

**Victims of Crime Act (VOCA)
Victim Assistance Grant Program**

VOCA Performance Reporting



WELCOME

Thank you for joining us!

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Acronyms

VOCA **Victims of Crime Act Victim Assistance Program**

OVC **Office for Victims of Crime**

Federal grant-making entity within the U.S. Department of Justice, Office of Justice Programs. Administers VOCA.

JPSC **Justice and Public Safety Cabinet**

State Administering Agency of Kentucky's VOCA Assistance federal awards

GMD **Grants Management Division**

Division within JPSC that administers VOCA subawards

PMT **Performance Measurement Tool**

OVC question set that collects demographic and service data on VOCA-funded activities

Content Areas

- Performance Reporting Overview
- Progress Report
 - OVC PMT Quarterly Data Report
 - Prorating OVC PMT Data
 - Progress Report Narrative Questions
- Audit Considerations
- Featured Resources



Performance Reporting Overview

- Subrecipients must collect and maintain data measuring the performance and effectiveness of work under the award.
- **Progress Reports** are submitted quarterly in [Intelligrants 10.0 \(IGX\)](#) and collect information on project implementation, individuals served, and services provided.



VOCA Progress Reports Reporting Schedule

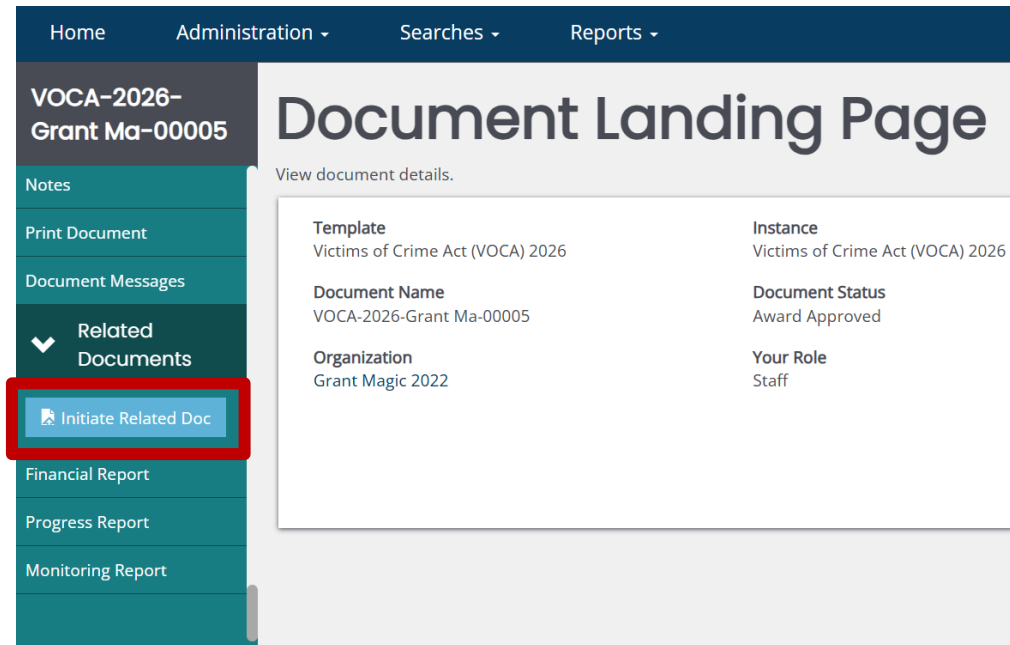
Performance Reporting Period		Due Date
Quarter 1	July 1 – September 30	October 15
Quarter 2	October 1 – December 31	January 15
Quarter 3	January 1 – March 31	April 15
Quarter 4	April 1 – June 30	July 15



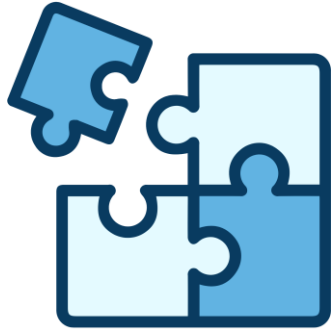
VOCA 2026 Progress Report Updates

- **Moving forward, all VOCA performance reporting will be completed within the Progress Report in IGX.**
- The quarterly OVC PMT (previously completed in the OJP platform) has been incorporated into the VOCA Progress Report.
- The updated VOCA Progress Report also includes revised narrative questions and metrics related to returning service recipients and revictimization.

