



# Wisconsin Department of Justice

## VOCA Subgrant Award Report + Crime Type Allocations

Office of Crime Victim Services  
Grants Team

*Updated November 2025*

# Welcome & Introductions

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**Sophie Hannauer**

Research Analyst (Bureau of Justice Information and Analysis)

# Agenda

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- Overview
- Report Components
- Key Dates
- Demonstration



# What is the Subgrant Award Report + Crime Type Allocations?

## **Federal Requirement:**

- Collects basic information on subgrantees and the program activities that will be implemented with VOCA, plus match funds
- Collects information on how VOCA fits into the subgrantee's overall victim services budget
- Finalizes and closes out old grants in OVC PMT
- Opens new grants in OVC PMT so that subgrantees have access to submit quarterly reports
- Collects information on how much money is being spent on VOCA priority areas (crime types)

# What is the Subgrant Award Report + Crime Type Allocations?

The VOCA SAR + Crime Type Allocations Report is completed TWICE per year.

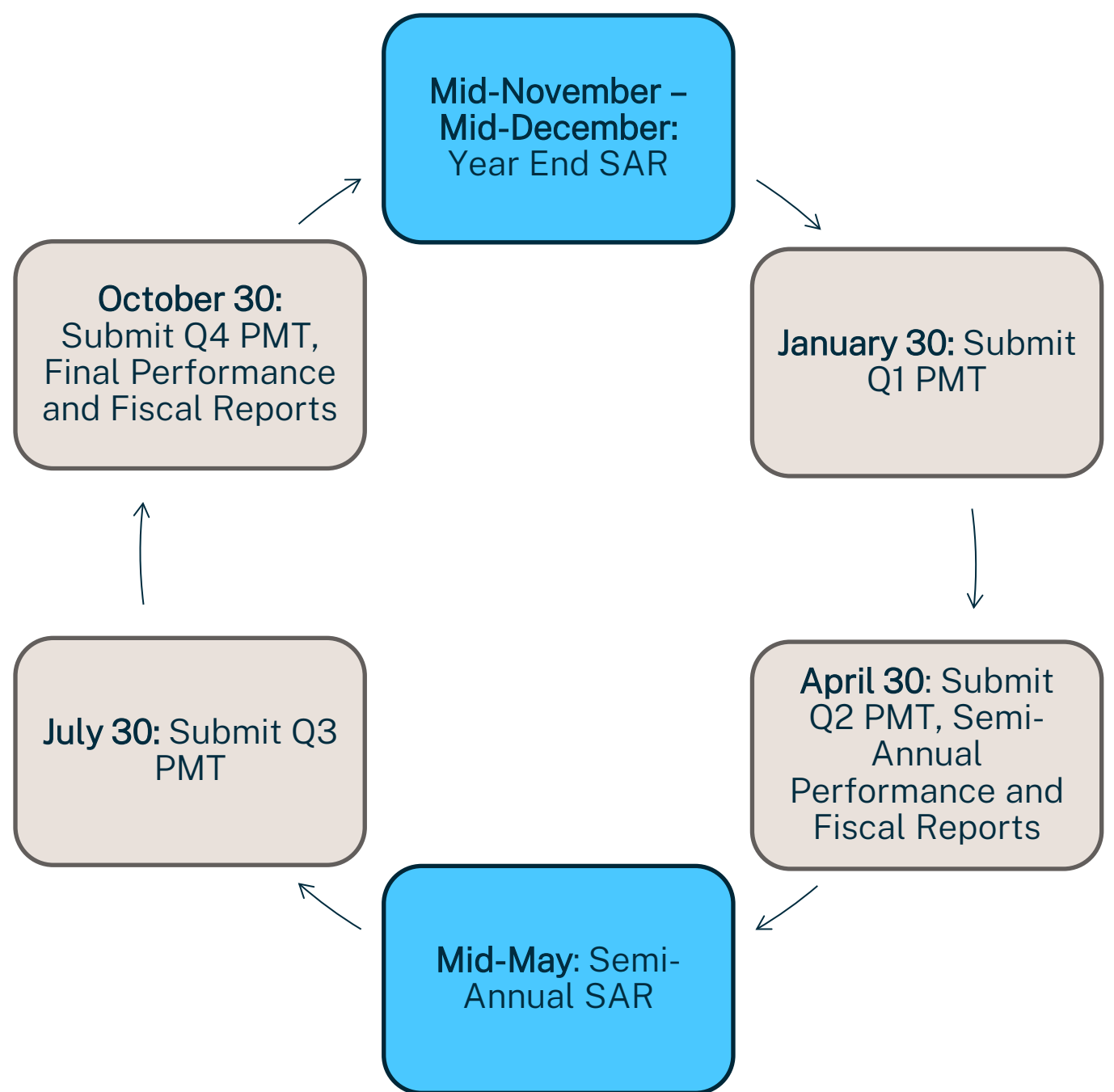
## Year End Report

- Completed every year in the fall (end of Q4/start of Q1)
- Used to close old grants (if applicable) and open new grants (if applicable)
- Finalize allocations from the closing FY and estimate allocations for new FY

## Semi-Annual Report

- Completed every year in the spring (end of Q2)
- Used to update allocations on current active grants based on midyear progress

