All subgrantees
<i>Opening new grant</i>	Subgrant Award Report (SAR)	Subgrantees receiving funding in the new cycle	All subgrantees	Not required
	Year 1 Crime Type Allocation Estimates	Subgrantees receiving funding in the new cycle	Not required	Not required

Time Frame

Each year, subgrantees will complete the Crime Type Allocations reports *twice* – at the end of Q2 and at the end of Q4/start of Q1. The SAR will only be completed at the end of Q4/start of Q1.

Key Dates – Year End Report (Fall 2024)

October 30, 2024	Q4 PMT and Final Fiscal Reports due to OCVS (for agencies that received VOCA in FY 2023-2024). <i>It is important that PMT reports and Egrants fiscal reports are submitted on time because OCVS uses them to calculate the standardized crime type allocations.</i>
November 1 – 15, 2024	OCVS conducts follow-up and finalizes PMT submissions.
November 1 – 25, 2024	OCVS calculates turnback and closes out FY 2023-2024 grants in Egrants.
Approximately November 25, 2024	All organizations who received VOCA funding in FY 2023-2024 and those that will receive VOCA funding in FY 2024-2025 receive the SAR and/or Crime Type Allocations web form via email. It will be sent to the project director(s) listed in Egrants.
December 11, 2024	SAR and/or Crime Type Allocations due to OCVS.
December 11 – 20, 2024	OCVS submits information to OVC, closes out old grants, and opens new ones in OVC PMT.

Key Dates – Semi-Annual Report (Spring 2025)

April 30, 2025	Q2 PMT due to OCVS. <i>It is important that PMT reports are submitted on time because OCVS uses them to calculate the standardized crime type allocations.</i>
May 1 – 15, 2025	OCVS conducts follow-up and finalizes PMT submissions.
Approximately May 16, 2025	All FY 2024-2025 VOCA subgrantees receive the Crime Type Allocations web form via email. It will be sent to the project director listed in Egrants.
May 30, 2025	Crime Type Allocations due to OCVS.
June 1 – 15, 2025	OCVS submits updated allocation estimates to OVC.

Changes to the VOCA Subgrant Award Report Beginning with the FY 2024-2025 Grant Cycle

If you received a VOCA award from OCVS in the last 3 years, you may notice some changes to the SAR and Crime Type Allocations reporting process during this fiscal year. These changes will further streamline the process and account for the first year in a new funding cycle.

Adjusted time frame: the SAR and Crime Type Allocations forms will now become available to subgrantees approximately November 25, 2024 and close December 11, 2024.

Allocations for first year of new funding cycle: in previous years, during continuation awards in the middle of a funding cycle, estimated allocations for the new award were determined based on PMT victimization data from the previous year. To account for the significant changes in VOCA funding this year and resulting shifts in service provision, all subgrantees (including those that received VOCA in 2023-2024) will provide initial *estimated* allocations for FY 2024-2025 using the Year 1 Crime Type Allocation Estimates form rather than basing allocations on the previous year's PMT data. *In addition*, returning subgrantees will provide their FY 2023-2024 allocations as usual, using one of the four standard allocation methods, in order to close out the FY 2023-2024 grant. Subgrantees that did not receive FY 2024-2025 funding will *only* complete the Crime Type Allocations report for FY 2023-2024.

Time frame for SAR questions: in previous years, some questions on the SAR referred to the previous fiscal year, and some referred to the new fiscal year. To simplify reporting, all questions will now refer to the new fiscal year (in this year's case, FY 2024-2025). As a result, agencies that are not receiving VOCA funding in FY 2024-2025 will not complete the SAR portion of the report (they will only complete the Crime Type Allocations portion).

FALL 2024 NOTE: OCVS is aware of issues related to reporting victimization data for subgrantees using Osnium – we encourage you to consider one of the other standard allocation methods if this issue has affected your PMT reporting over the last year.

Resources

Instructions Overview (Year End Report) – see OCVS VOCA Website

Crime Type Allocations Methods and Instructions – see OCVS VOCA Website

Crime Type Allocations Example based on PMT Victimizations – see OCVS VOCA Website

SAR Questionnaire and Instructions – see OCVS VOCA Website

Year 1 Crime Type Allocation Estimates Overview and Instructions – see OCVS VOCA Website

[VOCA – OVC PMT Mapping](#) – mapping victim services to OVC PMT

[OVC PMT Dictionary and Terminology Resource](#) – definitions of victimizations and service types