



Wisconsin Department of Justice

VOCA Subgrant Award Report + Crime Type Allocations

Office of Crime Victim Services
Grants & Training Team

Welcome & Introductions

Sophie Hannauer

Research Analyst (Bureau of Justice Information and Analysis)

Agenda

- 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.

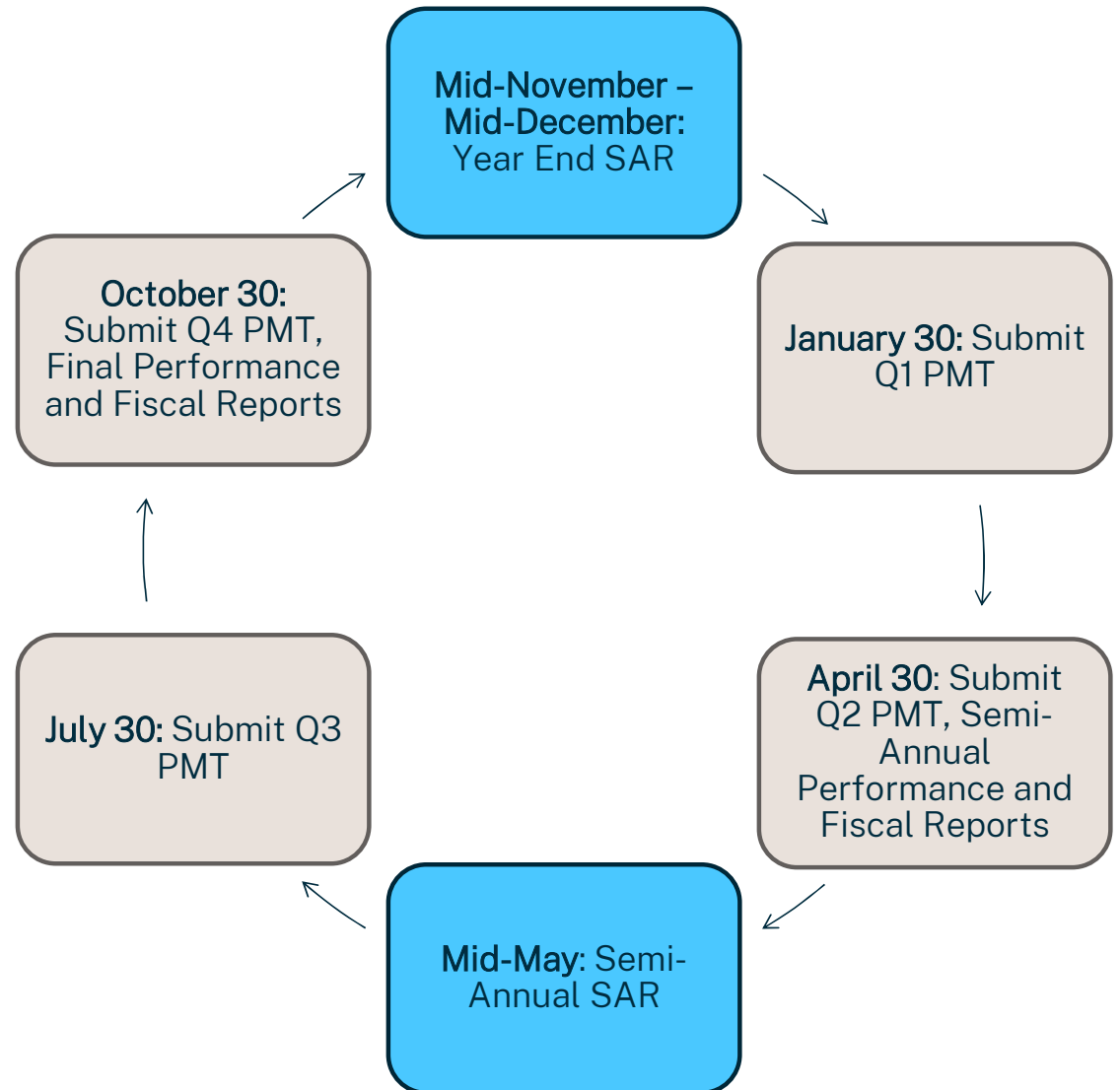
Year End Report

- 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



Report Components

Crime Type
Allocations

Subgrant
Award Report