# VOCA Grant Reporting Schedule



# Reporting Requirements

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# Report Components

Crime Type  
Allocations

Subgrant  
Award Report

Year 1 Crime  
Type Allocation  
Estimates

# Report Components

## Year End Report

Crime Type  
Allocations

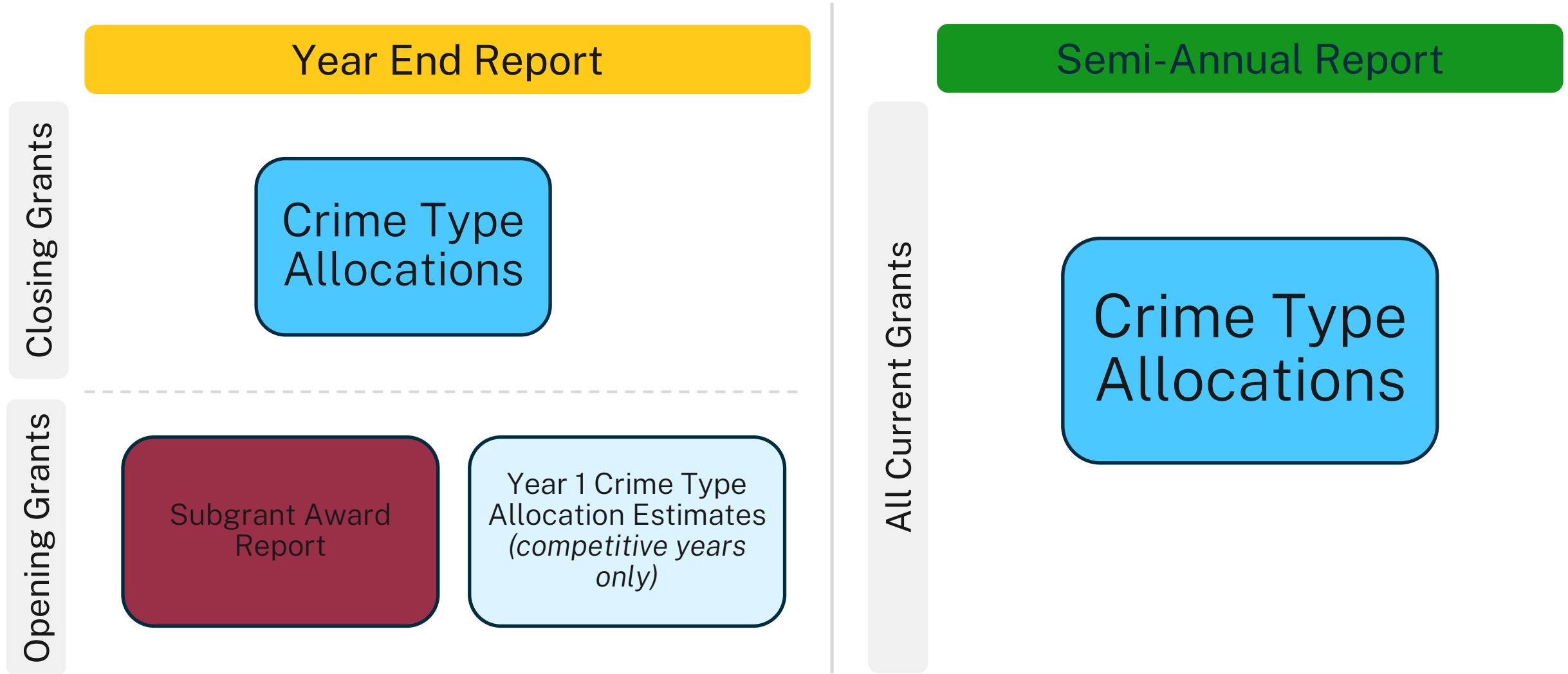
Subgrant Award  
Report

Year 1 Crime Type  
Allocation Estimates  
(*competitive years  
only*)

