

VOCA Reporting Basics

The Victims of Crime Act (VOCA) grant typically operates on the federal fiscal year, from October 1 to September 30.

- Quarter 1 runs from Oct 1 to Dec 31st
- Quarter 2 runs from Jan 1 to Mar 30th
- Quarter 3 runs from Apr 1 to June 30th
- Quarter 4 runs from July 1 to Sept 30th

There are four basic reports associated with VOCA awards. They are:

- Financial Reporting in eGMS Intelligrants
 - At the beginning of each grant year, subrecipients choose whether they want to do financial reporting on a quarterly or a monthly basis. Once set, that cannot change for the remainder of the grant year.
- Progress Reporting in eGMS Intelligrants
 - Progress Reporting is done quarterly, and is due 15 days after the end of the quarter
 - Progress Reporting consists of the following information
 - VOCA+Match staff training hours
 - Volunteer hours
 - Number of Services Provided (by county of client residence)
 - Responses to narrative questions regarding aspects of the approved Project Proposal and Timeline
- Client Demographic and Service Statistical Reporting in the federal Office for Victims of Crime (OVC) Performance Measurement Tool (PMT)
 - Help Resources are available upon request from GMD, as well as on the *Need Help?* Tab in OVC PMT
- Staff Tracking Spreadsheet
 - In order for us to keep up with active VOCA-funded, match, and contractual staff, GMD requires each subrecipient to submit a staff tracking spreadsheet
 - That sheet should be submitted by the 15th of each month, ***AS WELL AS whenever there is a staff change (resignation, termination, new hire, etc.)***