Welcome to the
VICTIMS OF CRIME ACT (VOCA) *REPORTING AND OTHER INFORMATION TRAINING*

September 28, 2022

CRIME PREVENTION AND JUSTICE ASSISTANCE DIVISION (CPJAD)

GRANTS AND PLANNING BRANCH

VOCA INTRODUCTION

- Calleen Ching – Presenter

- Memory Tanuvasa – Presenter

- Valzey Freitas – Slides

- Bow Mun Chin – Chat Box

- QUESTIONS? Please post your questions in the chat box. Questions will be answered at the end of the presentation.
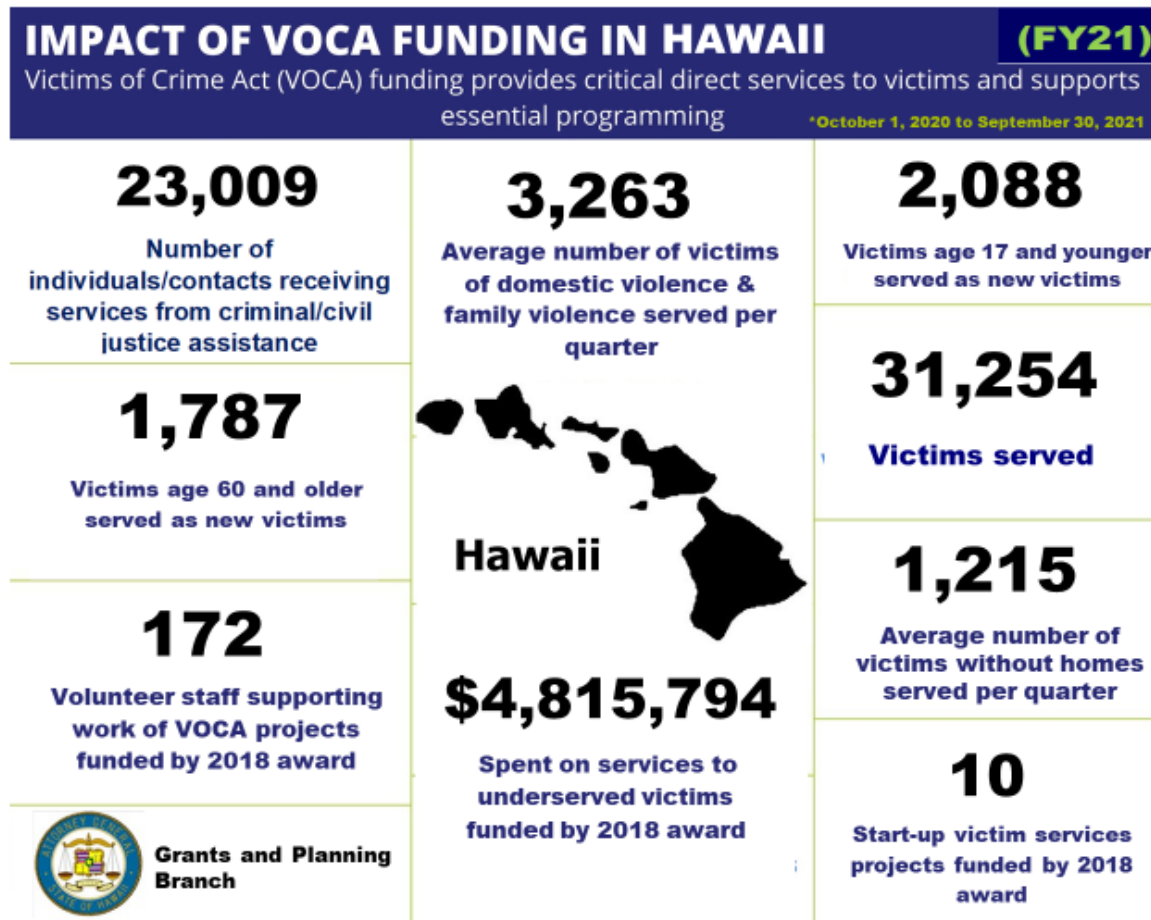
TERMS REVIEW

Grantee refers to the Department of the Attorney General/CPJAD

Subgrantee refers to grant recipient

with whom the Grantee contracts services

Subrecipient refers to the grant recipient with whom the Subgrantee contracts services

Project periods – Federal vs. Project

IMPACT OF VOCA FUNDING

IMPACT OF VOCA FUNDING IN HAWAII **(FY21)**

Victims of Crime Act (VOCA) funding provides critical direct services to victims and supports essential programming *October 1, 2020 to September 30, 2021

23,009
Number of individuals/contacts receiving services from criminal/civil justice assistance

