

Office for Victims of Crime
Victim Assistance Formula Grants Program
GRANTEE REPORT

The *Grantee Report* is a requirement for grantees that receive VOCA Assistance funding from OVC to deliver Victim Assistance Services. The purpose of the *Grantee Report* is to collect qualitative data from grantees regarding VOCA-funded Victim Assistance Programs that operate in their State.

Reporting this information in the OVCPMT will allow for consideration along with the data that is submitted by subgrantees for a given reporting period.

1. It is expected that the information will be completed and submitted by the State agency (i.e., grantee) at the end of each federal fiscal year.
2. Responses will be submitted as a part of the Performance Data Report that contains the aggregated subgrantee data submitted during the federal fiscal year.
3. The information should be submitted via the OVC PMT. After the data is marked as complete, the OVCPMT will automatically generate a report that should be submitted to OVC through the GMS system.

GRANTEE ANNUALLY REPORTED QUESTIONS

You are asked to answer these questions once a year, at the end of the 12-month period, as of Sept. 30.

1. Were any administrative and training funds used during the reporting period? (Yes/No)

If Yes, please briefly describe what those funds were used for (up to 500 words).

Education and Coordination Activities

***GUIDANCE:** OVC provides that education and coordination activities include, but are not limited to, training of State VOCA Assistance administrative staff, direct service victim service providers, allied professionals, victim service agency managers, public awareness activities, scholarships for state coalition conferences.*

2. Did the administrative funds support any education activities during the reporting period? (Yes/No)
(If No, go to question #8)
3. Number of requests received for education activities during the reporting period.
4. Number of people trained or attending education events during the reporting period.
5. Number of events conducted during the reporting period.
6. Describe any program or educational materials developed during the reporting period. (e.g., postcards, media, brochures, Web sites, apps).
7. Describe any planning or training events held during the reporting period.
8. Did the grant support any coordination activities (e.g., with other service providers, law enforcement agencies) during the reporting period? (Yes/No)
9. Describe any program policies changed during the reporting period.
10. Describe any earned media coverage events/episodes during the reporting period.
Earned media coverage refers to media attention on radio, print, or TV that has not been purchased (e.g., Public Service Announcements). If an agency/organization holds a press conference and it appears in the local newspaper or is highlighted on TV, the media attention has been "earned" and not paid for.
11. Describe any coordinated responses/services for assisting crime victims during the reporting period.

GRANTEE ANNUALLY REPORTED QUESTIONS

You are asked to answer these questions once a year, at the end of the 12-month period, as of Sept. 30. You can use up to 5,000 characters for each response.

12. Please discuss the major issues in your state that either assist or prevent victims from receiving assistance during the reporting period.
13. Please describe ways that your agency promoted the coordination of public and private efforts within the community to help crime victims during the reporting period.
14. Please describe any notable activities at the grantee level during the reporting period that improved delivery of victim services.
15. Please discuss each priority (i.e., child abuse, domestic assault, sexual assault, and underserved) in which VOCA funds have been used to assist crime victims during the reporting period (e.g., using case histories or other descriptions; case histories or other materials may be submitted with upload of report in to GMS).
16. Please briefly describe efforts taken to serve Victims of Federal crime during the reporting period.
17. Please identify any emerging issues or notable trends affecting crime victim services in your state during the reporting period.
18. Please briefly outline any staffing retention issues that your victim assistance program has and why these issues may occur during the reporting period (e.g., high turnover due to insufficient salary, insufficient benefits, and heavy workload).
19. Please explain your state process to publicize its victim assistance funding for services to victims of crime during the reporting period.
20. Please explain how your state is able to direct funding to new/underserved populations during the reporting period.
21. Please explain how your program is able to respond to gaps in services during the reporting period.
22. Please list and explain any outcome measure(s) that are reported to the governor, legislature, or other state entity during the reporting period.