Chapter 7 Reporting Requirements

The Attorney General's Office through the Victim Assistance Section (Section) administers funding from the following: State of Iowa appropriations, Federal Family Violence Prevention and Services Act (FVPSA), Federal Victim of Crime Act (VOCA), Federal STOP Violence Against Women Act (STOP), and Federal Sexual Abuse Services Program (SASP).

The completion and submission of performance and financial reports is an important requirement for grant recipients.

Reports are used to monitor projects, fulfill federal grant reporting requirements, provide information for state strategies and implementation plans and assist the Victim Assistance Section to determine project success and funding allocations. The project directors are usually the people responsible for timely submission of completed program and fiscal reports. Failure to submit required reports on time is a breach of contract requirements. Financial reimbursement may be withheld pending the submission of late report(s).

Grantee reports will be completed and submitted in various ways depending upon the types of funding you receive. Instructions on how to complete each report can be found here.

If the due date of any report falls on a Saturday, Sunday or holiday, the report is due the next business day.

Download the PPT training on performance reporting.

VOCA Performance Reports

VOCA Reports

Grantees who receive VOCA funds are responsible for completing two different reports: the annual SAR (Subgrant Annual Report) and the quarterly Subgrantee Data Report, which we refer to as the quarterly PMT report. Whoever is responsible for submitting VOCA reports must be registered in the Office of Justice Program Performance Measurement Platform (OVC PMT).

1. Subgrant Annual Report (SAR): The SAR is required to be completed annually within 60 days of receipt of a subaward, which include VOCA funding. The Victim Assistance team completes the first section of the SARS (Questions #1-7). The grantee is required to review responses to Questions #1-7 for accuracy and if changes are necessary, contact their grant coordinator to make corrections. Grantees are required to complete the second section of the SAR (Questions #8-11). Here are detailed instructions to complete your SARS. Here is a worksheet to help you determine how to complete SARS.

2. VOCA Subgrantee Data Report: Grantees are required to complete quarterly VOCA performance reports in the federal OVC PMT system. The table below shows the reporting periods and due dates. At a minimum, a grantee should review the quarterly report at the beginning of the contract period to be sure all required data is tracked. This Excel spreadsheet will assist you in tracking the required data for your quarterly VOCA Subgrantee Data Report if you do not have a database or other means to track this information.

For more information on the PMT system and VOCA quarterly reports see the following links:

VOCA performance report guide

Performance Measurement Tool Subgrantee User Guide

Subgrantee Data Report Frequently Asked Questions

Performance Measurement Tool PMT Frequently Asked Questions

Victims of Crime Act (VOCA) Quarterly Performance Reports

Reporting Period:	Due Date:
October 1st – December 31st	January 31st
January 1st – March 31st	April 30th
April 1st – June 30th	July 31st
July 1st – September 30th	October 31st

SASP Performance Reports

SASP Reports

Grantees who receive SASP funds must complete an annual SASP report by March 15. The report covers the previous calendar year's (January to December) grant activities. The SASP annual report is completed online.

The SASP reporting template and reporting instructions can be found on the Attorney General's website.

STOP Performance Reports

STOP VAWA Reports

Grantees who receive STOP VAWA funds must complete an annual STOP VAWA report by March 15. The report covers the previous calendar year's (January to December) grant activities. The STOP VAWA annual report is completed online

The STOP VAWA reporting template and reporting instructions can be found on the Attorney General's website.

For more information on completing the STOP VAWA reports, go to the Measuring Effectiveness Initiative website.

Note to law enforcement, prosecution and statewide agencies receiving Violence Against Women funds: Your STOP report should be completed as it applies to work related to violence against women (i.e., the number of trainings provided on violence against women issues) unless otherwise specified in the report.

Biannual Performance Reports

Bi-Annual Performance Reports

All grantees must complete Victim Assistance bi-annual performance reports.

Grantees who use Empower DB will run their bi-annual performance report in the Empower DB system and then submit them in Iowa Department of Justice Grants.

Empower DB has an assortment of instructional videos illustrating data entry and how to navigate the system in their Database Documentation Section.

EmpowerDB activity definitions will be used by anyone completing required reports. This comprehensive listing of activities and their corresponding definitions is designed to assist those agencies using EmpowerDB; however, anyone can use these helpful definitions.

The biannual reporting templates are here:

Biannual Report Template #1

Biannual Report Template #2

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