1,787
Victims age 60 and older served as new victims

172
Volunteer staff supporting work of VOCA projects funded by 2018 award

Grants and Planning Branch

3,263
Average number of victims of domestic violence & family violence served per quarter

Hawaii

$4,815,794
Spent on services to underserved victims funded by 2018 award

2,088
Victims age 17 and younger served as new victims

31,254
Victims served

1,215
Average number of victims without homes served per quarter

10
Start-up victim services projects funded by 2018 award

OIG AUDIT FINDINGS

Office of the Inspector General (OIG)

PMT – Performance Measurement Tool

•Insufficient subgrantee client data tracking systems

•Lack of back-up documentation
- We will be talking more about data tracking in the PMT section

Financial Reports

•Insufficient Financial tracking systems

•Unsupported/Questioned Subgrantee Expenditures

MATCH WAIVER POLICY

- **VOCA Fix 7/22/21, OVC Bulletin 9/20/21**

During national pandemic States must offer match waivers, amount TBD by State

- Applies to 1) all open VOCA projects and 2) unmet match at time of waiver

- For FY 20 awards offered 100% match waiver for unmet match; will credit match already paid; for FY 21 awards offered 100% match waiver

- Will be effective until end of contract

- May not continue into other award years and are temporary

PERSONALLY IDENTIFIABLE INFORMATION (PII)

- In Special Conditions of Contract/Agreement
- Applies to any Personally Identifiable Information (PII)
- Need to have written procedures to deal with "actual or imminent" breach
- Must include requirement to report by email actual or imminent breach to CPJAD grant manger AND to Hawaii.ag@hawaii.gov NO LATER THAN 12 HR. AFTER OCCURRENCE
- Will check on monitoring

DETERMINATION OF SUITABILITY TO INTERACT WITH MINORS

- *In Special Conditions for Contract/Agreement*

- Must make determination of suitability to work with minors BEFORE interactions

- Details in https://ojp.gov/funding/Explore/Interact-minors.htm

- Sign Acknowledgement and Compliance document

- Will check on monitoring

LANGUAGE ACCESS PLAN

- *Title VI of Civil Rights Act*

- Have a written plan to provide equal services to Limited English Proficient (LEP) victims

- Distributed to staff, volunteers, other providing services

- Will check on monitoring

VOLUNTEERS

- *Required by VOCA Rules*

- Even though project may not use volunteers, if agency uses volunteers, it will meet requirement

- Volunteer waiver form needs to be signed after contract/agreement executed

- Waiver: document in writing 1)difficulty in efforts to recruit and maintain volunteers 2) prohibiting statute or rule 3) other relevant circumstance

VOCA GRANT REPORTING

I. VOCA Reporting

- Source Document Financial Review and Forms
- Subgrant Award Report   (SAR)
- Subgrantee Data Report- Performance Measurement Tool (PMT)
- Annual Grantee Reports aka "Narrative"
- Performance Outcome Report (POR)
- Project Priority Allocation Spreadsheet (if applicable)

II. Reporting Deadlines

III. Resources

IV. Appendix: Allowable and Unallowable Costs

I. VOCA REPORTING

SOURCE DOCUMENTATION FINANCIAL REVIEW

1. January RFF (Due February 15th)

- Submit your Request for Funds (RFF) by the 15th of the following month as usual.

- Submit any receipts, invoices, payroll information, and other documentation to support the requested amount listed for that month.

- Complete Form (provided in handouts)

SOURCE DOCUMENTATION FINANCIAL REVIEW (CON'T)
RFF Source Documentation Forms – Instructions Tab

1. Each document submitted should be labeled and numbered. This will help us keep track of the documents your project is submitting.

2. Timesheets must:
   - Be signed and dated by the employee and the supervisor,
   - Reflect actual hours worked and work performed under the VOCA grant.
   - Use percentages to request reimbursement for VOCA staff is not allowed without timesheets of actual hours worked and work performed by each staff member.

SOURCE DOCUMENTATION FINANCIAL REVIEW (CON'T)
RFF Source Documentation Forms – Instructions Tab (continue)

3. If submitting an invoice and only a portion is being charged to VOCA:

- Indicate on the invoice the VOCA amount and on the corresponding forms attached,
- Indicate the total monthly amount and the VOCA pro rata share.

4. If the VOCA pro rata share per the approved budget in your contract is not being claimed in your reimbursement request, please provide a brief explanation. Your specialist may follow-up with you on this.

The Importance of the
Subgrant Award Report (SAR)

Subgrant Award Report (SAR):

This report collects information about:

- the subgrantee organization

- the length of the subawards

- activities to be implemented by the subgrantee

- allocation of grant funds needed for the priority and underserved requirements .

- There is an **Initial** and **FINAL** SAR that needs to be reported.

