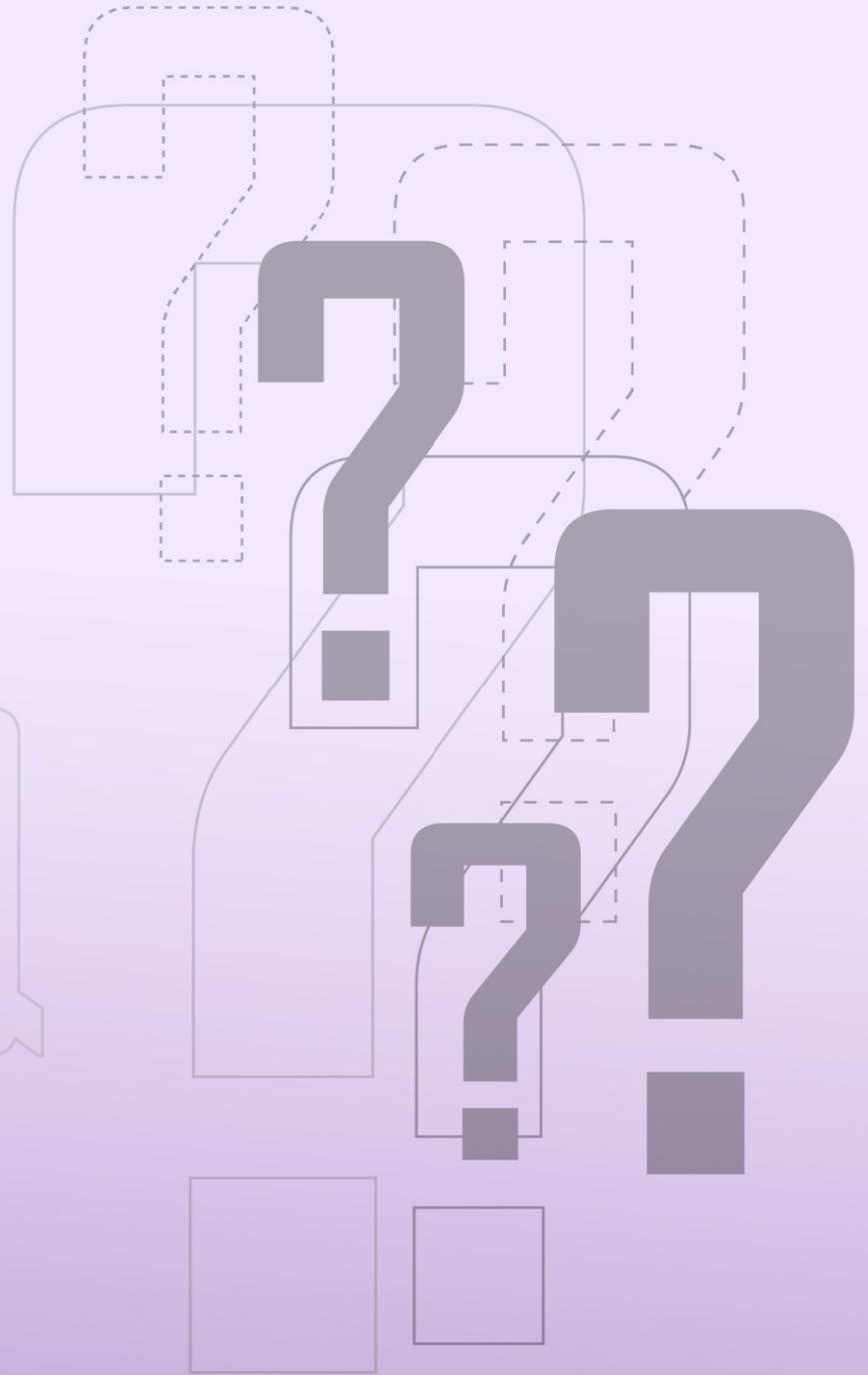




FAQ



# VOCA Victim Assistance Program Grantee

## Frequently Asked Questions

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## Introduction

The purpose of this document is to address common questions that Victims of Crime Act (VOCA) Assistance grantees may have about completing the VOCA Grantee Report Questionnaire in the Performance Measurement Tool (PMT). The report is a requirement for grantees that receive VOCA Assistance funding from the Office for Victims of Crime (OVC) to deliver victim assistance services. The purpose of the Grantee Report is to collect qualitative data from grantees regarding VOCA-funded Victim Assistance Programs that operate in their state.

The accuracy and timeliness of reporting data is extremely important. Data reported by grantees allows the Office for Victims of Crime (OVC) to demonstrate the value and specific benefits of the program to government agencies, the victim services field, the general public, and other stakeholders. OVC uses the data provided by grantees and subgrantees to generate an annual report on the program, as well as to respond to specific inquiries.

## Grantee Roles and Responsibilities for Reporting

### 1. *What are my performance measure reporting responsibilities as a grantee?*

Grantees have several reporting responsibilities. Grantees are responsible for reporting state-level activities as well as ensuing reporting of subawards and subgrantee activities are funded by VOCA assistance plus match funding appropriately.