Initiating and Submitting Progress Reports in IGX



- Access your grant through **My Tasks** on the IGX homepage or the *Searches* dropdown menu.
- Scroll down to **Related Documents** on the green menu to *Initiate Related Doc*.
- Click the Progress Report to access the report.
- **SAVE** each report section.
- Change the status to **Progress Report Submitted**.



Progress Report Sections

1

Overview

Name and contact information of the individual completing report

2

OVC PMT Quarterly Data Report

Data on victims served and services provided with VOCA funds

3

Narrative Questions

Goals and objectives; volunteer hours; narrative updates; returning clients

Progress Report General Instructions

- Complete the Progress Report based on VOCA-funded activities performed **during the reporting period.**
- Responses should focus only on activities related to the VOCA-funded project.

The full question set is available
in GMD's new resource:
[VOCA Assistance Progress Report Guide](#)



Section 1 Overview

- Provide the name and contact information of the person completing the report.



Section 2

OVC PMT Quarterly Data Report

- The OVC Performance Measurement Tool (PMT) question set has been incorporated into the IGX Progress Report.
- GMD will submit approved subrecipient data to OVC.
- If corrections are requested by GMD, please process them quickly to ensure GMD can fulfill the direct reporting deadline.

Section 2: OVC PMT Quarterly Data Report *(continued)*



OVC PMT Data Proration

- Subrecipients must collect and report data on victims served and services provided with VOCA Assistance funds **separately from those supported by other funds** if possible.
- If separate tracking is not feasible, subrecipients must use a documented method to allocate (prorate) a portion of the victims served and services provided to the VOCA grant.

Option 1

Proration based on
staff salary

Option 2

Proration based on
**direct victim
services budget**

Option 3

Proration based on
**total victim services
program budget**

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

Section 2: OVC PMT Quarterly Data Report *(continued)*

NEW Progress Report Question: **Data Proration**

Indicate whether the OVC PMT quarterly data reported in this section was tracked separately from other funding sources or if a prorating strategy was applied.

- ☐ No Proration: VOCA service data was tracked separately from other funding sources.
- ☐ Prorating Strategy Applied

If a prorating strategy was used, indicate which option was applied.

- ☐ Proration based on **staff salary**
- ☐ Proration based on **direct victim services budget**
- ☐ Proration based on **total victim services budget**

Please describe.

Example: Victim Advocate is funded at 80% by VOCA Assistance subaward and 20% by other funding sources. This PMT submission attributes 80% of all services provided to the VOCA Assistance subaward. (Proration based on staff salary)

Section 2: OVC PMT Quarterly Data Report *(continued)*

Subgrantee Annually Reported Questions

Complete this section when submitting the **Quarter 1 Progress Report (covering the July – September reporting period)** for a subaward. For all other reporting periods, leave this section blank. Report data for the previous 12 months for the *entire* victim assistance program, not only the VOCA-funded project.

For the past 12 months:

- Number of requests for services that were unmet because of organizational capacity issues.
- Does your organization formally survey clients for feedback on services received?
- Number of surveys distributed (includes, but not limited to, those distributed by hand, mail or electronic methods)
- Number of surveys completed
- Please discuss some of the challenges your victim assistance program faced during the course of the federal fiscal year (prior 12 months)
- Please describe some of the services victims needed but could not be provided. What were the challenges that prevented those services from being provided?



Section 3 Narrative Questions

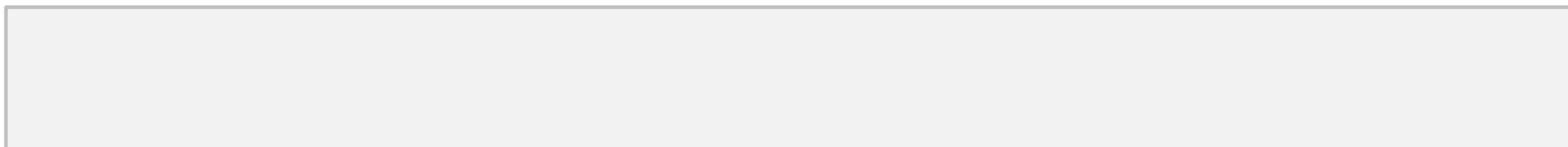
- New reporting items include victim assistance needs, referral pathways, and returning service recipients. Subrecipients are **NOT** required to prorate data for these specific questions.
- Complete new reporting items to the best of your ability and implement a consistent data collection process during this award period.
- To the extent possible, information reported for the new items should be self-reported by service recipients. Internal documentation may be used when self-report is not available.