- PART 1 (Questions 1-6): by VOCA Specialist

- PART 2 (Questions 7-11): by the subgrantee

Subgrant Award Report (SAR)
TITLE PAGE

- FY21 - Title Page from eGrants
- FY20 and FY18 DF current Title Page

Highlighted Areas:

- Project Period

- Total Project Amount

- VOCA Priority Areas

SUBGRANT AWARD REPORT (SAR)
"VOCA PRIORITY AREAS"

- Child Abuse (CA)

- Sexual Abuse (SA)

- Domestic Violence (DV)

- Underserved
    - If you are unsure of what category your clients fall under, please refer to your **TITLE PAGE of your contract** . (see next slide)

SUBGRANT AWARD REPORT (SAR)
"Completing Question 4. OVC Crime Victim Assistance Funds Awarded"

➢ The "Subaward" represents only the federal funds (NO MATCH).

➢ Once your subaward is entered, the system will **<u>auto-populate</u>** to the "$$$ from this award" section.

➢ The subaward breakdown is based on each VOCA priority area: Child Abuse, Domestic Violence & Family Violence, Sexual Assault, and the Underserved. How the funds are divided into the priority areas is entirely based on your scope of services which is checked off on your Title Page. Example below:

VOCA PRIORITY AREA(S):

☒ Underserved Populations (specify population)

☐ Elderly Victims	☒ Rural or Geographically Isolated
☐ Homeless Victims	☐ Survivors of Homicide/Neg Hom
☐ Immigrant/LEP Victims	☐ Victims with MH/SA Issues
☐ LGBTQQ Victims	☐ Victims of Sex Trafficking
☒ Native Hawaiian Victims	☐ Victims of Violent Property Crim
☐ Tourist/Visitor Victims	☒ Youth Aging Out of Foster Care
☐ Victims with Disabilities	☒ Youth Offender Victims

☐ Sexual Assault   ☐ Domestic Violence

☒ Child Abuse

INITIAL (SAR)
"Completing Question 4 - Example"

4. **OVC Crime Victim Assistance Funds Awarded**

   A. State-assigned Subaward Number

   19-V2-17

   B. Subaward Amount (Enter Federal Funds ONLY, NO MATCH)

   $50,000

   Enter the amounts based on the priority areas listed on your title page

Federal Award Number

INSTRUCTIONS: *Select the federal grant from which this subaward is funded and enter the amount(s) related to that grant. When more than one OVC VOCA federal grant is used to fund the subaward, for the same start and end date, select each federal grant and enter the associated amount.*

*Secondly, enter the portion of the subaward amount that is intended for use for each priority or underserved category. If this amount is zero (0), please enter 0. The total for each category will auto-populate the applicable category in the section for **Priority and Underserved Requirements**.*

Award Number	$$$ from this award	A. Child abuse	B. Domestic and Family Violence	C. Sexual Assault	D. Underserved
2019-V2-GX-0017	$50,000	$25,000	$0.00	$0.00	$25,000
Award Number	$$$ from this award	Child abuse	Domestic and Family Violence	Sexual Assault	Underserved

INITIAL (SAR)
"Completing Question 6. <u>CA, DV, SA</u>"

See Appendix for child sexual victimization definitions. Child sexual abuse or assault should be reported EITHER in category 6A, CHILD ABUSE, or in category **6C, SEXUAL ASSAULT**, depending on how the state or territory tracks and reports this data. **SELECT ONLY one.**

A. Child abuse:	$ 25,000	(Required)
A1. Child physical abuse/neglect:	$12,500	
A2. Child sexual abuse:	$12,500	
B. Domestic and Family Violence:	$0	(Required)
C. Sexual assault:	$0	(Required)
C1. Child sexual assault:	$0	
C2. Adult sexual assault:	$0	

INITIAL (SAR)
"Completing Question 6D. <u>UNDERSERVED</u>"

- Only **<u>VIOLENT CRIMES</u>** classified by the Underserved subcategories will be counted towards the Underserved priority area.

- All other crimes go into "<u>other non-violent</u>" or "<u>other violent</u>" crime categories.

