



# VOCA Reporting

## Grant Award Breakout

### September 2022

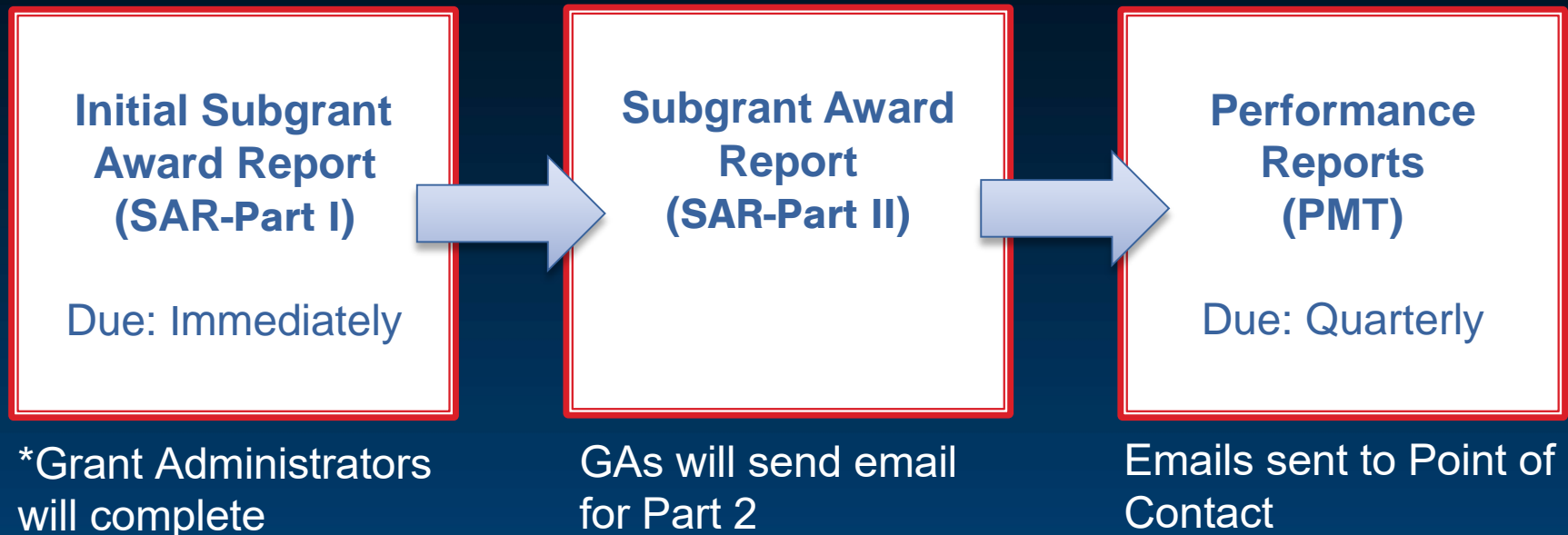
# Required VOCA Reports

- ▶ Initial Subgrant Award Report (SAR-Part I)
- ▶ Subgrant Award Report (SAR-Part II)
- ▶ OVC Quarterly Performance Reports (PMT)

Each report is required as a condition of your VOCA award and **must** be submitted by their respective deadlines.

Non-submission of these reports will result in a **GEMS**   
**hold directly after due date** and you will not be able to  
receive reimbursements for project-related expenses!