## Semi-Annual Report

Crime Type  
Allocations

# Required Report Components

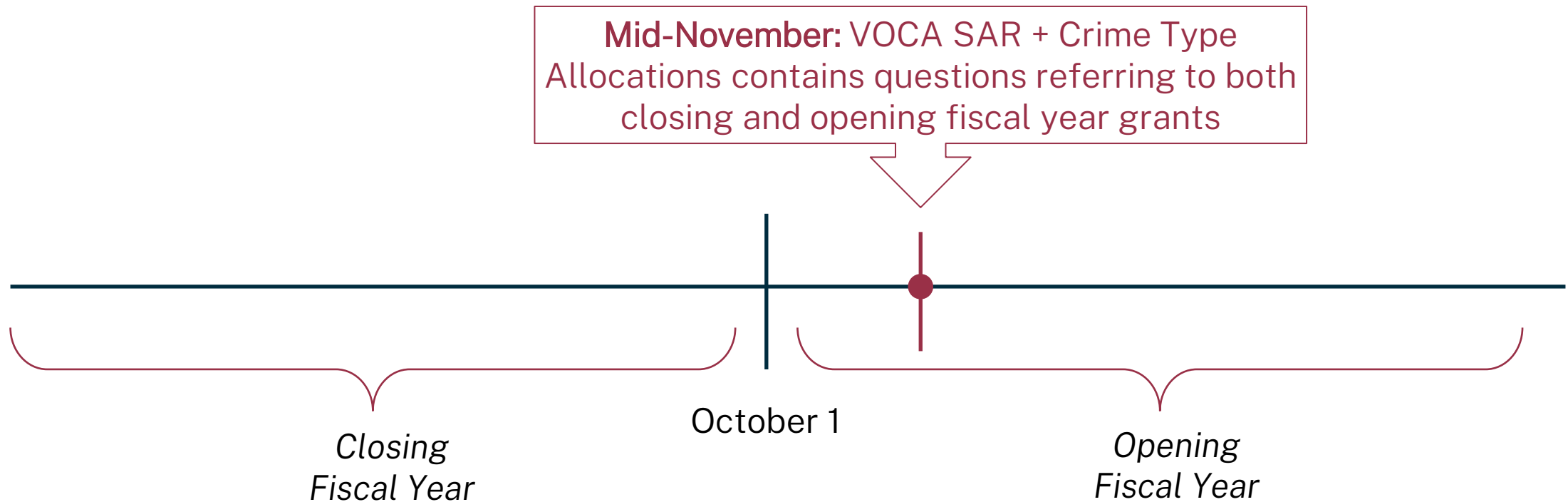


# Year End Report

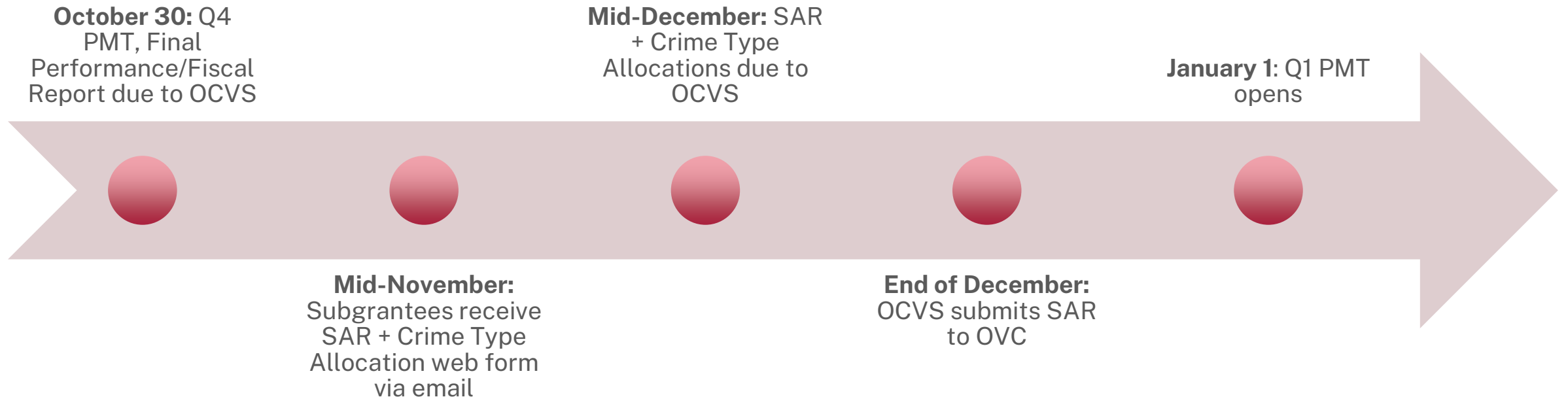