NEW Progress Report Question: **Evaluation**

Refer to the Evaluation Plan described in the Goals, Objectives, and Performance Measurement page of your award. Describe the activities completed or planned to evaluate the effectiveness of your project. This may include outcome measurement survey results, pre- and post-test findings, or other evaluation activities. Explain how data collected during the reporting period was used to guide, assess, and monitor the project. Provide specific examples to illustrate how evaluation findings were applied.

Examples may include:

- Adjusting service delivery strategies to better meet client needs
- Identifying areas where additional staff training or resources were needed
- Highlighting trends in service utilization or gaps in services that require attention
- Informing decisions about outreach, client engagement, or service prioritization
- Monitoring client satisfaction or outcomes to improve program effectiveness



Section 3: Narrative Questions *(continued)*

NEW Progress Report Question: **Victim Assistance Needs**

Identify the needs most commonly reported by service recipients during the reporting period. These may include services your organization provides directly or needs that required referral to another provider. **Select up to three.**

- | | |
|--|---|
| ☐ Emergency housing or shelter | ☐ Criminal justice system navigation |
| ☐ Transportation | ☐ Financial assistance |
| ☐ Childcare | ☐ Medical or forensic examination support |
| ☐ Safety planning | ☐ Substance use disorder treatment |
| ☐ Protection order assistance | ☐ Culturally specific or responsive services |
| ☐ Emotional support/crisis counseling | ☐ Language access or interpretation |
| ☐ Mental health services | ☐ Services for underserved populations |
| ☐ Legal advocacy or assistance | ☐ Other (please describe) |

Section 3: Narrative Questions *(continued)*

NEW Progress Report Question: Referral Pathways

Identify the most common *incoming* referral pathways for service recipients during the reporting period. **Select up to three.**

- | | |
|---|---|
| ☐ Law enforcement | ☐ Self-referrals |
| ☐ Child protective services | ☐ Community organizations |
| ☐ Courts and criminal justice system | ☐ Legal service providers |
| ☐ Healthcare providers | ☐ Partner agency referrals through coordinated response networks |
| ☐ Social service agencies | |
| ☐ Hotlines and crisis lines | ☐ Other (please describe) |

Section 3: Narrative Questions *(continued)*

NEW Progress Report Question: Returning Service Recipients

Returning Service Recipients

- A. How many individuals previously served by your victim assistance program were referred to or sought services again during the reporting period?
- B. Of those individuals, how many were referred to or sought services related to a **NEW** victimization?

Data proration is **NOT** required.

These new questions seek only to explore potential trends in returning client service utilization.

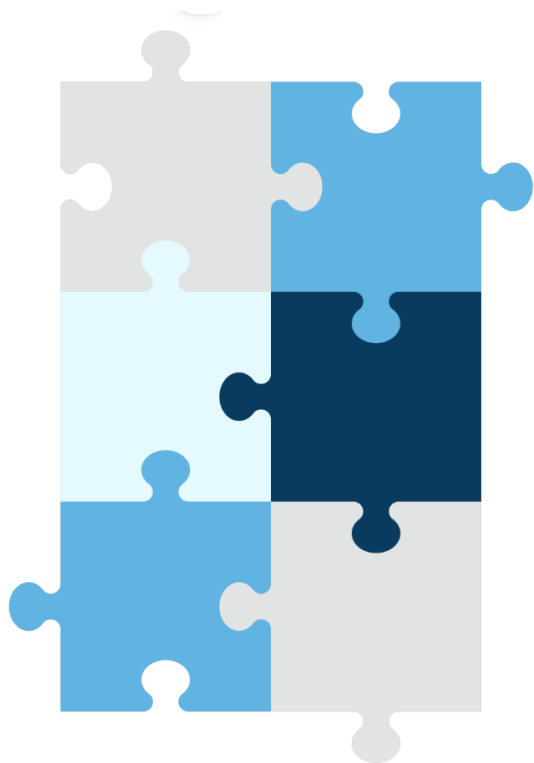
Please describe how your organization defines “previously served” clients.



DOJ OIG Audit Considerations: Subrecipient Performance Reporting

- The U.S. Department of Justice (DOJ), Office of the Inspector General (OIG), routinely audits VOCA Assistance subrecipients to ensure award funds are used and managed in accordance with grant requirements.
- DOJ OIG's audits review more than financial records. Performance reports, supporting documentation, and reporting practices are also examined.
- If auditors cannot verify that performance reporting data is **complete and accurate**, the audit may result in findings and recommendations that require corrective action.

