



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, includes question sets for each Progress Report section, and offers guidance 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).

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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.

OVC PMT Quarterly Data Report

This appendix provides guidance for completion of the “OVC PMT Quarterly Data Report” section of the IGX Progress Report. This question set replicates the question set developed by OVC and contains four sections: (1) Data Proration, (2) Population Demographics, (3) Direct Services, and (4) Subgrantee Annually Reported Questions.

Subrecipients are required to collect and report data on victims served and services provided with VOCA Assistance funds separately from those supported by other funding sources whenever possible. When separate tracking is not feasible, subrecipients must use a reasonable and documented methodology to allocate (prorate) a portion of victims served and services provided to the VOCA grant. See [OVC Suggested Prorating Strategies for Victim Assistance Subgrantees](#).

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 percent by VOCA Assistance subaward and 20 percent by other funding sources. This PMT submission attributes 80 percent of all services provided to the VOCA Assistance subaward. (Proration based on staff salary)

Population Demographics

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?	

In Quarter 1 (and only in Quarter 1) programs must report ALL Clients as NEW Clients in Question 3, so that new demographic data regarding the VOCA client population can be gathered by OVC.

Demographics (for NEW individuals identified in Question 3)

Count each NEW individual in only one race/ethnicity type as self-reported. Individuals who self-report in more than one race and/or ethnicity category should be counted in the “Multiple Races” category. **The total number of individuals in each demographic category must equal the number of NEW individuals reported in Question 3.**

4A. Race/Ethnicity (self-reported)	
See the OVC Performance Measure Dictionary and Terminology Resource for definitions.	
American Indian or Alaska Native	
Asian	
Black or African American	
Hispanic or Latino	
Native Hawaiian or Other Pacific Islander	
White Non-Latino or Caucasian	
Some Other Race	
Multiple Races	
Not Reported	
Not Tracked	
Race/Ethnicity Total (auto-calculated after save)	

4A total must equal the number of new service recipients reported in Question 3.

4B. Sex (self-reported)	
Male	
Female	
Other	
Not Reported	
Not Tracked	
Sex Total (auto-calculated after save)	

4B total must equal the number of new service recipients reported in Question 3.

4C. Age (self-reported)	
Report the age of the victim at the time of the victimization.	
0-12 years	
13-17 years	
18-24 years	
25-59 years	
60 years and older	
Not Reported	
Not Tracked	
Age Total (auto-calculated after save)	

4C total must equal the number of new service recipients reported in Question 3.

5. Types of Victimizations (for ALL individuals Identified in Questions 1 and 2)

5A. Number of individuals who received services based on a presenting victimization during the reporting period. • Enter the count of individuals who received services based on each presenting victimization type during the reporting period. • An individual MAY be counted in more than one victimization type. • An individual MAY NOT be counted more than once within the same victimization. • See OVC Performance Measure Dictionary and Terminology Resource for definitions.	
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	
Hate Crime	
Human Trafficking: Labor	
Human Trafficking: Sex	
Identity Theft/Fraud/Financial Crime	
Kidnapping (non-custodial)	
Kidnapping (custodial)	
Mass Violence (Domestic/International)	
Other Vehicular Victimization (e.g., Hit and Run)	
Robbery	
Stalking/Harassment	
Survivors of Homicide Victims	
Teen Dating Victimization	
Terrorism (Domestic/International)	
Other	
Victimization Type Total (auto-calculated after save)*	

***The TOTAL of 5A should be greater than or equal to the total of Question 1 + Question 2 + Question 5B.**

5B. Of the individuals who received services, how many presented with more than one type of victimization during the reporting period?	
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5C. Special Classification of Individuals (self-reported)	
- Enter the number of individuals who self-identify in one or more of these categories. - An individual MAY be counted in more than one Special Classification. - An individual MAY NOT be counted more than once within the same Special Classification.	
Deaf / Hard of Hearing	
Homeless	
Immigrants / Refugees / Asylum Seekers	
Veterans	
Victims with Disabilities (Cognitive / Physical / Mental)	
Victims with Limited English Proficiency	
Other	
Special Classification Total (auto-calculated after save)	

Direct Services

6. Number of individuals assisted with a victim compensation application during the reporting period.	
- Count the number of individuals who received assistance with completing a victim compensation application during the reporting period. - Individuals should be counted if they received assistance, even if they did not submit the application. - Providing an individual with an application alone does NOT qualify as assistance.	

7. Enter the <u>number of individuals</u> who received services in this category during the reporting period.	
A. Information & Referral	
B. Personal Advocacy/ Accompaniment	
C. Emotional Support or Safety Services	
D. Shelter/ Housing Services	
E. Criminal/ Civil Justice System Assistance	

- 8. For each service subcategory, enter the number of times that service was provided during the reporting period.** Zero is a valid response. Because some clients may receive multiple services, the total number of times that service was provided within a category may be greater than the number of clients who received those services.

8A. Information & Referral	
Enter the number of times each service was provided during the reporting period.	
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.)	
Information & Referral Service Total (auto-calculated after save)	

The total number of services reported in this category must be equal to or greater than the number of individuals reported in Question 7A.