# You must submit ALL required reports!





# Initial Subgrant Award Report (ISAR)

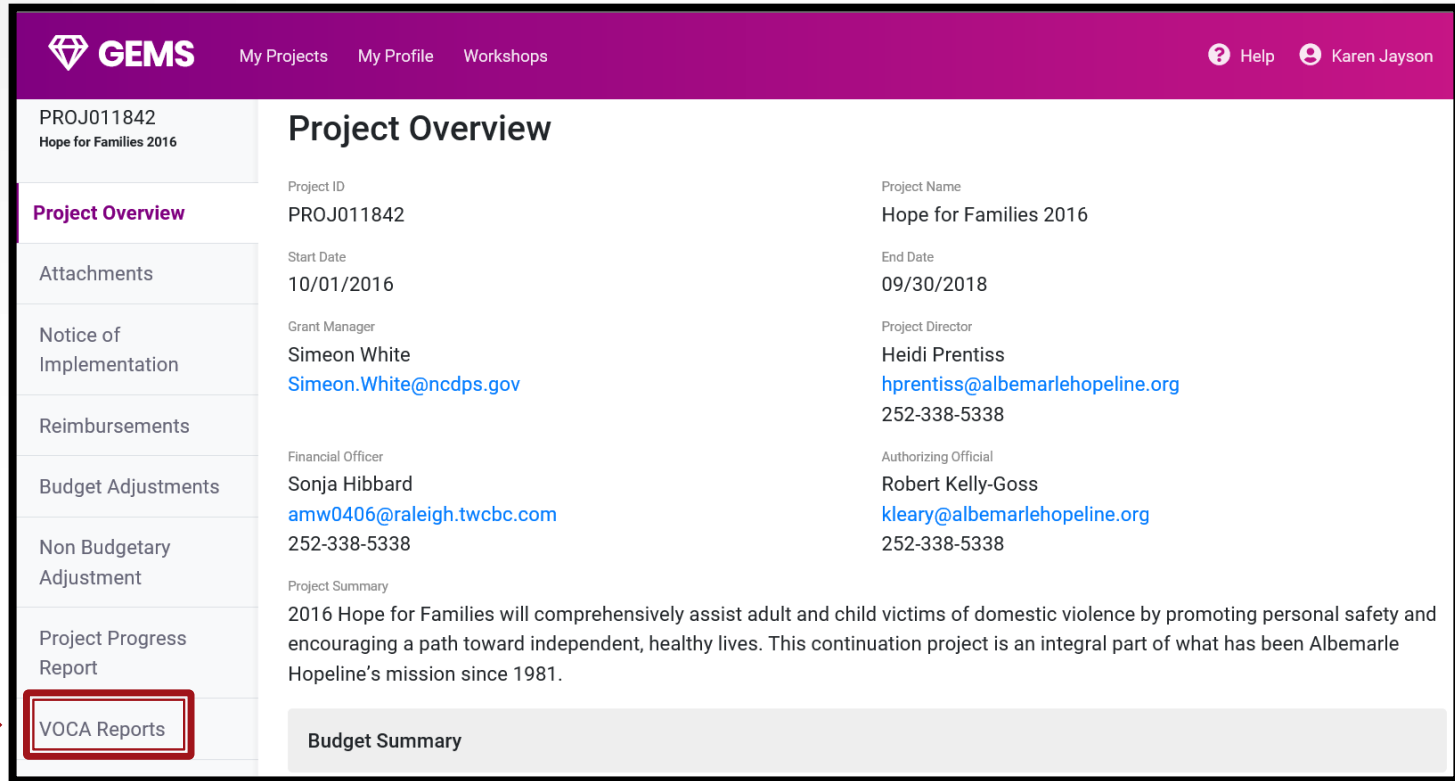
SAR-Part I

# Initial Subgrant Award Report

- ▶ All VOCA reports except the Initial Subgrant Award Report are entered directly through the OVC-PMT reporting system
- ▶ This initial report is the first step in gaining access to required VOCA reports in the PMT system
- ▶ The Report is due to GCC at the **implementation of the grant (when grant opens)**.

# Initial Subgrant Award Report

- ▶ The Initial Subgrant Award Report can be accessed through GEMS



The screenshot displays the GEMS application interface. The top navigation bar includes the GEMS logo, links for 'My Projects', 'My Profile', and 'Workshops', and user information for 'Karen Jayson'. The main content area is titled 'Project Overview' for project ID 'PROJ011842' and name 'Hope for Families 2016'. It lists key personnel: Grant Manager Simeon White (Simeon.White@ncdps.gov), Project Director Heidi Prentiss (hprentiss@albemarlehopeline.org), and Financial Officer Sonja Hibbard (amw0406@raleigh.twcbc.com). A 'Project Summary' section describes the project's mission. A red arrow points to the 'VOCA Reports' link in the left sidebar, which is highlighted with a red box.

Category	Details
Project ID	PROJ011842
Project Name	Hope for Families 2016
Start Date	10/01/2016
End Date	09/30/2018
Grant Manager	Simeon White <a href="mailto:Simeon.White@ncdps.gov">Simeon.White@ncdps.gov</a>
Project Director	Heidi Prentiss <a href="mailto:hprentiss@albemarlehopeline.org">hprentiss@albemarlehopeline.org</a> 252-338-5338
Financial Officer	Sonja Hibbard <a href="mailto:amw0406@raleigh.twcbc.com">amw0406@raleigh.twcbc.com</a> 252-338-5338
Authorizing Official	Robert Kelly-Goss <a href="mailto:kleary@albemarlehopeline.org">kleary@albemarlehopeline.org</a> 252-338-5338

