Crime Victims' Services Committee

What are Federal Reports?

Federal reports are reports required by the Office on Victims of Crime (OVC) and the Office on Violence Against Women (OVW).

Award may be funded out of any one or more of three federal funding sources:

- **VOCA** funds through OVC
- **VAWA** funds through OVW and/or
- **SASP** funds through OVW

Accessing Federal Reports

Federal Reports can be accessed through GEMS.

- Click on **VOCA** and/or **VAWA** reports on the left navigation bar to open the appropriate report.
- The **VOCA** report is built into the GEMS system, just fill in the necessary blocks.

Accessing Federal Reports

VAWA Annual Progress Report: fillable PDF

Programs should complete the appropriate sections of the VAWA report, save the report with a new name (save as), and upload as an attachment that corresponds to the date of the report due.

Required Federal Reports for VOCA

TWO types of VOCA Programmatic Reports

- State Performance Report (SPR)
- Subgrant Award Report (SAR)

VOCA: State Performance Report (SPR)

- A **3-month SPR** is due no later than ***October 31st*** for all VOCA grants active anytime during July, August, or September.

- A **9-month SPR** is due no later than ***July 31st*** for all VOCA grants active anytime during October through June of the following year.

VOCA: State Performance Report (SPR)

- Together, the **3-month** and **9-month** complete a whole year of grant activity!

- If funded for two years, complete the **3-month** and the **9-month** reporting cycle once again for any activity that took place during those times.

****2-year projects:** complete (2) 3-month reports and (2) 9-month reports

VOCA: State Performance Report (SPR)

- When reporting victims served by the type of victimization, count each victim once during the current fiscal year (**July 1 – June 30**), regardless of the number of incidents.
- When reporting the number of times the VOCA funded service was provided, each victim should only be counted once in each service category.

VOCA: State Performance Report (SPR)

- Victims may be counted in multiple service categories.
- If your agency served 50 victims during the current fiscal year, and they each received each type of service, the max number that can be reported in each 1 of 13 service categories is 50.

VOCA: State Performance Report (SPR)

- The Program Implementation; A through F, is a critical summary that goes to congress! It is the one place that you are able to provide details. It is mandatory.

- When counting victims by TYPE of victimization; count each victim only once, July thru June.

- When counting the number of times a VOCA funded SERVICE was PROVIDED: a victim may be counted one time in each service category, July thru June.

VOCA: Subgrant Award Report (SAR)

- **<u>INITIAL SAR</u>** due **30-days** after the grant start date.

- **<u>REVISED SAR</u>** due within **30-days** of grant end date. Report will include the revised federal amount and will reflect any programmatic changes made after the grant award was made (if applicable).