8B. Personal Advocacy/ Accompaniment	
Enter the number of times each service was provided during the reporting period.	
B1. Victim advocacy/accompaniment to emergency medical care	
B2. Victim advocacy/accompaniment to medical forensic exam	
B3. Law enforcement interview advocacy/accompaniment	
B4. Individual advocacy (e.g., assistance in applying for public benefits, return of personal property or effects)	
B5. Performance of medical or nonmedical forensic exam or interview or medical evidence collection	
B6. Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)	
B7. Intervention with employer, creditor, landlord, or academic institution	
B8. Child or dependent care assistance (includes coordination of services)	
B9. Transportation assistance (includes coordination of services)	
B10. Interpreter services	
Personal Advocacy/ Accompaniment Service Total (auto-calculated after save)	

The total number of services reported in this category must be equal to or greater than the number of individuals reported in Question 7B.

8C. Emotional Support or Safety Services	
Enter the number of times each service was provided during the reporting period.	
C1. Crisis intervention (in-person, includes safety planning, etc.)	
C2. Hotline/crisis line counseling	
C3. On-scene crisis response (e.g., community crisis response)	
C4. Individual counseling	
C5. Support groups (facilitated or peer)	
C6. Other Therapy (traditional, cultural, or alternative healing; art, writing, or play therapy, etc.)	
C7. Emergency financial assistance	
Emotional Support or Safety Services Total (auto-calculated after save)	

The total number of services reported in this category must be equal to or greater than the number of individuals reported in Question 7C.

8D. Shelter/ Housing Services	
Enter the number of times each service was provided during the reporting period.	
D1. Emergency shelter or safe house	
D2. Transitional housing	
D3. Relocation assistance (includes assistance with obtaining housing)	
Shelter/ Housing Service Total (auto-calculated after save)	

The total number of services reported in this category must be equal to or greater than the number of individuals reported in Question 7D.

8E. Criminal/ Civil Justice System Assistance	
Enter the number of times each service was provided during the reporting period.	
E1. Notification of criminal justice events	
E2. Victim impact statement assistance	
E3. Assistance with restitution	
E4. Civil legal assistance in obtaining protection or restraining order	
E5. Civil legal assistance with family law issues	
E6. Other emergency justice-related assistance	
E7. Immigration assistance	
E8. Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and with victim/witness)	
E9. Law enforcement interview advocacy/accompaniment	
E10. Criminal advocacy/accompaniment	
E11. Other legal advice and/or counsel	
Criminal/ Civil Justice System Assistance Service Total (auto-calculated after save)	

The total number of services reported in this category must be equal to or greater than the number of individuals reported in Question 7E.

Subgrantee Annually Reported Questions

Complete this section only 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:

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

Narrative Questions

This section provides guidance for completion of the “Progress Report Narrative Questions” section of the IGX Progress Report. Responses should focus on the grant-funded project, addressing only activities related to the subaward. Refer to activities completed during the reporting period and exclude any personally identifying information (PII).

Narrative Questions

1. Complete the table provided within the Progress Report to report on the status of each objective. Restate each objective listed in the table on the Goals, Objectives, and Performance Measurement page of your award. Indicate the status of each and describe relevant progress and activities completed during the reporting period.
2. Discuss barriers faced in meeting any of the objectives for this reporting period, if any. Please include proposed means of overcoming or mitigating those barriers.
3. Describe your efforts to improve or expand meaningful access to victim services for underserved populations, including any outreach activities and challenges in identifying and serving these populations within your service area.
4. Describe at least one example of collaboration with another agency during this quarter to enhance your services and increase the impact of the VOCA project.
5. How does your project meet the VOCA requirement to assist clients with applying for Crime Victims Compensation benefits? If you have encountered any barriers or have questions regarding Crime Victims Compensation, please share them here.
6. Does your agency have any technical assistance needs that GMD could help address? If so, please describe below, and GMD will reach out to schedule a discussion.
7. 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

8. Does your project or agency have any noteworthy accomplishments, success stories, or program results from this reporting period that you would like to highlight?

Supplemental Questions

To the extent possible, information reported in this section should be self-reported by service recipients. Internal documentation may be used when self-report is not available.

9. **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) |

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

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

11. 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?	

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

Volunteer Hours

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

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.**

Volunteer Name	Hours	Activity
Name	Number	Describe activities

Attachments (Optional)

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

Elements of an Effective Performance Reporting Plan

Effective performance reporting plans help ensure that award funds are managed in accordance with grant requirements and that reported data is accurate and complete. Subrecipients should maintain **written policies and procedures** that document how performance data is collected, reviewed, reported, and retained. Procedures should clearly define staff roles and responsibilities and be updated when reporting requirements or staffing changes occur.

Key Elements

Data Collection and Management

Identify the data required for each report and where it will be collected and maintained. Use consistent methods and definitions for data collection, and maintain complete, organized records throughout the retention period. Procedures should clearly describe how the subrecipient ensures that data on victims served and services provided with VOCA Assistance funds are tracked and reported separately from other funding sources. If separate tracking is not feasible, the methodology used to allocate (prorate) VOCA-funded portions must be documented.

Roles and Responsibilities

Identify who is responsible for collecting data, maintaining source documentation, reviewing data for completeness and accuracy, preparing reports, and approving and submitting reports.

Internal Controls

Verify reported data against source documentation before submission and review reports for completeness, accuracy, and consistency. Resolve any discrepancies prior to submission and document the review and approval process.

Supporting Documentation

Maintain documentation supporting all reported performance and financial data and organize records so reported information can be easily traced to source documentation. Retain all documentation in accordance with grant and record retention requirements.

Report Submission

Submit complete and accurate reports by required deadlines and retain copies of submitted reports and supporting documentation.