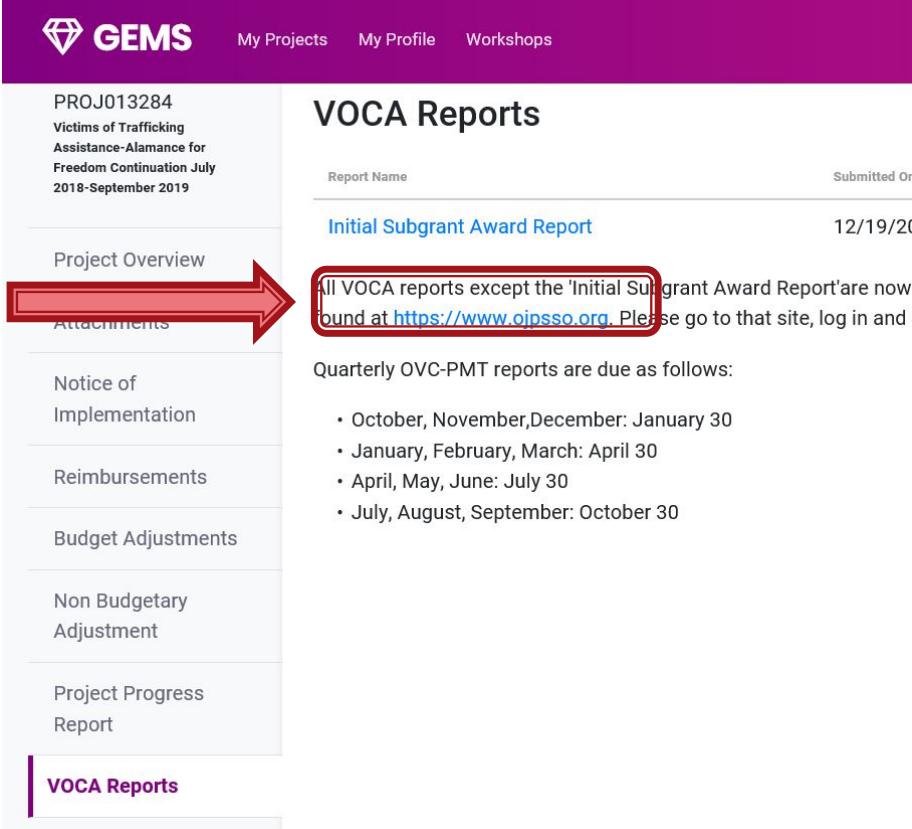
**Project Summary**  
2016 Hope for Families will comprehensively assist adult and child victims of domestic violence by promoting personal safety and encouraging a path toward independent, healthy lives. This continuation project is an integral part of what has been Albemarle Hopeline's mission since 1981.

**Left Sidebar:** Project Overview (selected), Attachments, Notice of Implementation, Reimbursements, Budget Adjustments, Non Budgetary Adjustment, Project Progress Report, **VOCA Reports** (highlighted with red arrow).

**Bottom Section:** Budget Summary

# Initial Subgrant Award Report

- ▶ Once notified that the project has been opened, you must complete Part I of the SAR-the **Initial Subgrant Award Report**
- ▶ This report is submitted directly into the GEMS system
- ▶ The link for the **Initial Subgrant Award Report** can be found under the VOCA Reports tab in GEMS



**GEMS** My Projects My Profile Workshops

PROJ013284  
Victims of Trafficking  
Assistance-Alamance for  
Freedom Continuation July  
2018-September 2019

Project Overview  
Attachments  
Notice of  
Implementation  
Reimbursements  
Budget Adjustments  
Non Budgetary  
Adjustment  
Project Progress  
Report  
**VOCA Reports**

## VOCA Reports


Report Name	Submitted On
<a href="#">Initial Subgrant Award Report</a>	12/19/20

All VOCA reports except the 'Initial Subgrant Award Report' are now found at <https://www.ojpsso.org>. Please go to that site, log in and

Quarterly OVC-PMT reports are due as follows:

- October, November, December: January 30
- January, February, March: April 30
- April, May, June: July 30
- July, August, September: October 30

# The Initial Subgrant Award Report

- ▶ The data submitted provides basic information on your organization and project
- ▶ Once completed, GCC staff will enter your data into the OVC-PMT system as the SAR Part 1
- ▶ Updates are also required for no-cost extensions 

[My Projects](#) [My Profile](#) [Workshops](#)

## Initial Subgrant Award Report

**Purpose of the funded project \***

- ☒ Start up a new victim services project
- ☐ Continue a VOCA funded victim project funded in a previous year
- ☐ Expand or enhance an existing project not funded in a previous year
- ☐ Start up a new native American victim services project
- ☐ Enhance an existing native American project

**These VOCA funds will primarily be used to \***

Check the box that indicates how the VOCA funds will primarily be used. If it will I select 'Other'

- ☐ Expand services into a new geographic area
- ☒ Offer new types of services
- ☐ Serve additional victim populations
- ☐ Continue existing services to crime victims
- ☐ Other

**Within the victim services program, which includes the VOCA funds and match and volunteers**

Use FULL TIME EQUIVALENTS (FTEs) FOR BOTH PAID STAFF AND VOLUNTEERS





# Subgrant Award Report (SAR)

SAR-Part II

# Subgrant Award Report

- ▶ Due after opening the project, notified by Grant Administrators
- ▶ After the Initial Subgrant Award Report (SAR part I) is in the PMT system
- ▶ Once completed, your agency point of contact will have access to the quarterly reports for each of your organization's VOCA-funded projects

# OVC-PMT Reporting

## Office for Victims of Crime Performance Measurement Tool

# Due Dates

	REPORT WINDOW	DUE DATE
Q1	OCTOBER – DECEMBER	January 30
Q2	JANUARY – MARCH	April 30
Q3	APRIL – JUNE	July 30
Q4	JULY – SEPTEMBER	October 30

*\*Based on Federal Fiscal Year*

- ▶ If you experience problems with the website, you must contact the OVC-PMT Help Desk at [ovcpmt@usdoj.gov](mailto:ovcpmt@usdoj.gov) or 1-844-884-2503
- ▶ The staff at the Governor's Crime Commission cannot address any technical issues with the website.
- ▶ All data entered into this system goes directly to the Office for Victims of Crime.