DOJ OIG Subrecipient Audit Considerations: **Subrecipient Performance Reporting** *(continued)*



- Subrecipients should maintain **written policies and procedures** to ensure complete and accurate VOCA performance reporting.
- These policies and procedures should document how performance data is collected, reviewed, reported, and retained.
- Staff roles and responsibilities should be clearly defined.
- Update procedures when reporting requirements or staff responsibilities change.



Featured Resource



Victims of Crime Act - Assistance Subrecipient Reporting Instructions

VOCA

This resource was developed by the Kentucky Justice and Public Safety Cabinet (JPSC) Grants Managements Division (GMD) to help Victims of Crime Act (VOCA) Assistance subrecipients fulfill performance and financial reporting requirements in Intelligrants 10.0 (IGX), the JPSC's electronic grants management system. VOCA Assistance is a federal grant program administered by the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office for Victims of Crime (OVC).

Contents

- Reporting Periods and Submission Deadlines
- Required Submissions
- Initiating and Submitting Reports in IGX
- Approval of Reports

July 2026 Updates

- Starting July 1, 2026, OVC Performance Measurement Tool (PMT) data previously reported in the OJP Performance Measurement Platform will instead be entered in IGX. All subrecipient performance reporting will take place through the IGX Progress Report for VOCA Assistance subawards with start dates on or after this date.
- Recent reviews of VOCA Assistance subrecipient audit reports issued by the DOJ Office of the Inspector General (OIG) indicate that subrecipients are encouraged to maintain written policies and procedures for VOCA reporting. Failure to maintain adequate policies and procedures for preparing and submitting performance and financial reports, including controls to ensure the accuracy of reported information and retention of supporting documentation, may result in audit findings and required corrective actions during OIG subrecipient audits.

VOCA Assistance Subrecipient Reporting Instructions

- Provides basic reporting instructions for VOCA subrecipients
- Covers performance reporting requirements, periods, and deadlines
- Includes instructions on initiating and submitting reports in IGX
- [Click here](#) to access the resource



Featured Resource

**Victims of Crime Act - Assistance
PROGRESS REPORT GUIDE**



This resource was developed by the Kentucky Justice and Public Safety Cabinet (JPSC) Grants Management Division (GMD) to assist Victims of Crime Act (VOCA) Assistance subrecipients in meeting performance reporting requirements. It provides an overview of the reporting requirements, outlines the question sets for required data collection points, and offers guidance, tips, and resources to support accurate and complete reporting. VOCA Assistance is a federal grant program administered by the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office for Victims of Crime (OVC).

Contents

- VOCA Progress Report Contents
- OVC PMT Quarterly Data Report
- Progress Report Narrative Questions

VOCA Progress Report Contents

VOCA subrecipients must submit one Progress Report per quarter in [Intelligrants 10.0 \(IGX\)](#), the GMD's electronic grants management system. The Progress Report collects information on project implementation, individuals served, and services provided.

Prior to July 1, 2026, subrecipients submitted data directly to OVC through the OJP Performance Measurement Platform. Moving forward, the OVC PMT question set will be incorporated into a new section of the IGX Progress Report, allowing all subrecipient performance reporting to be completed in one platform.

The Progress Report contains three sections:

- (1) Overview
- (2) OVC PMT Quarterly Data Report
- (3) Narrative Questions

Populate each section of the Progress Report based on VOCA activities completed *during the reporting period*. Responses should focus on the grant-funded project, addressing only activities related to the subaward. Each section of the Progress Report must be completed and saved before the Progress Report can be submitted.

VOCA Assistance Progress Report Guide

- Contains full question sets for OVC Quarterly Data Report and Narrative Questions report sections
- Provides guidance for answering questions consistently and accurately
- [Click here](#) to access



Featured Resource

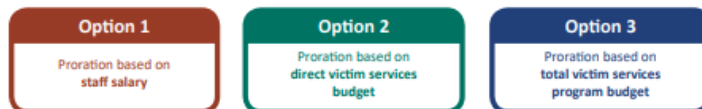


Suggested Prorating Strategies for Victim Assistance Subgrantees

The Office for Victims of Crime (OVC) expects all grantees and their subgrantees to collect and report performance measure data for activities supported by the Victims of Crime Act (VOCA) Victim Assistance program. This includes funding that is part of a federal award plus any match contributed per program guidelines. OVC uses data on Victim Assistance program activities to communicate the impact of the program, particularly around the number of victims served, types of victimizations experienced, and services provided. OVC uses Victim Assistance program data for data reports, and to demonstrate the impact of federal funding to Congress, the White House, and the American people.