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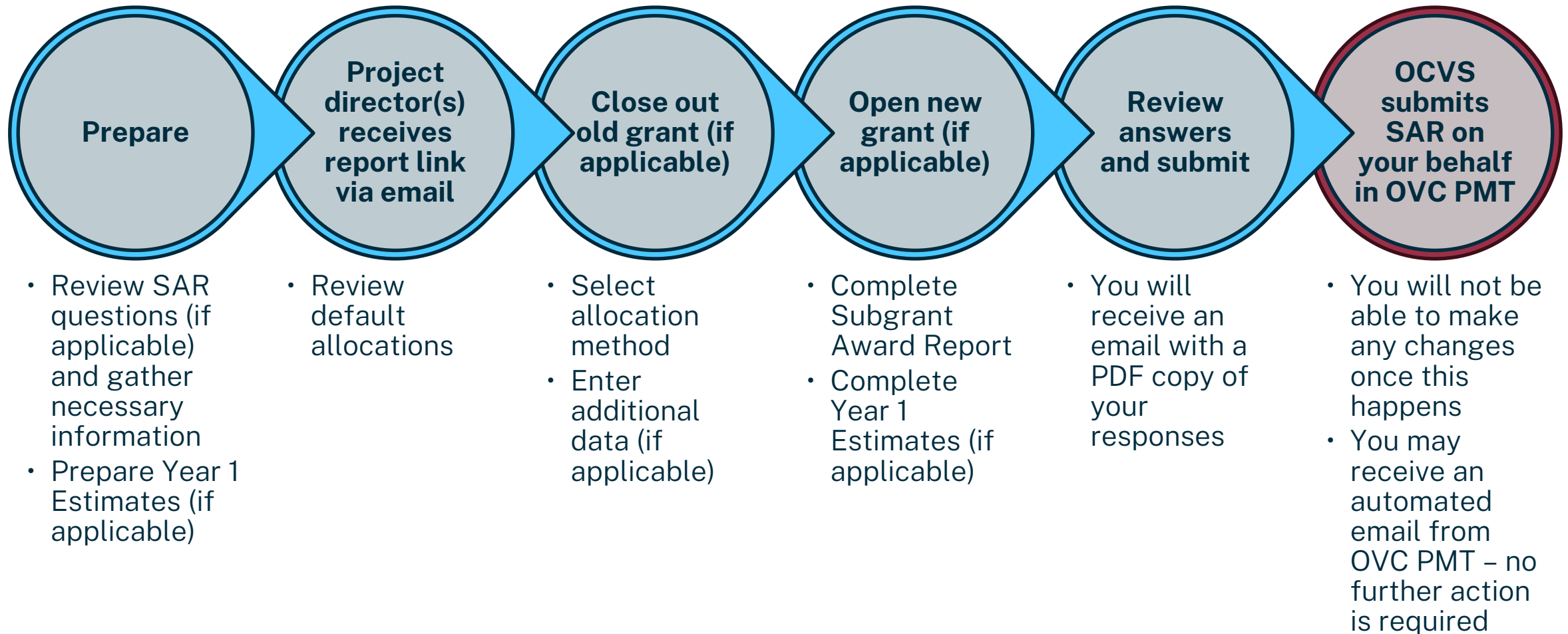
# Year End SAR + Crime Type Allocations Reports “Bridge” Fiscal Years