- Definitions/categories: refer to your **<u>TITLE PAGE</u>** and the "Cheat Sheet" and ask your specialist if you have questions **(RFP projects).**

SUBGRANT AWARD REPORT (SAR) UNDERSERVED (con't)

H. **VOCA PRIORITY AREA(S):** ☒ Underserved Populations (specify population)

☐ Elderly Victims ☒ Rural or Geographically Isolated
☐ Homeless Victims ☐ Survivors of Homicide/Neg Homicide
☐ Immigrant/LEP Victims ☐ Victims with MH/SA Issues
☐ LGBTQQ Victims ☐ Victims of Sex Trafficking
☐ Native Hawaiian Victims ☐ Victims of Violent Property Crime
☐ Tourist/Visitor Victims ☒ Youth Aging Out of Foster Care
☐ Victims with Disabilities ☒ Youth Offender Victims

☐ Sexual Assault ☐ Domestic Violence
☐ Child Abuse

1. Check the priority areas on your Title Page

I. **ADDITIONAL CONSIDERATION(S):** ☒ Underserved Population – additional points
☐ Priority Services – additional points
☐ Child Abuse Set Aside
☐ Geographic Set Aside

INITIAL (SAR)
"Completing Question 6D. UNDERSERVED"(con't)

Underserved Victims of "Non-Violent" Crimes can be funded, but will not be counted towards the final Underserved category

Federal Register Vol. 81, No. 131 (Final Rule)

FOR PROJECTS WITH MULTIPLE CATEGORIES, YOUR SPECIALIST WILL HELP YOU WITH THE ALLOCATIONS.

For tracking purposes:
- **The County Pros (Gov't) will enter information for D1 –D10 (where applicable). ***
- **RFP projects will only enter information into D7/D8 & D9/D10 (where applicable).**

D. **Underserved** *(includes DUI/DWI crashes, survivors of homicide victims, assault, adults molested as children, elder abuse, robbery, and other violent crimes)*

$25,000

D1. Underserved *(DUI/DWI crashes)*

$0

D2. Underserved *(assault)*

$0

RFP Projects should not enter Amounts in D1 –D6

D3. Underserved *(adults molested as children)*

$0

D4. Underserved *(elder abuse)*

$0

D5. Underserved *(robbery)*

$0

D6. Underserved *(survivors of homicide victims)*

$0

D7-8.
Enter the crime/victim types listed on your Title Page (**violent crime only**)

D7. Other Underserved *(other **violent** crimes)*

$12,500

D8. Please briefly describe Other Underserved *(other **violent** crimes)*

Rural/geographically isolated, Youth Aging out of foster care, etc.

D9. Other Underserved *(**non-violent** crimes)*

$12,500

D9-10.
If funds will be used to assist victims of any other crime types enter amount (**non-violent crime**)

D10. Please briefly describe Other Underserved *(**non-violent** crim...*

Property crime, etc.

D11. Please briefly explain how your state or territory defines "u... listed above.
This is determined by the state for all SARs. It will auto-populate a... federal fiscal year.

INITIAL & FINAL (SAR)
"Completing Question 8. SUBAWARD MATCH"

8. Subaward Match *(financial support from other sources)*

INSTRUCTIONS: All VOCA awards must be matched (20 %) either with in-kind or cash match, except for VOCA subgrants made in the Virgin Islands, Puerto Rico, American Samoa, Guam, Northern Marianas and Palau, and tribal organizations. This is computed by dividing the amount of the award from item 4B by .80 and subtracting the amount of the award from the figure obtained. For example, a $30,000 award divided by .80 equals $37,500, less $30,000 award equals $7,500 match.

Tribal Organization match may be 0%.

A. Value of in-kind match

> $ Amount

B. Cash match

> $ 12,500

$50,000 / 4 = **$12,500**

C. Total match

> $ Amount *(auto-calculated)*

INITIAL & FINAL (SAR)
"Completing Question 10. TYPES OF VICTIMIZATION

10. Types of Victimizations

Check the types of victimization that best describe the victims the VOCA-funded project will serve. "Other" refers to a type that is not associated with any of the types provided in this list. Please review the Appendix for definitions. Provide an explanation for any victimization type listed as "other."

Victimization Type	Check the type of victims served by type of crime
Adult Physical Assault (includes Aggravated and Simple Assault)	❑
Adult Sexual Assault	❑
Adults Sexually Abused/Assaulted as Children	❑
Arson	❑
Bullying (Verbal, Cyber, or Physical)	❑
Burglary	❑
Child Physical Abuse or Neglect	❑
Child Pornography	❑
Child Sexual Abuse/Assault	❑
Domestic and/or Family Violence	❑
DUI/DWI Incidents	❑
Elder Abuse or Neglect	❑

Be sure to check the victimization types (DV, SA, CA) listed on your Title Page first, along with any other victimization types your VOCA-funded project has or will serve. Particularly, if you are serving an underserved population.

INITIAL & FINAL (SAR)
"Completing Question 10. TYPES OF VICTIMIZATION

- For example, let's say the VOCA-funded project is a domestic violence shelter, but the types of victimizations that you serve vary. For the purpose of the **SAR**, you would check off "Domestic and/or Family Violence" only.

- When reporting in the **PMT** you can then acknowledge the varying victimizations that your project serves.