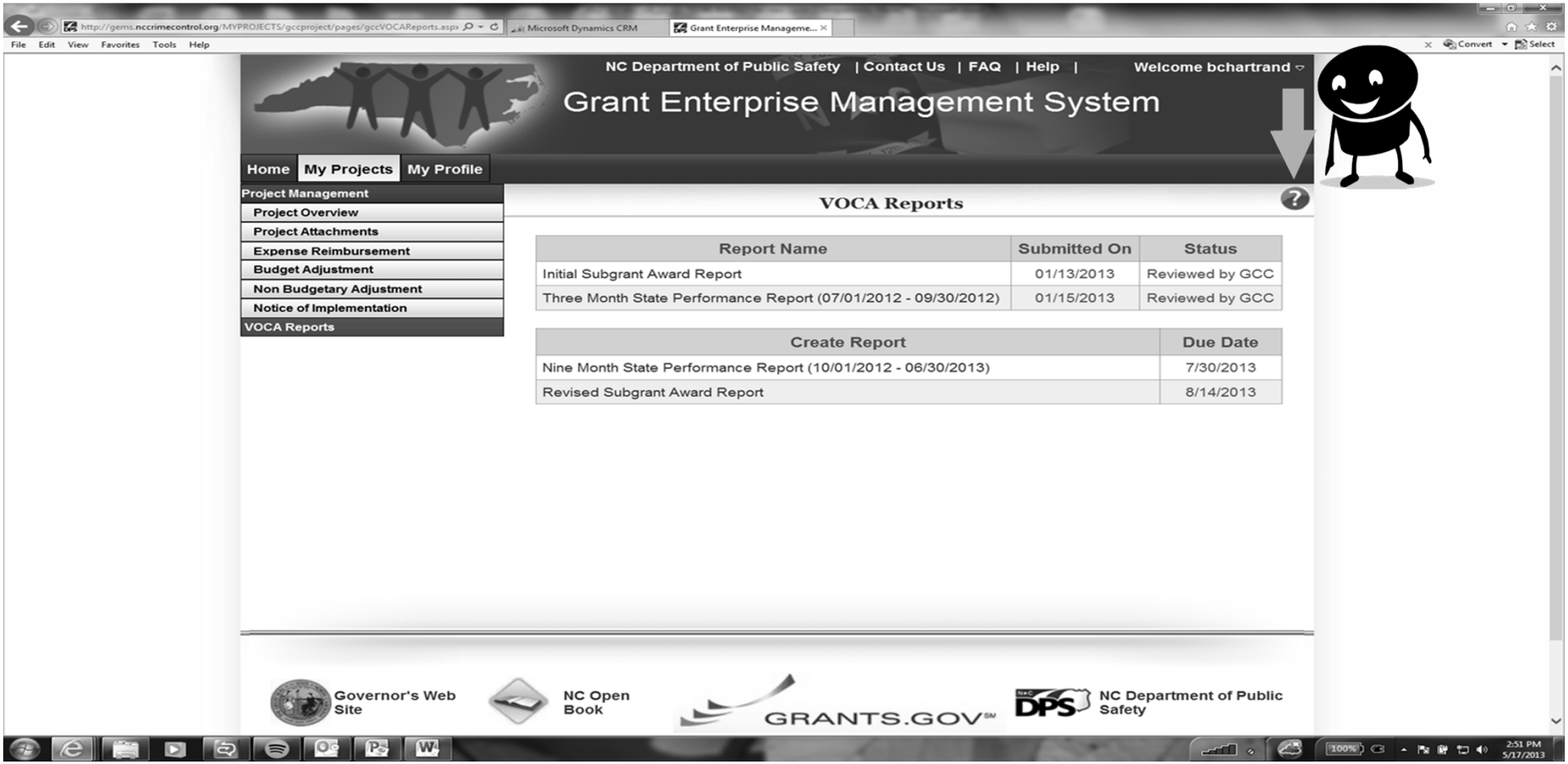
VOCA: Subgrant Award Report (SAR)

- The information in “purpose of funded project” must agree with the information provided in “These VOCA funds will primarily be used to...” on the report.

- The dollar amounts on the form are pre-populated

VOCA & VAWA Reporting in GEMS

Use the GEMS help link “?” in the right hand corner of the report page to answer report questions



Helpful Hints

GEMS will not allow for the submission of incomplete reports. If you receive an error message, refer back to the highlighted area and complete the report.

The next slide provides a few tips to follow……

Required Federal Reports for VAWA

- One programmatic report for VAWA-funded grants.
- **<u>VAWA Annual Progress Report</u>** due *January 31st* each calendar year
- If your grant program ends June 30th, it is due within 30 days after the end date.

Required Federal Reports for VAWA

- VAWA reports must be submitted in GEMS. ***(Please use the helpful hints guide and tutorial found below the submission attachment to complete your report.)***

- Be certain to upload your saved document (PDF) with live/active blocks on the form.

- Scanned, faxed, hardcopies or photocopies will not be accepted. All reports are submitted electronically via GEMS.

Required Federal Reports for VAWA

- Each VAWA project must have a separate report. If you've received a VAWA award for several consecutive years, provide a corresponding report for each project number.
- The data submitted should describe grant funded activity that took place in the preceding calendar year.

Required Federal Reports for VAWA

- Incomplete data or data that is inconsistent with current project (old data) will not be accepted.

- Keep a copy of your VAWA report available for a minimum of 3 years to respond to questions by OVW, commonly known as “red-flag reports”. These are specific questions that are asked by OVW to explain inconsistent data.