# OVC-PMT Reporting

- ▶ Once your award has been approved by the Commission, GCC staff will create a profile in the PMT system (change from prior years)
- ▶ Please note that the Project Director for the project will receive all correspondence from the GCC regarding
  - If someone other than the Project Director is responsible for submitting the quarterly OVC-PMT data, note that they can be added as a user in the PMT system
  - The Project Director is responsible for informing staff of due dates and ensuring that the reports are submitted by the respective deadlines

# VOCA Reporting

- ▶ Click on the link in GEMS and it will take you to the OVC-PMT reporting web site.

**GEMS** My Projects My Profile Workshops ? Help Karen Jayson

PROJ012214  
Davie/Davidson CAC 2017

Project Overview  
Attachments  
Notice of Implementation  
Reimbursements  
Budget Adjustments  
Non Budgetary Adjustment  
Project Progress Report  
**VOCA Reports**  
PMT Reports

### VOCA Reports

Report Name	Submitted On	Due Date	Status
<a href="#">Initial Subgrant Award Report</a>	02/09/2018		Reviewed by GCC

All VOCA reports except the 'Initial Subgrant Award Report' are now entered through the OVC PMT Reporting System, which can be found at <https://www.ojpsso.org>. Please go to that site, log in and enter the performance data for your project

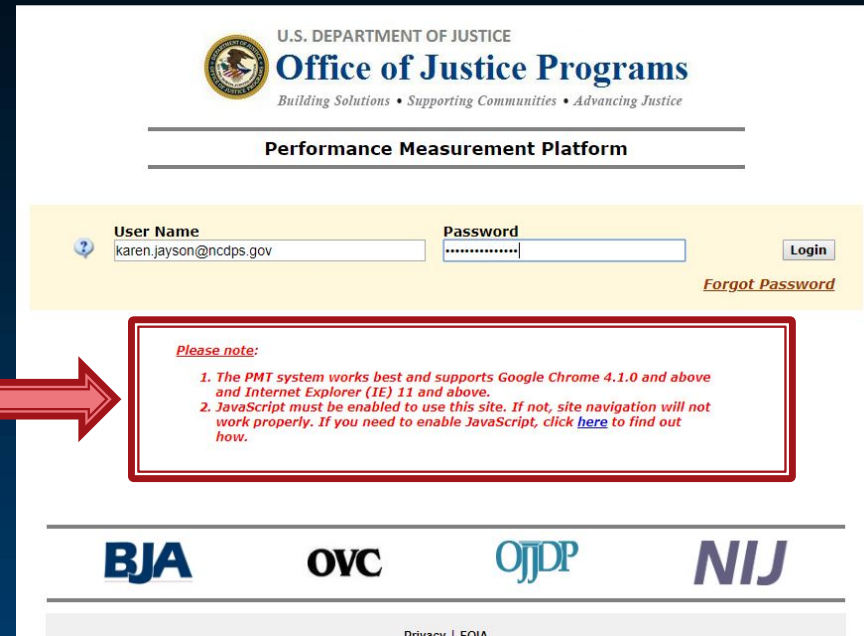
Quarterly OVC-PMT reports are due as follows:

- October, November, December: January 30
- January, February, March: April 30
- April, May, June: July 30
- July, August, September: October 30

Due dates for all quarterly performance reports are listed on this page.

# OVC-PMT Reporting Web Site

- ▶ The OVC-PMT system works best with Google Chrome
- ▶ JavaScript must also be enabled on the computer used to enter OVC-PMT data



U.S. DEPARTMENT OF JUSTICE  
**Office of Justice Programs**  
*Building Solutions • Supporting Communities • Advancing Justice*

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**Performance Measurement Platform**

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User Name:  Password:

[Forgot Password](#)

*Please note:*

1. The PMT system works best and supports Google Chrome 4.1.0 and above and Internet Explorer (IE) 11 and above.
2. JavaScript must be enabled to use this site. If not, site navigation will not work properly. If you need to enable JavaScript, click [here](#) to find out how.

