



VOCA Subgrant Award Report + Crime Type Allocations

Crime Type Allocations

In This Document

Overview	1
Instructions.....	2
Allocation Methods	2
Option 1: Victimitizations (default)	2
Option 2: Number of Staff (FTE).....	2
Option 3: Staff Time (Hours).....	3
Option 4: Other Allocation.....	4
Resources.....	4

Overview

The Crime Type Allocations form is required for all closing/ending grants during the Year End report, and for all grants during the Semi-Annual report.

OCVS uses the Crime Type Allocations to generate estimates of how much VOCA funding is spent on certain types of crime, and understand how VOCA funding contributes to subgrantees' 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 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.

During the Year End reporting period, OCVS uses the information submitted in the Crime Type Allocations report to close out the previous year's grant and estimate allocations for the new fiscal year (during continuation funding years), for subgrantees that received VOCA funding in the previous year. During the Semi-Annual reporting period, OCVS uses this information to update initial allocation estimates.

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



Instructions

Subgrantees can choose one of four standardized methods aligned with VOCA-funded services tracking to report their allocations, using the same victimization types that are on the quarterly federal OVC PMT reports. OCVS will then categorize crime types into applicable categories 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 OVC 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 Year End report, allocations will be based on the *final (adjusted)* award amount.

Allocation Methods

Option 1: Victimitizations (default)

Allocations are calculated based on the number of victimizations reported in quarterly OVC 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.

$20 \text{ adult sexual assault victimizations} \div 100 \text{ total victimizations} = 20\%$

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

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**. During the Year End reporting period, 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% = **\$25,000 allocated to adult sexual assault**

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

\$100,000 * 30% = **\$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.”

Resources

Instructions Overview (Year End Report) – 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