Resources for Completing VAWA Annual Progress Reports

- **Complete Helpful Hints Guide-** explains each block on the form itself
- **Helpful Hints Shortcut-** explains common red-flags
- **GCC tutorial-** an actual report with post-it notes throughout, to explain common areas of concern for most grantees.
- **University of Southern Maine, Muskie School Online Tutorial-** USM is the contract university to collect the data from these reports to compile reports to congress. They have a tutorial on their website.

http://muskie.usm.maine.edu/vawamei/

Minimizing Red-Flag Reports by Accessing the Tutorial at USM

http://muskie.usm.maine.edu/vawamei

- Go to the top of the navigational bar
- Click on OVW grant programs
- Scroll down to STOP Formula Grant
- Program, or SASP Formula Grant Program
- Select training and follow the instructions

Required Federal Reports for SASP

The Governor's Crime Commission
and
the North Carolina Coalition Against Sexual Assault (NCCASA) work together to submit reports.

SASP: funding to aid victims of sexual assault

SASP is the first Federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault.

1. Intervention 2. Advocacy 3. Accompaniment 4. Support Services for children, youth, adult and those collaterally affected by the assault/violence.

For a non-exhaustive comparison of VOCA, VAWA and SASP "Allowable & Unallowable Costs", please refer to your packet handout

Required Federal Reports
SASP

NC CASA's Role in SASP Reporting is to…

- Provide the current report to all subrecipients
- Alert funded programs of **SASP Annual Progress Report** deadline
- Provide technical assistance to help programs complete the report
- Compile and analyze progress report data
- Forward all subrecipient reports to the SASP Administrator at GCC to complete the state's report to OVW.

Required Federal Reports
SASP

- All SASP grant subrecipients will submit an annual progress report to the North Carolina Coalition Against Sexual Assault. This report will be compiled with additional information at The Governor's Crime Commission and submitted as our state's report.

- The reporting period is similar to VAWA because it contains data regarding all grant-funded activity that occurred in the previous calendar year.

Required Federal Reports
SASP

- Each project is funded through a specific SASP award and assigned a project number. Provide a report for each project/project number.

- **SASP reports** are due **July 31st** for programs ending in June, and **January 31st**, for grant-funded activity that occurred from July through December. The coalition will combine the data to create one annual report to submit to GCC who sends it on to OVW.

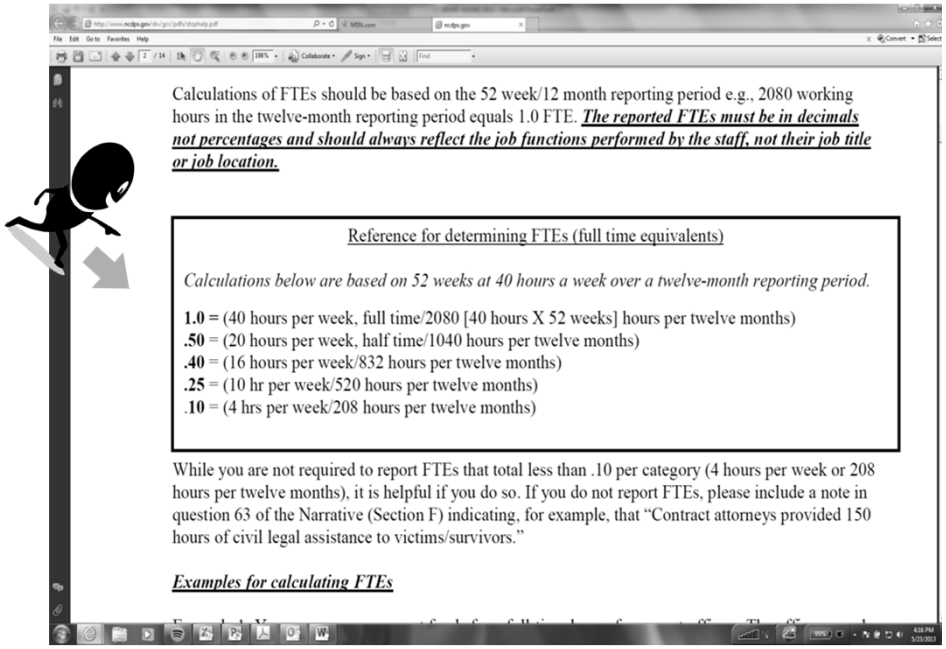
SASP Unallowable Expenses

- Lobbying
- Fundraising
- Research Projects
- Physical renovations to a building; including minor renovations
- Sexual Assault forensic examination programs
- Activities focused on prevention efforts (e.g., bystander programs, healthy relationship programs, social norm campaigns
- Criminal Justice related projects including; law enforcement, prosecution, courts, and forensic interviews
- Providing domestic violence services that are unrelated to sexual violence

Helpful Hints for SASP

…and VAWA!

