



IOWA DEPARTMENT OF JUSTICE

**ATTORNEY GENERAL
BRENNA BIRD**

Chapter 9 Reporting Requirements

The Attorney General's Office through the Victim Assistance 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 Victim Assistance to determine project success and funding allocations. The project directors are usually the persons 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.

Victims of Crime Act Assistance Grant (VOCA) Reports

Subrecipients of [Victims of Crime Act \(VA\) 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](#)).

Click [here](#) for VOCA definitions.

1. [Subgrant Annual Report \(SAR\)](#): The SAR is required to be completed annually within 60 days of receipt of your subaward. The Victim Assistance team completes the first section of the SARs (Questions #1-7). The subrecipient is required to review responses to Questions #1-7 for accuracy and if changes are necessary, contact their grant coordinator to make corrections. Subrecipients are required to complete the second section of the SAR (Questions #8-11). [Here are detailed instructions](#) to complete your SAR. [Here is a worksheet](#) to help you determine how to complete SARs if you have more than one grant.

2. [VOCA Subgrantee Data Report](#): Subrecipients 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 subrecipient 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:

[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 Report

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

STOP Violence Against Women Formula Grant Funds (VAWA)

If a subrecipient receives [STOP Violence Against Women Funds \(VAWA\)](#) funds, an annual STOP VAWA report is due March 15. The reporting period is the previous calendar year (January to December). The STOP VAWA annual report is completed and submitted in the required Adobe file format and uploaded in the Performance Reports component of [Iowa GVS](#).

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.

Sexual Abuse Services Program (SASP)

If a subrecipient receives [Sexual Abuse Service Program \(SASP\)](#) funds, an annual SASP report is due March 15, which reports the previous calendar year's (January to December) grant activities. The SASP annual report is completed and submitted in the required Adobe file format and uploaded in the Performance Reports component of [Iowa GVS](#).

The [SASP reporting template and reporting instructions](#) can be found on the Attorney General's website.

Family Violence Prevention & Services Act (FVPSA)

If a subrecipient receives [Family Violence Prevention & Services Act \(FVPSA\)](#) funds, an annual FVPSA Report is due November 15, which reports the grant activities from the most recent October 1, to September 30 grant year. The FVPSA Annual Report is required to be submitted in the Performance Reports component of [Iowa GVS](#).

The [FVPSA reporting template and reporting instructions](#) can be found on the Attorney General's website.

Bi-Annual Performance Reports (Required of All Subrecipients)

All subrecipients receiving victim assistance funds, must complete Victim Assistance bi-annual performance reports.

These programs: Domestic Abuse Comprehensive (DAC), Sexual Abuse Comprehensive (SAC), Shelter-Based Victim Services, Statewide Victim Coalition, Culturally Specific Programs (CSP), Statewide Victim Hotline or Survivor of Homicide Program are required to use the Empower Database System (Empower DB). The reporting section of Empower DB has the capability of printing the reports.

Subrecipients who are required to use Empower DB will run their bi-annual performance report in the Empower DB system and then submit them in the Performance Reports component of [Iowa GVS](#).

Empower DB has an assortment of instructional videos illustrating data entry and how to navigate the system in the 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](#)