# Year End Report: Key Dates



# Year End Report



# Email Notification

## VOCA Subgrant Award Report and Crime Type Allocations for Grant ID 12345 and 18155



Varnadoe, Leah A.  
To Hannauer, Sophia K.

Reply

Reply All

Forward

Thu 11/7/2024 9:01 AM

Crime Type Allocations Instructions for Subgrantees 2024-10-29.pdf 231 KB	Victimized Allocations Allocation Method Example 2024-10-29.pdf 193 KB
Year 1 CTA Instructions for Subgrantees 2024-10-29.pdf 221 KB	SAR Questionnaire and Instructions for Subgrantees 2024-10-29.pdf 808 KB

Dear VOCA Subgrantee,

The VOCA Subgrant Award Report (SAR) and Crime Type Allocations forms are now available to complete. **Please complete the required forms by 12-11-2024.**

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. These reports are a federal requirement.

**Requirements:**

**Close old grant: FY 2023-2024, Grant ID 12345**

- **Complete Crime Type Allocations:** Choose one of four standardized allocation methods (see attachment for options). By default, OCVS will use the number of victimizations reported across all four quarters of the subgrantee's OVC PMT reports to allocate expenditures to each of the crime types for FY 2023-2024. *These potential allocations are shown below.* They will also be visible on the web form.

**Open new grant: FY 2023-2024, Grant ID 18155**

- **Complete Subgrant Award Report (SAR):** The 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. See attachments for more detailed instructions.
- **Complete Year 1 Crime Type Allocation Estimates:** In the first year of a funding cycle, subgrantees will provide initial estimates of how they plan to allocate VOCA funding to different types of crime. See attachments for more detailed instructions.

*If your agency is closing or opening multiple grants, you will receive multiple emails with different links.* Please pay close attention to the grant IDs listed in the email and on the web forms to be sure you are reporting accurately.

**Instructions for accessing the forms:**

You may open the form in your web browser by clicking this link: [Select Allocation Method](#)

If the link above does not work, try copying the link below into your web browser: <https://datacap.doj.wi.gov/surveys/?s=k74sCNMXYMwMLvSD>

This link is unique to your organization and should not be forwarded to others outside of your organization.

You may save and come back to your responses at any time by clicking "Save & Return Later" at the bottom of the page and entering your email address. You will receive a link to your saved responses that you may return to when you are ready to continue. You may also click on the link in this original email, and then click "Survey Queue" in the upper right corner to select the page you left off on.

# Year End Report: Multiple Grants

Each report link/email covers up to one closing grant AND one opening grant.

If your agency is closing or opening multiple grants, you will receive an additional email with a separate report link for the additional grant(s).

Relevant grant IDs will be clearly marked in the emails and on the report forms.