Year 1 Crime
Type Allocation
Estimates

Report Components

Year End Report

Crime Type
Allocations

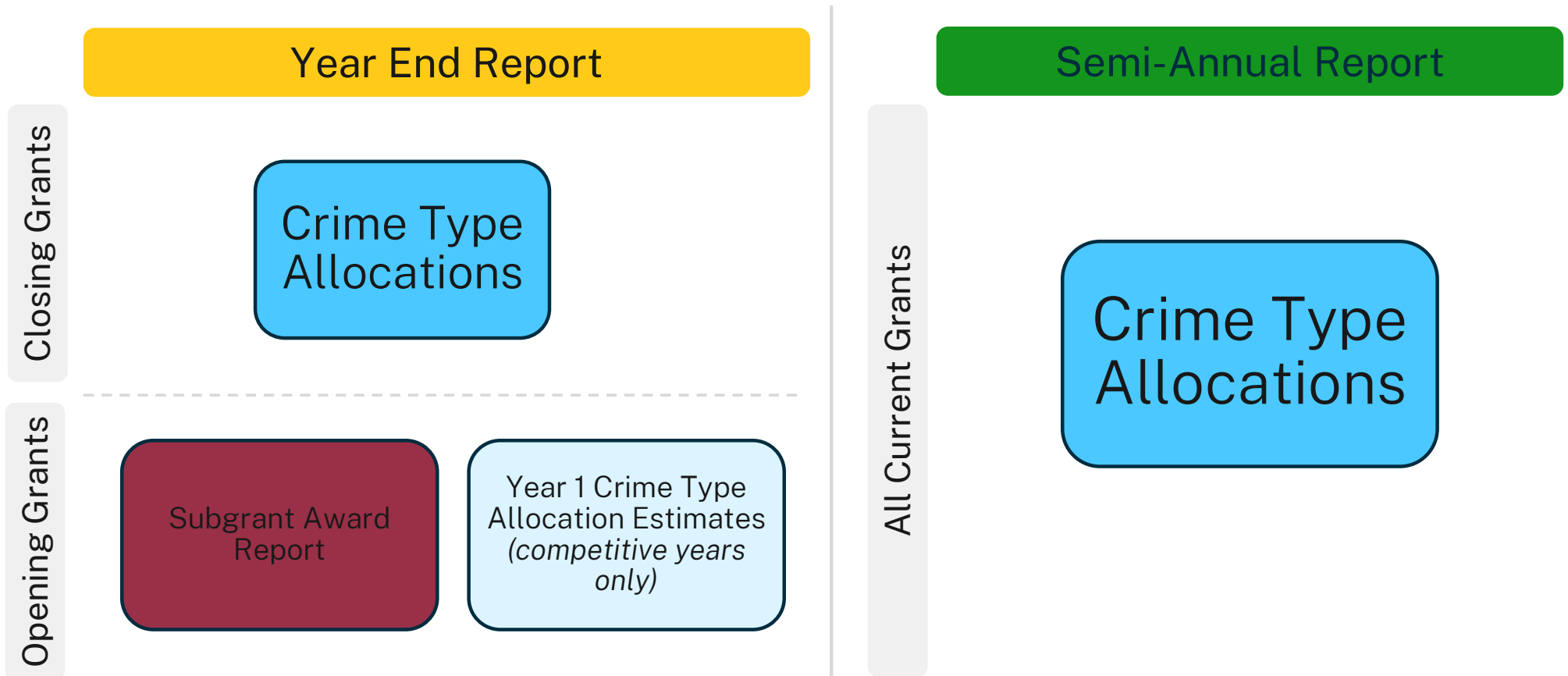
Subgrant Award
Report

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

Semi-Annual Report

Crime Type