INITIAL & FINAL (SAR)
"Completing Question 11. Budget and Staffing"

* If awarded a 2 year award, figures must reflect both years.

11. Budget and Staffing

INSTRUCTIONS: Indicate below the requested information based on the subgrantee's current fiscal year. Report the total budget available to the victim services program by source of funding. Do not report the entire agency budget, unless the entire budget is devoted to victim services programs. For example, if VOCA funds are awarded to support a victim advocate unit in a prosecutor's office, only report the budget for the victim advocate unit. NOTE: Do not include in-kind match; do not report sums of less than $1.

Information Requested	Response	Explanation (as needed)
A. Total budget for all victimization programs/services for this subgrantee	$150,000	The amount reported is for the current fiscal year. Include the subaward amount reported in Question 4.
B. Annual funding amounts allocated to all victimization programs and/or services for the current fiscal year	C1. Subaward Amount: populated $50,000 C2. **OTHER** STATE/TERRITORY: $ Amount C3. **OTHER** LOCAL: $ Amount C4. **OTHER** FEDERAL: $ Amount $100,000 C5. **OTHER** _AL:	Identify by source the amount of funds allocated to the victimization programs/services budget of the subgrantee agency. **DO NOT COUNT FUNDS IN MORE THAN ONE CATEGORY** OTHER FEDERAL includes all federal funding except the subaward amount reported in Question 4.
C. Total number of paid staff for all subgrantee victimization program and/or services	3 FT+1 PT+1 OC = **5**	Count each staff member once. Both full and part time staff should be counted as one staff member. DO NOT prorate based on FTE.
D. Number of staff hours funded through this VOCA award (plus match) for subgrantee's victimization programs and/or services	Hrs per month * # of mos. * # of staff	Total COUNT of hours to work by all staff supporting the work of this VOCA subaward plus match.

INITIAL & FINAL (SAR)
"Completing Question 11.
Budget and Staffing (con't)"

E. Number of **volunteer staff** supporting the work of this VOCA award (plus match) for subgrantee's victimization programs and/or services	ENTER WHOLE Number	*COUNT each volunteer staff once. DO NOT prorate based on FTE.*
F. Number of **volunteer hours** supporting the work of this VOCA award (plus match) for subgrantee's victimization programs	Number of HOURS	*Total count of hours to work by all volunteers supporting the work of this VOCA subaward plus match.*

SUBGRANTEE AWARD REPORT FINAL (SAR)

- Subaward Federal Amount need to match your FINAL RFF & PEO.

- Priority Areas are actual whole dollar amounts. Need to be consistent with the amount <u>spent on your FINAL RFF & PEO.</u>

- Match Adjustment is required if federal funds are not fully expended.

- SAR needs to be accurate as OVC reviews this for VOCA 10% Allocation requirement.

- EXAMPLE on next slide.

4. **OVC Crime Victim Assistance Funds Awarded**

A. State-assigned Subaward Number

19-V2-17

B. Subaward Amount (Enter Federal Funds ONLY, NO MATCH)

$37,500

Federal Award Number

INSTRUCTIONS: Select the federal grant from which this subaward is funded and enter the amount(s) related to that grant. When more than one OVC VOCA federal grant is used to fund the subaward, for the same start and end date, select each federal grant and enter the associated amount.

*Secondly, enter the portion of the subaward amount that is intended for use for each priority or underserved category. If this amount is zero (0), please enter 0. The total for each category will auto-populate the applicable category in the section for **Priority and Underserved Requirements**.*

Award Number	$$$ from this award	A. Child abuse	B. Domestic and Family Violence	C. Sexual Assault	D. Underserved
2019-V2-GX-0017	$37,500	$12,500	$0	$0	$25,000
Award Number	$$$ from this award	Child abuse	Domestic and Family Violence	Sexual Assault	Underserved

LET'S TAKE A BREAK!

5 MINUTES

What is wrong with this SAR?

4. **OVC Crime Victim Assistance Funds Awarded**

   A. State-assigned Subaward Number

     Number (Required)
     2019-V2-GX-0017

   B. Subaward Amount (Enter Federal Funds ONLY, NO MATCH)

     $40,000

Federal Award Number

INSTRUCTIONS: *Select the federal grant from which this subaward is funded and enter the amount(s) related to that grant. When more than one OVC VOCA federal grant is used to fund the subaward, for the same start and end date, select each federal grant and enter the associated amount.*

*Secondly, enter the portion of the subaward amount that is intended for use for each priority or underserved category. If this amount is zero (0), please enter 0. The total for each category will auto-populate the applicable category in the section for **Priority and Underserved Requirements**.*

Award Number	$$$ from this award	A. Child abuse	B. Domestic and Family Violence	C. Sexual Assault	D. Underserved
19-V2-17	$40,000	$10,000	20,000	$10,000	$5,000
Award Number	$$$ from this award	Child abuse	Domestic and Family Violence	Sexual Assault	Underserved

The Importance of the
Performance Measurement Tool (PMT)

Performance Measurement Tool (PMT):

- Collects information **quarterly** on victims served with VOCA plus match funding;

- Includes victim demographics, types of victimization, and services provided. Track the progression of victim access to services;

- Assesses the impact of funded programs using performance management data;

SUBGRANTEE DATA REPORT – Performance Measurement Tool (PMT)

- Collects and analyzes OVC performance management data; and

- Assists in tracking the sustainability of VOCA-funded projects.