Example 1: closing 2 grants, opening 1 grant, competitive award cycle

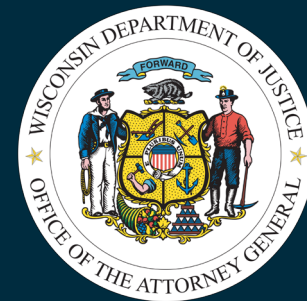
Report Link A	Closing Grant ID 1234 Crime Type Allocations	Opening Grant ID 5678 SAR Year 1 Estimates
Report Link B	Closing Grant ID 3456 Crime Type Allocations	

Example 2: closing 1 grant, opening 2 grants, competitive award cycle

Report Link A	Closing Grant ID 1234 Crime Type Allocations	Opening Grant ID 5678 SAR Year 1 Estimates
Report Link B		Opening Grant ID 3456 SAR Year 1 Estimates

# Semi-Annual Report

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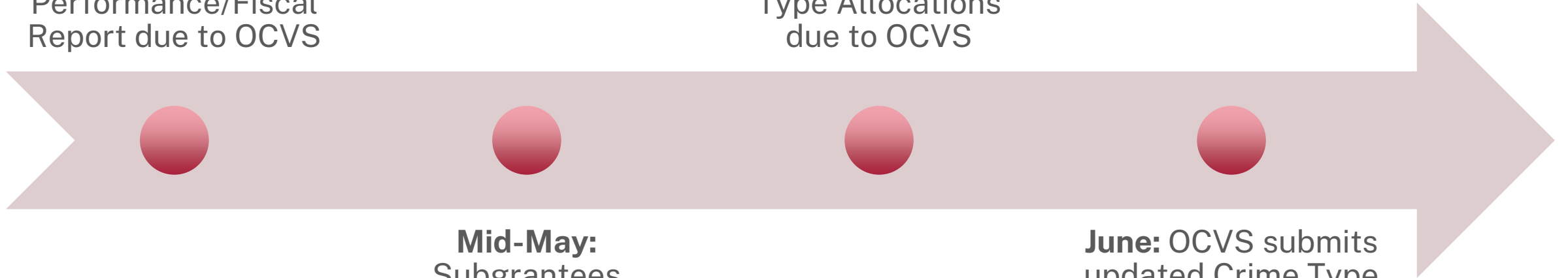
# Semi-Annual Report: Key Dates