Allocations

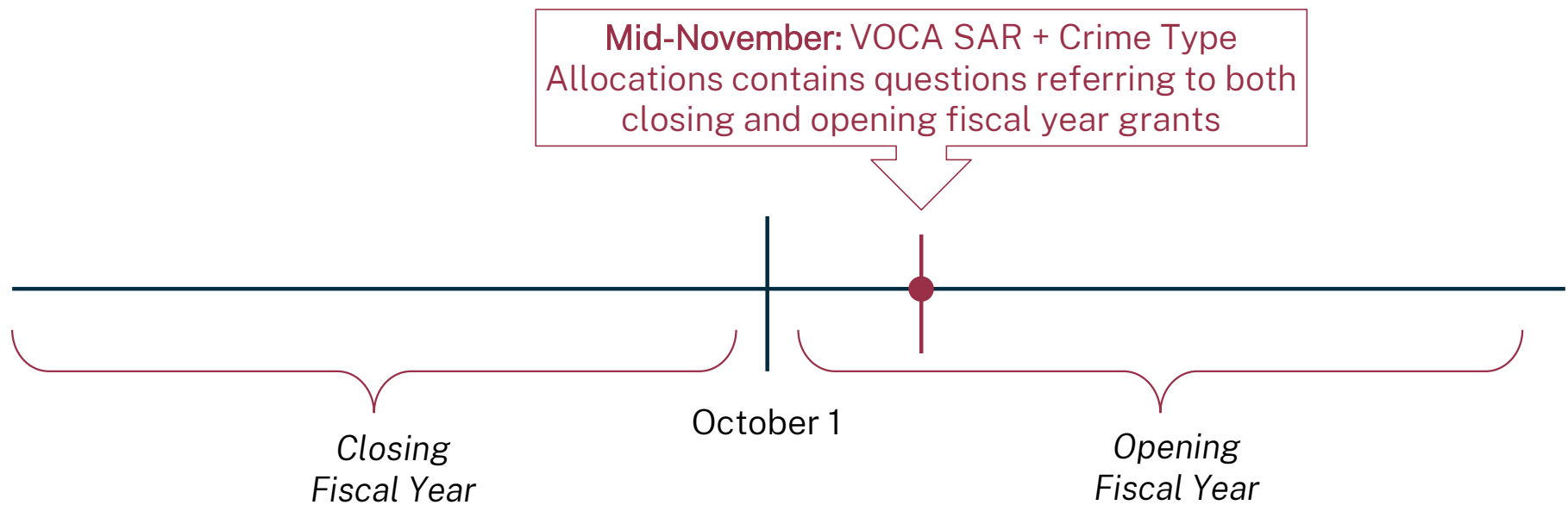
Required Report Components



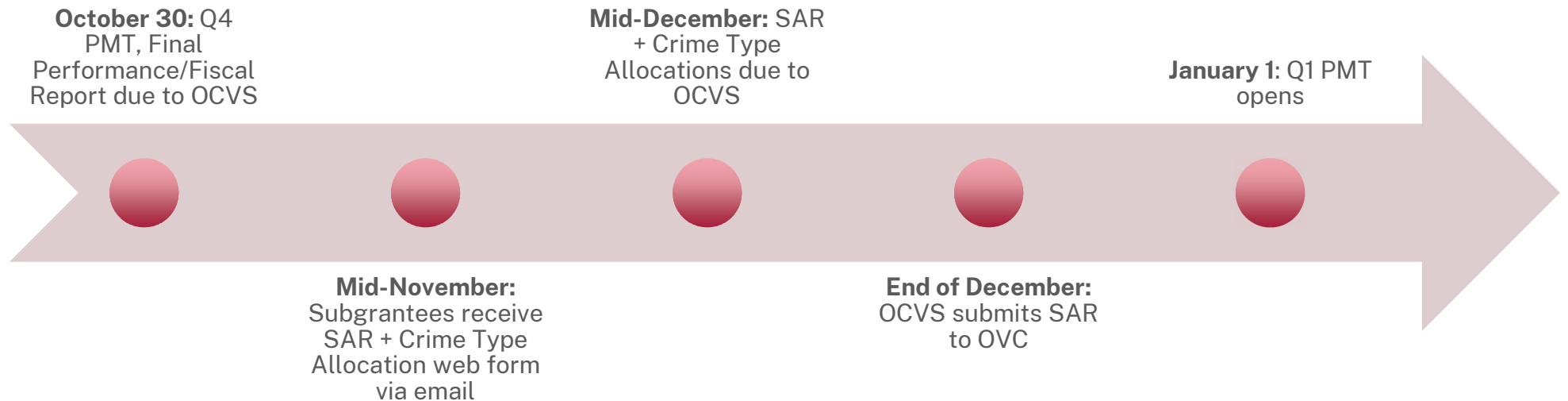
Year End Report



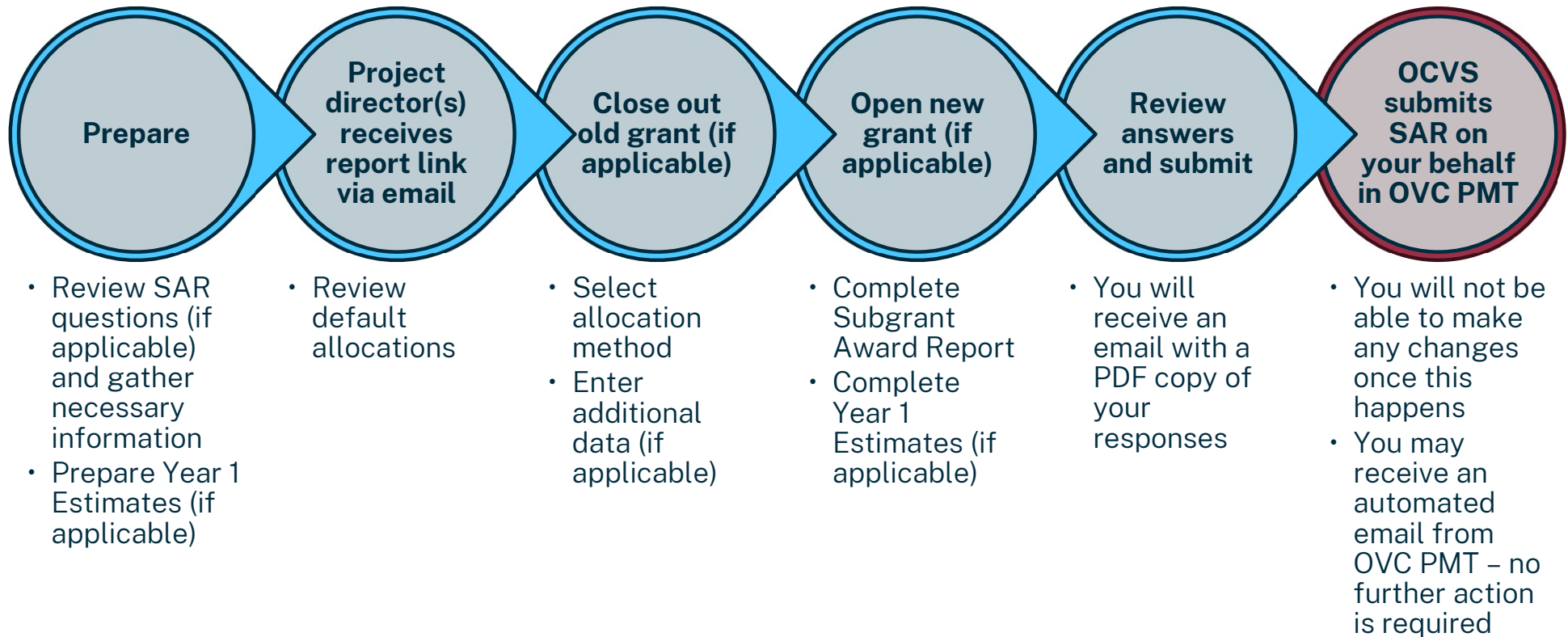
Year End SAR + Crime Type Allocations Reports “Bridge” Fiscal Years