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**BJA** **OVC** **OJJDP** **NIJ**

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Privacy | EOIA

# OVC-PMT Reporting

- ▶ You must report activities specific to the individual project
  - Do not combine numbers from two different projects
  - Do not report the same numbers for two different projects
- ▶ If an individual receives services through both projects, the services should be reported separately under each project



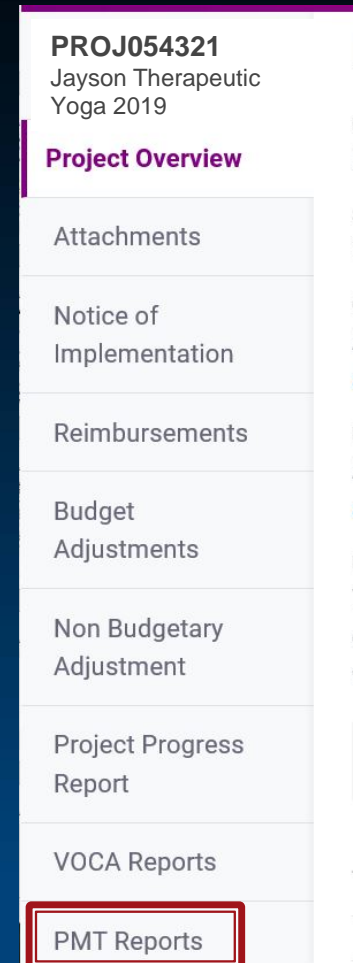
# OVC-PMT Reporting in GEMS

- ▶ Once you have completed the report, you must save the report as a PDF file

- ▶ Indicate the project number and the time frame of the report in the name of the PDF file

*(PROJ015432-04/01/2021-06/30/3021.PMTQ3)*

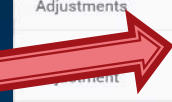
- ▶ Then go into GEMS and click on PMT Reports



The screenshot shows a sidebar menu for a project titled "PROJ054321 Jayson Therapeutic Yoga 2019". The menu items are: Project Overview (highlighted with a purple bar), Attachments, Notice of Implementation, Reimbursements, Budget Adjustments, Non Budgetary Adjustment, Project Progress Report, VOCA Reports, and PMT Reports. A red arrow points from the text "click on PMT Reports" to the "PMT Reports" menu item, which is also enclosed in a red rectangular box.

# OVC-PMT Reporting in GEMS

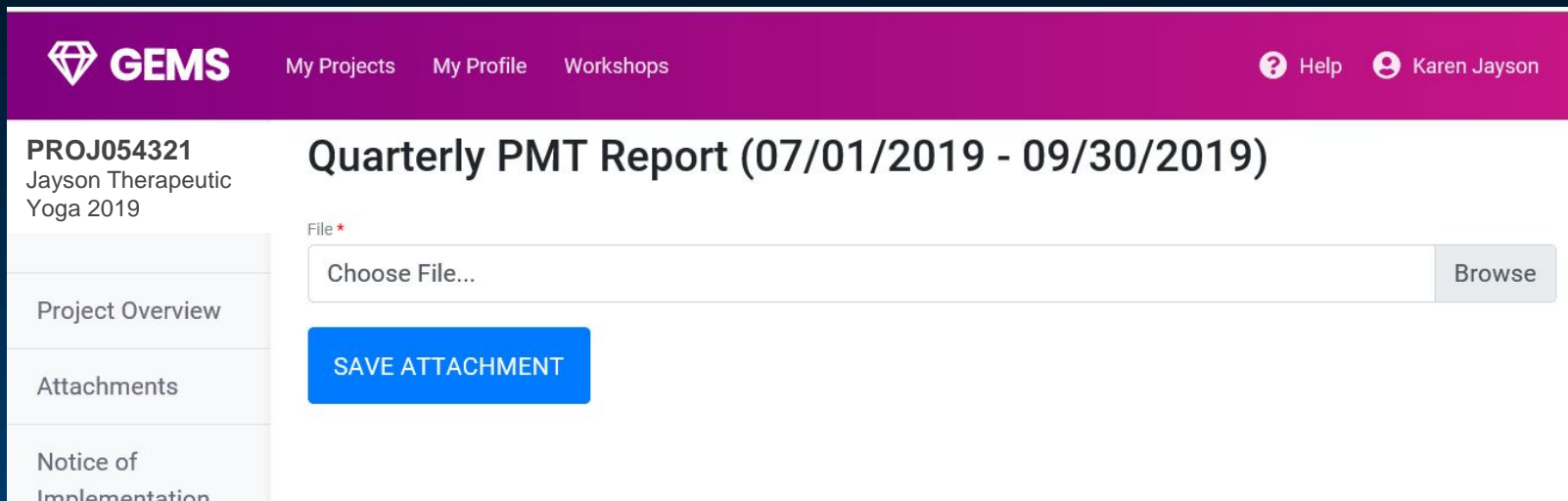
- ▶ After you click on **PMT Reports**, you will see the reports previously entered, including the date submitted and confirmation that GCC Grant Administrators have reviewed the report
- ▶ Click on the quarter that you need to upload