- OVC PMT Data Findings

(PMT) POPULATION DEMOGRAPHICS (Q. #1 -2)

1. **TOTAL** number of individuals who received services during the reporting period.

   INSTRUCTIONS: Count all individuals served by your organization with the use of VOCA plus match funds during the reporting period. This number should be an unduplicated count of people served during a single reporting period, regardless of the number of services they received or victimization types with which they presented. **DO NOT count anonymous contacts here. They should be reported in question 2. If your organization only had anonymous contacts, enter zero (0).**

   49

2. **TOTAL** number of anonymous contacts received during the reporting period.

   INSTRUCTIONS: COUNT all anonymous contacts received by your organization through a hotline, online chat, or other service where the individuality of each contact cannot be established. If your organization did not have any anonymous contats enter zero (0).

   0

(PMT)
OVC PMT Data Review
"Common Error"

Subgrantee with Issue	Fiscal Year	Quarter	Question with Issue	Explanation of Issue	SUBGRANTEE EXPLANATION
Agency Name	2020	2	8. Total number of individuals who received services by service type	Subgrantee entered a cumulative total number of individuals served across the five direct service categories (8A + 8B + 8C + 8D + 8E) that was less than the total number of individuals served and anonymous contacts received (Q1 + Q2).	

Your Agency will receive an excel spreadsheet with the above information

(PMT) Common Error (con't)

POPULATION DEMOGRAPHICS

Question	Response
POPULATION DEMOGRAPHICS	
1 **TOTAL** number of individuals who received services during the reporting period.	49
2 **TOTAL** number of anonymous contacts received during the reporting period.	0
3 Of the number of individuals entered in question 1, how many were **NEW** individuals who received services from your agency **for the first time** during the reporting period.	11

8 Total number of individuals who received services by service type AND number of times each service was provided during the reporting period		
A. Information & Referral	Enter the number of individuals who received services in this category	49
	Enter the number of times services were provided in each subcategory.	
	A1. Information about the criminal justice process	11
	A2. Information about victim rights, how to obtain notifications, etc.	11
	A3. Referral to other victim service programs	38
	A4. Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)	0

(PMT)
Q7. ASSISTED WITH VICTIM COMPENSATION

7. Number of individuals assisted with a victim compensation application during the reporting period:

INSTRUCTIONS: *Count the number of individuals who received assistance with completing a victim compensation application during the reporting period, even if they did not submit the application. Simply providing an individual with an application does NOT qualify as assistance.*

Number

a) Requirement of the VOCA grant

b) Passing out a brochure will suffice, if you:
- Explain the CVCC brochure to the client
- Explain the client's rights and responsibilities.
- Provide a referral to the agency that can assist with the CVCC application

(PMT)
Q8. TYPES OF SERVICES

A. Information & Referral

B. Personal Advocacy/Accompaniment

C. Emotional Support or Safety Services

D. Shelter/Housing Services

E. Criminal/Civil Justice System Assistance

(PMT)
CLIENT DATA TRACKING SHEET - Sample

Victim Assistance Data Tracking QUARTER 1	Enter a value of **1** if the client received services in this category.	Enter a value of **1** for each service the client received.				Enter a value of **1** if the client received services this category.
Client ID ▾	**A. Information & Referral**	A1. Information about the criminal justice process	A2. Information about victim rights, how to obtain notifications, etc.	A3. Referral to other victim service programs	A4. Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)	**B. Personal Advoca Accompaniment**
1	1	1	1	1		
2			1			
3				1		
4						
5						
6						
7						
8						
9						
10						
Add New Row						
SUM (auto- calculated)	3	1	2	2	0	0

Summarizes Demographics and VOCA Services

Does Not Include Personally Identifying Information

https://ojpsso.ojp.gov/main.cfm

II. REPORTING DEADLINES
"REPORTING DUE" DATES

Reporting Period	Data Required	PMT Due Date
October 1 – December 31	1st Quarter	January 15 *Includes CPJAD Performance Outcome Report
January 1 – March 31	2nd Quarter	April 15
April 1 – June 30	3rd Quarter	July 15 *Includes CPJAD Performance Outcome Report
July 1 – September 30	4th Quarter	October 15 *includes Subgrant Annual Questions (PMT) & Grantee Report (Narrative)

SUBGRANTEE ANNUALLY REPORTED OUTCOMES - DEADLINE

- There are **six** questions answered once a year on (July – September) report.

