



Chapter 9 Reporting Requirements

CVAD through the Victim Services Support Program (VSS) administers the following funding streams: State of Iowa funding, Federal Family Violence Prevention and Services Act (FVPSA or FV), Federal Victim of Crime Act (VOCA or VA), Federal STOP Violence Against Women Act (VAW or VW), and Federal Sexual Abuse Services Program (SASP or SF). As a condition of receipt of grant funds from CVAD, an agency is required to submit performance reports.

These reports are used to monitor projects, fulfill federal grant reporting requirements, provide information for state strategies and implementation plans and assist CVAD in determining project success and funding allocations. The grant's project director is 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 a contract with CVAD. CVAD is required to complete 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 manager. Subrecipients are required to complete the second section of the SAR (Questions #8-11).

2. [VOCA Subgrantee Data Report](#): Subrecipients are required to complete a performance report on a quarterly basis in the federal 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 February 15, which reports the previous calendar year's (January to December) grant activities. The STOP VAWA annual report is completed and submitted in the required Adobe file format and uploaded in the Performance Reports component of IowaGrants.gov.

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 (VW) 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 VAW 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 February 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 IowaGrants.gov.

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 \(FVPSA or FV\)](#) funds, an annual FVPSA Report is November 15, which reports the grant activities from October 1, to September 30 of the same year. The FVPSA Annual Report is required to be submitted in the Performance Reports component of IowaGrants.gov.

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 CVAD funds, must complete CVAD Bi-Annual Performance reports, which are specific to the type of programming your agency provides. For example, there is a report specifically for victim service organizations, which is different from law enforcement and prosecution organizations. Grantees are required to complete each section of the report specific to their program type.

Grantees identified as the following: 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) provided by CVAD. The reporting section of Empower DB has the capability of printing the reports. Grantees 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 IowaGrants.gov.

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, all grantees will benefit from information in the document.

The [CVAD Biannual reporting templates](#) can be found on the Attorney General's website.

Grantees are to submit their CVAD bi annual reports in the Performance Reports component of IowaGrants.gov.

OTHER REPORTS

Any other reports such as Law Enforcement, Violence Against Women Prosecutors, Victim Witness Coordinators and VOCA Projects can be found [here](#).