GEMS My Projects My Profile Workshops Help Karen Jays				
PROJ0543 21		PMT Reports		
Jayson Therapeutic Yoga 2019 Attachments	Report Name	Report Year	Submitted On	Status
Notice of Implementation	<a href="#">Quarterly PMT Report (10/01/2017 - 12/31/2017)</a>	2018	05/11/2018	Reviewed by GCC
Reimbursements	<a href="#">Quarterly PMT Report (01/01/2018 - 03/31/2018)</a>	2018	05/11/2018	Reviewed by GCC
Budget Adjustments	<a href="#">Quarterly PMT Report (04/01/2018 - 06/30/2018)</a>	2018	07/31/2018	Reviewed by GCC
Project Progress Report	<a href="#">Quarterly PMT Report (07/01/2018 - 09/30/2018)</a>	2019	10/31/2018	Reviewed by GCC
VOCA Reports	<a href="#">Quarterly PMT Report (10/01/2018 - 12/31/2018)</a>	2019	02/04/2019	Reviewed by GCC
	<a href="#">Quarterly PMT Report (01/01/2019 - 03/31/2019)</a>	2019	04/30/2019	Reviewed by GCC
	<a href="#">Quarterly PMT Report (04/01/2019 - 06/30/2019)</a>	2019	07/30/2019	Reviewed by GCC
	<a href="#">Quarterly PMT Report (07/01/2019 - 09/30/2019)</a>	2020		

# OVC-PMT Reporting in GEMS

- ▶ Click **Browse** to locate the folder where you have saved your PMT reports



The screenshot displays the GEMS web application interface. At the top, a purple header bar contains the GEMS logo, navigation links for 'My Projects', 'My Profile', and 'Workshops', and user information including a help icon, the text 'Help', and the user name 'Karen Jayson'. Below the header, the main content area is divided into a left sidebar and a central panel. The sidebar, with a light gray background, lists project details: 'PROJ054321', 'Jayson Therapeutic', and 'Yoga 2019', followed by menu items 'Project Overview', 'Attachments', and 'Notice of Implementation'. The central panel has a white background and is titled 'Quarterly PMT Report (07/01/2019 - 09/30/2019)'. It features a 'File \*' label above a text input field containing 'Choose File...'. To the right of this field is a gray 'Browse' button. Below the input field is a prominent blue button labeled 'SAVE ATTACHMENT'.

- ▶ Select the proper report and click **SAVE ATTACHMENT**

# OVC-PMT Reporting

- ▶ Once you have submitted the report in GEMS, you will see confirmation of the date that you submitted the report
- ▶ Your GCC Administrator will review and validate your report
  - If there are errors with the report, it will be sent back for modifications
  - You must correct these errors within the PMT system and provide an updated report as an upload in the GEMS system
  - OVC also completes a review for errors and will notify GCC staff of any additional issues that need to be corrected or justified.

# Reporting Questions

Contact Crime Victims Services Planning Staff

Grace Clougherty - CVS  
Program Assistant  
[grace.clougherty@ncdps.gov](mailto:grace.clougherty@ncdps.gov)

Lindsay Bohan  
VOCA Planner - (919) 521-8222  
[Lindsay.Bohan@ncdps.gov](mailto:Lindsay.Bohan@ncdps.gov)

Sandy Dixon, Lead Planner [Sandy.Dixon@ncdps.gov](mailto:Sandy.Dixon@ncdps.gov)

Bria Wortham, VOCA Planner [Bria.Wortham@ncdps.gov](mailto:Bria.Wortham@ncdps.gov)