  (sample on next slide)

- Please answer as appropriate and should include information from prior quarters.

Submitted <u>online</u> by October 15 with the Grantee Report (Narrative)

III. SUBGRANTEE ANNUALLY REPORTED OUTCOMES

You are asked to answer these questions once a year, at the end of the 12-month period, as of September 30. You may use up to 5,000 characters for each response that requires text.

10. Number of requests for services that were unmet because of organizational capacity issues:

> Number

Please explain:

> Text response

11. Does your organization formally survey clients for feedback on services received?
    A. Yes
    B. No *(proceed to Question 14)*

12. Number of surveys **distributed** *(includes, but is not limited to, those distributed by hand, mail, or other methods)*:

> Number

13. Number of surveys **completed**:

> Number

14. Please discuss some of the challenges your victim assistance program faced during the course of the Federal fiscal year.

> Text response

15. Please describe some of the services that victims needed but you could not provide. What were the challenges that prevented you from providing those services?

> Text response

GRANTEE ANNUAL REPORT (NARRATIVE)

- 22 questions answered once a year at the end of the reporting year

- Answers will include information from all four quarters

Narrative with *case studies for each priority area served* to be submitted via Google Form, by October 15

TIPS ON WRITING AN ANNUAL REPORT

- *Avoid using first person pronouns.*
- *Be specific and use concrete examples and evidence from PMT data.*
- *Yes –every question needs an answer, unless indicated.*

Highlight
- *Collaborative victim services and multidisciplinary response efforts.*
- *Activity around victim service priority areas and underserved populations.*

REPORTING DEADLINES
"PERFORMANCE OUTCOME REPORT"

- Collect data to ensure project proficiency
- Assist to standardize services across the state
- Address gaps and needs
- Reinforce sustainability of standard services
- Acknowledge the Project's Success!
- Sample on next slide

Submit to CPJAD via email
every 6 months (Jan 15th and Jul 15th)

PERFORMANCE OUTCOME REPORT (SAMPLE)

| Project Scope: To provide support services to men, women, and children victims of domestic violence		
Goal #1: Provide immediate crisis intervention and follow up services to victims of domestic violence		
Activities & Objectives	**Performance Measures/Outputs**	**Outcomes**
Objective 1: By the third quarter, 90% of clients will be provided crisis intervention and follow up services within the first 24 hours of the reported event.		
Activity: Intake Assessment and Crisis Intervention (Week 1) & Follow Up Sessions as Needed (Week 2-3) OR **Month 1-3** of Trauma focused Treatment for victims and their families	• # of unduplicated clients provided an intake will be recorded in quarterly reports and will be totaled annually plan (target: ___) • # of clients engaged with case manager (target: 90%) • # of clients that attended a follow up	• 90% of clients will experience a decrease in symptoms as measured by assessment tools
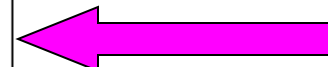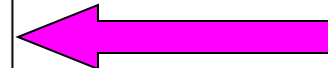
Fill in actual #'s based on your VOCA project's performance

VOCA MONITORING POLICIES

- **<u>Verification of Services:</u>**
    - Collection of supporting documentation to verify PMT data and other performance reports

- **<u>Client Screenng Tool(s):</u>**
    - Review of Client screening tool(s) used to verify VOCA eligibility

- **<u>Language Access Plan:</u>**

- **<u>Determination of Suitability to Interact with Minors</u>**

- **<u>PII – Personal Identification Information</u>**

- **<u>We may monitor other Special Conditions in your contract/agreement.</u>**

III. Resources

Websites:

- Office of Justice Programs – PMT Platform
https://ojpsso.ojp.gov/

https://ovcpmt.ojp.gov/index.cfm?event=Help#

- Office for Victims of Crime
www.ovc.gov/

- Office for Civil Rights

www.ojp.gov/about/offices/ocr.htm

- Crime Prevention & Justice Assistance
http://ag.hawaii.gov/cpja/gp/voca

Resources

- DOJ Financial Guide

https://ojp.gov/financialguide/doj/index.htm

-VOCA Rules

https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program

- VOCApedia

https://ovc.ojp.gov/program/victims-crime-act-voca-administrators/vocapedia

RESOURCES

- **VOCA Manual**

https://ag.hawaii.gov/cpja/files/2019/12/VOCA-GRANT-MANUAL-December-2019-Revised-2019_12_19-FINAL.pdf

