



This resource was developed by the Kentucky Justice and Public Safety Cabinet (JPSC), Grants Management Division (GMD), to help Victims of Crime Act (VOCA) Assistance subrecipients fulfill performance and financial reporting requirements. VOCA is a federal grant program administered by the U.S. Department of Justice, Office of Justice Programs (OJP), Office for Victims of Crime (OVC).

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### Reporting Periods and Submission Deadlines

Subrecipients must submit performance and financial reports quarterly. Reports are due by the 15<sup>th</sup> of the month following the close of each reporting period. Subrecipients granted a Financial Reporting Schedule Hardship Waiver may submit financial reports monthly.

Reporting Period	Due Date
October 1 – December 31	January 15
January 1 – March 31	April 15
April 1 – June 30	July 15
July 1 – September 30	October 15

Submit reports by specified deadlines to ensure timely processing of reimbursement requests and GMD's ability to meet federal reporting deadlines. Contact your assigned subaward administrators promptly if extenuating circumstances arise that will delay the timely submission of one or more reports.

## Required Submissions

### 1. Progress Reports (Quarterly)

Location: [Intelligrants 10.0 \(IGX\)](#)

Subrecipients are required to submit one (1) Progress Report per quarter in IGX, the JPSC's electronic grants management system. The Progress Report collects information on project implementation, staff training, and volunteer hours. See **Appendix A: Progress Report Instructions** for more information.

### 2. OVC Victim Assistance Performance Measurement Tool (PMT)

Location: [OJP Performance Measurement Platform](#)

Subrecipients are required to submit client demographic and direct service data quarterly through the OJP Performance Measurement Platform. Contact your assigned VOCA subaward administrator if you need assistance accessing the platform or for guidance on data proration. See **Appendix B: OVC PMT Instructions** and for more information and resources.

#### **OVC Data Proration**

Subrecipients are expected to collect data on victims served and services supported by the VOCA grant separately from victims served and services provided via other funding sources. OVC recognizes that in some situations, tracking VOCA-funded activities separately from other activities may not be possible. In these circumstances, subrecipients must apply an appropriate [data proration strategy](#) so that a reasonable portion is allocated to the VOCA grant and reported in the PMT.

### 3. Financial Reports (Quarterly)

Location: [Intelligrants 10.0 \(IGX\)](#)

Subrecipients are required to submit one (1) Financial Report in IGX per reporting period in IGX. Each cost claimed for reimbursement must be specified by line item on the Detailed Financial Report page of the Financial Report in IGX. Line-item entries must clearly correspond to line-item titles within the approved budget. Subrecipients may only request reimbursement for costs which are allowable, properly allocated, and adequately supported by source documentation. All supporting documentation should be uploaded to IGX for each reimbursement request. For more information on adequately supporting grant costs, please see GMD's subrecipient resource titled **Cost Documentation and Financial Reporting Reference Guide**.

## Initiating Reports in IGX

1. Individuals with grant administration responsibilities should maintain their own **IGX** account. To create an account, click **New User? Register Here!** on the homepage. Approval for new user accounts may take 48-72 hours.
2. Once logged in, confirm that your award is accessible from the **My Tasks** module on the homepage. If not, navigate to your grant by executing a Grants search via the **Searches** dropdown tab at the top of the screen. Select “Victims of Crime Act - YEAR” for grant type. Select your grant from the search results.
3. Scroll to the bottom of the menu on the left side of the Document Landing Page. Under **Related Documents**, select *Initiate Related Doc*. Click this to initiate a *Progress Report* or *Financial Report*. Please note that this option only becomes available beginning 15 days before the close of the reporting period.
4. **SAVE** changes by clicking the save button on the top right portion of your window.
5. To submit your report, look for **Status Options** in the left side menu. Click on the option to change your report status to **SUBMITTED** when it becomes available.
6. Contact your assigned GMD grant administrator if you need assistance initiating a report.

## Approval of Reports

GMD’s assigned program and financial administrators will review submitted reports and contact subrecipients directly if supplemental information or corrections are requested. Please respond to such requests promptly. Reports will be moved to “Progress Report Approved” or “Financial Report Approved” status in IGX upon approval.

## APPENDIX A: Progress Report Instructions

This appendix provides guidance for completion of the Progress Report in IGX.