Grantees and subgrantees, therefore, should plan to collect data on victims served and services supported through their Victim Assistance subgrant(s) separately from victims served and services provided via other funding sources, such as grants from other federal agencies, foundations, or donations. However, OVC recognizes that in some situations, tracking VOCA-funded activities separately from other activities may not be possible. In these circumstances, the grantee should work with the subgrantee to apply an appropriate strategy for prorating subgrantee activity so that a reasonable portion is allocated to the Victim Assistance subgrant(s) and reported in the Performance Measurement Tool (PMT).

This document outlines three prorating strategies:



The strategies are listed in order of desired use. For example, if a subgrantee cannot track time and activity at the level described in option 1, then the subgrantee should move to option 2. If a subgrantee cannot track at the level described in option 2, then it should move to option 3.

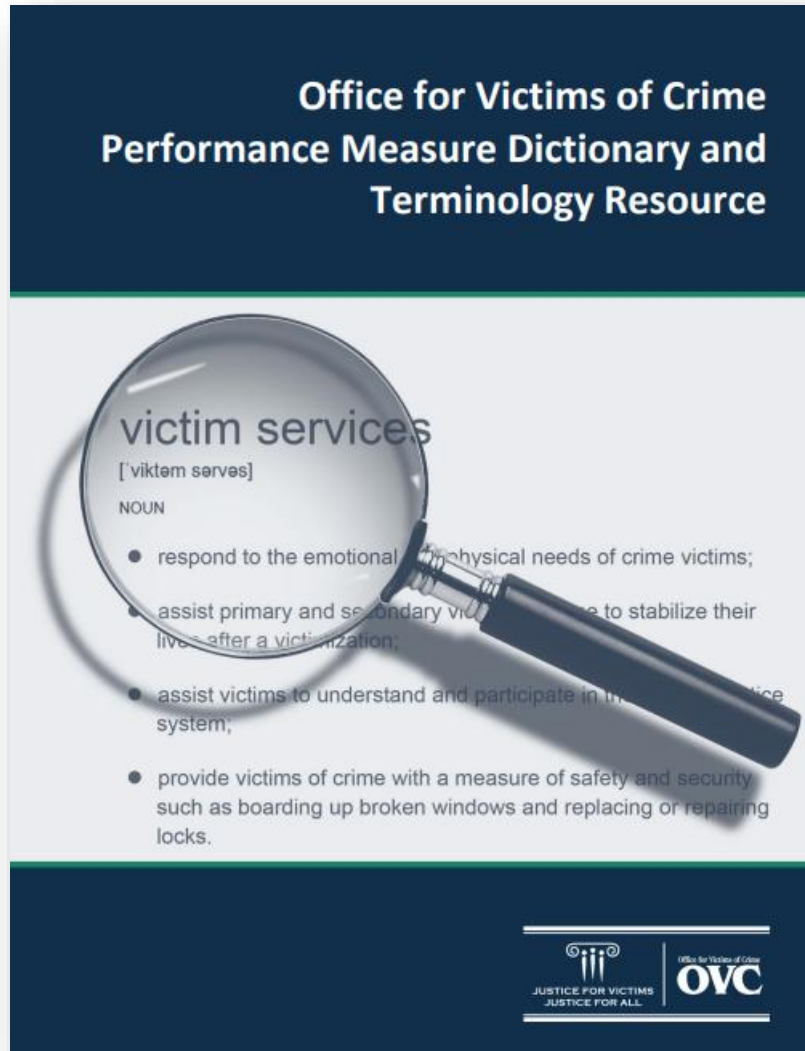
It is acceptable for the state grantees to prorate performance data on behalf of their subgrantees or to have subgrantees prorate their own data prior to PMT entry. If subgrantees prorate their own data, grantees are responsible for ensuring the proration was done properly as part of their review of subgrantee data. Regardless of the process or prorating method used, grantees and subgrantees are encouraged to establish a written procedure outlining how both organizations will handle prorating.

OVC Suggested Prorating Strategies for Victim Assistance Subgrantees

- Resource developed by Office for Victims of Crime (OVC)
- Describes recommended prorating strategies with example calculations
- [Click here](#) to access



Featured Resource



OVC Performance Measure Dictionary and Terminology Resource

- Resource developed by Office for Victims of Crime (OVC)
- Include definitions and examples of terms used in OVC PMT reporting
- [Click here](#) to access

QUESTIONS





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We're here to help. Questions are encouraged.