



IOWA DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL

Attorney General Tom Miller

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 SARRS (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