### Section I

#### Table A – Staff Training

Provide a list of all VOCA-funded and in-kind match employees and training activities completed during the reporting period. In addition to active staff, be sure also to include individuals who have left the project and individuals who did not complete any training during the reporting period. This allows GMD to maintain an accurate listing of project-funded staff throughout the award period. Complete the table provided within the Progress Report and include the following information:

- Name of the VOCA-funded staff
- Title of the VOCA-funded staff
- Title or brief description of each training completed
- Total training hours the individual has completed during this reporting period
- Total training hours the individual has completed during the project to date.

#### Table B – Volunteer Hours

Populate the Volunteer Hours table with a list of individuals who provided volunteer services during the reporting period. Include activities that count toward the annual VOCA match requirement as well as hours dedicated as in-kind match. Record the number of hours each volunteer completed, along with an activity description.

Keep in mind that unless a waiver has been granted, each VOCA subrecipient is required to report at least 50 hours of volunteer service during the 12-month award period. Any activities performed by volunteers for which the agency has retained supporting documentation are eligible to be applied toward the 50-hour general volunteer hour requirement. **Please note volunteer hours counted toward an in-kind match contribution are restricted to VOCA-allowable project activities.**

## Section II – Programmatic Questions

Populate Section II with responses to the programmatic questions. Be as descriptive as possible and try to avoid submitting the same responses for each quarter. The narrative section allows GMD to gain a more complete picture of your project and program and equips GMD to highlight the important work that you do.

1. Complete the table provided within the Progress Report to report on the status of each objective. Restate each **objective** listed on the Goals, Objectives, and Performance Measurement page of this grant. Report on the current status of each objective as well as the progress made toward achieving that objective during the reporting period.
2. Discuss barriers faced in meeting any of the objectives for this reporting period, if any. Identify proposed means of overcoming or mitigating those barriers.
3. Describe any activities taken or plans made this quarter to evaluate the effectiveness of your VOCA project. This may include summarizing the results of outcomes measurement surveys, the results of pre- and post-testing, or other project evaluation activities.
4. Report on the efforts made during this reporting period to recognize and address the needs of underserved populations.
5. Describe at least one example of active collaboration with another agency during this quarter to enhance your services and increase the impact of the VOCA project.
6. Describe how your project meets the VOCA requirement to provide assistance to clients with applying for Crime Victims Compensation benefits. Explain any barriers encountered or share questions regarding Crime Victims Compensation.
7. If there are areas for which your agency needs or desires technical assistance from either GMD or a GMD-supported or federal technical assistance provider, please describe and GMD will coordinate a time for further discussion.
8. Share any noteworthy accomplishments, success stories, or program results from this reporting period that you wish to highlight.

## Attachments (Optional)

Upload relevant information about your VOCA Project, including newspaper articles, products developed, or documentation supporting reported service activities. Be mindful not to share any documents containing personally identifiable information (PII) regarding individuals served.

## APPENDIX B: OVC PMT Reporting Instructions

This appendix provides guidance for completion of the OVC PMT in the [OJP Performance Measurement Platform](#). PMT reports can be initiated once the reporting period has ended. For example, October 1 – December 31 PMT reports become available to populate on January 1.

1. Log into OVC PMT and select your organization.
2. Choose the **Enter Data** tab in the orange menu bar across the top of the page and select the appropriate reporting period from the dropdown menu that appears.
3. Populate each section of the PMT based on VOCA activities completed *during the reporting period*, noting that there are two sections for reporting: **Population Demographics** and **Direct Services**. Utilize GMD's companion resource, *Avoiding Common PMT Errors*, to help with accuracy of data submission.

### Helpful Tips

- In Quarter 1 (and only in Quarter 1) programs must report ALL Clients as NEW Clients in Question 3, so that fresh demographic data regarding the VOCA client population can be gathered by OVC.
  - In Quarter 4 (and only in Quarter 4) a third reporting section entitled **Subgrantee Annually Reported Questions** must be completed.
4. Use the comments section at the end of the report to indicate whether a data proration strategy was applied to reported PMT data. If a proration strategy was used, please describe.

Circumstance	Comment
No Data Proration	Subrecipient tracked VOCA-funded activities and services separately from victims served and services provided via other funding sources. No data proration strategy was necessary.
Data Proration Strategy Applied	Proration based on staff salary
	Proration based on direct victim services budget
	Proration based on total victim services program budget

5. Review your report for accuracy prior to submission. Submit your PMT information by marking all data entry as complete and clicking **SAVE**.

### Recommended Resources

Submitting Accurate Data: Avoiding Common PMT Errors (GMD)

[OVC Performance Measure Dictionary and Terminology Resource](#) (OVC)

[OVC Suggested Prorating Strategies for Victim Assistance Subgrantees](#) (OVC)