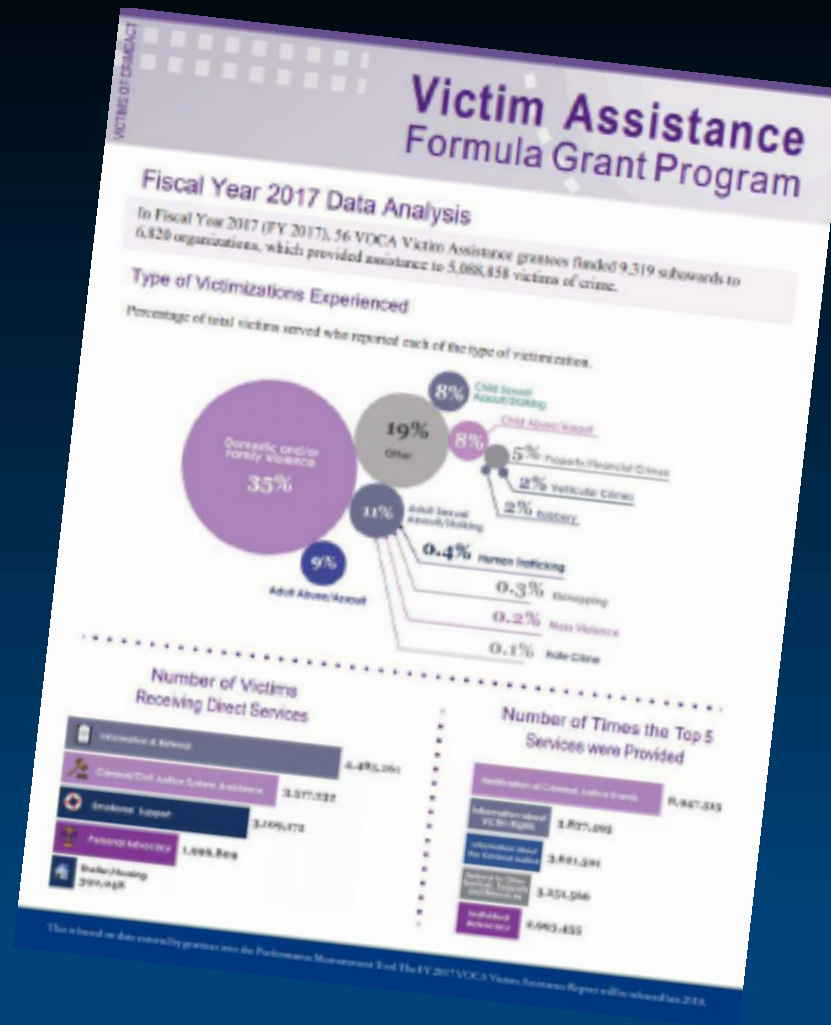


# **OVC-Performance Measures**

## **Office for Victims of Crime**

# OJP Performance Measurement

- ▶ Information or data showing achievement of desired goals or results.
- ▶ Performance measures are the parameters against which progress toward goals is assessed.





# How Does OVC Use Performance Measures

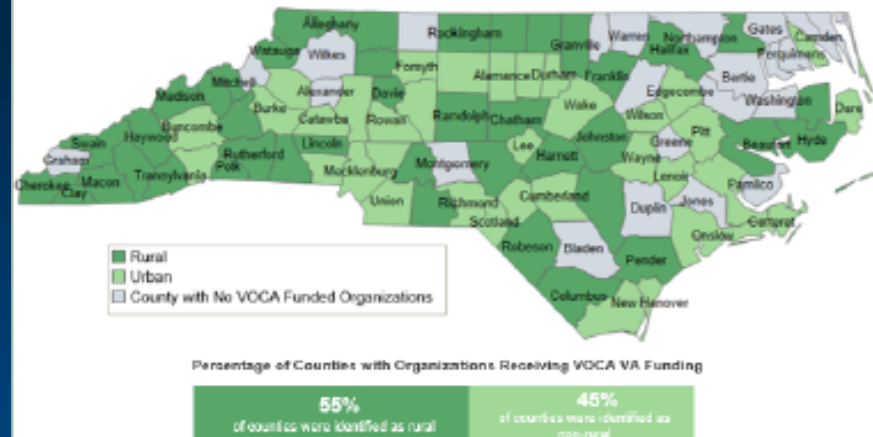
- ▶ VOCA nationwide performance reports
- ▶ Communicate aggregate performance measure data
- ▶ Demonstrate output of grant funds
- ▶ Emphasize progress made toward achievement of OVC strategic and program goals
- ▶ Reach target audience of grantees, subgrantees, and general public

## North Carolina Department of Public Safety

In federal fiscal year (FFY) 2021 North Carolina Department of Public Safety (NC DPS) had 337 active subawards across 227 Victims of Crime Act (VOCA) victim assistance (VA) subgrantee organizations. These active subawards (awarded between FFY 2019 – FFY 2021) account for \$171,117,074 in VOCA funding.<sup>1</sup> Together, these VOCA VA subgrantee organizations assisted 970,029 victims of crime (including new and returning clients), as well as 530,831 anonymous contacts through hotline calls or online chats.

Active Awards and Organizations by Federal Fiscal Year			
FFY	Amount Allocated to Subawards	Number of Organizations	Number of Subawards
2018	\$185,368,334	253	443
2019	\$140,431,073	209	321
2020	\$168,783,180	224	338
2021	\$171,117,074	227	337

## Counties with Organizations Receiving VOCA VA Funding<sup>2</sup>





# Victim Services (Collect and Track)

## Clients and Demographics (Questions 1-6)

- ▶ TOTAL individuals who received services during report period
- ▶ TOTAL number of anonymous contacts
- ▶ NEW individuals served for the first time
  - ▶ Not Reported: demographic data not provided by victim.
  - ▶ Not Tracked: grantee cannot collect demographic data
- ▶ Race/Ethnicity, Gender, and age
- ▶ Victimizations – Includes hate crimes, other, multiple victimizations, Special Classifications

- ▶ Victim Compensation Form Assistance

# Review and Verify: Questions 1 and 3

- ▶ During the **first** quarter of an ACTIVE subaward, the total number of individuals served (Question 1) should be equal to the number of new individuals served (Question 3).
- ▶ If the subgrantee indicates that they “cannot track new individuals,” then the number of new individuals should be zero for BOTH 1 and 3.

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

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

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.

☒ We cannot track new individuals

# System Validations: Question 3

- ▶ If new individuals are ABLE to be tracked, the number of new individuals entered in Question 3 should be less than or equal to number of total individuals entered in Question 1.

ovcpmt.ojp.gov says

WARNING: Question 1 should be greater than or equal to Question 3.

OK

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

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

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.

