



# VOCA Subgrant Award Report + Crime Type Allocations Year End Report Overview and Instructions

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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. The VOCA SAR Year End Report “bridges” two fiscal years so reporting requirements relate to both the closing and the opening fiscal years. Reports are submitted online via a unique link that will be emailed to you when the report opens.

## 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 Office for Victims of Crime Performance Measurement Tool (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 SAR and 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 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.

## Report Components

### Crime Type Allocations

Subgrantees provide estimates for 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. These allocations are used to close out a grant in OVC PMT. 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 be used to calculate estimated allocations for the new fiscal year.

*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.*

### 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. This information is used by US DOJ to understand the overall percentage of VOCA funding used to support victim services in the United States and U.S. Territories. Completion of the SAR gives subgrantees access to submit quarterly OVC PMT reports.

### Year 1 Crime Type Allocation Estimates

In the first year of a 3–5-year competitive funding cycle, subgrantees will provide initial estimates of how they plan to allocate VOCA funding to different types of crime. In the remaining years of the funding cycle, allocations from the previous year will be used to calculate the initial estimates for the next year.

## Subgrantee Requirements

Required report components vary based on whether your agency is closing a VOCA grant, opening a new VOCA grant, or both.

Report Component	Closing Grants	Opening Grants
Crime Type Allocations	x	
Subgrant Award Report (SAR)		x
Year 1 Crime Type Allocation Estimates ( <i>competitive years only</i> )		x

## Key Dates (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.

## Instructions

Follow these general steps for completing the SAR and/or Crime Type Allocations reports.

*\*You may save and return to your responses at any time up until OCVS submits the SAR and/or Crime Type Allocations on your behalf in OVC PMT.\**

### Prepare

#### 1) Review SAR Questions (if applicable)

- If you will be opening a new grant, review the [full list of SAR questions](#) and prepare your responses ahead of the web form being released.
- If you are opening more than one new grant, you will complete a SAR for each one. You will receive an email and report link for each new grant.

#### 2) Prepare Year 1 Crime Type Allocation Estimates (if applicable)

- If you will be starting a new VOCA grant after a competitive process, [review the crime categories](#) and prepare estimates ahead of the web form being released.
- If you are opening more than one new grant, you will complete a Year 1 Crime Type Allocation Estimates report for each one. You will receive an email and report link for each new grant.

### 3) Review Crime Type Allocations (closing grants only)

- If you will be closing a VOCA grant, review the allocation methods to determine which one better suits your agency. If you choose option 2, 3, or 4 (FTEs, staff time, or other) prepare the corresponding allocations.
- When you receive the email, review the default allocations based on PMT victimizations.
- If you are closing multiple grants, you will receive an email and report link for each one. You may choose a different allocation method for each grant.

### 4) Open the Web Form

- When you receive the SAR + Crime Type Allocations report email, review the instructions carefully.
- Click the link in the email. You will be redirected to the [required report components](#) for the grant(s) you are opening and/or closing. Remember, you may receive multiple emails if you are opening or closing multiple grants. The Grant IDs will be clearly marked in the email and on each page of the report form.

## Close Out Old Grant (if applicable)

### 5) Select an Allocation Method

- If you were not automatically redirected, click “*Begin survey*” next to the **Select Allocation Method** form on the landing page. If you are closing multiple grants, note the Grant ID at the top of the page and respond according to that grant only.
- Review the default allocations (based on PMT victimizations) provided via email and in the web form. Allocations are based on your *final (adjusted)* award amount, the amount you actually spent.
- Choose the allocation method that best fits your agency. If you have multiple subgrants, choose the method that best fits for the particular subgrant noted at the top of the form.
- Click “*Submit*” at the bottom of the page.

### 6) Enter Data (if applicable)

- If you chose an allocation method other than the default victimizations option, you will automatically be redirected to the corresponding form.
- Enter the number of FTEs, staff hours, or dollar amount (as applicable). Enter information for the whole fiscal year (Q1-Q4) for *VOCA-funded services and staff only*. If you are closing multiple grants, note the Grant ID at the top of the page and respond according to that grant only.
- Click “*Submit*” at the bottom of the page.