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



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



Semi-Annual Report: Key Dates

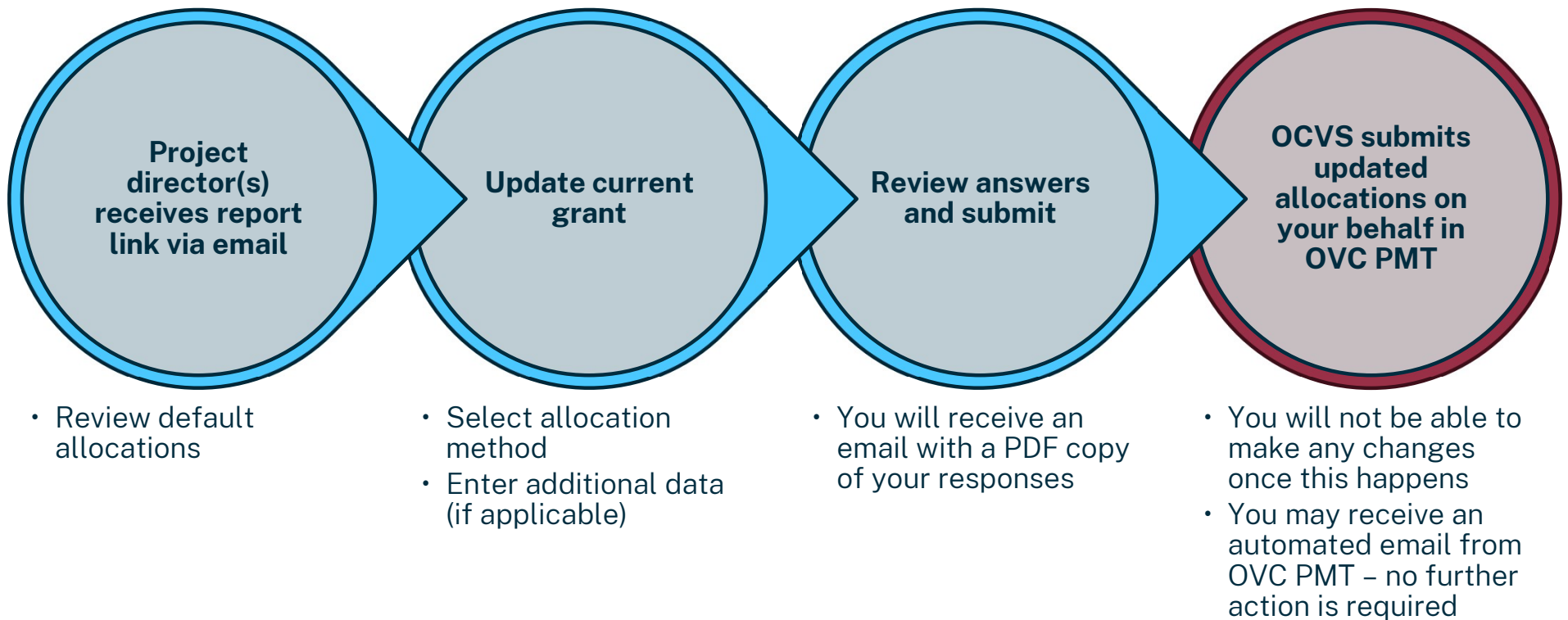
April 30: Q2 PMT,
Semi-Annual
Performance/Fiscal
Report due to OCVS

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



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 ÷ Total = Proportion

Proportion × 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

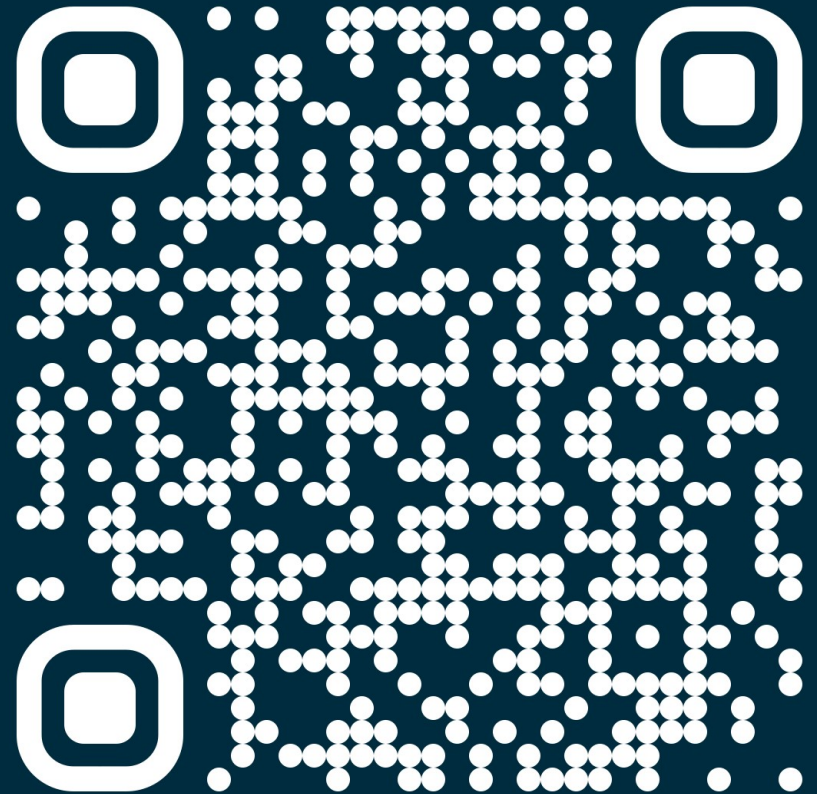
VOCA Priority Areas

- 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.doj.state.wi.us/ocvs/victims-crime-act-voca>



Contacts

Grant reporting questions?

Your Grant Manager

Technical questions?

Sophie Hannauer, Research Analyst (BJIA)

hannauersk@doj.state.wi.us



Thank You!