☒ We cannot track new individuals

# Review and Verify: Question 4A–4C

- ▶ **System Validation:** Total number entered in each demographic category (Race/Ethnicity, Gender Identity, and Age) must be equal to the total number of new individuals entered in Question 3.

Population	Number of New Individuals
Male	10
Female	4
Other	1
Please explain. transgender, non-binary	
Not Reported	5
Not Tracked	0
<b>Gender Total (auto-calculated after save)</b>	<b>20</b>

- ▶ Verify: What is in the “please explain” text box?

Example - How does an explanation of “other” line up with how the VOCA act defines a victim?

# System Validations: Question 5

- ▶ The total number of victimizations must be greater than or equal to the sum of the **total number of individuals served** plus the total number of anonymous contacts received (i.e., Question 5  $\geq$  Question 1 + Question 2).
- ▶ Anonymous contact victimization type- If a subgrantee does not know the victimization type, report it as "Other." Indicate how many anonymous contacts are included in "Other Explanation" text box.

## 5. TYPES OF VICTIMIZATIONS (for ALL individuals identified in Question 1 and 2)

If no data is collected for a category, enter "NT" in that field to represent **Not Tracked**. This means that the subgrantee is not yet able to submit data in this category due to the need to update its data collection system, but that efforts are underway to track data as requested.

### A. Number of individuals who received services based on a presenting victimization during the reporting period.

Victimization Type

Number of Individuals



# Review and Verify: Question 5

- ▶ Subgrantee reported a number for "Victimization Type-Hate Crime" yet did not provide an explanation.
  - ▶ If the number of "Hate Crimes" is greater than zero (0), ensure that an explanation was provided.
- ▶ Subgrantee reported total victimizations for ONLY NEW individuals served, and anonymous contacts received (Q1 + Q2).
- ▶ Is this feedback a cause for concern? Did the same errors happen last quarter?

# **Victim Services (Collect and Track)**

## **Direct Services (Questions 7 and 8)**

- ▶ **Assistance with completing a victim compensation application**
- ▶ **Services organization provided to victims**
- ▶ **List services by service type AND number of times each service was provided during reporting period**
  - ▶ **Information & Referral Services**
  - ▶ **Personal Advocacy/Accompaniment**
  - ▶ **Emotional Support/Safety Services**
  - ▶ **Shelter/Housing Services**
  - ▶ **Criminal/Civil Justice System Assistance**



# Review and Verify: Question 8

- ▶ **Individuals 8A–E:** Total number of individuals served in each of the five main service categories is less than or equal to the total individuals served (Question 1) plus the number of anonymous contacts received (Question 2).

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

Enter the number of times services were provided in each subcategory.

A1. Information about the criminal justice process	<input type="text" value="60"/>
A2. Information about victim rights, how to obtain notifications, etc.	<input type="text" value="125"/>
A3. Referral to other victim service programs	<input type="text" value="25"/>
A4. Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)	<input type="text" value="10"/>

Total services: 220

- ▶ **Services A–E:** Total number of times a subcategory of service was provided and is greater than or equal to the total individuals served in that category.



# Review and Verify: Question 8

## ► Individuals 8A

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

125

## ► PLUS Individuals 8B

8. Total number of individuals who received services by service type AND number of times each service was provided during the reporting period

B. Personal Advocacy/ Accompaniment

Enter the number of individuals who received services in this category

Number Of Individuals

Enter the number of times services were provided in each subcategory.

## ► Greater than or Equals ALL individuals served (Question 1)



# PMT Error Reports

- Received approximately 2 months after Quarterly report is submitted.
- VOCA grant planners unlock reports for review and correction
- Grant administrators coordinate with point of contact of the project
- Most common PMT errors: Question 1, 2, and 8
  - 2nd most common; 3 and 5

# Analyze Performance Data

## Resources to Use:

- ▶ Performance measures PDF
- ▶ VOCA Terminology Resource
- ▶ **Agency or program goals and objectives**
- ▶ Past quarterly reports for comparison

## Suggested Questions to Review Data:

- ▶ What is reasonable?
- ▶ **Does the data make sense in relation to the award objectives or categories of service?**
- ▶ What might signify a cause for concern?
- ▶ What is the project timeline status?
- ▶ How does an explanation line up with what was reported or the VOCA act?

# How Can We Help?

Start EARLY and use PMT resources in the “Need Help” tab:

- ▶ List of all performance measures
- ▶ User guides
- ▶ OVC Performance Measure Dictionary and Terminology Resource
- ▶ Online pre-recorded trainings
- ▶ Have a more in-depth question?
- ▶ Contact the OVC PMT Helpdesk to receive assistance with data entry
- ▶ Experiencing staff turnover? Ask about a “Welcome to OVC Performance Management” session



# OVC PMT Helpdesk Contact Information



Monday–Friday, 8:30 a.m.–5:00 p.m. EST

Toll free number: 1–844–884–2503\*\*

Email: [ovcpmt@usdoj.gov](mailto:ovcpmt@usdoj.gov)

\*\* Appointments available outside normal business hours by request