**April 30:** Q2 PMT,  
Semi-Annual  
Performance/Fiscal  
Report due to OCVS

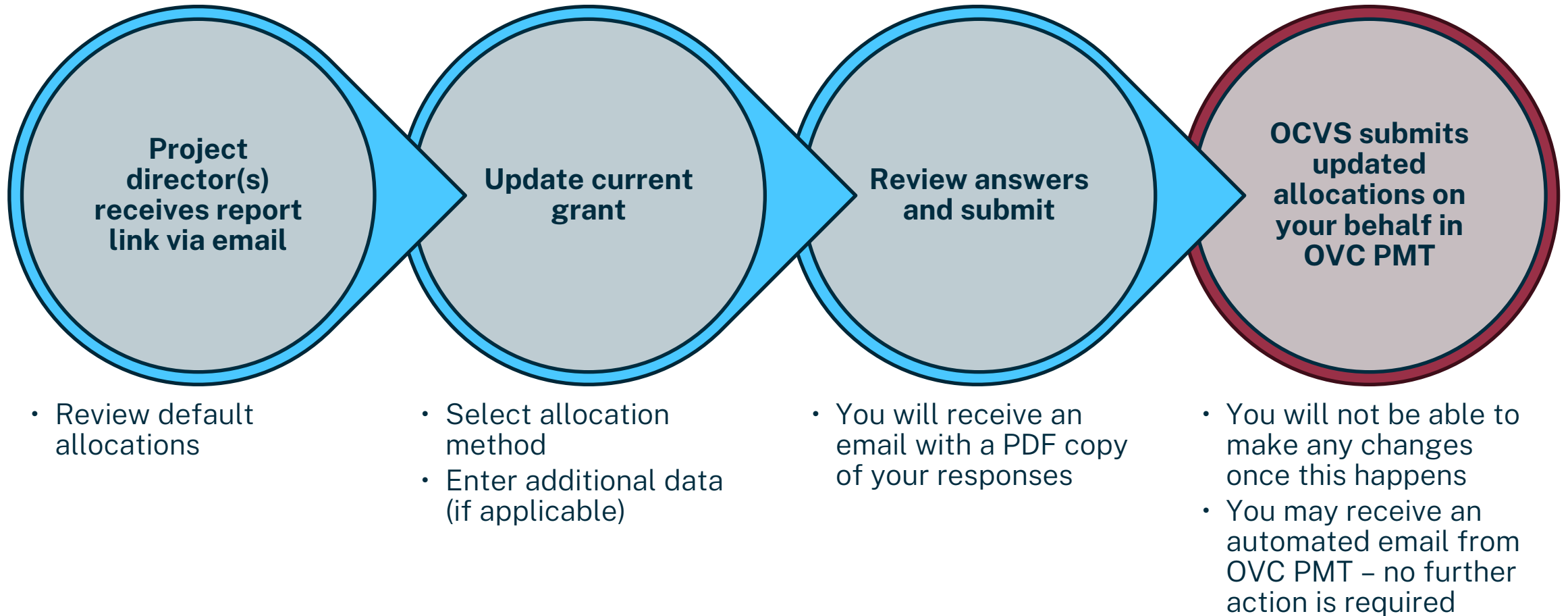
**End of May:** Crime  
Type Allocations  
due to OCVS

**Mid-May:**  
Subgrantees  
receive Crime Type  
Allocation web form  
via email

**June:** OCVS submits  
updated Crime Type  
Allocations to OVC



# Semi-Annual Report



# Report Components

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# Crime Type Allocations

## YEAR END REPORT:

closing grants  
only

SEMI-  
ANNUAL  
REPORT: all  
current grants

Choose one of four allocation methods:

1

**Victimizations**

(From PMT)

2

**Number of  
Staff**

(FTEs)

3

**Staff Time**

(Hours)

4

**Custom**

(With detailed  
explanation)

# Allocations Example

$Crime\ Type \div Total = Proportion$

$Proportion \times Total\ Award\ \$ = Allocation\ \$$

The following are victimizations reported by your agency in Q1 through Q4.

**Allocations based on VICTIMIZATIONS:**

CRIME TYPE	NUMBER OF VICTIMIZATIONS	ALLOCATION
Adult Physical Assault	271	\$164680.12
Adult Sexual Assault	218	\$132473.31
Adults Sexually Abused/Assaulted as Children	74	\$44968
Arson	0	\$0
Bullying (Verbal, Cyber, or Physical)	19	\$11545.84
Burglary	0	\$0
Child Physical Abuse or Neglect	57	\$34637.52
Child Pornography	14	\$8507.46
Child Sexual Abuse/Assault	91	\$55298.49
Domestic and/or Family Violence	600	\$364605.43
DUI/DWI	4	\$2430.7
Elder Abuse or Neglect	12	\$7292.11
Hate Crime: Racial/Religious/Gender/Sexual Orientation/Other (explanation required)	0	\$0
Human Trafficking: Labor	0	\$0

# Crime Type Allocations Demonstration

# Subgrant Award Report

## YEAR END REPORT:

opening grants  
only

SEMI-ANNUAL  
REPORT: not  
required

- ✓ Organization type
- ✓ Service area counties
- ✓ Types of services you plan to provide
- ✓ Types of victimizations you plan to serve
- ✓ Agency total victim services budget and staffing
- ✓ Other funding sources supporting victim services budget
- ✓ Staff time and volunteers for VOCA subaward