- When completing the staff information question, find the best fit for the grant funded position.
- Report the position based on Job function not title.
- Avoid the “other” category as this will generate red-flags
- The services provided should correspond with the positions reported on the staff question.
- Carefully check FTE’s or Full-Time-Equivalents.



Calculations of FTEs should be based on the 52 week/12 month reporting period e.g., 2080 working hours in the twelve-month reporting period equals 1.0 FTE. ***The reported FTEs must be in decimals not percentages and should always reflect the job functions performed by the staff, not their job title or job location.***

Reference for determining FTEs (full time equivalents)

Calculations below are based on 52 weeks at 40 hours a week over a twelve-month reporting period.

1.0 = (40 hours per week, full time/2080 [40 hours X 52 weeks] hours per twelve months)
.50 = (20 hours per week, half time/1040 hours per twelve months)
.40 = (16 hours per week/832 hours per twelve months)
.25 = (10 hr per week/520 hours per twelve months)
.10 = (4 hrs per week/208 hours per twelve months)

While you are not required to report FTEs that total less than .10 per category (4 hours per week or 208 hours per twelve months), it is helpful if you do so. If you do not report FTEs, please include a note in question 63 of the Narrative (Section F) indicating, for example, that “Contract attorneys provided 150 hours of civil legal assistance to victims/survivors.”

Examples for calculating FTEs

SASP Technical Assistance/Call-In

Tentatively Scheduled for:

- July 8 @ 2:30 PM &
- July 9 @ 11:00 AM
- Grantees will be notified by NCCASA and provided a call-in number.

SASP Technical Assistance/Call-In

...continued

- NC CASA will conduct training for programs regarding reporting requirements. Prior to the tentative date, check the time, date and phone number on the coalition's website at:

www.nccasa.org

Federal Time Tracking

generally

- All federally funded programs require time-activity reports for personnel who are paid through multiple sources.
- If personnel are paid 100% through one funding source, no need for time tracking, however, activity must be described.
- When personnel track grant-funded time, it should be documented by actual time spent on the activity not by budget amount for the activity.

VOCA/VAWA
Time Tracking

- OVW recommends, that states' require **a written description**, in addition to the cost allocation, to document the activity.

- GCC requires VOCA & OVW subrecipients **(VAWA and SASP)** provide this information for expense reimbursement requests.

VOCA/VAWA
Time Tracking

- All federal subrecipients must support federally funded activity with documentation to the satisfaction of DOJ-OIG auditors, on a case by case basis.

VOCA/VAWA
Time Tracking

- The Department of Justice (USDOJ), Office of the Inspector General (OIG) may inquire of any time/activity charged to any particular grant program at any time. This also extends to contracts and consultants.

VOCA/VAWA
Time Tracking

- The USDOJ Grants Financial Management Unit maintains, that grant funded activity documents, (records that account for actual time) be kept for 3-years, inline with agency records and retention guidelines

All federally funded programs must be able to prove that their time was spent on what was reported for reimbursement.

Document, Document, Document!

http://www.ncdps.gov

Time [Read-Only] [Compatibility Mode]

Employee Name _____

Month _____

Day	Date	FS1	FS2	FS3	FS4	Total Time Worked	Sick/Vac	Other	Total Leave	Description of Work Performed
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										

Click on Grant Management>Forms>Time/Activity

Consequences for Non-Reporting

Federal programmatic reporting is a responsibility that is just one part of accepting a federal award. Penalties for failure to submit a federal report include, but are not limited to:

- *Program hold*
- *Reversion of grant funds*
- *Termination of grant*
- *Future as a high-risk grantee; possibility of additional monitoring and/or less funding*

Message from GCC

<u>We want you to be successful!</u>

North Carolina receives VOCA/VAWA/SASP funding annually to assist non-profits and government entities in their mission to assist crime victims. Receipt of this funding is contingent on the timely submission of federal reports by our agency. The Governor's Crime Commission and our sub-grantees; our customers (all of you) must partner to ensure reporting is submitted accurately and promptly. Failure to submit the required federal reports by the due date will jeopardize all VOCA/VAWA/SASP funding to North Carolina.

Contact Us For Assistance
919-733-4564

Planning Team

Misty Brown, Lead Planner
Maria Fryer
Justin Davis