- **OVC Performance Measure Dictionary and Terminology Resource**

https://ovcpmt.ojp.gov/documents/OVC_Performance_Measure_Dictionary_and_Terminology_Resource_Winter_2020_508c.pdf

- **Vicitim Assistance Prorating Strategies for Subgrantees**

https://ovcpmt.ojp.gov/documents/Victim_Assistance_Prorating_Strategies_for_Subgrantees_Winter2020_508c.pdf

- **VOCA Reporting Forms**

http://ag.hawaii.gov/cpja/gp/voca/

RESOURCES
"VOCA TRAINING"

• *Office for Victims of Crime Training and Technical Assistance Center: OVC TTAC is the gateway to FREE training and technical assistance for victim service providers and allied professionals who serve crime victims.*

• *OVC TTAC's aim is building the capacity of victim assistance organizations across the country by drawing on the expertise of a network of consultants and seasoned victim service professionals with first-hand experience in designing and delivering customized responses to satisfy a variety of training and technical assistance needs. From this comprehensive database of experts, OVC TTAC can provide developmental support, mentoring, and facilitation to assist you in your program design and implementation, strategic planning, program management, evaluation, quality improvement, collaboration, and community coordination.*

• *website: https://www.ovcttac.gov/ OVC TTAC Call Center: 1–866–OVC–TTAC (1–866–682–8822), Monday through Friday, 8:30 a.m.–5:00 p.m. EST [OVC TTAC is operated by ICF Incorporated under the Office of Justice Programs/Office for Victims of Crime contract GS-00F-010CA DJO-OVC-16-G-0250*

ONLINE INFORMATION

- VOCA Grant Administration Checklist (09.2022)

- Subgrant Award Report (SAR)

- VOCA SAR Cheat Sheet

- Subgrantee Data Report - Performance Measurements Toolkit (PMT)

- Performance Outcomes Report (POR)

- RFF Source Documentation Form

- Determination for Suitability to Interact with Participating Minors – DRAFT*

- VOCA Reporting and Other Information Training PowerPoint Slides (Rev. 09.2022)*

*available in a week at **http://ag.hawaii.gov/cpja/gp/voca/**

QUESTIONS

Evaluation

Please complete the evaluation form before you leave us today.

Link to the evaluation is in the chat box.

Mahalo!

IV. APPENDICES

- VOCA Allowable Project Expenditures
- VOCA Unallowable Project Expenditures

ALLOWABLE PROJECT EXPENDITURES

- Immediate Health and Safety Services
- Mental Health Assistance
- Assistance with Participation in Criminal Justice Proceedings
- Forensic Examinations
- Costs Necessary and Essential to Providing Direct Services (i.e., prorated costs of rent, telephone services, emergency transportation, etc.)

ALLOWABLE PROJECT EXPENDITURES

- Legal Assistance
- Transportation of Victims to Receive Services or Participate in Criminal Justice Proceedings
- Transitional Housing/Relocation Expenses
- Public Awareness and Education Presentations on Crime Victim Rights and Services- *specifically for activities for victims of crime and resources available to them.*

ALLOWABLE PROJECT EXPENDITURES

- Personal Advocacy and Emotional Support

- Peer Support

- Traditional, Cultural, and/or Alternative Healing

- Rehabilitative Services to Incarcerated Individuals Who Are Victims of Crime

ALLOWABLE PROJECT EXPENDITURES

- Special Services (<u>i.e.,</u> assisting with applications for public benefits, compensation benefits, recovering property, etc.)

- Personnel & Fringe Benefits

- Restorative Justice

- Skills Training for Staff (to develop skills for direct service providers)

- Equipment & Furniture

ALLOWABLE PROJECT EXPENDITURES

- Leased Vehicles
- Advanced Technologies
- Contracts for Professional Services ($650/day or $81.25/hour MAXIMUM)
- Operating Costs (i.e. printing, supplies, equipment use fees, etc.)
- Supervision of Direct Service Providers
- Repair or Replacement of Essential Items

ALLOWABLE PROJECT EXPENDITURES

- Training, Travel, Per Diem Rate (lodging & food), Ground Transportation, Baggage Fees and Related Costs

- Sole Source – Over $150,000 Prior Approval is Needed

- Conference Related Activity Costs (must adhere to training/conference planning cost thresholds and conditions)

- Indirect Costs

UNALLOWABLE COSTS

- Lobbying and Administrative Advocacy
- Research and Studies
- Active Investigation and Prosecution of Criminal Activities
- Fundraising Activities

UNALLOWABLE COSTS

- Capital Expenses

- Compensation for Victims of Crime

- Most Medical Costs

- Salaries and Expenses of Management