# Subgrant Award Report Demonstration

# Year 1 Crime Type Allocation Estimates

## YEAR END REPORT:

opening grants  
in *competitive*  
years only

SEMI-ANNUAL  
REPORT: not  
required

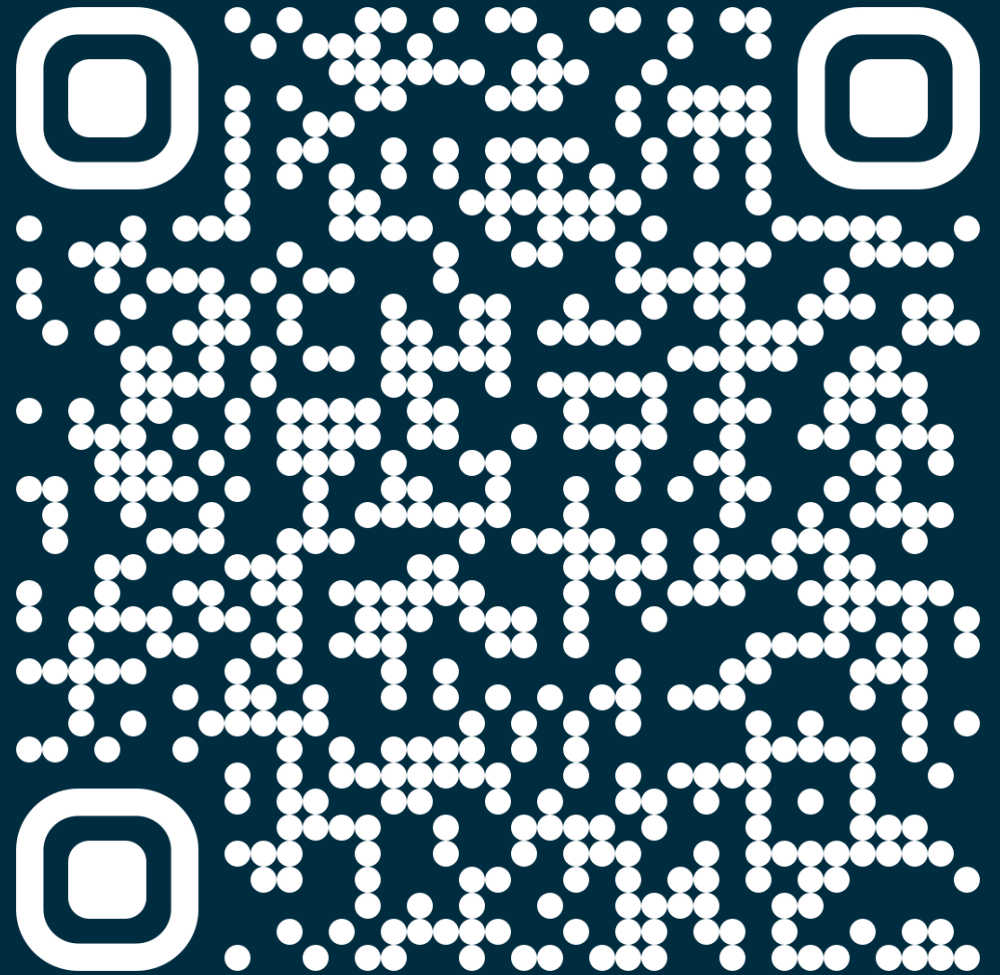
## VOCA Priority Areas

- Child physical abuse/neglect
- Child sexual abuse
- Domestic and family violence
- Child sexual assault
- Adult sexual assault
- DUI/DWI crashes
- Assault
- Adults molested as children
- Elder abuse
- Robbery
- Survivors of homicide victims
- Other violent crimes
- Other non-violent crimes

# Year 1 Crime Type Allocations Demonstration

# Resources, Instructions & Examples:

<https://www.wisdoj.gov/Pages/Grants/victims-of-crime-act-grant-program.aspx>



# Contacts

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## Grant reporting questions?

Your Grant Manager

## Technical questions?

Sophie Hannauer, Research Analyst (BJIA)

[Sophia.Hannauer@wisdoj.gov](mailto:Sophia.Hannauer@wisdoj.gov)



Thank You!