- **Enter Subaward Reports**—Grantees must create a Subaward Report (SAR) for each subaward made as part of their VOCA assistance program. Please review the Subaward Report Frequently Asked Questions (FAQ) document for additional guidance on SARs.
- **Educate Subgrantees on How to Collect and Report on Data**—Grantees should provide guidance to all subgrantees on state policies and practices related to VOCA Assistance program data collection. This may include definitions of priority areas, policies on how to request match waivers, tools that subgrantees can use for data collection, and timelines for data submission to the grantee.
- **Review Subgrantee Data Before Approving it in the PMT**—Grantees should review subgrantee data before approving it and creating their PMT report. Subgrantees, grantees, and OVC staff all play a vital role in reviewing data. Grantees who have questions about how to review subgrantee data may contact the OVC PMT Helpdesk (please see OVC Helpdesk operational hours and contact information below).
- **Submit an Annual Grantee Report**—Grantees must complete annual questions concerning state-level VOCA Assistance activities. Guidance on responding to these Grantee Report questions is provided below.

## Additional Reporting Assistance and Resources

### 2. What resources are available to grantees?

Grantees can access user guides, FAQs, data collection templates, trainings, and live support including the below items on the Need Help page after logging into the PMT.

- **Subaward Report, Subgrantee Performance Data Report, and Grantee Report Questionnaires**—These resources outline what data needs to be entered into the PMT.
- **Subaward Report, Subgrantee Data Report, and Grantee Report FAQs**—These documents are supplementary resources to the questionnaires by providing additional guidance on reporting on performance measures.
- **Subgrantee Data Collection Template**—Grantees can share this template with subgrantees to enable subgrantees to easily collect and aggregate performance measure data.
- **Victim Assistance User Guide and PMT FAQ**—These documents focus on navigating the OVC PMT system to enter data.
- **Victim Assistance trainings**—Due to the number of VOCA subgrantees, OVC will provide webinar training designed to provide State Administering Agencies (SAA) with guidance from OVC about what data is expected. In most cases, the information will be applicable to subgrantees funded in each state.
  - Trainings for grantees are offered annually and review OVC PMT system navigation and guidance on entering data for SARs, Subgrantee Performance Reports, and annual Grantee Reports. Grantees will receive notices of training opportunities via the OVC PMT Helpdesk.
  - OVC trainings cover the SAR, performance measures, and the PMT system. It is up to the SAA to provide subgrantees with any specific guidance regarding data collection and reporting requirements. All trainings are recorded and are available within the PMT to review.
- **The OVC PMT Helpdesk** is available from 8:30 a.m.– 5:30 p.m. ET on weekdays, except federal holidays. Users can email the OVC PMT Helpdesk at [ovcpmt@usdoj.gov](mailto:ovcpmt@usdoj.gov) or call the toll free number at 1–844–884–2503 to report an issue.
- **VOCA Grantees:** Your Victim Justice Program Specialist’s contact information is on the OVC website at <http://www.ovc.gov/contacts.html>. If you are a VOCA grantee and have questions about your grant, please contact your OVC Victim Justice Program Specialist directly. If you do not know your OVC Victim Justice Program Specialist, please call OVC’s general information number at 1–202–307–5983.
- **VOCA Subgrantees:** If you are a VOCA subgrantee, please contact your state VOCA Administrator. If you do not know your VOCA Administrator, please visit OVC’s [U.S. Resource Map of Crime Victim Services & Information](#) to obtain your VOCA Administrator’s contact information.

## Guidance on Grantee Report Questions

- 3. Are Questions 2–7, regarding educational and training activities and materials, limited to activities using state administrative funds?**

Yes, your response to these questions should represent allowable activities that were funded with the state’s administrative funds.

- 4. For Question 6, regarding program and educational materials developed, what does “program” refer to? Does it refer to just educational/training events, or only those items/materials developed during the reporting period? Websites, apps, and similar things might take several quarters to develop. Should they be reported only during the period when they are finished?**

“Program” should represent all allowable training/education activities that are funded with the state’s VOCA administrative funds. Grantees should include any program and education materials that were worked on (i.e., staff time or funds were used) during the reporting period. Grantees are encouraged to note which of the activities were completed during the reporting period and which of the activities were still in progress as of the end of the reporting period. They should be reported during the period that funds were expended and activity completed.

- 5. Question 9 asks for a description of program policies changed during the reporting period. Does “program policies” relate only to VOCA assistance programs?**

Include **ANY** program policy changes that may impact victimization services and programs in a state.

- 6. Question 10 asks for a description of any earned media coverage events/episodes during the reporting period. Should “earned media” relate only to VOCA assistance programs?**

This relates to instances of media coverage from radio, print, or TV that have not been purchased by the grantee and occur as a result of some local or state VOCA Assistance-related activity or event (i.e., mass violence, homicide, news topic of the day, etc.). This is not limited to only VOCA assistance programs your state supports, but more broadly encompasses any related activity or event.

- 7. Question 18, refers to any staffing retention issues that our victim assistance program has and why these issues may occur during the reporting period. Does “your victim assistance program” refer to the state VOCA administrative agency or subgrantees?**

The answer may refer to state (grantee) and/or local level (subgrantee) activities.

- 8. Question 22 refers to any outcome measure(s) that are reported to the governor, legislature, or other state entity during the reporting period. What kind of response is OVC requesting through this question?**

Please include a list and explain any outcome measure(s) that are reported to the governor, legislature, or other state entity during the reporting period. For example, the number of individuals who received shelter/housing services. OVC recognizes that state leaders may be interested in measures beyond the OVC-identified performance measures that grantees and subgrantees report on in the OVC PMT. This question helps OVC understand the measures important to states regarding VOCA Assistance programs.