## Open New Grant (if applicable)

### 7) Complete SAR

- If you are opening a new grant, you will automatically be redirected to the **Subgrant Award Report** form.
- Complete the questions (some 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*.
- If you are opening multiple grants, note the Grant ID at the top of the page and respond according to that grant only, *except for questions 11A, 11B2-5, and 11C*. For question 11A, 11B2-5, and 11C, respond for your agency's entire victim services budget. Question 11B1 is VOCA subaward specific. Be sure to include your agency's other VOCA awards in 11B4.
- For budget and staffing questions (question 11), 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.
- Click “*Submit*” at the bottom of the page.

### 8) Complete Year 1 Crime Type Allocation Estimates (if applicable)

- If you are opening a new grant in the first year of a competitive award cycle, you will automatically be redirected to the **Year 1 Crime Type Allocation Estimates** form.
- Enter the percentage (0-100) that your agency estimates to spend on each of the crime categories listed during the fiscal year of the new grant. If you are opening multiple grants, note the Grant ID at the top of the page and respond according to that grant only (they may be different, but not necessarily).
- Click “*Submit*” at the bottom of the page.

## Review and Submit

### 9) Review

- After completing all the required report components, you will be redirected to the **Review and Submit** page.
- Verify that all required forms are complete. If any of the required report components are incomplete, click “*Open Form*” next to the corresponding report component. You may also click **Survey Queue** in the top left corner of the page and click on “*Begin survey*” or “*Edit Responses*” next to any form that is still incomplete.
- If you wish to make edits to the data you entered, click **Survey Queue** in the top left of the page and click “*Edit Responses*” next to form you wish to edit.

- 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 Response*” next to the form titled **Select Allocation Method**.

## 10) Submit

- Once you are done making changes to all required forms, check the box to confirm your responses and enter your name and email address.
- Click “*Submit*” at the bottom of the page.
- You will not be able to make changes to any part of the report after OCVS staff have submitted the report to OVC PMT on your behalf.

After you submit all required forms, OCVS staff will close out your old grant(s) in OVC PMT (if applicable) and open your new grant(s) (if applicable). After the first year of a grant cycle (during continuation grant years), we will use the crime type allocations from your closing grant to estimate your crime type allocations for the new year. When OCVS completes these steps, you may receive an automated email from OVC PMT– *no further action is required on your part*.

## Navigating the Web Form

**To save and return to your responses** – scroll to the bottom of the page and click “*Save & Return Later*”. 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. You can also return to you saved responses at any time by clicking on the link in the original email you received.

**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 click “*Save & Return Later*” or “*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.

**Multiple grants** – If your agency is closing and/or opening multiple grants, you will receive multiple emails with links to the required report components for each grant. The VOCA SAR and Crime Type Allocations reports “straddle” two fiscal years, so each email/report link will cover one closing grant and one opening grant together. If you have additional opening or closing grants, you will receive additional emails with different links for the reporting requirements for just that additional grant. The relevant Grant IDs will be clearly marked in both the emails and on all of the report form pages.

## Helpful Hints

**SAR vs. PMT** - Remember that the SAR collects information for *each individual subgrant*, while the PMT collects VOCA project-related 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 reports cover the entire fiscal year (for both the Semi-Annual report and the Year End 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 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/Other funding administered by OCVS** - The SAR and Crime Type Allocations reports are 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 when calculating and reporting your Crime Type Allocations for closing grants.

## Definitions

**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 and regular programmatic grant monitoring site visits.

**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 uses the same crime categories as the PMT. Definitions of each crime type are determined by OVC and can be found [here](#).

**Closing/old grant** - when the Year End SAR and Crime Type Allocations reports are completed in November/December, this is the grant that concluded on September 30 of that year.

**Opening/new grant** - when the Year End SAR and Crime Type Allocations reports are completed in November/December, this is the grant that began on October 1 of that year.

**Competitive grant year** - every 3-5 years, OCVS administers VOCA funding after a competitive application process. The first year of this 3-5-year cycle is the competitive year.

**Continuation grant year** - after the first year of a new funding cycle, subgrants typically receive the same amount of funding they were awarded in the competitive application process for the remaining years in the cycle. These years are continuation award years.

## Resources

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

Crime Type Allocations Methods and Instructions – see OCVS VOCA website

Example Allocations Based on PMT Victimitizations – see OCVS VOCA website

SAR Questionnaire and Instructions – see OCVS VOCA website

Year 1 Estimates 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

## Questions?

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

For technical questions or issues on the web form:

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